



**City Commission Agenda
Civic Center, 2 Park Drive South, Great Falls, MT
Commission Chambers Room 206
May 15, 2018**

CALL TO ORDER 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE/ EX PARTE COMMUNICATIONS

PROCLAMATIONS

Emergency Medical Services Week, Kids To Parks Day, and Police Week.

PETITIONS AND COMMUNICATIONS

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

1. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

2. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

3. Appointment, Library Board.
4. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

5. Miscellaneous reports and announcements from the City Manager.

CONSENT AGENDA

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

6. Minutes, May 1, 2018, Commission Meeting.
7. Minutes, May 1, 2018, Special Commission Meeting.
8. Total Expenditures of \$2,206,603 for the period of April 14, 2018 through May 2, 2018, to include claims over \$5,000, in the amount of \$1,954,908.
9. Contracts List
10. Approve Final Payment for the 3rd Avenue Southwest Lift Station #18 Force Main

Replacement, in the amount of \$11,234.92 to Phillips Construction, LLC., and \$113.48 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.

11. Approve the bid award to supply asphaltic concrete material to Great Falls Sand & Gravel, Inc., of Great Falls for \$709,250.

Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote

PUBLIC HEARINGS

OLD BUSINESS

12. 2018/2019 Community Development Block Grant (CDBG) Funding Priorities.

Action: Approve or deny the proposed use of CDBG Funds, as submitted, for the Public Improvements, Residential Rehab., and Public Services, for the 2018/2019 Community Development Block Grant Program (CDBG) for inclusion in the 2018/2019 Annual Action Plan. (Presented by Craig Raymond)

NEW BUSINESS

13. City of Great Falls Federal Grant Financial Policy.

Action: Approve or deny the City of Great Falls Federal Grant Financial Policy. (Presented by Melissa Kinzler)

ORDINANCES/RESOLUTIONS

14. Ordinance 3165, Amending OCCGF Section 9.3.040, Pertaining to Exceptions to The Prohibition of Drinking or Displaying of Alcoholic Beverages in Public Places.

Action: Accept Ord. 3165 on first reading and set second reading for June 5, 2018. (Presented by Joseph Cik)

15. Resolution 10235, Establishing a Policy Concerning Appointments to Boards and Commissions and Repealing Resolution 10059.

Action: Adopt or deny Res. 10235. (Presented by Joseph Cik)

CITY COMMISSION

16. Miscellaneous reports and announcements from the City Commission.

17. Commission Initiatives.

ADJOURNMENT

(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.) Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. City Commission meetings are re-aired on cable channel 190 the following Wednesday morning at 10 am, and the following Tuesday evening at 7 pm.



Item: Appointment, Library Board.

From: City Manager's Office

Initiated By: City Commission

Presented By: City Commission

Action Requested: Appoint one member to the Library Board.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission appoint _____ to the remainder of a five-year term through June 30, 2021, to the Library Board.”

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

Staff Recommendation:

It is recommended that the City Commission appoint Samantha DeForest to the Library Board for the remainder of a five-year term through June 30, 2021.

Summary:

During the March 6, 2018 Commission Meeting, The Commission voted to remove Jane West from the Library Board due to meeting attendance concerns. Advertising for the opening was done through the local media and also on the City’s website. Four Applications were received.

Purpose

The Library Board is comprised of five members who are appointed by the City Commission. The Board oversees the Library policies and operations including book policies and service to the City, County, and Pathfinder Federation of Libraries.

Members serve for five-year terms, but no more than two full terms in succession, exclusive of time served on any unexpired term.

Continuing members of this board are:

Dea Nowell

Mitch Tropila
Mary Ellen Kropp
Whitney Olson

Citizens interested in serving on the board are:

Samantha DeForest
Kelly Quick
Kathy Dunn
Anne Bulger

Concurrences:

The Library Board submitted a letter recommending that Samantha DeForest be appointed to the Board.

ATTACHMENTS:

- ▣ Recommendation Letter
- ▣ Application - DeForest
- ▣ Application - Quick
- ▣ Application - Dunn
- ▣ Application - Bulger



April 24, 2018

Great Falls Mayor,
Bob Kelly
Great Falls City Commissioners,
Bill Bronson
Tracy Houck
Mary Sheehy Moe
Owen Robinson

Dear Mayor and Commissioners,

We would like to recommend that Samantha DeForest be appointed to serve on the Library Board for the remainder of a five-year term through June 30, 2021.

Sincerely,

[Redacted Signature]

Great Falls Public Library Board:
Dea Nowell, Chair

Mitch Tropila, Vice-Chair
MaryEllen Kropp
Whitney Olson



**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)**


RECEIVED

APR 18 2018

CITY MANAGER

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

Board/Commission Applying For: LIBRARY BOARD		Date of Application: 4/17/18
Name: SAMANTHA DEFOREST		
Home Address: 9 LINDA LANE GREAT FALLS MT 59404		Email address: deforest67@gmail.com
Home Phone: 406-727-0471	Work Phone: 406-454-5807	Cell Phone: 406-781-5876
Occupation: BOOKKEEPER	Employer: LINDELL NEWHALL MARTIN & SCHULKE, PC.	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background:		
Educational Background: BACHELOR'S DEGREE IN BUSINESS & ACCOUNTING		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: VOLUNTEER AT THE LIBRARY PUPPY RAISER FOR CANINE COMPANIONS FOR INDEPENDENCE		
Previous and current public experience (elective or appointive): NONE		
Membership in other community organizations: NONE		

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? I LOVE THE LIBRARY! I UTILIZE IT ON A REGULAR BASIS AND BELONG TO TWO OF THEIR BOOK CLUBS. I ALSO VOLUNTEER AT THE LIBRARY.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? libraries have been a part of my life since childhood. I have always been an avid reader and was have been employed with Barnes & Noble. I currently work for a law firm where I am able to utilize my business & accounting skills.	
Additional comments:	
Signature 	Date: 4/17/18

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:
City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005


Email:
kartis@greatfallsmt.net



**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)**

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

Board/Commission Applying For: Library Board		Date of Application: (date letter submitted) 4-17-18
Name: Kelly Quick		
Home Address: 723 4th Ave SW GF, 59404		Email address: drquick34@gmail.com
Home Phone: X	Work Phone: 791-5368	Cell Phone: 403-1728
Occupation: Associate Professor of Exercise Science		Employer: University of Providence
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: Significant background in meetings, strategic planning, public speaking. See application letter for details.		
Educational Background: BA - Philosophy - Univ. of Minnesota - Morris MS - Kinesiology - Lamar University Ed.D - Exercise Physiology - Univ. of Northern Colorado		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: University committee work (3 currently); Kiwanis Book Nook reading at West Elementary; volunteer reading tutor in Sheboygan, WI; Habitat for Humanity; various church leadership positions; co-leader 2017 March for Science		
Previous and current public experience (elective or appointive): Presenter at multiple professional conferences in Exercise Science.		
Membership in other community organizations: Montana Human Rights Commission		

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? <i>See application letter for details!</i>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <i>See application letter for details.</i>	
Additional comments:	
Signature 	Date: <i>4-19-18</i>

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Dear Ms. Mora,

April 17, 2018

My name is Kelly Quick, and I am writing this document as my letter of application for the position of advisory board member at the Great Falls Public Library. Like many applicants, I too am a lifelong lover of reading. In addition to that, I believe my professional experiences also qualify me to support the library's mission to the community. I find the guiding principles of the Great Falls Public Library closely mirror my professional and personal principles.

I have worked in higher education since 2000 as a professor of exercise science. I have been teaching at the University of Providence since 2015. I have engaged in various duties and made classroom connections that I believe will greatly assist in my appropriateness in the execution of this board's duties.

As a faculty member, I have always had a role in shared governance and strategic planning. Faculty and administration work together and cooperatively to accomplish the overall mission of the university. The role of advisory board and library director concretely mirrors this relationship; thus, I appreciate and respect the unique responsibilities of each party as well as possess the ability to work together for the benefit of those who utilize our services. As an academic, I truly support the value of intellectual freedom and the holistic development of the person. Libraries, historically and currently, are still a vital resource in aiding all community members; they are not limited in this role simply by providing books. The library in Great Falls is also a gathering space (movies and storytimes) as well as a resource (tax help and community speakers). Being able to assist the library in the maintenance of successful community outreach and planning for future needs is part of shared governance and strategic planning.

My time in higher education also means I am deeply conversed in the topic of committee meetings. I have had various roles (member, secretary, treasurer, and chair) in academic committees too numerous to bore you with the details. Suffice to say I know how to carry myself in a meeting, adhere to the agenda, and facilitate productive discussions.

Not only do I possess experience in general university strategic planning, but I have extensive expertise in curriculum development, a skill I think is very transferable to the role of a board member. I have needed to be aware of and understand the trends in exercise science and create appropriate curricular adaptations to train students to meet future needs. It is vital for the viability of a public library to be able to anticipate and adjust to the quickly changing needs of the Great Falls community.

In terms of publicly supporting the purpose, vision, and goals of the library, I have skills and enjoyment in public speaking. I successfully teach to undergraduate students daily, but I also engage in public speaking in the occasional opportunity to give a sermon at my church and present at regional and national conferences. I know many people do not desire to speak in front of others, but I find it enjoyable and natural.

My personal life is also a reflection of my commitment to literacy. For years, both here and at my previous residence in Wisconsin, I engaged with elementary students in reading programs. I understand from teaching that there is often a significant difference in academic performance and civic engagement between students who are habitual readers and those who are not. We

currently live in a time when critical thinking and information evaluation are less valued and utilized than in the past. I hope the public library will be at the head of the charge to promote these skills in our residents in an exciting, adaptable way.

I apologize for submitting this application at the deadline, but the position has only recently come to my attention. It is my plan to call Great Falls my home for many years to come, and as a proud resident I cannot think of a better way to serve my community than as a member of the library board.

Sincerely,

A black rectangular redaction box covers the signature of Kelly Quick. A handwritten signature in blue ink is visible above the redaction.

Kelly Quick, Ed.D.

723 4th Ave SW
Great Falls, MT 59404
406-403-1728
drquick34@gmail.com



**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM**
(PLEASE PRINT OR TYPE)

Page 1 of 3
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APR 18 2018

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know Laws.

CITY MANAGER

Board/Commission Applying For: GREAT FALLS PUBLIC LIBRARY BOARD		Date of Application: 4-17-18
Name: Kathy DUNN		
Home Address: 3814 Poker Flats Road Great Falls, MT 59405-1144		Email address: kathydunn@att.net
Home Phone: 406-452-6191	Work Phone: NA	Cell Phone: 406-781-8606
Occupation: Retired teacher, but I still substitute teach K-12	Employer: GFPS and Holy Spirit School	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) It shouldn't.		
Related experiences or background: Mom of 3, grandmother of 9. Taught K, 1, 2, 4, 5, 6, 7, 8. Was a junior high counselor, Special Education Family Counselor, Literacy Teacher. I taught in MN, NB, TX, KS, Azores Portugal and MT		
Educational Background: Bachelor of Science - Elementary Education - College of St Teresa, Master of Arts in Counseling, Pepperdine University. University of Washington - Neuroscience studies Montana State - Bioscience studies		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: PLEASE SEE separate sheet.		
Previous and current public experience (elective or appointive):		
Membership in other community organizations:		

Kathy Dunn GF Public Library Board Application 4/17/2018

Previous and current service activities: I have been a 4-H Leader in Cascade County for 39 years. I have been involved in the Girls in Glacier Hiking Group for 5+ years. I have served at Cascade 4-H Leaders' Council President, Secretary. I am currently Treasurer of the Cascade 4-H Foundation. I have been a Montana Destination Imagination Board Member for at least five years. I am the Montana Association of Gifted and Talented Education (Montana AGATE) Outreach Chairperson. I present workshops on Bioscience, Mathematics, Neuroscience, and Reading at MEA/MFT Teacher's Conference each October.

Previous and current public experience (elective or appointive): I have worked for the Montana State Fair since 1990 as the 4-H Superintendent. I have not held an elected position.

Membership in other community organizations: I belong to Holy Spirit Parish. I am a member of the Girls in Glacier Hiking Group. I also am active in the 4-H Program in Cascade County.

Have you ever worked for or are you currently working for the City of Great Falls? Yes No If yes, where and when? I worked for the City of Great Falls during the years in the 1990s when the Montana State Fair was under the guidance of the City of Great Falls rather than Cascade County.

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes No If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes No If yes, what board and when did you serve?

Are you currently serving on a Board? Yes No If yes, which board?

Please describe your interest in serving on this board/commission? I am a certified literacy teacher K-12. I remember reading 100+ books each year in my one-room country school in grades 5, 6, and 7 a year or two ago. I would love to offer challenges to students to read, read, and read some more. I would love to encourage youth to write as well as read.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission? I was editor of my college newspaper for two years. I worked on my high school newspaper also although not at the editor level. I love to read. I would love for the Great Falls Public Library to get the whole Lucy Hawking and Stephen Hawking set of books on "George's Magic Key to the Universe" I would also like the library to include international stories of the plight of children around the world such as the "Breadwinner Series".

Additional comments: I will caution you, my favorite questions start with "What if...?" Or "Please explain so I understand."

Have you ever worked for or are you currently working for the City of Great Falls? Yes No If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes No If yes, who, which department, and relationship?


Have you ever served on a City or County board? Yes No If yes, what board and when did you serve?

Are you currently serving on a Board? Yes No If yes, which board?

Please describe your interest in serving on this board/commission?

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

Additional comments:

Signature  Date: 4-17-18

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BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
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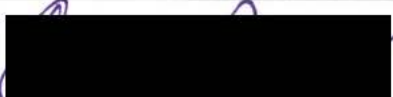
APR 19 2018

sent to KM
4/19 DE

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

CITY MANAGER

Board/Commission Applying For: <i>Library Commission</i>		Date of Application: <i>April 13, 2018</i>	
Name: <i>Anne H. Bulger</i>			
Home Address: <i>1815 4th Avenue North</i>		Email address: <i>anne.h.bulger@gmail.com</i>	
Home Phone: <i>452-8778</i>	Work Phone: <i>268-6147</i>	Cell Phone: <i>799-2706</i>	
Occupation: <i>German teacher</i>		Employer: <i>Great Falls Public Schools</i>	
Would your work schedule conflict with meeting dates? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If yes, please explain) <i>If meetings are during the day, before 4.</i>			
Related experiences or background:			
Educational Background: <i>University of Montana / German / History BA MSU Northern Education in Science Masters</i>			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: <i>CMR Tennis coach German Club advisor Heisey Board Member</i>			
Previous and current public experience (elective or appointive):			
Membership in other community organizations:			

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? <i>I have had a deep love of reading since I was a small child. I also think our library is an invaluable resource for the community. Those that work there do a great job of community outreach.</i>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <i>I've been a teacher for 20 years and have worked with a myriad of groups, students + parents alike. I have utilized most of the facilities at the library and believe in its mission.</i>	
Additional comments: <i>My tenure as Coach and instructor is winding down. I want to stay involved in the community and this seems a great option.</i>	
Signature 	Date: <i>4/13/18</i>

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kartis@greatfallsmt.net



Item: Minutes, May 1, 2018, Commission Meeting.

From: City Clerk's Office

Presented By: City Commission

ATTACHMENTS:

- May 1, 2018 - Draft Commission Meeting Minutes

JOURNAL OF COMMISSION PROCEEDINGS

May 1, 2018

**Regular City Commission Meeting
Commission Chambers Room 206**

CALL TO ORDER 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

City Commission members present: Bob Kelly, Bill Bronson, Mary Sheehy Moe, Owen Robinson and Tracy Houck. Also present were City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Deputy City Clerk Darcy Dea; Public Works Director Jim Rearden; Planning and Community Development Director Craig Raymond; City Attorney Sara Sexe; and, Police Chief Dave Bowen.

AGENDA APPROVAL

City Manager Greg Doyon reported that there was a minor typo corrected in the April 17th Commission Minutes. The agenda was approved as presented.

CONFLICT DISCLOSURE/ EX PARTE COMMUNICATIONS

None

PROCLAMATIONS

National Day of Prayer, Paint the Town in Hope Day & Leadership Great Falls Splash for Cash Day.

PETITIONS AND COMMUNICATIONS

1. **Miscellaneous reports and announcements.**

None

NEIGHBORHOOD COUNCILS

2. **Miscellaneous reports and announcements from Neighborhood Councils.**

None

BOARDS AND COMMISSIONS

3. **Appointment/Reappointment to the Historic Preservation Advisory Commission.**

Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission appoint Rich Ecke to fill a three-year term through April 30, 2021, and reappoint Ellen Sievert for a three-year term through April 30, 2021, to the Historic Preservation Advisory Commission.

Mayor Kelly announced that there is one more vacancy to fill for the Historic Preservation Advisory Commission.

Mayor Kelly asked if there was any discussion amongst the Commissioners or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0

4. **Reappointment, Advisory Commission on International Relationships.**

Commissioner Moe moved, seconded by Commissioner Bronson, that the City Commission reappoint Katheryn Craig to the Advisory Commission on International Relationships for a three-year term through March 31, 2021.

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

Dr. Sandra Erickson, 2313 4th Avenue SW, expressed support with regard to reappointing Katheryn Craig to the Advisory Commission on International Relationships.

There being no one further to address the Commission, Mayor Kelly called for the vote.

Motion carried 5-0

5. **Miscellaneous reports and announcements from Boards and Commissions.**

None

CITY MANAGER

6. **Miscellaneous reports and announcements from the City Manager.**

City Manager Greg Doyon reported that Planning and Community Development Certified Permit Technician Joelle Marko has been promoted to Plans Examiner. Manager Doyon further reported that there is a need for additional Plans Examiners.

Manager Doyon reported that 10 Montana Fire Departments affiliated with the Montana Firefighter Testing Consortium will be conducting a physical ability practice session, which the City will be hosting in June.

Manager Doyon expressed appreciation to Park and Recreation Director Steve Herrig, Deputy Director Patty Rearden, and Staff for presenting what is being proposed at the Town Hall meeting for the proposed Park Maintenance District on April 26. Manager Doyon reported that property owners within the City limits, but live outside the city, are eligible to vote on the proposed Park Maintenance District as long as they are a registered voter. To receive a ballot, take a copy of the property tax bill to the Cascade County Elections office, and fill out an affidavit.

There will be performances at the Mansfield Center on November 20, 2018, and March 19, 2019, on the same evening as the City Commission meetings.

CONSENT AGENDA

7. Minutes, April 17, 2018, City Commission Meeting.
8. Total Expenditures of \$2,705,979 for the period of March 31, 2018 through April 18, 2018, to include claims over \$5,000, in the amount of \$2,455,358.
9. Contracts List.
10. Approve the purchase of one new 2019 Peterbilt 337 single axle cab & chassis dump box truck for \$114,767 from Montana Peterbilt of Missoula, through NJPA (National Joint Powers Alliance).

Commissioner Moe moved, seconded by Commissioner Houck, that the City Commission approve the Consent Agenda as presented.

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

John Hubbard, 615 7th Avenue South, expressed concern with regard to the proposed Park Maintenance District, as well as an increase of taxes.

Mayor Kelly reminded Mr. Hubbard that the appropriate time to discuss those concerns was the Petitions and Communications portion of the meeting.

There being no one further to address the Commission, Mayor Kelly called for the vote.

Motion Carried 5-0

PUBLIC HEARINGS

11. **Res. 10233, A Resolution Declaring Certain Property Located at 2311 4th Avenue Southwest, Lot 3B, Block 2, sunset S 179.75' of E/2 LT3, Cascade county, Montana, A Nuisance, Order the Nuisance be Abated and Authorize City Staff to Force Abatement if Necessary.**

Planning and Community Development Director Craig Raymond reported this item is a request to conduct a public hearing and to consider the adoption of Resolution 10233 which would declare certain conditions located at 2311 4th Avenue SW a public nuisance.

The Official Code of the City of Great Falls (OCCGF) Title 8, Chapter 49 provides for a process for dealing with nuisances which impact the public health and welfare. Nuisance is defined in 8.49.010 as:

Anything which is injurious to health, or is indecent or offensive to the senses, or is an obstruction to the free use of another's property, so as to interfere with the comfortable enjoyment of life or property of another; or including but not limited to placement and/or maintenance of any motor vehicle, motorcycle, trailer, camp trailer or mobile home on any property in the City in violation of any zoning regulation or other City ordinance; or all any residential structure (including all appurtenant structures) to remain vacant for more than one (1) year where its condition constitutes a hazard or its appearance is a blight to the community or where the property is maintained so as to obstruct the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin, or any public park, square, street, or highway, is defined to be a "nuisance."

Director Raymond further reported that the subject property has been the subject of verbal complaints for some time, and that the City received a formal written complaint in December 2017, and an additional complaint and petition through Neighborhood Council #2 in January 2018.

This code enforcement case has been a cooperative effort with the Police, Fire, Engineering and Planning and Community Development Departments. Staff has spent considerable time on the investigation and case management of this complaint.

This cooperative investigation produced evidence of multiple violations of the OCCGF including an abundance of salvage items in the driveway and throughout the property, multiple licensed and unlicensed vehicles in various states of disrepair and parked on surfaces not approved for vehicle parking and storage. Additionally, the garage has been destroyed by fire and is unsafe to the occupants of the property and the general public and is also an attractive nuisance.

Staff has worked with the owner, Mr. Michael Lewis, who was given generous amounts of time to complete the clean-up and repair of the premises. While some minor progress appears to be evident, it has not been sufficient to give staff any confidence that the clean-up will be completed in any reasonable timeframe. The property appears to meet the definition of a nuisance and should be abated should the property owner fail to conduct the clean-up.

Mayor Kelly declared the public hearing open.

Speaking in opposition to Resolution 10233 was:

Mike Lewis, 2311 4th Avenue SW, owner of the property, commented that recently efforts have

been made to clean up the property, however the weather conditions have stalled those efforts.

Speaking in support of Resolution 10233 were area neighbors: **Sandra Erickson**, 2313 4th Avenue SW, **Annette Terry**, 2316 4th Avenue SW, **Lisa Sims**, 2310 3rd Avenue SW, **Jim Terry**, 2316 4th Avenue SW, **River Terry**, 2329 4th Avenue SW, **Patricia Hilbig**, 2232 4th Avenue SW, and **Lynn Baker**, 2313 4th Avenue SW expressing concerns regarding increased traffic and illegal activity, as well as the property being a public health and safety issue to children and the community. They urged the Commission to adopt Resolution 10233.

There being no one else to address the Commission, Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission adopt Resolution 10233, declaring certain property located at 2311 4th Avenue Southwest, Lot 3B, Block 2, Sunset S 179.75' of E/2 LT 3, Cascade County, Montana, a Nuisance, order the Nuisance be abated and authorize City staff to force abatement if necessary.

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Bronson expressed support of Resolution 10233 based upon the evidence compiled by City staff with regard to the health and safety concerns of the property, and not based upon the allegations of criminal activity.

The Commission concurred with Commissioner Bronson's comments.

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

Motion Carried 5-0

OLD BUSINESS

NEW BUSINESS

12. **Downtown Revolving Loan Fund Agreement.**

Planning and Community Development Director Craig Raymond reported that this item is a request to consider the approval of an amendment to the agreement between the City and Great Falls Development Authority (GFDA) originally approved in 2009, that provided for \$300,000 for economic development, and GFDA authority to provide loans for certain activities as part of a revolving loan program. The previous agreement was primarily intended to provide gap financing for larger projects which also had match funds to contribute.

With the advent of the hugely successful pedlet program initiated by the Business Improvement District (BID) last year, numerous community entities have been working to foster additional incentives and expand the program. All of the individual entities which make up the Downtown Development Partnership including the City have been working hard to make the downtown an attractive place to work, play, shop and live. This agreement is just one example of the coordinated effort. The only significant change to the agreement aside from formatting changes is the expressed ability for GFDA to process micro-loans of \$15,000 or less for these projects.

Commissioner Robinson moved, seconded by Commissioner Houck, that the City Commission approve the amended Downtown Revolving Loan Fund Agreement.

Mayor Kelly asked if there was any discussion amongst the Commissioners or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion Carried 5-0

13. **2018/2019 Community Development Block Grant (CDBG) Funding Priorities.**

Planning and Community Development Director Craig Raymond reported that this agenda item is an opportunity for staff to present to the Commission and the community what the official recommendations are for the coming Community Development Block Grant (CDBG/HOME) funding cycle. Director Raymond further reviewed and discussed the attached PowerPoint.

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

Julie Flesch, 41 Dick Road, commented that CDBG funding is critical to support the Indian Family Health Clinic building. She further commented that without the Indian Health Family Clinic, Native American and non-native members would not have access to health care.

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

Commissioner Houck expressed support of the proposed changes to the Community Development Block Grant (CDBG) program recommended by Planning and Community Development staff.

Commissioner Bronson received clarification that the survey is not statistically balanced but rather to receive input from the community.

Commissioner Moe expressed concern that the 5% for Public Services would not be enough. Referring to year round applications, Commissioner Moe expressed concern that if another priority comes up, there would not be any funds available to allocate.

Director Raymond reported that 15% for Public Services is the high end cap allowed by the U.S. Department of Housing and Urban Development (HUD).

Commissioner Robinson commented that there was a lot of work done with regard to the proposed changes to the CDBG program, and that it is a remarkable option. Commissioner Robinson expressed appreciation with regard to the Public Improvements designation of 20% being allocated to retrofit Americans with Disabilities Act (ADA) access projects.

Mayor Kelly supports moving forward with the funding priorities recommendations made by staff.

ORDINANCES/RESOLUTIONS

CITY COMMISSION

14. **Miscellaneous reports and announcements from the City Commission.**

Commissioner Bronson reported that the Montana School for the Deaf & Blind celebrated its 125th Anniversary on April 27th, and noted that it is a wonderful institution with special and dedicated teachers.

Commissioner Bronson expressed appreciation to the Malmstrom Air Force Base Airmen who volunteered at the MApril Clean up held on April 28.

Commissioner Houck thanked those who extended get well wishes to her while she was in the hospital. She further reported that she has another commitment and will be unable to attend the May 15 Commission meeting.

15. **Commission Initiatives.**

Commissioner Moe reported that the national small business movement, Independent We Stand, announced the quarter finalists, including Downtown Great Falls, in the 2018 "America's Main Streets" contest.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Moe moved, seconded by Commissioner Houck, to adjourn the regular meeting of May 1, 2018, at 8:55 p.m.**

Motion Carried 5-0

Mayor Bob Kelly

City Clerk Lisa Kunz

**Minutes Approved:
May 15, 2018**



Community Development Block Grant

Funding Recommendations 2018/2019

1



Federal Funds

- CDBG and HOME programs are federal programs administered by HUD to help fund local community development
- Goal: Assist low and moderate income (LMI) persons in their respective communities

2

Annual Allocation


- Entitlement City- formula derived from population statistics
 - 2018/2019 CDBG Award: \$776,621
 - 2018/2019 HOME Award: \$285,831

https://www.hud.gov/program_offices/comm_planning/about/budget/budget18

- Annual Action Plan
 - Outline’s Goals and Funding Priorities
 - Annual Action Plan is required by the Department of Housing and Urban Development (HUD) as part of the five year Consolidated Plan.

3

FY18 Annual Action Plan Schedule

 City of Great Falls CDBG/HOME Annual Action Plan Schedule	
Commission Work Session to discuss Grant funding Priorities & Policies	November 21, 2017
Public Needs Assessment- Neighborhood Councils (1/31, 2/19, 2/22, 3/1, 3/7, 3/8), Community Survey, and Stakeholder Focus Group (3/5/18)	January 26, 2018- March 16, 2018
City Commission Work Session to review Community Data, City Commission Meeting to set date for Public Needs Hearing	Tuesday April 3, 2018
15 day comment period for proposed Citizen Participation Plan	March 30, 2018- April 16, 2018
City Commission Meeting to vote on Grant Policies and Citizen Participation Plan, Public Needs Hearing	Tuesday April 17, 2018
City Commission Meeting to review Staff Recommendation on Goals to be included in Annual Action Plan	Tuesday May 1, 2018
30 day comment period for proposed 2018/2019 Annual Action Plan	May 3, 2018 – June 2, 2018
City Commission Meeting to vote on Goals to be included in Annual Action Plan	Tuesday May 15, 2018
City Commission Meeting to vote on Annual Action Plan	Tuesday June 5, 2018
ConPlan/Annual Action Plan submitted to HUD	By June 30, 2018

4

Community Assessment

- Community Survey: 355 Results
- Stakeholder Focus Group: 26 Participants
- 6 Neighborhood Council Meetings
- Public Needs Hearing
 - Written Public Comments

5

Community Results

- Strategy: Focus on achieving a large goal or implementing larger projects
1. Public Improvements
 2. Residential Housing Rehab
 1. Rental Housing Unit Rehab
 2. Single Family Home Rehab
 3. Housing Education and Counseling
 3. Public Services (Must be a new service or clear expansion of service, HUD funding cap: 15%)
 1. Homelessness Services
 2. Senior Services
 3. Alcohol and Drug Treatment

6

Staff Recommendation: Public Improvements

- 50% Public Improvement Grants
 - 20% of the total annual budget be dedicated to ADA Access Retrofit Projects.
- This will provide funding to enhance public infrastructure such as sidewalks, curb ramps, City facility accessibility and playground equipment to enhance ADA access.

7

Staff Recommendation: Residential Housing Rehab

- 45% Residential Housing Rehab Loans
- This will provide funding towards zero percent and/or low interest loans for property owners, to assist very low to moderate income individuals to bring properties up to code, and upgrade the city's housing stock to provide safe, affordable housing.
- This percentage also includes grant funding towards Housing Education and Counseling, which the community identified as the third top priority for Housing Initiatives.

8

Staff Recommendation: Public Services

- **5% Public Service Grants**
 - Homelessness Services
 - Senior Services
 - Alcohol and Drug Treatment
- **FY18 Approximately \$66,600**
 - FY17 Awarded \$67,500
 - 0 Projects were new and/or expanding services
 - FY16 Awarded \$88,800
 - 1 Project expanded services (\$18,800)

9

Staff Recommendation: Timeliness

- The City is required to have no more than 1.5 times of their annual allocation by May 2nd of every year.
 - Staff requests the ability to respond to this HUD requirement as needed, while remaining within the identified and approved priorities.
- Staff to have limited authority to adjust the percent recommendations by zero to ten percent based on Timeliness need.
- The City faced potential noncompliance with this requirement for the past two years and this approval will allow staff to be proactive in meeting the HUD Timeliness requirement.

10

Staff Recommendations: Estimated CDBG Project Budget

- Unallocated CDBG funds from prior years (\$228,000)
- FY18 CDBG **estimated** annual allocation (\$776,600)
- Unallocated program income within the Revolving Loan Fund (\$569,000)
- Minus the cost (\$155,300) to administer the CDBG Program

Total CDBG Project Budget: \$1,418,300

11

HOME Investment Partnership Program

- Estimated HOME Project Budget: **\$615,500**
 - Projected FY18 Award: \$285,800
 - Unallocated FY17 Award: \$171,900
 - Unallocated FY16 Award: \$168,100
 - Unallocated FY15 Award: \$18,200
 - Minus the cost (\$28,500) to administer the HOME Program
- HOME **grant** funding can be utilized towards:
 - Building (New Construction: Rental & Ownership Housing)
 - Acquisition (Property & Vacant Land)
 - Rehabilitation (Affordable housing for rent or homeownership)

12

FY18 Annual Projected Budget

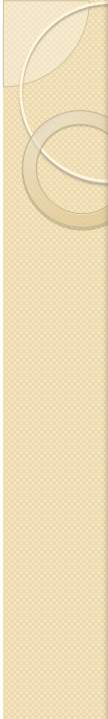
FY 18 Grant Annual Projected Budget Proposal			
	Debit	Credit	Balance
HOME Grant	644,200		644,200
CDBG Grant (FY17/FY18)	1,004,621		1,648,821
Revolving Loan Fund	569,633		2,218,454
Total Budget Amount	\$2,218,454		
Administrative Costs (FY18 Allocation: 20% CDBG/10% HOME)		183,907	2,034,547
Total Administrative Budget		\$183,907	
Affordable Housing: HOME Grant		615,616	1,418,931
Loan Specialist Program		65,000	1,353,931
Fair Housing Specialist Program		21,000	1,332,931
Public Improvements (50 %)		666,466	666,466
Residential Housing Rehab (45%)		599,819	66,647
Public Services (5%)		66,647	0
Total Project Budget		\$2,034,547	
Impact on General Fund:	None		

13

Annual Action Plan- Next Steps

- Annual Action Plan available for 30-Day Public Comment Period
 - May 3, 2018- June 2, 2018
- City Commission vote on the funding priorities
 - May 15, 2018
- City Commission vote on the Annual Action Plan
 - June 5, 2018
- Annual Action Plan Submitted to HUD
 - By June 30, 2018

14



Moving Forward: Project Selection – New Process

- Update Application to reflect allocation percentages (funding goals to be determined by City Commission)
- Application available once FY18 funding released from HUD
- Applications accepted year-round
- Applications reviewed/scored
 - Internal Review – Grant Specialist, Loan Specialist, PCD Deputy Director, HR Development Coordinator, Fair Housing Specialist
 - Loans- Loan Review Board (GFDA/GFHA)
- Highly scored projects will be chosen and a contract developed, which will ultimately be approved by the City Commission on the Contracts List/Consent Agenda

15



Item: Minutes, May 1, 2018, Special Commission Meeting

From: City Clerk's Office

Presented By: City Commission

ATTACHMENTS:

- May 1, 2018 - - Draft Special Commission Meeting Minutes



Special City Commission Meeting
City Commission Special Minutes
Gibson Room, Civic Center
May 1, 2018

1. Call to Order - 4:00 p.m.

2. Roll Call

City Commission members present: Bob Kelly, Bill Bronson, Tracy Houck, Owen Robinson, and Mary Sheehy Moe.

Staff Present: City Manager Greg Doyon, Deputy City Manager Chuck Anderson, City Attorney Sara Sexe, Public Works Director Jim Rearden and City Engineer Dave Dobbs; and City Clerk Lisa Kunz.

3. Public Comment

None

4. Introductions & Updates from Neighborhood Council #9

Neighborhood Council 9 Chairperson Barney Danishefsky reported that the council is aware that officials from the Park and Recreation Department and Great Falls Public Schools are working towards a resolution with regard to Kranz park. He commented that Council 9's boundaries are: the northern boundary is Central Avenue, the southern boundary is 10th Avenue South, the eastern is 36th Street South, and the western is 10th Street South from 10th Avenue South to 7th Avenue South, then east to 12th Street South, and then north to Central Avenue.

Council 9 holds its regular meetings on the second Thursday of each month at 7:00 p.m. at the First Church of the Nazarene, 1727 2nd Avenue South.

5. Alliance for Youth - Nicole Zimmerman

Alliance for Youth Program Coordinator Nicole Zimmerman and two high school seniors discussed the programs, services and support offered through Alliance for Youth. They discussed the new #LetsTalk app and its purpose to provide youth with useful and relatable information about mental health and suicide prevention all at their fingertips. The app also provides additional resources such as safe spaces for those who might be in a vulnerable state. A short 2 minute and 45 second #LetsTalk video was played. The goal is to decrease the stigma about mental health and make people aware there are options and opportunities to get help.

6. Update of City Wide Projects - Engineering Department - Jim Rearden and Dave Dobbs

Public Works Director Jim Rearden and City Engineer Dave Dobbs provided an overview of approximately 100 capital improvement projects for calendar years 2018 and 2019, as well as the Engineering Division work load in recent years for in-house construction projects and private development activity, as measured by inspection billing to developers.

7. Discussion of Potential Upcoming Work Session Topics

City Manager Greg Doyon reported that the May 15th work session will include an update from Neighborhood Council 1, Parking Advisory Commission's strategic planning report and needs, and the City Attorney's review of Title 8. There were no requests to add topics to the work session topic list.

8. City Manager's Annual Performance Evaluation

Mayor Kelly stated that this portion of the meeting is to discuss the City Manager's annual performance evaluation. He read the provisions of Mont. Code Ann. § 2-3-203. Manager Doyon asserted his right to privacy. Therefore, it was determined that the City Manager's individual privacy exceeds the merits of public disclosure.

Commissioner Robinson moved, seconded by Commissioner Houck, that the City Commission move into executive session to discuss the City Manager's performance evaluation.

Mayor Kelly asked if there was any discussion amongst the Commission or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0

9. Commission Action on Performance Review

At 5:17 p.m. the Commission, Manager Doyon and the City Clerk met in executive session in the City Manager's Office for the purpose of conducting the City Manager's annual performance evaluation.

-- EXECUTIVE SESSION --

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

The executive session concluded at 6:40 p.m.

The meeting reconvened into an open meeting in the Gibson Room. Mayor Kelly called the meeting back to order at 6:42 p.m.

Mayor Kelly reported that the Commission conducted Manager Doyon's annual performance evaluation in closed session. Manager Doyon's contract was renewed in 2017 for a three-year term. Mayor Kelly summarized the Commission's favorable review of Manager Doyon, noting the Commission is happy with his performance, including communication, approachability, and ethics. The Commission wants him to be more proactive in recruiting for key positions to make the transition easier, and wants him to be mindful of the cost of requiring certain staff at meetings, and determine if it's the best use of resources, if another staff member could attend.

Mayor Kelly asked if the Commission would entertain a motion to discuss compensation. He reviewed salaries of similarly situated positions. He suggested increasing Manager Doyon's salary by 3 percent for the second year of his contract, in addition to the proposed 3 percent cost of living adjustment. After a brief discussion, the Commission concurred, adding that it was important for the salary to be competitively appropriate and fair, and that the proposed increase be contingent on budget approval.

Commissioner Bronson moved, seconded by Commissioner Robinson, that the City Commission approve a compensation increase in Manager Doyon's salary by 3 percent for the second year of his contract, in addition to any cost of living adjustment, contingent on budget approval.

Mayor Kelly asked if there was any further discussion amongst the Commissioners or comments from the public. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0

10. Adjourn

There being no further business to come before the Commission, Mayor Kelly adjourned the special meeting of May 1, 2018, at 7:00 p.m.

Motion carried 5-0

Mayor Bob Kelly

City Clerk Lisa Kunz

**Minutes Approved:
May 15, 2018**



Item: Total Expenditures of \$2,206,603 for the period of April 14, 2018 through May 2, 2018, to include claims over \$5,000, in the amount of \$1,954,908.

From: Fiscal Services

Initiated By: City Commission

Presented By: Melissa Kinzler, Fiscal Services Director

ATTACHMENTS:

- ▣ 5000 Report



ITEM: \$5,000 Report
 Invoices and Claims in Excess of \$5,000

PRESENTED BY: Fiscal Services Director

ACTION REQUESTED: Approval with Consent Agenda

LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT
www.greatfallsmt.net/fiscalservices/check-register-fund

TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$5000:

ACCOUNTS PAYABLE CHECK RUNS FROM APRIL 19, 2018 - MAY 2, 2018	2,155,908.11
MUNICIPAL COURT ACCOUNT CHECK RUN FOR APRIL 14, 2018 - APRIL 30, 2018	50,695.05
TOTAL: \$	2,206,603.16

GENERAL FUND

MUNICIPAL COURT

DIS TECHNOLOGIES	SCANNED CITATIONS 2003 & 2005	30,612.15
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CITY MANAGER

CTA ARCHITECTS ENGINEERS	PHASE I CC EXTERIOR ENVELOPE REHAB	23,655.00
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SPECIAL REVENUE FUND

STREET DISTRICT

ENNIS-FLINT INC	PAINT DRUMS AND GLASS BEADS	13,075.00
DUSTBUSTERS INC	MAG CHLORIDE	5,611.96

PLANNING & COMMUNITY DEVELOPMENT

ROBERT PECCIA AND ASSOCIATES	GREAT FALLS LONG RANGE TRANSPORTATION PLAN	9,020.62
EDWARD FRIESEN	SURETY REFUND	24,190.65

FEDERAL BLOCK GRANTS

GREAT FALLS HOUSING AUTHORITY	CDBG GRANT AUSTIN HALL BOILERS AND DOOR ENTRY SYSTEMS & FURNACES	39,937.12
PLAYSPACE DESIGN INC	CDBG TIMELINESS FUNDS PARK & REC PAVILION KRANZ PARK	25,531.00
YOUNG PARENTS EDUCATION CENTER	CDBG CONTRACT DAY CARE SCHOLARSHIPS	5,964.70

ENTERPRISE FUNDS

WATER

ADVANCED ENGINEERING & ENVIRONMENTAL SERVICE INC	OF 1699 WATER/SEWER COST OF SERVICE (SPLIT AMONG FUNDS)	6,566.78
GUY TABACCO CONSTRUCTION	OF 1733.1 PW UTIL/SHOP MEZZANIE RETROFIT (SPLIT AMONG FUNDS)	5,816.25
TRACTOR & EQUIPMENT CO PANEL BUILT, INC	GENIE SCISSOR LIFT TOOL ROOM MEZZANINE	13,069.75 9,765.00
ADVANCED ENGINEERING & ENVIRONMENTAL SERVICE INC	OF 1625 H2O STORAGE TANK EVAL	14,636.45
ADVANCED ENGINEERING & ENVIRONMENTAL SERVICE INC	OF 1710.0 WTP HIGH SERVICE PUMP #2 REPLACEMENT STUDY	5,972.50

SEWER

ADVANCED ENGINEERING & ENVIRONMENTAL SERVICE INC	OF 1699 WATER/SEWER COST OF SERVICE (SPLIT AMONG FUNDS)	6,566.78
GUY TABACCO CONSTRUCTION	OF 1733.1 PW UTIL/SHOP MEZZANIE RETROFIT (SPLIT AMONG FUNDS)	5,816.25
HDR ENGINEERING INC OUTRIGGER CONSULTANTS LLC	OF 1633 WWTP PERMIT UPGRADES OF 1722.2 LIFT STATION 8 REMOVAL	7,755.67 5,535.00

911 DISPATCH CENTER

CENTURYLINK	DISPATCH MONTHLY LINE CHARGE	5,841.25
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PARKING

STANDARD PARKING CORPORATION	CONTRACT SERVICES FOR FEBRUARY AND MARCH 2018	68,523.59
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INTERNAL SERVICES FUND

HEALTH & BENEFITS

MONTANA MUNICIPAL INTERLOCAL AUTHORITY	EMPLOYEE INSURANCE PREMIUM MAY 2018	727,784.75
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INFORMATION TECHNOLOGY

HIGH POINT NETWORKS LLC	JUNIPER CORE ROUTERS	7,213.24
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CENTRAL GARAGE

MOUNTAIN VIEW CO-OP	FUEL-DIESEL	38,374.47
BROADWATER FORD	5-2018 FORD ESCAPES AWD	104,437.30

PUBLIC WORKS ADMINISTRATION

TRACTOR & EQUIPMENT CO	GENIE SCISSOR LIFT	12,878.00
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CC FACILITY SERVICES

MASCO	FLOOR SCRUBBER	5,600.00
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TRUST AND AGENCY

COURT TRUST MUNICIPAL COURT

CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	36,150.55
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PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	46,451.00
ICMA RETIREMENT TRUST	EMPLOYEE CONTRIBUTIONS	8,154.25
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	51,769.31
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	65,076.85
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	133,392.50
US BANK	FEDERAL TAXES, FICA & MEDICARE	201,453.84
AFLAC	EMPLOYEE CONTRIBUTIONS	10,824.25
LABORERS INTERNATIONAL UNION	EMPLOYEE CONTRIBUTIONS	24,662.88
WESTERN CONF OF TEAMSTERS	EMPLOYEE CONTRIBUTIONS	15,396.38
MONTANA OE - CI TRUST FUND	EMPLOYEE CONTRIBUTIONS	24,870.53
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	13,760.14

UTILITY BILLS

NORTHWESTERN ENERGY	TRANSMISSION CHARGES FOR FEB 2018	14,375.39
NORTHWESTERN ENERGY	APRIL 2018 SLD CHARGES	78,819.27

CLAIMS OVER \$5000 TOTAL: \$ 1,954,908.37



Item: Contracts List

From: City Clerk's Office

Presented By: City Commission

ATTACHMENTS:

- ▣ Contracts List

CITY OF GREAT FALLS, MONTANA

AGENDA: 9

COMMUNICATION TO THE CITY COMMISSION

DATE: May 15, 2018

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

PRESENTED BY: Lisa Kunz, City Clerk

ACTION REQUESTED: Ratification of Contracts through the Consent Agenda

MAYOR' S SIGNATURE: _____

CONTRACTS LIST

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
A	Public Works/ Engineering	Ed Boland Construction, Inc.	05/15/2018- 12/31/2018	\$18,600	Agreement for construction of Public Works Fuel Tank Drilled Shaft Foundation installation project OF 1455.9
B	Great Falls Police Department	Contract Flooring Carpet One	05/15/2018- 06/30/2018	\$2,285	Agreement for removal & replacement of carpet in the Police Department men's locker room

C	Public Works – Engineer	Gregoire Construction	05/15/2018 – 05/03/2019	\$22,047.50	Public Works Construction Agreement for removal and installation of reinforced concrete sidewalk, curb and gutter, handicap ramps, sod, and to move and reset irrigation to remediate hydrant line settlement. Riverview Drive and 3 rd Street NW Misc. Concrete Repairs project OF 1730.4
D	Public Works	Montana Department of Transportation (MDT)	07/01/2017 – 06/30/2018	State shall reimburse City for maintenance work on State routes	Traffic Control Maintenance Agreement defining maintenance responsibilities between the City and MDT OF 1739
E	City Manager – Admin	Children’s Museum of Montana	Current	N/A	Memorandum of Understanding pertaining to surveillance equipment on City property leased by the Children’s Museum, located at 22 Railroad Square (a/k/a Zellerbach Building – T20N R3E S11)



Item: Construction Final Payment: 3rd Avenue Southwest Lift Station #18 Force Main Replacement, Office File 1695.4.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Consider and Approve Final Pay Request.

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (approve/not approve) Final Payment for the 3rd Avenue Southwest Lift Station #18 Force Main Replacement, in the amount of \$11,234.92 to Phillips Construction, LLC., and \$113.48 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.”

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

Staff Recommendation:

Approve final payment request.

Summary:

City staff has verified that Phillips Construction, LLC. has completed construction for the 3rd Avenue Southwest Lift Station #18 Force Main Replacement project in accordance with the plans and contract documents. Phillips has completed the punch list items and are requesting Final Payment. The project was completed within the approved contract time of thirty (30) calendar days.

Background:

This project was initiated to prevent sanitary sewage overflows (SSOs) by replacing 450-feet of the existing 10-inch DIP force main with 10-inch restrained joint C-900 PVC pipe. The purpose for doing this is to continue to provide adequate and reliable sewer flow in order to protect the health and safety of the citizens of Great Falls.

The project started at Lift Station #18 on the corner of 18th Street Southwest and 3rd Avenue Southwest,

and continued across the interstate to the corner of 16th Street Southwest and 3rd Avenue Southwest. Two bids were received on September 6, 2017, with the bids ranging between of \$113,498.00 and \$145,760.00. Phillips Construction, LLC. submitted the low bid.

The final project cost is \$98,053.06 which is \$15,444.94 less than the amount originally awarded and approved. The difference was due to the reduction in the amount of base course, A/C pavement and miscellaneous work required. This was accomplished by reducing excavation limits and making the necessary field adjustments during construction to better fit site conditions.

City staff has verified that all work and punch list items were completed in accordance with the plans and contract. City staff recommends making the final payment. The two year warranty period started at the time of substantial completion which was November 9, 2017.

Fiscal Impact:

City sewer funding was used to fund this project.

Alternatives:

The City Commission could vote to deny final payment.

ATTACHMENTS:

- Final Payment Documents



City of Great Falls
 2 Park Dr S
 Great Falls, MT 59401
 Phone (406) 455-8425

**Purchase Order
 No. 2018-00000318**

DATE 04/24/2018

Ship To
 CITY OF GREAT FALLS
 PUBLIC WORKS DEPARTMENT
 1005 25TH AVE NE
 GREAT FALLS, MT 59404

Bill To
 CITY OF GREAT FALLS
 ACCOUNTS PAYABLE
 PO BOX 5021
 GREAT FALLS, MT 59403

Vendor
Vendor No. 1492
 PHILLIPS CONSTRUCTION LLC
 2607 9TH AVE NW
 GREAT FALLS, MT 59404

DELIVER BY
SHIP VIA
FREIGHT TERMS
 PAGE 1 of 1
ORIGINATOR: Kari Wambach

NOTE:

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	EACH	CONTRACT SERVICES - OPEN NEW PO FOR OF 1695.4 PO 18-111 WAS CLOSED BY MISTAKE 5310.31.565.49310 - IMPROVEMENTS OTHER THAN BUILDINGS 11,234.92 PW391704 <i>Final Pay Close PO</i>	11,234.9200	\$11,234.92
PURCHASE ORDER TOTAL				\$11,234.92

Special Instructions: PURCHASE ORDER NO. MUST APPEAR ON ALL INVOICES, PACKING SLIPS, AND CORRESPONDENCE.

By accepting this purchase order contract, both the seller and the City of Great Falls agree that they will perform their obligations in accordance with all applicable laws and ordinances. All documents relative to this purchase order contract shall be interpreted and construed according to the laws of the State of Montana.

PROJECT FUNDING/EXPENDITURE SUMMARY

1695.4 3rd Ave. SW Lift Station #18 Force Main Replacement

PREPARED BY THE CITY ENGINEERS OFFICE: RJB

DATE: 04/23/2018

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: Phillips Construction	Unscheduled Development 5310-31-565-49310	\$85,837.61	\$11,234.92				\$112,363.02	\$97,072.53	\$15,290.49
		\$85,837.61	\$11,234.92	\$0.00	\$0.00	\$0.00	\$112,363.02	\$97,072.53	\$15,290.49
	DATE	11/9/2017	4/23/2018						

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MT. DEPT. OF REV. 1%	Unscheduled Development 5310-31-565-49310	\$867.05	\$113.48				\$1,134.98	\$980.53	\$154.45
		\$867.05	\$113.48	\$0.00	\$0.00	\$0.00	\$1,134.98	\$980.53	\$154.45
	DATE	11/9/2017	4/23/2018						

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MISCELLANEOUS	Unscheduled Development 5310-31-565-43590	\$392.50	\$636.02				\$2,000.00	\$1,028.52	\$971.48
							\$2,000.00	\$0.00	\$0.00
	DATE	8/3/2017	8/15/2017				\$2,000.00	\$1,028.52	\$971.48
VENDOR	DEQ		Tribune						

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW391704					
	5310-31-565-49310	5310-31-565-49310	\$113,498.00	\$98,053.06	\$15,444.94
	5310-31-565-43590	5310-31-565-43590	\$2,000.00	\$0.00	\$2,000.00
	TOTALS		\$115,498.00	\$98,053.06	\$17,444.94

FINAL

APPLICATION FOR PAYMENT NO. ~~TEN~~

To: City of Great Falls (OWNER)
 From: Phillips Construction, LLC (CONTRACTOR)
 Contract: 3rd Avenue South West Lift Station #18 Force Main Replacement O.F. 1695.4
 Project: 3rd Avenue South West Lift Station #18 Force Main Replacement O.F. 1695.4
 OWNER'S Contract No. _____ ENGINEER's Project No. 1695.4
 For Work accomplished through the date of: 4/20/18

1.	Original Contract Price:		\$	113,498.00	
2.	Net Change by Change Orders and Written Amendments (+ or -):		\$	-	
3.	Current Contract Price (1 plus 2):		\$	113,498.00	
4.	Total Completed	\$ 98,053.06	and stored	\$ - to date:	\$ 98,053.06
5.	Retainage (per Agreement):				
	<u>0</u> % of Completed Work:	\$	-		
	<u>0</u> % of stored material:	\$	-		
	Total Retainage:		\$	-	
6.	Total completed and stored to date less retainage (4 minus 5)		\$	98,053.06	
7.	Less previous Applications for Payments:		\$	86,704.66	
8.	Gross Amount Due this application (6 minus 7):		\$	11,348.40	
9.	Less 1% State Gross Receipts Tax:		\$	113.48	
10.	DUE THIS APPLICATION (8 MINUS 9):		\$	11,234.92	

Accompanying Documentation:

CONTRACTOR's Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered 1 through 2 - Final inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interest and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective. in accordance with the Contract Documents and not defective.

Dated: April 23, 2018

Phillips Construction, LLC
 CONTRACTOR

By: [Redacted Signature]

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated 4/23/2018

City of Great Falls
 Engineer

By: [Redacted Signature]

EJCDC No. 1910-8-E (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute. Modified by the City of Great Falls to add items 9 and 10.

3rd Avenue South West Lift Station #18 Force Main Replacement Office File 1695.4
Progress Payment 1 for Phillips Construction, LLC

4/23/2018

Item #	Description of Pay Items	QTY	Unit	Unit Price	Quantity for Pay Request 1	Quantity for Pay Request 2	Quantity for Pay Request 3	Quantity for Pay Request 4	Quantity for Pay Request 5	Quantity for Final Request	Amount for this Pay Request	Total Quantity Remaining	Quantity Completed %	Total Amount Paid	Total Bid Amount	Total Quantity Used
101	Mobilization	1	LS	\$ 5,668.00	0.75						\$ 1,417.00	0.00	100.00	\$ 5,668.00	\$ 5,668.00	1.00
102	10" C-900 DR14 PVC Force Main	450	LF	\$ 125.00	450.00						\$ -	0.00	100.00	\$ 56,250.00	\$ 56,250.00	450.00
103	Bypass Pumping	1	LS	\$ 26,700.00	1.00						\$ -	0.00	100.00	\$ 26,700.00	\$ 26,700.00	1.00
104	Separation Geotextile	50	SY	\$ 14.00	0.00						\$ -	50.00	0.00	\$ -	\$ 700.00	0.00
105	3" A/C Pavement (Remove and Replace)	50	SY	\$ 55.00	0.00						\$ -	50.00	0.00	\$ -	\$ 2,750.00	0.00
106	Base Course, 11/2" Minus 12" Depth	50	CY	\$ 15.00	0.00	20.00					\$ 300.00	30.00	40.00	\$ 900.00	\$ 750.00	20.00
107	Type II Bedding	70	CY	\$ 29.00	0.00						\$ -	70.00	0.00	\$ -	\$ 2,030.00	0.00
108	Imported Backfill Material	50	CY	\$ 15.00	0.00						\$ -	50.00	0.00	\$ -	\$ 750.00	0.00
109	Remove and Reset Fence	1	LS	\$ 800.00	0.50						\$ 400.00	0.00	100.00	\$ 800.00	\$ 800.00	1.00
110	Sod	1400	SF	\$ 1.50	0.00	3,112.00					\$ 4,668.00	-1712.00	222.29	\$ 4,668.00	\$ 2,100.00	3112.00
111	Miscellaneous Work	15000	UN	\$ 1.00	3667.06						\$ -	11332.94	24.45	\$ 3,667.06	\$ 15,000.00	3667.06
											\$ 6,785.00			\$ 98,053.06	\$ 113,498.00	

Miscellaneous Pay Items for Pay Request # 1

(see attached) 4867.06 UN \$ 1.00 \$ 3,667.06

Amount for this Pay Request		Retainage
1	\$ 91,268.06	5%
FINAL	\$ 6,785.00	0%

Material & Storage Pay Estimate #1 \$ -
Material & Storage Pay Estimate #2 \$ -
Material & Storage Pay Estimate #3 \$ -
Material & Storage Pay Estimate #4 \$ -
Material & Storage Pay Estimate #5 \$ -

Current Pay Request	1	2	3	4	5	FINAL
Original Contract	\$ 113,498.00	\$ 113,498.00	\$ 113,498.00	\$ 113,498.00	\$ 113,498.00	\$ 113,498.00
Change Order + or -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Contract Amount	\$ 113,498.00	\$ 113,498.00	\$ 113,498.00	\$ 113,498.00	\$ 113,498.00	\$ 113,498.00
Total Completed and Stored to Date	\$ 91,268.06	\$ 98,053.06				
Retainage - work completed + stored material	\$ 4,563.40					
Total Completed and Stored to Date less Retainage	\$ 86,704.66	\$ 86,704.66				
Less Previous Payments	\$ -	\$ -				
Gross Amount Due this Application	\$ 86,704.66	\$ 86,704.66				
Less 1% State Withholding Tax	\$ 867.05	\$ 11,348.40				
Total Amount Due this Pay Period	\$ 85,837.61	\$ 11,234.92				

Payment Date



City of Great Falls
 2 Park Dr S
 Great Falls, MT 59401
 Phone (406) 455-8425

**Purchase Order
 No. 2018-00000319**

DATE 04/24/2018

Ship To
 CITY OF GREAT FALLS
 PUBLIC WORKS DEPARTMENT
 1005 25TH AVE NE
 GREAT FALLS, MT 59404

Bill To
 CITY OF GREAT FALLS
 ACCOUNTS PAYABLE
 PO BOX 5021
 GREAT FALLS, MT 59403

Vendor No. 1129
 STATE OF MONTANA
 DEPT OF REVENUE
 MISC TAX DIVISION - MITCHELL BLDG
 PO BOX 5835
 HELENA, MT 59604-5835

DELIVER BY
SHIP VIA
FREIGHT TERMS
 PAGE 1 of 1
ORIGINATOR: Kari Wambach

NOTE:

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	EACH	CONTRACT SERVICES - OPEN NEW PO FOR OF 1695.4 PO 18-112 WAS CLOSED PREMATURELY 5310.31.565.49310 - IMPROVEMENTS OTHER THAN BUILDINGS 113.48 PW391704 <i>Final Pay Close PO</i>	113.4800	\$113.48
PURCHASE ORDER TOTAL				\$113.48

Special Instructions: PURCHASE ORDER NO. MUST APPEAR ON ALL INVOICES, PACKING SLIPS, AND CORRESPONDENCE.

By accepting this purchase order contract, both the seller and the City of Great Falls agree that they will perform their obligations in accordance with all applicable laws and ordinances. All documents relative to this purchase order contract shall be interpreted and construed according to the laws of the State of Montana.

PROJECT FUNDING/EXPENDITURE SUMMARY

1695.4 3rd Ave. SW Lift Station #18 Force Main Replacement

PREPARED BY THE CITY ENGINEERS OFFICE: RJB

DATE: 04/23/2018

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONTRACTOR: Phillips Construction	Unscheduled Development 5310-31-565-49310	\$85,837.61	\$11,234.92				\$112,363.02	\$97,072.53	\$15,290.49
		\$85,837.61	\$11,234.92	\$0.00	\$0.00	\$0.00	\$112,363.02	\$0.00	\$0.00
	DATE	11/9/2017	4/23/2018					\$97,072.53	\$15,290.49

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MT. DEPT. OF REV. 1%	Unscheduled Development 5310-31-565-49310	\$867.05	\$113.48				\$1,134.98	\$980.53	\$154.45
		\$867.05	\$113.48	\$0.00	\$0.00	\$0.00	\$1,134.98	\$0.00	\$0.00
	DATE	11/9/2017	4/23/2018					\$980.53	\$154.45

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MISCELLANEOUS	Unscheduled Development 5310-31-565-43590	\$392.50	\$636.02				\$2,000.00	\$1,028.52	\$971.48
		\$392.50	\$636.02				\$2,000.00	\$0.00	\$0.00
	DATE	8/3/2017	8/15/2017					\$1,028.52	\$971.48
VENDOR	DEQ		Tribune				\$2,000.00	\$1,028.52	\$971.48

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW391704					
	5310-31-565-49310	5310-31-565-49310	\$113,498.00	\$98,053.06	\$15,444.94
	5310-31-565-43590	5310-31-565-43590	\$2,000.00	\$0.00	\$2,000.00
	TOTALS		\$115,498.00	\$98,053.06	\$17,444.94





Contractors Gross Receipts Gross Receipts Withholding Return

1. Contract Awarded by: Agency Prime Contractor

Federal Identification Number (FEIN): 81 - 6001269			
Name: City of Great Falls			
Address: PO Box 5021			
City: Great Falls	State: MT	Zip Code	59403

2. Contract Awarded to: Prime Contractor Sub Contractor

Federal Identification Number (FEIN): 81 - 0436613			
Name: Phillips Construction			
Address: 2607 9th Avenue NW			
City: Great Falls	State: MT	Zip Code	59404

3. Government Issued Contract Number	3.	OF 1695.4
4. Contract Award Date	4.	19-Sep-17
5. Month and year increment payment earned	5.	Apr-18
6. Gross amount due prime contractor or sub-contractor at the time of this report	6.	\$11,348.40
7. Amount Withheld (1% of line 6) (If payment made to prime contractor from awarding agency, remittance must accompany this report)	7.	\$113.48
8. Net amount paid prime contractor or sub-contractor at the time of this report	8.	\$11,234.92
9. Check proper box for type of return being filed:		
<input checked="" type="checkbox"/> Remittance attached for credit to prime contractor's account (amount paid)	9a.	\$113.48
<input type="checkbox"/> Sub-Contractor allocation. Authorization to transfer credit to sub-contractor Failure of prime contractor to file a distribution report within thirty (30) days of payment will result in a 10% penalty. Date payment made to sub-contractor	9b.	09-May-18

10. Description of work to be performed: Replace approximately 450 feet of ductile iron sanitary sewer main with PVC pipe.

11. Location of work to be performed (be specific): Lift Station #18 on the corner of 18th Street SW and 3rd Avenue SW, across the interstate to the corner of 16th Street SW and 3rd Avenue SW, in Great Falls.

The agency or contractor must, in accordance with Section 15-5-206, Montana Code Annotated, withhold one percent (1%) of incremental payments due the contractor or sub-contractor. Amounts withheld from a prime contractor must be forwarded with this report to the Department of Revenue. Amounts withheld from sub-contractors must be reported on this form so that proper allocation of credit can be made from prime contractor's account to the sub-contractor.

Return Submitted by: Agency Prime Contractor Sub-Contractor

Award Authorization

Preparer's Signature:

Preparer's Title: Engineering Administrative Secretary Date: 21 April 2018

Phone: 406.771.1258 Fax: 406.771.0700

Mail this return to:
Department of Revenue, P.O. Box 5835, Helena, MT 59604-5835



Item: Asphaltic Concrete Material

From: Kenny Jorgensen, Street Supervisor

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Award Bid

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/reject) the bid award to supply asphaltic concrete material to Great Falls Sand & Gravel, Inc., of Great Falls for \$709,250.”

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

Staff Recommendation:

Staff recommends that the City Commission approve the bid award to supply asphaltic concrete material to Great Falls Sand & Gravel, Inc., of Great Falls for \$709,250.

Background:

Purpose

The asphaltic concrete material requested will be used by the Street Division to conduct street repair and maintenance projects, including overlays and street opening patches.

Evaluation and Selection Process

The specifications were advertised two times in the Great Falls Tribune, mailed to two prospective bidders and advertised on the City of Great Falls website. The bids were opened on May 2, 2018, with two bidders responding.

Along with price per ton numbers staff calculates a mileage factor: calculations are figured using the miles from the City Shop to the manufacturer source. Great Falls Sand & Gravel is 3.3 miles and United Materials is 7.3 miles. Great Falls Sand & Gravel submitted the low bid. They are also closer in miles from the City Shop so the mileage factor calculations below will not be necessary.

Great Falls Sand & Gravel: $14,000 \times \$0.21 \text{ per ton} = \$2,940.00 \times 3.3 \text{ miles} = \$ 9,720.00$
United Materials: $14,000 \times \$0.21 \text{ per ton} = \$2,940.00 \times 7.3 \text{ miles} = \$21,462.00$

Conclusion

The materials bid by Great Falls Sand & Gravel, Inc., meets specifications for the asphaltic concrete material.

Fiscal Impact:

The current bid price from Great Falls Sand & Gravel is \$50.50 per ton for MPWSS Type B; and \$51.25 per ton for MPWSS Type C. The contracted price for asphaltic concrete in FY 2017 was \$51.00 per ton for MPWSS Type B; and \$51.75 per ton for MPWSS Type C. The total bid price difference from last year is a decrease of \$5,500 or .77%. Funding for this year's purchase of asphaltic concrete is in the proposed FY 2019 Street Maintenance Budget.

Alternatives:

The City Commission could vote to reject the bids for asphaltic concrete material.

ATTACHMENTS:

- Bid Tab: Asphaltic Concrete Material

ASPHALTIC CONCRETE MATERIAL

NAME & ADDRESS OF BIDDER	Bid Security	Affidavit of Non- Collusion	MPWSS Type B Cost per Ton		Total Bid	Site of Manuf. Source	Miles to City Shop
			Total-11,000 Tons	MPWSS Type C Cost per Ton Total-3,000 Tons			
Great Falls Sand & Gravel, Inc.	√	√	\$50.50 \$555,500	\$51.25 \$153,750	\$709,250	GF Sand & Gravel	3.3 miles
United Materials of Great Falls, Inc.	√	√	\$53.25 \$585,750	\$56.50 \$169,500	\$755,250	McIver Ranch Pit	7.3 miles



Item: 2018/2019 Community Development Block Grant (CDBG) Funding Priorities.

From: Planning and Community Development Department

Initiated By: Maria Porter, Community Grant Specialist

Presented By: Craig Raymond, C.B.O., Director of Planning and Community Development

Action Requested: Accept proposed 2018/2019 CDBG Funding Priorities.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (accept/deny) the proposed use of CDBG Funds, as submitted, for the Public Improvements, Residential Rehab., and Public Services, for the 2018/2019 Community Development Block Grant Program (CDBG) for inclusion in the 2018/2019 Annual Action Plan.”

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

Staff Recommendation:

Staff recommends the City Commission set the 2018/2019 CDBG Funding Priorities as follows:

Public Improvements	50%
Residential Housing Rehab	45%
Public Services	5%

These percentages would be applied to the unallocated CDBG funds from prior years (\$228,000), FY18 CDBG estimated annual allocation (\$776,000), and unallocated program income within the Revolving Loan Fund (\$569,000); minus the cost (\$155,000) to administer the programs approved in the Grant Policies.

Staff recommends the City Commission approve staff to have limited authority to adjust the percent allocations by zero to ten percent based on Timeliness need. The City is required to have no more than 1.5 times of their annual allocation by May 2nd of every year; therefore, staff requests the ability to respond to this HUD requirement as needed, while remaining within the identified and approved priorities. The City faced potential noncompliance with this requirement for the past two years and this approval will allow staff to be proactive in meeting the HUD Timeliness requirement.

Summary:

As part of the CDBG program, the City Commission is required to adopt funding priorities for the 2018/2019 CDBG funds to be received from the U.S. Department of Housing and Urban Development (HUD). The funding priorities recommended by Staff are completely driven by community input through a community survey, stakeholder focus group, neighborhood council meetings, public hearing, and public comment period. Staff intentionally provided multiple avenues of public engagement to ensure the priority-setting process was community driven and inclusive. Staff's recommendation is to respectfully utilize the community's chosen top three priorities, which will allow for strategic funding in areas of need. These funding priorities will be used by Staff as a guideline for awards throughout the year.

The top need identified was Public Improvements. Staff recommends funding Public Improvements with the largest allocation of 50% (\$666,000). This will provide funding to enhance public infrastructure such as sidewalks, curb ramps, City facility accessibility and playground equipment to enhance ADA access. The Public Improvements designation will include that at minimum 20% (\$266,000) of the total annual budget must be specifically allocated to retrofit ADA Access projects.

The second identified need was Residential Housing Rehab. Staff recommends funding Residential Housing Rehab with the second largest allocation of 45% (\$599,000). This will provide funding towards low or no interest loans for property owners, to assist very low to moderate income individuals to bring properties up to code, and upgrade the city's housing stock to provide safe, affordable housing. This percentage also includes funding towards Housing Education and Counseling, which the community identified as the third top priority for Housing Initiatives.

The third and final recommendation is to provide funding towards Public Services. Staff recommends funding Public Services with the allocation set at 5% (\$66,000). This will provide funding towards public service projects--specifically focused on addressing the Homelessness Services, Senior Services, or Alcohol and Drug Treatment. The Public Service priorities were identified by the received community feedback. All public service projects must be new and/or expanding services that benefit low-to-moderate income persons.

In addition to the above funding recommendations, Staff also will be able to utilize HOME Investment Partnership Program (HOME) funds towards new construction and homeownership. HOME funds, approximately \$615,000, will be able to be granted to continue to further the City's mission to improve and grow the affordable housing stock. HOME funding can be utilized towards building new construction, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.

The funding allocations are strategically focused and identified by the community. One main perspective that continuously arose during the community assessment was the recommendation that the City strategically allocate large percentages of funding to make a bigger impact. As seen above, Staff recommends to utilize this recommendation.

Background:

CDBG and HOME programs are federal programs administered by HUD to help fund local community development programs including affordable housing, anti-poverty, public service, and community infrastructure projects. The primary goal of these programs is to assist low and moderate income (LMI) persons in their respective communities. State and local governments receive funding from HUD based on a formula derived from population statistics.

Significant Impacts: Funding priorities will lay the foundation for the Annual Action Plan required by the Department of Housing and Urban Development (HUD) as part of the five year Consolidated Plan. The Citizen Participation attachment includes the Community Needs Assessment information from which the priorities are chosen. The Needs Assessment included 355 results from a community survey, a stakeholder focus group, and a Public Hearing held at the April 17, 2018, City Commission meeting. In addition to the Community Needs Assessment, Staff also attended Neighborhood Council meetings and tabled at multiple locations to conduct community outreach and gain insight. The public will also be provided other opportunities to provide comment at future City Commission meetings and during a 30 day public comment period prior to final adoption of the Annual Action Plan. Attached is the 2018-2019 Annual Action Plan Schedule.

As a result of audit findings presented to the City of Great Falls by HUD, City staff has been working diligently with HUD and the community to identify ways in which the City can reshape the program to satisfy HUD requirements and better serve the community in impactful ways. To date, City staff has received support and approval for the program policy changes from HUD officials. If the City Commission desires to make programmatic changes at this point, the City will be required to submit those changes to HUD for approval putting this years allocation at risk due to the tight timeline in which we must submit our Annual Action Plan for review and approval.

At the April 17, 2018, City Commission meeting, through the Grant Policies, the City Commission approved to fund the administration of the CDBG and HOME Program and to continue to support Fair Housing through a Fair Housing Specialist position. All estimated allocation amounts include the deduction of these positions to administer the grant programs.

Conclusion

Funding priorities will lay the foundation for the Annual Action Plan required by HUD as part of the Consolidated Plan. Projects will be considered that fall into the guidelines established by these funding priorities and meet national CDBG objectives, making them eligible for use of CDBG funds.

Fiscal Impact:

Meeting HUD requirements for receipt of CDBG funding will bring \$776,621 to the City to benefit low/moderate income citizens and families. This influx of Federal funding does significantly ease pressure on the City's general fund to provide similar services to low/moderate income residents of Great Falls.

ATTACHMENTS:

- ▢ Citizen Participation
- ▢ FY18 Annual Action Plan Schedule
- ▢ FY18 Proposed Grant Budget

Partners Distributing Surveys

NeighborWorks Great Falls
Habitat for Humanity
St. Vincent de Paul
Grace Home
YWCA
Young Parents Education Center
Opportunities Inc.
Rural Dynamics
Great Falls Senior Center
JJ's Bakery
North Cental Independent Living Services
GFDA
Fox Montana (TV)
The Electric (Online News)
Great Falls Housing Authority
Park Manor Apartments
Indian Family Health Services
City Staffing
Neighborhood Council Meetings
University of Providence
Library



Welcome to the City of Great Falls Community Grant Survey!

Thank you for agreeing to take part in this important survey to gain your thoughts and opinions in order to better serve you with the City's Community Development Block Grant (CDBG) and HOME Investment Partnership Grant (HOME). This survey should only take 8-10 minutes to complete, thank you for your time.

1. How would you like to see the City utilize CDBG and HOME Grant Funds?
 - a. Geographically, focus funding each year on certain low to moderate income areas in the City (example: Downtown Revitalization, Improving the condition of older neighborhoods)
 - b. Specific Need, focus funding each year on a certain priority (example: 100% on Affordable Housing in one year 100% on Economic Development in another year)
 - c. Balance of the above strategies
 - d. Other: _____

2. What is the best method of communication to gain community input?
 - a. Paper Survey that can be returned through mail or drop off locations
 - b. Online Survey
 - c. Public Meeting
 - d. Neighborhood Council Meetings
 - e. Other: _____

3. Thinking of the City of Great Falls, as a whole, rank the following priorities from the options below? (1 being the highest, 6 being the lowest)
 - a. ___ Public Improvements- Enhance public infrastructure such as sidewalks, curb ramps, City Park accessibility and playground equipment to enhance ADA access, to further the City's ADA Transition Plan.
 - b. ___ Transitional Housing- Increase transitional housing opportunities within the City of Great Falls. (*Transitional housing (TH) is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. www.hudexchange.info*)
 - c. ___ Public Services-Provide support to public service projects that are new and/or expanding the services that benefit low to moderate income persons.
 - d. ___ Residential Housing Rehabilitation - Provide rehabilitation low-interest loans for very low to moderate income property owners to bring properties up to code and upgrade the city's housing stock to provide safe, affordable housing.

Question continues on back

- e. ___ Homeownership - Provide funding to increase the construction of new affordable housing stock for homeownership to low to moderate income families.
- f. ___ Economic Development - Provide low-interest loans to new and expanding businesses that will create decent paying jobs with benefits for persons from low to moderate income households.
- g. Other: _____

4. Which of the following housing initiatives would you prioritize? (Pick up to 3)

- a. Rental Housing Unit Rehabilitation
- b. Single Family Home Rehabilitation
- c. New construction: Single Family Homes
- d. New construction: Rental Units (apartments, duplexes, etc.)
- e. Transitional Housing Units
- f. Housing Education and Counseling for renters; homebuyers, and homeowners

5. Thinking of Great Falls, as a whole, which of the following Public Services would you prioritize? (Pick up to 3)

- i. Homelessness Services
- ii. Childcare
- iii. Alcohol and drug treatment
- iv. Youth Services
- v. Senior Services
- vi. Food and nutrition services
- vii. Disability/ special needs services
- viii. Healthcare
- ix. Services for victims of domestic violence
- x. Suicide Prevention
- xi. Crime awareness/prevention
- xii. Housing Counseling
- xiii. Financial Education
- xiv. Employment Training
- xv. Other: _____

6. If you have any other ideas about future priorities for the City's CDBG and HOME Programs, please include them here. Thank you!

Question	Answered A	Answered B	Answered C	Answered D	Answered E	Abstained	
1	95	59	188	10		3	355
2	149	163	97	82	9	2	

Responses for questions 1 answered D

Based on needs at specific time

Improve Natatorium

Develop programs that grow year to year

Focus on organizations providing existing services

Sense-Ability Autism School for New fire system

It's tough downtown. Hard work neighborhoods, all side walks are not good

advertise link via different media

Need based upon an application process

Prioritize funding to House/Neighborhoods, then to downtown revitalization

CDBG should never be used for Economic Development

Housing

Focus on disabled families

Responses for question 2 answered E

Social Media/Facebook

Cross section of generations

Communicate well before survey so people know about it

Survey mailed through utility bills with news releases, radio, internet, ect.

Beer at the/a bar

Banner Ads online

Put in with water bills

News/TV

Depends on their disability

Capital

Question 3

Rank	A	B	C	D	E	F	
1	89	98	77	76	57	67	
2	40	50	50	37	39	52	
3	52	47	56	69	44	39	
4	60	61	52	49	47	43	
5	22	42	50	35	61	48	
6	19	51	31	24	58	54	
	282	349	316	290	306	303	Sum of all responses

Rank	A	B	C	D	E	F	
1	89	98	77	76	57	67	
2	80	100	100	74	78	104	
3	156	141	168	126	132	117	
4	240	244	208	196	188	172	
5	60	210	250	175	305	240	
6	114	306	186	144	348	324	
	739	1099	989	791	1108	1024	Score
	282	349	316	290	306	303	# Surveys
	2.620567	3.148997	3.129747	2.727586	3.620915	3.379538	

Question 4

A	B	C	D	E	F
189	168	119	125	145	146

Question 5

i	ii	iii	iv	v	vi	vii	viii	ix	x	xi	xii	xiii	xiv	xv
146	80	105	74	115	76	73	80	44	60	62	42	43	79	12

xv
Emergency services police and fire
Recreation
Information for People Prior to Failure
Autism School
Veteran Services
Parenting programs for at risk families
Mental Health
Transporation
Mental Health Services
Little Shell x2

Question 6
More handicap asseccible/affordable housing
Get input from Neighborhood Councils
Focus on Downtown growth through residetial housing
Focus on commercial groth through development loans
Add rain gradens and bioswales downtown
Need more awareness of the community for the services that are available to them
Areas of town need to be cleaned up "in a really bad way"
Only develop when there is adequate Fire and Emergency services building
City sidewalks and features for ADA compliance should be a priority
Please consider not utilizing CDBG or HOME funds to improve rental properties. Should be rental property owner
Youth Empowerment programs
No "slaughterhouse"
Build assets that make Malmstrom the place to be for the AirForce (1 million dollars a day)
Keep in mind the original purpose of CDBG and HOME funds and don't divert these to efforts that may have
Past small CDBG projects have often entailed more red tape and administrative effort than they were worth
It is better to focus on larger grants with more impact
Warming center for winter months
Need another drop-in center
By supporting the only Autism School in the State and supporting ALL children that would be served (Public + children in Autism school) both win. Great Falls is even more notated in the state
No loans to small buissness to many we need large companies
Fix all the curb stops for water shut-off that the city failed to inspect from prior homeowners and contracors work. Should not fall on a new homeowner
Get a team of drug sniffing dogs to go through lowcost/HUD/Section 8 housing to weed out drug addicts and drug dealers who create unsafe environments for decent low-income individuals.
Do drug testing on people before giving them food stamps and access to public housing.
There are bed bugs in Park Manor.
The city needs to get rid of bugs in Cabs, theaters, low-income housing, this hown has a big secret- bed bugs is its
Use local non-profits as much as possible
Need more permanent affordable apartments
Building homes in the original transit as well as many other historic neighborhoods is impossible without development subsidy because of the cost of the foundations.
Put money into brick-mortar projects that will benefit community for the long term
Removal of slums and blight
Housing/Neighborworks
Improving all aspects of housing (including rentals) should be a priority
The city needs housing for homeless teens. There is no place for homeless kids to go when they are displaced. Could be dorm-style housing that provides education, financial skills, job readiness; help achieve self-sufficiency
Focus on low income services- GF has no real industry other than service and the jobs do not pay enough to keep up with the cost of food and housing here, get rid of the AFB, bring minimum wage to a descent level
Homeless/poor people not seen as true members of the community, leading to discrimination; education about homelessness might help reduce hostility
Infrastructure to make single family housing more affordable
There is a large gap from good low income housing such as NeighborWorks and what is available for moderate 40-50K single people have very few quality housing choices and do not qualify for low income housing which is much better than the junk moderate income earners can afford.

Question 6

Clean up Opiod/Meth problem...

Need non-faith based options for homelessness

Offer clean needles/ narcan

VocRehab offer HSET more easily/ pay for HSET

A transition for freedom fund or part of the grants to assist those who need home modifications

A transition to freedom fund or other monies would assist those who want to live in the community that come from nursing homes or other insitutional settings

Update buildings like Paris Gibson Sq

More community development for restaurants

Become Bicycle friendly

Be able to send in ideas year-round. Sidewalks by the missouri River Manor for wheel chairs and scooters ,

Focus on Family Therapy for families in crisis

More youth activities; concern that they are getting into drugs and alcohol more.

Help the families with disabled members

More Housing

Look into making low income housing more affordable or housing costs in general; rent is very high in this area

Disability Help

Mental Health Counsalting services

More Sheltering and place of being for homeless

March 5, 2018 Stakeholder Focus Group
Sign-In Sheet

Please initial by your name or if your name is not listed, please write your name at the bottom of the list with your contact information.

First	Last	Agency
Sherrie	Arey	NeighborWorks Great Falls
Ernestine	Belcourt	Indian Family Health Clinic
Trista	Besich	Community Health Care Center
Mary Lynne	Billy	Indian Family Health Clinic
Jen	Butler	Quality Life Concepts
Jerry	Clark	North Central Independent Living Services, Inc.
Lonnie	Dalke	City of Great Falls-Park & Rec.
Tori	Doe	Volunteers of America
Brett	Doney	GFDA
Sandi	Filipowicz	YWCA
Jennifer	Fines	Habitat for Humanity
Robert	Harper	Rescue Mission
Rosalie	Hollimon	Center for Mental health
Lee	Houle	School District
Carrie	Koppy	Rural Dynamics
Deb	Kottel	St. Vincent de Paul
Jennifer	Lehman	Rural Dynamics
Therese	Martinez	Rescue Mission
Erica	McNamee	City of Great Falls- Park & Rec.
Sharon	Odden	Family Promise
Wesley	Old Coyote	Indian Family Health Clinic
Gary	Owen	United Way
Terry	Oyhamburu	Rural Dynamics
Shyla	Patera	North Central Independent Living Services, Inc.
Jesse	Patton	City of Great Falls- Public Works
Shandy	Petersen	Young Parents Education Center
Sheila	Rice	
Mikaela	Schultz	City of Great Falls- Public Works
Lacey	Spencer	United Way
Tonya	Weninger	Center for Mental health
Karla	Seaman	Opportunities Inc.
Jeff	Neiffer	NeighborWorks Great Falls
Marian	Permann	City of Great Falls- Park & Rec.

Highlighted individuals attended

Comments from Focus Group

Attendance: 26 Stake holders

Allocating funding

- Balance -> not as noticeable but helps MORE partners
- Specific need -> bigger impact
- Geographic -> Bigger impact

Affordable housing

- Need affordable rental units to match LMI jobs
- Housing Vouchers
 - No New Vouchers & cannot find landlords who will take them.
 - Shortage of housing units
- Housing Barriers : credit report/ rental history/ no reference/ felonies/ transportation/ age (teens)/Substance abuse/mental health
- Need for wrap around case management to help sustain housing
- Possible Solution: Transitional housing collaboration with prerelease
- Current Available Beds:
 - 8 beds – currently
 - 4 beds – teens (therapeutic)
- Possibility that Landlord's association push back when trying to build a transitional housing due to the being seen as a competition. Solution: Have them engaged early

Public Services

- Daycare; challenge for individuals
 - Weekend and evening care lacking/missing
- Evening transportation/expansion needed

4th group/1st to Present:

1. Housing 600k
 - a. Rental Rehab
 - b. Education/Counseling
 - c. Single Family Rehab
 - d. Transitional Housing
2. Public Improvements 300k
3. Public Service 300K
 - a. Transportation 100k
 - b. Daycare 100k

- - -

2nd Group/ 2nd to Present

Housing First with supportive resources

Rocky Mt. Building- a Public/Private Partnership under economic development

Public Improvement- ADA, LMI Homeowner sidewalks

Nat. Play Ground, Bathroom

Housing

Public Service- \$100,000 endowment/ Become sustainable

Cannot actually do with CDBG funds

COC staffing – create homeless case management

Use expertise of partner knowledge, may not match with community. The community may not have information or education

Transitional Housing needed first with community support to be able to sustain

“Housing isn’t a one size fits all”

More “bang for your buck” if put all money towards one thing

1. Rocky MT Building 200k
2. Public Improvement 100k
3. Parks 200K
4. Housing 150k
5. Housing Rehab 200k
6. Public service endowment 100k x 10
7. COC Staff 75k

- - -

3rd Group/ 3rd to Present

Ignored survey, sample size wasn't large enough

Wants big impact

Use funding towards addressing barriers

- a. Emergency housing
- b. Permanent supportive housing
- c. Funding – to do a systems theory study
- d. Down Payment Assistance

- - -

1st Group/ 4th to Present

Need to focus majority of the money to a specific project not spreading it around

Smaller portion of budget 10-20% should be allocated for improvements such as parks, sidewalks, ADA)

Larger project should focus on certain groups and try to eliminate barriers by providing a range or operational services.

Maria Porter

From: Maria Porter
Sent: Tuesday, April 10, 2018 3:41 PM
To: 'Thiel-Schaaf, Kim'
Subject: RE: Grant Public Needs Hearing

Hi Kim,

Thank you so much for your comment, I will share with the Commissioners and include in the comments for the Public Hearing.

Maria Porter, CPS
Community Grant Specialist
Planning & Community Development
City of Great Falls
406-455-8407

From: Thiel-Schaaf, Kim [mailto:kthiel-schaaf@casadecountymt.gov]
Sent: Tuesday, April 10, 2018 3:37 PM
To: Maria Porter
Subject: RE: Grant Public Needs Hearing

Maria,

Thank you for the notice. I will post this in a few places for the public to see and encourage their participation. I will not be able to attend the meeting due to a previous commitment, however, please consider this email as an official response that may be included in your records of public input.

There continues to be a need to ensure that the elderly home bound residents of Great Falls are able to obtain services, such as meals, caregiver support and light housekeeping. In previous years, Aging Services has applied for funding to support the provision of Home Delivered Meals via our Senior Nutrition Programs which are a part of the Older American's Act. That funding has provided support to the food budget for this program, which is budgeted to support the nutritional needs of 350 people/day x 52 weeks a year. The cost of a meal is presently running about \$2.00/day for raw food and may or may not fluctuate in the next 12 months due to inflation. Aging Services (known formally as Area VIII Agency on Aging) also provides respite and homemaker services as another way to support this population and we are seeing a rise in the demand for respite in particular. As the budgets for services under Medicaid Waiver continue to contract, I anticipate there will be more people who are unable to pay for care in Assisted Living and Nursing Homes, but also unable to get a slot for a Medicaid Waiver Bed, living on their own or with a caregiver. The need for meals and caregiver support will increase should there be fewer Medicaid Waiver slots at facilities that accept this form of payment from individuals who are unable to self-pay for the bed. This would put a greater burden on our agency to provide services, but we too are experiencing some retraction in funding, so in an effort to shore up this vital programming, I would highly recommend that the City Commission consider services to the elderly in Great Falls as a crucial need for the CDBG funding to help meet.

Best wishes with your needs hearing.

Kim Thiel-Schaaf
Cascade County - Aging Services Director
1801 Benefis Court, Great Falls, MT 59405

Maria Porter

From: Maria Porter
Sent: Thursday, April 19, 2018 9:24 AM
To: 'ML Billy'
Cc: ebelcourt@indianfamilyhealth.org; chill@indianfamilyhealth.org
Subject: RE: Grant Public Needs Hearing, Tuesday, April 17

Good Morning,

Thank you for your comments, they will be included in the public comments for the FY18 Annual Action Plan.

Maria Porter
Community Grant Specialist
Planning & Community Development
City of Great Falls
406-455-8407

-----Original Message-----

From: ML Billy [<mailto:mloldcoyote@yahoo.com>]
Sent: Wednesday, April 18, 2018 7:41 AM
To: Maria Porter
Cc: ebelcourt@indianfamilyhealth.org; chill@indianfamilyhealth.org
Subject: RE: Grant Public Needs Hearing, Tuesday, April 17

Maria,

Good morning.

As I did not speak at the meeting last night, I wanted to make sure that I submitted the attached document that was prepared. Representing IFHC, this document is intended to explain the necessity of funds - in any size - are of great importance to the facility and continuation of services for the underserved NA and non-NA populations in Great Falls. Health care access and services are scarce and often unavailable. Thus, IFHC services are critically important.

Thank you again for your help in providing the meeting information.

Please advise if there are any next steps and/or meetings that may relate to the funding.

Respectfully,

Mary Lynne Billy, PMP



Indian Family Health Clinic

1220 Central Ave, Great Falls, MT 59401

April 17, 2018

Respectfully Submitted To: City of Great Falls Planning and Community Development Department

According to a City of Great Falls policy report, health access is an issue within the city. Eight central-city related census tracts qualified as Medically Underserved Population Areas in the 2010 census. These areas have shortages that may include too few primary care physicians, high infant mortality, high poverty, and or high elderly population. Health access for the largest minority population also continues to be an ongoing issue. Overall, the City of Great Falls has a total estimated minority population of 11%, with the largest percentage being Native American at 7.0%.

Native American and non-native members of the community are provided access, care, and support from a long standing organization – Indian Family Health Clinic (IFHC). The Indian Health Family Clinic (IFHC), a part of the Title V Urban Indian Health Programs, is a key provider of care to the large population of uninsured urban Indians. More than 64 percent of American Indians live in cities, according to the 2000 U.S. Census. Since the 1990s, Indian Family Health Clinic (IFHC) has provided quality health care for the Great Falls community and surrounding areas.

IFHC mission and vision is fulfilled through the delivery of care that is holistic, welcoming, and based in a balance of care of body, mind, and spirit. Our patients are often underserved and reflect diversity in population, demographics, and socio-economic factors. Without access to IFHC services, many individuals, children, and families would likely not have access to health care and related support services.

According to the City of Great Falls Growth Policy Update of 2013, growing evidence supports the role of neighborhood design in promoting a healthy community. The IFHC leadership understands and fully supports neighborhood and community engagement. As such, a major decision was made by the IFHC leadership in 2017.

On August 1, 2017, IFHC accepted the building located at 1220 Central Ave, Great Falls, as a gift from Benefis Health Systems. Despite limited funds, age of the building (built in 1950s), required hazmat abatement and infrastructure remediation, IFHC accepted the gift to ensure that a presence is maintained and continued so that individuals, children and families in the downtown area and greater Great Falls community have access to health care and related services. Although only a little more than one percent of the Department of Health & Human Services (HHS)/Indian Health Service (IHS) budget goes to Urban Indian Health Programs, urban Indian programs and facilities must leverage every dollar provided through IHS with two dollars from private, local or state resources. Further, federal funds through the HHS/IHS do not currently allocate budget nor funding for urban Indian facility improvement or construction. Therefore, funding support, such as the City of Great Falls and HOME Partnership funding, is critical to support IFHC health and community services provided.

With our firm commitment to the community and desire to continue to provide health care services, we are submitting this request for funding support. With the building remediation, abatement, and redevelopment efforts, our goal is to continue and enhance health care services, job creation and economic contributions within Great Falls and surrounding area communities. Without the facility, many Native American and non-natives would go without health care, support, and services in the community resulting in wider gaps in health access in the Great Falls community.

Thank you in advance for your consideration, inclusion, and support.

Regards,

Ernestine Belevant

Executive Director

IFHC Mission:

To provide and promote culturally sensitive, holistic, quality health care for American Indian people.



City of Great Falls

CDBG/HOME Annual Action Plan Schedule

Commission Work Session to discuss Grant funding Priorities & Policies	November 21, 2017
Public Needs Assessment- Neighborhood Councils (1/31, 2/19, 2/22, 3/1, 3/7, 3/8), Community Survey, and Stakeholder Focus Group (3/5/18)	January 26, 2018- March 16, 2018
City Commission Work Session to review Community Data, City Commission Meeting to set date for Public Needs Hearing	Tuesday April 3, 2018
15 day comment period for proposed Citizen Participation Plan	March 30, 2018- April 16, 2018
City Commission Meeting to vote on Grant Policies and Citizen Participation Plan, <u>Public Needs Hearing</u>	Tuesday April 17, 2018
City Commission Meeting to review Staff Recommendation on Goals to be included in Annual Action Plan	Tuesday May 1, 2018
30 day comment period for proposed 2018/2019 Annual Action Plan	May 3, 2018 – June 2, 2018
City Commission Meeting to vote on Goals to be included in Annual Action Plan	Tuesday May 15, 2018
City Commission Meeting to vote on Annual Action Plan	Tuesday June 5, 2018
ConPlan/Annual Action Plan submitted to HUD	By June 30, 2018

FY 18 Grant Annual Projected Budget Proposal

	Debit	Credit	Balance
HOME Grant	644,200		644,200
CDBG Grant (FY17/FY18)	1,004,621		1,648,821
Revolving Loan Fund	569,633		2,218,454
Total Budget Amount	\$2,218,454		
Administrative Costs (FY18 Allocation: 20% CDBG/10% HOME)		183,907	2,034,547
Total Administrative Budget		\$183,907	
Affordable Housing: HOME Grant		615,616	1,418,931
Loan Specialist Program		65,000	1,353,931
Fair Housing Specialist Program		21,000	1,332,931
Public Improvements (50 %)		666,466	666,466
Residential Housing Rehab (45%)		599,819	66,647
Public Services (5%)		66,647	0
Total Project Budget		\$2,034,547	

Impact on General Fund: None



Item: City of Great Falls Federal Grant Financial Policy

From: Finance Department

Initiated By: Finance Department

Presented By: Melissa Kinzler, Finance Director

Action Requested: Adopt the City of Great Falls Federal Grant Financial Policy

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (approve/deny) the City of Great Falls Federal Grant Financial Policy."

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

Staff Recommendation:

Staff recommends the City Commission approve the City of Great Falls Federal Grant Financial Policy.

Background:

Federal grant guidelines requires the City to have a Federal Funds Grant Financial Policy. The Finance Department has written this policy at the suggestion of the City's external auditors, Anderson ZurMuehlen, to document the procedures that have been in place and are currently followed by the City of Great Falls.

The City Federal Grant Financial Policy is to ensure all Federal requirements for grants are being implemented in full accordance with the *Code of Federal Regulations, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards*. This City is responsible for complying with all requirements of Federal Awards.

ATTACHMENTS:

- City of Great Falls Federal Grant Policy

City of Great Falls Federal Grant Financial Policy



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Statutory and National Policy 2

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Introduction

The City Federal Grant Policy is to ensure all Federal requirements for grants are being implemented in full accordance with The Code of Federal Regulations (CFR) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Statutory and National Policy

The City is responsible for complying with all requirements of Federal awards. This includes Federal Funding Accountability and Transparency Act (FFATA), which includes requirements on:

1. Executive compensation,
2. Use of Universal Identifier and System Award Identifier, and
3. Reporting Subaward

Performance Measurement

The City is responsible for ensuring all financial and performance measurements are reported using The Office of Budget and Management (OMB) standards for all Federal awards recipients, listed in 2 C.F.R. §200.300 et seq. The awarding agency should provide recipients with clear performance goals, indicators, and milestones. Reporting on the Federal award must contain all of the following:

1. General Federal Award Information
 - a. Recipient name (which must match the registered Data Universal Numbering System (DUNS) name),
 - b. DUNS number,
 - c. Unique Federal Award Identification Number,
 - d. Federal award date,
 - e. Period of performance start and end dates,
 - f. Amount of Federal funds obligated by this action,
 - g. Total amount of Federal funds obligated,
 - h. Total amount of Federal award,
 - i. Budget approved by the Federal awarding agency,
 - j. Total approved cost sharing or matching when applicable,
 - k. Federal award project description,
 - l. Name of Federal awarding agency and contact information for awarding official,
 - m. Catalog of Federal Domestic Assistance (CFDA) number and name,
 - n. Identification of whether the award is research & development, and
 - o. Indirect cost rate for Federal award.
2. General Terms and Conditions Compliance
 - a. Administrative requirements implemented,
 - b. National policy requirements OMB §200.300,
 - c. Federal award must include wording to incorporate the applicable set of general terms and conditions. The reference must be to a web site at which the Federal awarding

- agency maintains general terms and conditions, or the full text of the general terms and conditions to be provided by the Federal awarding agency, and
- d. Wherever the general terms and conditions are publicly available, the Federal awarding agency must maintain an archive of previous versions of the Federal terms and conditions, with effective dates for use by the City, auditors, or others.
3. Federal awarding agency, program, or Federal award's specific terms and conditions. The Federal awarding agency may include with each Federal award any terms and conditions necessary to communicate requirements that are in addition to the requirements outlined in the Federal awarding agency's general terms and conditions. Whenever practicable, these specific terms and conditions also should be shared on a public Web site and in notices of funding opportunities in addition to being included in a Federal award.
 4. Federal award performance goals. The Federal awarding agency must include in the Federal award an indication of the timing and scope of expected performance by the recipient as related to the outcomes intended to be achieved by the program. In some instances, this may be limited to the requirement to submit technical performance reports. Where appropriate, the Federal award may include specific performance goals, indicators, milestones, or expected outcomes with an expected timeline for accomplishment. Reporting requirements must be clearly articulated such that, where appropriate, performance during the execution of the Federal award has a standard against which the recipient's performance can be measured. The Federal awarding agency may include program-specific requirements, as applicable. These requirements should be aligned with agency strategic goals, strategic objectives or performance goals that are relevant to the program.
 5. Any other information required by the Federal awarding agency.

Financial Management

1. The recipient must expend and account for the Federal award in accordance with State and City laws and procedures. In addition, the recipient's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.
2. The financial management system of each subrecipient entity must provide for the following:
 - a. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
 - b. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in OMB §200.327 Financial reporting and §200.328 Monitoring and reporting program performance. If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient will not be required to establish an accrual accounting system. This recipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand.

Similarly, a pass-through entity will not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.

- c. Records that identify adequately the source and application of funds for Federally funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- d. Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- e. Comparison of expenditures with budget amounts for each Federal award.
- f. Written procedures to implement the requirements of payment.
- g. Written procedures for determining the allow ability of costs in accordance with Cost Principles of this part and the terms and conditions of the Federal award.

Cost Principles

The application of these cost principles is based on the fundamental premises that:

1. The City is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.
2. The City assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
3. The City, in recognition of its own unique combination of staff facilities, and experience, has primary responsibility for employing whatever form of sound management techniques may be necessary in order to assure proper and efficient administration of the award.
4. The application of the cost principles should require no significant changes in the internal accounting policies and practices of the recipient. However, the accounting practices of the recipient must be consistent with these cost principles and support accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award.
5. In reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, the agency for indirect costs should assure the recipient is applying the cost accounting principles on a consistent basis during their review and negotiation of in direct cost proposals.
6. The City may not earn or keep any profit resulting from Federal financial assistance, unless expressly by the terms of and conditions of the Federal award. OMB §200.307

Internal Controls

The City must ensure Federal award recipients create and follow internal control procedures, including that recipients:

1. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal

Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO), as may be amended.

2. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
3. Evaluate and monitor the recipient’s compliance with statutes, regulations and the terms and conditions of Federal awards.
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
5. Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as, or considers, sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
6. The City will require all Federal award applicants to disclose to the City in writing, at least thirty days in advance of application, if the applicant, its employee, agent, consultant, officer, or family member, has a relationship with any City, other public or awarding agencies, or stands to benefit from City action regarding the application. Thereafter, the City will evaluate the issue for a conflict of interest, and notify the granting agency, if necessary, to request a determination on the existence of a conflict, or to request an exception.

Bonds

The Federal awarding agency may include a provision on bonding, insurance, or both, in the following circumstances:

1. Where the Federal Government guarantees or insures the repayment of money borrowed by the recipient, the Federal awarding agency, at its discretion, may require adequate bonding and insurance if the bonding and insurance requirements of the City are not deemed adequate to protect the interest of the Federal Government.
2. The Federal awarding agency may require adequate fidelity bond coverage where the City lacks sufficient coverage to protect the Federal Government's interest.
3. Where bonds are required in the situations described above, the bonds must be obtained from companies holding certificates of authority as acceptable sureties, as prescribed in 31 CFR Part 223, “Surety Companies Doing Business with the United States.”

Payment

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the recipient, whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means. Except as noted elsewhere in this part, Federal agencies must require recipients to use only OMB-approved standard government wide information collection requests to request payment.

The City sets forth the following guidelines listed below:

1. The recipient must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement by the recipient, and financial management systems that meet the

standards for fund control and accountability as established in this part. Advance payments to the recipient must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the recipient in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the recipient for direct program or project costs and the proportionate share of any allowable indirect costs. The recipient must make timely payment to contractors in accordance with the contract provisions.

2. Whenever possible, advance payments must be consolidated to cover anticipated cash needs for all Federal awards made by the Federal awarding agency to the recipient.
3. Advance payment mechanisms include, but are not limited to, Treasury check and electronic funds transfer and must comply with applicable guidance in 31 CFR part 208.
4. Recipients must be authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as they like when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).
5. Reimbursement is the preferred method when the requirements in paragraph (8) cannot be met or when the recipient requests payment by reimbursement. This method may be used on any Federal award for construction, or if the major portion of the construction project is accomplished through private market financing or Federal loans, and the Federal award constitutes a minor portion of the project. When the reimbursement method is used, the Federal awarding agency or pass-through entity must make payment within 30 calendar days after receipt of the billing, unless the Federal awarding agency or pass-through entity reasonably believes the request to be improper.
6. If the recipient cannot meet the criteria for advance payments and the Federal awarding agency or pass-through entity has determined that reimbursement is not feasible because the non-Federal entity lacks sufficient working capital, the Federal awarding agency or pass-through entity may provide cash on a working capital advance basis. Under this procedure, the Federal awarding agency or pass-through entity must advance cash payments to the recipient to cover its estimated disbursement needs for an initial period generally geared to the recipient's disbursing cycle. Thereafter, the Federal awarding agency or pass-through entity must reimburse the recipient for its actual cash disbursements. Use of the working capital advance method of payment requires that the pass-through entity provide timely advance payments to any subrecipients in order to meet the subrecipient's actual cash disbursements. The working capital advance method of payment must not be used by the pass-through entity if the reason for using this method is the unwillingness or inability of the pass-through entity to provide timely advance payments to the subrecipient to meet the subrecipient's actual cash disbursements.
7. Use of resources before requesting cash advance payments. To the extent available, the recipient must disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
8. Unless otherwise required by Federal statutes, payments for allowable costs by the recipient must not be withheld at any time during the period of performance unless the conditions of OMB §200.207 Specific conditions, Subpart D—Post Federal Award Requirements of this part, §200.338 Remedies for Noncompliance, or one or more of the following applies:
 - a. The recipient has failed to comply with the project objectives, Federal statutes, regulations, or the terms and conditions of the Federal award.

- b. The recipient is delinquent in a debt to the United States as defined in OMB Guidance A-129, "Policies for Federal Credit Programs and Non-Tax Receivables." Under such conditions, the Federal awarding agency or pass-through entity may, upon reasonable notice, inform the recipient that payments must not be made for obligations incurred after a specified date until the conditions are corrected or the indebtedness to the Federal Government is liquidated.
 - c. A payment withheld for failure to comply with Federal award conditions, but without suspension of the Federal award, must be released to the recipient upon subsequent compliance. When a Federal award is suspended, payment adjustments will be made in accordance with OMB §200.342 Effects of suspension and termination.
 - d. A payment must not be made to the recipient for amounts that are withheld by the recipient from payment to contractors to assure satisfactory completion of work. A payment must be made when the recipient actually disburses the withheld funds to the contractors or to escrow accounts established to assure satisfactory completion of work.
9. Standards governing the use of banks and other institutions as depositories of advance payments under Federal awards are as follows:
- a. The Federal awarding agency and pass-through entity must not require separate depository accounts for funds provided to a non-Federal entity or establish any eligibility requirements for depositories for funds provided to the non-Federal entity. However, the recipient must be able to account for the receipt, obligation and expenditure of funds.
 - b. Advance payments of Federal funds must be deposited and maintained in insured accounts whenever possible.
10. The recipient must maintain advance payments of Federal awards in interest-bearing accounts, unless one of the following apply:
- a. The recipient receives less than \$120,000 in Federal awards per year.
 - b. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - c. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - d. A foreign government or banking system prohibits or precludes interest bearing accounts.
11. Interest earned amounts up to \$500 per year may be retained by the recipient for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another Federal agency payment system.

Cost Sharing

Under Federal research proposals, voluntary committed cost sharing is not expected. It cannot be used as a factor during the merit review of applications or proposals, but may be considered if it is both in

accordance with Federal awarding agency regulations and specified in a notice of funding opportunity. Criteria for considering voluntary committed cost sharing and any other program policy factors that may be used to determine who may receive a Federal award must be explicitly described in the notice of funding opportunity, under these circumstances:

1. For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the recipient 's cost sharing or matching when such contributions meet all of the following criteria:
 - a. Are verifiable from the non-Federal entity's records,
 - b. Are not included as contributions for any other Federal award,
 - c. Are necessary and reasonable for accomplishment of project or program objectives,
 - d. Are allowable under OMB §200.400 Subpart E—Cost Principles are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs,
 - e. Are provided for in the approved budget when required by the Federal awarding agency; and
 - f. Conform to other provisions of this part, as applicable.
2. Unrecovered indirect costs, including indirect costs on cost sharing or matching, may be included as part of cost sharing or matching only with the prior approval of the Federal awarding agency. Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under the recipient's approved negotiated indirect cost rate.
3. Values for recipient contributions of services and property must be established in accordance with the cost principles in OMB §200.400 Subpart E—Cost Principles. If a Federal awarding agency authorizes the recipient to donate buildings or land for construction/facilities acquisition projects or long-term use, the value of the donated property for cost sharing or matching must be the lesser of:
 - a. The value of the remaining life of the property recorded in the recipient 's accounting records at the time of donation, or
 - b. The current fair market value. However, when there is sufficient justification, the Federal awarding agency may approve the use of the current fair market value of the donated property, even if it exceeds the value described in (a) above at the time of donation.
4. Volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for third-party volunteer services must be consistent with those paid for similar work by the recipient. In those instances in which the required skills are not found in the recipient, rates must be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, necessary, allocable, and otherwise allowable may be included in the valuation.
5. When a third-party organization furnishes the services of an employee, these services must be valued at the employee's regular rate of pay plus an amount of fringe benefits that is reasonable, necessary, allocable, and otherwise allowable, and indirect costs at either the third-party organization's approved Federally negotiated indirect cost rate or, a rate in accordance with OMB §200.414 Indirect (F&A) costs, paragraph (d), provided these services employ the

same skill(s) for which the employee is normally paid. Where donated services are treated as indirect costs, indirect cost rates will separate the value of the donated services so that reimbursement for the donated services will not be made.

6. Donated property from third parties may include such items as equipment, office supplies, laboratory supplies, or workshop and classroom supplies. Value assessed to donated property included in the cost sharing or matching share must not exceed the fair market value of the property at the time of the donation.
7. The method used for determining cost sharing or matching for third-party-donated equipment, buildings and land for which title passes to the recipient may differ according to the purpose of the Federal award, if either (a) or (b) below applies:
 - a. If the purpose of the Federal award is to assist the recipient in the acquisition of equipment, buildings or land, the aggregate value of the donated property may be claimed as cost sharing or matching.
 - b. If the purpose of the Federal award is to support activities that require the use of equipment, buildings or land, normally only depreciation charges for equipment and buildings may be made. However, the fair market value of equipment or other capital assets and fair rental charges for land may be allowed, provided that the Federal awarding agency has approved the charges. See also OMB §200.420 Considerations for selected items of cost.
8. The value of donated property must be determined in accordance with the usual accounting policies of the recipient, with the following qualifications:
 - a. The value of donated land and buildings must not exceed its fair market value at the time of donation to the recipient as established by an independent appraiser and certified by a responsible official of the recipient as required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) (Uniform Act) except as provided in the implementing regulations at 49 CFR part 24.
 - b. The value of donated equipment must not exceed the fair market value of equipment of the same age and condition at the time of donation.
 - c. The value of donated space must not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.
 - d. The value of loaned equipment must not exceed its fair rental value.
9. For third-party in-kind contributions, the fair market value of goods and services must be documented and to the extent feasible supported by the same methods used internally by the recipient.

Program Income

1. General. Recipient and subrecipient entities are encouraged to earn income to defray program costs where appropriate.
2. Cost of generating program income. If authorized by Federal regulations or the Federal award, costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the Federal award.
3. Governmental revenues. Taxes, special assessments, levies, fines, and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income.

4. Property. Proceeds from the sale of real property, equipment, or supplies are not program income; such proceeds will be handled in accordance with the requirements of OMB Subpart D—Post Federal Award Requirements of this part, Property Standards §§200.311 Real property, 200.313 Equipment, and 200.314 Supplies, or as specifically identified in Federal statutes, regulations, or the terms and conditions of the Federal award.
5. Use of program income. If the Federal awarding agency does not specify in its regulations or the terms and conditions of the Federal award, or give prior approval for how program income is to be used, paragraph (5)(a) of this section must apply. For Federal awards made to Institutes of Higher Education (IHEs) and nonprofit research institutions, if the Federal awarding agency does not specify in its regulations or the terms and conditions of the Federal award how program income is to be used, paragraph (5)(b) of this section must apply. In specifying alternatives to paragraphs (5) (a) and (b) of this section, the Federal awarding agency may distinguish between income earned by the recipient and income earned by subrecipients and between the sources, kinds, or amounts of income. When the Federal awarding agency authorizes the approaches in paragraphs (5) (b) and (c) of this section, program income in excess of any amounts specified must also be deducted from expenditures.
 - a. Deduction. Ordinarily program income must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Program income that the recipient did not anticipate at the time of the Federal award must be used to reduce the Federal award and recipient contributions rather than to increase the funds committed to the project.
 - b. Addition. With prior approval of the Federal awarding agency (except for IHEs and nonprofit research institutions, as described in paragraph (5) of this section) program income may be added to the Federal award by the Federal agency and the recipient. The program income must be used for the purposes and under the conditions of the Federal award.
 - c. Cost sharing or matching. With prior approval of the Federal awarding agency, program income may be used to meet the cost sharing or matching requirement of the Federal award. The amount of the Federal award remains the same.
6. Income after the period of performance. There are no Federal requirements governing the disposition of income earned after the end of the period of performance for the Federal award, unless the Federal awarding agency regulations or the terms and conditions of the Federal award provide otherwise. The Federal awarding agency may negotiate agreements with recipients regarding appropriate uses of income earned after the period of performance as part of the following grant closeout process:
 - a. The recipient must submit, no later than 90 calendar days after the end of the period of performance, all financial, performance, and other reports as requires by or the terms and conditions of the Federal award. The Federal awarding agency or pass-through entity may approve extensions when requested by the recipient.
 - b. Unless the Federal awarding agency or pass-through entity authorizes an extension, a recipient must liquidate all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award.
 - c. The Federal awarding agency or pass-through entity must make prompt payments to the recipient for allowable reimbursable costs under the Federal award being closed out.

- d. The recipient must promptly refund any balances of unobligated cash that the Federal awarding agency or pass-through entity paid in advance or paid and that is not authorized to be retained by the recipient for use in other projects. See OMB Circular A-129 and see § 200.345 Collection of amounts due for requirements regarding unreturned amounts that become delinquent debts.
 - e. Consistent with the terms and conditions of the Federal award, the Federal awarding agency or pass-through entity must make a settlement for any upward or downward adjustments to the Federal share of costs after closeout reports are received.
 - f. The recipient must account for any real and personal property acquired with Federal funds or received from the Federal government in accordance with OMB § 200.310 Insurance coverage through §200.316 Property trust relationship and §200.329 Reporting on real property.
 - g. The Federal awarding agency or pass-through entity should complete all closeout actions for Federal awards no later than one year after receipt and acceptance of all required final reports.
7. Unless the Federal statute, regulations, or terms and conditions for the Federal award provide otherwise, the recipient has no obligation to the Federal awarding agency with respect to program income earned from license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under a Federal award to which 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements" is applicable. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75884, Dec. 19, 2014]

Revision of Budget and Programs Plans

1. The approved budget for the Federal award summarizes the financial aspects of the project or program as approved during the Federal award process. It may include either the Federal and non-Federal share or only the Federal share, depending upon Federal awarding agency requirements. It must be related to performance for program evaluation purposes whenever appropriate.
2. Recipients are required to report deviations from budget or project scope or objective, and request prior approvals from Federal awarding agencies for budget and program plan revisions, in accordance with this section.
3. For non-construction Federal awards, recipients must request prior approvals for revisions of awards from Federal awarding agencies for one or more of the following program or budget-related reasons:
 - a. Change in the scope or the objective of the project or program.
 - b. Change in a key person specified in the application or the Federal award.
 - c. The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
 - d. The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval in accordance with OMB §200.400 Subpart E—Cost Principles of this part or 45 CFR part 75 Appendix IX, "Principles for Determining Costs Applicable to Research and

Development under Awards and Contracts with Hospitals,” or 48 CFR part 31, “Contract Cost Principles and Procedures,” as applicable.

- e. The transfer of funds budgeted for participant support costs as defined in OMB §200.75 Participant support costs to other categories of expense.
 - f. Unless described in the application and funded in the approved Federal awards, the sub-awarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as described in OMB §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment or general support services.
 - g. Changes in the approved cost-sharing or matching provided by the recipient.
 - h. The need arises for additional Federal funds to complete the project.
4. No other prior approval requirements for specific items may be imposed unless an exception has been approved by OMB. See also OMB §§200.102 Exceptions and 200.407 Prior written approval.
 5. Except for requirements listed in paragraph (3)(a) of this section, the Federal awarding agency is authorized, at its option, to waive prior written approvals required by paragraph (3) this section. Such waivers may include authorizing recipients to do any one or more of the following:
 - a. Incur project costs 90 calendar days before the Federal awarding agency makes the Federal award. Expenses more than 90 calendar days pre-award require prior approval of the Federal awarding agency. All costs incurred before the Federal awarding agency makes the Federal award are at the recipient's risk (i.e., the Federal awarding agency is under no obligation to reimburse such costs if for any reason the recipient does not receive a Federal award or if the Federal award is less than anticipated and inadequate to cover such costs). See also OMB §200.458 Pre-award costs.
 - b. Initiate a one-time extension of the period of performance by up to 12 months unless one or more of the conditions outlined in paragraphs (6)(b)(i) through (iii) of this section apply. For one-time extensions, the recipient must notify the Federal awarding agency in writing with the supporting reasons and revised period of performance at least 10 calendar days before the end of the period of performance specified in the Federal award. This one-time extension may not be exercised merely for the purpose of using unobligated balances. Extensions require explicit prior Federal awarding agency approval when:
 - i. The terms and conditions of the Federal award prohibit the extension.
 - ii. The extension requires additional Federal funds.
 - iii. The extension involves any change in the approved objectives or scope of the project.
 - c. Carry forward unobligated balances to subsequent periods of performance.
 - d. For Federal awards that support research, unless the Federal awarding agency provides otherwise in the Federal award or in the Federal awarding agency's regulations, the prior approval requirements described in paragraph (6) are automatically waived (i.e., recipients need not obtain such prior approvals) unless one of the conditions included in paragraph (6)(b) applies.
 - e. The Federal awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal awards in which the Federal share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency. The Federal awarding

agency cannot permit a transfer that would cause any Federal appropriation to be used for purposes other than those consistent with the appropriation.

- f. All other changes to non-construction budgets, except for the changes described in paragraph (c) of this section, do not require prior approval.
- g. For construction Federal awards, the recipient must request prior written approval promptly from the Federal awarding agency for budget revisions whenever paragraph (g)(i), (ii), or (iii) of this section applies.
 - i. The revision results from changes in the scope or the objective of the project or program.
 - ii. The need arises for additional Federal funds to complete the project.
 - iii. A revision is desired which involves specific costs for which prior written approval requirements may be imposed consistent with applicable OMB cost principles listed in Subpart E—Cost Principles of this part.
 - iv. No other prior approval requirements for budget revisions may be imposed unless an exception has been approved by OMB.
 - v. When a Federal awarding agency makes a Federal award that provides support for construction and non-construction work, the Federal awarding agency may require the recipient to obtain prior approval from the Federal awarding agency before making any fund or budget transfers between the two types of work supported.
- h. When requesting approval for budget revisions, the recipient must use the same format for budget information that was used in the application, unless the Federal awarding agency indicates a letter of request suffices.
- i. Within 30 calendar days from the date of receipt of the request for budget revisions, the Federal awarding agency will review the request and notify the recipient whether the budget revisions have been approved. If the revision is still under consideration at the end of 30 calendar days, the Federal awarding agency will inform the recipient in writing of the date when the recipient may expect the decision. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75884, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

Period of Performance

The Recipient may charge to the Federal award only allowable costs incurred during the period of performance (except as described in OMB §200.461 Publication and printing costs) and any costs incurred before the Federal awarding agency or pass-through entity made the Federal award that were authorized by the Federal awarding agency or pass-through entity. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75884, Dec. 19, 2014]

Purchasing

The City has a separate Purchasing Policy that is to be used for all of its grant purchases. The City Purchasing Policy is to ensure that the purchasing function meets the current and future needs of the City, provide an economical and efficient service and is considered a value-added partner in securing of goods and/or services for the City. The City shall make every effort to maximize any discounts offered by creditor and vendors. Purchase orders are required for any purchase over \$5,000. Purchases between

\$5,000 and \$80,000 (which is the bid limit specified in MCA §7-5-4302) must have three written quotes or be on the sole source form, which must be attached to the purchase order. Purchases in excess of \$80,000 require a formal, statutory bid process. The City will follow state and federal law concerning purchase requirements.

Labor

All federal grants of \$2,000 or more are monitored to assure compliance with Davis-Bacon Act regulations set forth in 40 USCS §§ 3141 et seq. The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000, for the construction, alteration, or repair of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance. Contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts. The appropriate Davis-Bacon wage rate will be identified and implemented and certified payrolls will be submitted. Each recipient department must account for City employee hours that are charged to federal grants.

Acronyms, Definitions and other Requirements

Asset – A tangible or in tangible item purchased with a value over \$5,000 and has a life expectancy of more than one year.

Audit Requirements for Federal Awards – A non-federal entity that expends \$750,000 or more during the fiscal year in federal awards must have a single audit or program-specific audit conducted every year.

Catalog of Federal Domestic Assistance – (CFDA) a government-wide listing of all the financial and non-financial assistance programs administered by the federal government.

Code of Federal Regulations – (CFR) The code of rules published by the Federal Register by the departments and agencies of the Federal Government.

Committee of Sponsoring Organizations of the Treadway Commission – (COSO) An initiative to combat corporate fraud.

Cost Principals – Requires that assets be recorded at the cash amount at the time an asset is acquired.

Data Universal Numbering System – (DUNS) A unique nine digit identification number.

Funding Accountability and Transparency Act – FFATA, 31 USCS § 6101 et seq.

Office of Budget and Management – OMB

Recipient – The City, if it is the non-Federal entity receiving a Federal award, or a subrecipient.

Subrecipient – The non-Federal entity to carry out part of a Federal award received by the City.

Uniform Administrative Requirements – Aims to reduce the administrative burden on award recipients and, at the same time, guard against waste and misuse of Federal funds.



Item: Ordinance 3165, "An Ordinance Amending OCCGF Section 9.3.040, Pertaining to Exceptions to The Prohibition of Drinking or Displaying of Alcoholic Beverages in Public Places."

From: Legal Department

Initiated By: Legal Department

Presented By: Joseph Cik, Assistant City Attorney

Action Requested: Accept Ordinance 3165 on first reading and set second reading for June 5, 2018.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (accept/not accept) Ordinance 3165 on first reading and set the second reading for June 5, 2018."

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

Staff Recommendation:

Staff recommends that the City Commission adopt Ordinance 3165.

Background:

The Great Falls Business Improvement District has been recently utilizing pedlets for business establishments. Pedlets are sidewalk extensions that extend out into public parking spaces to allow for continued pedestrian traffic, while allowing businesses to provide fenced adjacent outdoor seating on public sidewalks. The use of pedlets has proven to be a favorable addition to downtown. Businesses in the downtown area are utilizing the pedlet system, including businesses that sell alcoholic beverages. In order for a business to utilize a pedlet for the purposes of providing dining services, the business establishment is required to apply for and maintain a sidewalk café permit provided by Planning and Community Development.

OCCGF §9.4.020 prohibits drinking or displaying alcoholic beverages in public places without City-issued permits. OCCGF §9.4.030 provides exceptions to said prohibition including certain areas of Centene Park and the Civic Center.

If the ordinance under consideration were adopted, business establishments that maintain valid sidewalk café permits would be allowed to serve, and have customers consume, alcoholic beverages within the visibly designated sidewalk café areas. To eliminate confusion and be consistent with current practice, Staff recommends that the City Commission adopt Ordinance 3165.

Ordinance 3165 Exhibit “A” illustrates the proposed additional language to OCCGF § 9.4.030 in bold. Ordinance 3165 Exhibit “B”, attached to this report, illustrates the changes in clean format.

Concurrences:

Great Falls Business Improvement District
Great Falls Planning and Community Development

ATTACHMENTS:

- ▣ Ordinance 3165
- ▣ Ord. 3165 Exhibit A
- ▣ Ord. 3165 Exhibit B

ORDINANCE 3165

AN ORDINANCE AMENDING TITLE 9, CHAPTER 4, SECTION 030 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), PERTAINING TO EXCEPTIONS TO THE PROHIBITION OF DRINKING OR DISPLAYING OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES

WHEREAS, OCCGF § 9.4.030 prohibits the drinking or display of alcoholic beverages in public places within the incorporated City limits; and

WHEREAS, Business establishments that maintain a valid City sidewalk café permit serve alcoholic beverages for consumption on City public sidewalks, and

WHEREAS, the City Commission wishes to cure this inconsistency within OCCGF Title 9, Chapter 4.

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

Section 1. Title 9, Chapter 4, Section 030, of the OCCGF pertaining to exceptions to the prohibition of drinking or displaying of alcoholic beverages shall be amended as depicted by Exhibit “A”, attached hereto, adding any language which is **bolded**; and,

Section 2: This ordinance shall be in full force and effect thirty (30) days after second reading and final adoption by the City Commission.

APPROVED by the City Commission on first reading May 15, 2018.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading June 5, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

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

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do certify that I did post as required by law and as prescribed and directed by the Commission, Ordinance 3165 on the Great Falls Civic Center posting board and the Great Falls City website.

Lisa Kunz, City Clerk

(CITY SEAL)

Exhibit "A"

Title 9 - PUBLIC PEACE, MORALS AND WELFARE

Chapter 4 OFFENSES AGAINST PUBLIC PEACE

9.4.030 Exception—public places.

- A. Individuals, members of groups or organizations who wish to consume, sell or give away alcoholic beverages in public places as defined in 9.4.010 may do so provided they obtain a special event permit as specified in 9.4.040 or are otherwise excluded from that requirement.
- B. A fee to cover administrative costs for such permit shall be charged and set by Commission resolution and must be paid by the permittee no less than forty-eight (48) hours prior to the event.
- C. Organizers for special events held on any public places must clean up the property to a state at least as clean as when they arrived. Permit holder shall be solely responsible for the immediate and timely picking up and removal or proper disposal of garbage at the location where the permit is issued. (Ord. 3158, 2017; Ord. 2647 (part), 1994).
- D. A special event may require closure of a parking lot open to the public or temporary closure of a street. For such an event, the event organizers must follow the provisions of 9.4.040.
- E. The Civic Center, Centene Stadium, Eagle Falls Golf Club, Anaconda Hills Golf Course, **visibly designated areas immediately adjacent to business establishments maintaining a valid sidewalk café permit**, and designated areas of the Montana Expo Park and the Multi-Sports Complex grounds shall be exempt from the prohibition of Section 9.4.020.

(Ord. 3165, 2018; Ord. 3158, 2017; Ord. 2949, 2006; Ord. 2854, 2003; Ord. 2525 §2, 1988; Ord. 2453 §1(part), 1987; Ord. 2399 §1, 1985; Ord. 2342 §2(part), 1983).

Exhibit "B"

Title 9 - PUBLIC PEACE, MORALS AND WELFARE

Chapter 4 OFFENSES AGAINST PUBLIC PEACE

9.4.030 Exception—public places.

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- B. A fee to cover administrative costs for such permit shall be charged and set by Commission resolution and must be paid by the permittee no less than forty-eight (48) hours prior to the event.
- C. Organizers for special events held on any public places must clean up the property to a state at least as clean as when they arrived. Permit holder shall be solely responsible for the immediate and timely picking up and removal or proper disposal of garbage at the location where the permit is issued. (Ord. 3158, 2017; Ord. 2647 (part), 1994).
- D. A special event may require closure of a parking lot open to the public or temporary closure of a street. For such an event, the event organizers must follow the provisions of 9.4.040.
- E. The Civic Center, Centene Stadium, Eagle Falls Golf Club, Anaconda Hills Golf Course, visibly designated areas immediately adjacent to business establishments maintaining a valid sidewalk café permit, and designated areas of the Montana Expo Park and the Multi-Sports Complex grounds shall be exempt from the prohibition of Section 9.4.020.

(Ord. 3165, 2018; Ord. 3158, 2017; Ord. 2949, 2006; Ord. 2854, 2003; Ord. 2525 §2, 1988; Ord. 2453 §1(part), 1987; Ord. 2399 §1, 1985; Ord. 2342 §2(part), 1983).



Item: Resolution 10235, "A Resolution Establishing a Policy Concerning Appointments to Boards and Commissions and Repealing Resolution 10059."

From: Legal Department

Initiated By: Great Falls Tourism Business Improvement District

Presented By: Joseph Cik, Assistant City Attorney

Action Requested: Adopt Resolution 10235

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (adopt/not adopt) Resolution 10235."

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

Staff Recommendation:

Staff recommends that the City Commission adopt Resolution 10235.

Background:

Recently, the Great Falls Tourism Business Improvement District contacted members of the Commission, as well as City Staff, regarding appointments of Trustees to Business Improvement District Boards. The District expressed concern over current appointment policy that makes it difficult to recruit and retain Trustees to serve on the Board. Many of the owners of District businesses within the City limits reside out of city limits, limiting the number of individuals that would qualify for trustee positions.

In response to this concern, Staff has drafted Resolution 10235, which repeals and replaces Resolution 10059, pertaining to appointment policy. Many of the policy provisions remain the same in the resolution under consideration. However, if Resolution 10235 is adopted, statutorily created Business Improvement Districts would be allowed to make recommendations for appointment pursuant to District adopted by-laws.

Current policy already allows special consideration in appointments for the Housing Authority Board, Great Falls International Airport Authority, and Library Board appointments. By allowing Business

Improvement Districts the same consideration proposed by Resolution 10235, Districts will be able to more effectively recruit and retain Trustees. Resolution 10235 also lays out the process for reappointments.

The City has been criticized over the process for reappointing without advertising for other citizen interest. In late 2016 Staff began advertising for all positions. During this period, no additional citizen interest was generated with the additional advertising for any of the openings. Advertising is completed through the City Website and Press Releases which are sent to the local media. No funding is budgeted or used for advertising.

ATTACHMENTS:

- Resolution 10235

RESOLUTION NO. 10235

A RESOLUTION ESTABLISHING A POLICY CONCERNING APPOINTMENTS TO BOARDS AND COMMISSIONS AND REPEALING RESOLUTION 10059.

WHEREAS, the City Commission has the responsibility, both solely and in conjunction with other units of government, for making appointments to several Boards and Commissions; and

WHEREAS, Resolution 10235 will apply to all Boards and Commissions unless federal or state law dictates otherwise; and

WHEREAS, the purpose of the City Boards and Commissions is to provide opportunity for citizen participation in government and provide assistance and recommendations to the City Commission; and

WHEREAS, the City Commission is committed to involving as many citizens as possible in the decision-making process.

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

1. It is the policy of the City Commission that, unless otherwise specified by resolution, ordinance or provision herein, the maximum uninterrupted length of service on any single board or commission shall be two consecutive terms, exclusive of the time served on any unexpired term, for each person appointed by the City Commission.
2. Members whose terms expire shall serve until a successor is appointed and qualified.
3. Great Falls Housing Authority Tenant Members shall serve five consecutive two year terms, exclusive of the time served on any expired term.
4. Business Improvement Districts may recommend appointments pursuant to any by-laws adopted by the recommending district.
5. In the case of a member eligible for and interested in reappointment, if the member is in good standing and the applicable board or commission recommends that the member be reappointed, his or her application shall be brought before the City Commission for consideration for reappointment without advertising for other citizen interest.
6. Boards and commissions are encouraged to make recommendations to the City Commission regarding appointments to vacant positions on any Board or Commission, but the City Commission reserves the right to accept or reject those recommendations. The City Commission also reserves the right to interview applicants to any board or commission.
7. Citizens may not serve on two or more boards or commissions simultaneously, unless authorized to do so by the City Commission.

8. Unless otherwise provided by resolution or ordinance, all terms shall begin on the date of appointment.
9. The City Manager shall approve an internal advertising and appointment procedure for member recruitment.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 15th day of May, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Joseph Cik, Assistant City Attorney