



**City Commission Agenda
Civic Center, 2 Park Drive South, Great Falls, MT
Commission Chambers Room 206
July 3, 2018**

CALL TO ORDER 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE/ EX PARTE COMMUNICATIONS

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. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

4. 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.

5. Minutes, June 19, 2018, Commission Meeting.
6. Total Expenditures of \$1,977,192 for the period of May 31, 2018 through June 20, 2018, to include claims over \$5,000, in the amount of \$1,660,342.
7. Contracts List
8. Award a contract in the amount of \$260,520 to Ed Boland Construction Inc. for the Lift Station 9 Rehabilitation Project and authorize the City Manager to execute the construction contract documents.
9. Reject the bid for the Animal Shelter Improvements Project from Wadsworth Builders in the amount of \$705,000.
10. Recommend Staff readvertise the Encino Drive/Grande Vista 2 Street Repairs Phase I

Project.

11. Set a public hearing for the 2018/2019 Business Improvement District Budget and Work Plan for July 17, 2018.
12. Set a public hearing for the 2018/2019 Tourism Business Improvement District Budget and Work Plan for July 17, 2018.
13. Set a public hearing on Resolution 10239 for July 17, 2018 for the Intent to Increase Property Tax.
14. Set a public hearing on Resolution 10240 for July 17, 2018, for the Annual Budget Resolution.
15. Set a public hearing on Resolution 10243 for August 7, 2018 to levy and assess the Street Maintenance District.
16. Set a public hearing on Resolution 10244 for August 7, 2018 to levy and assess properties within Special Improvement Lighting Districts.
17. Set a public hearing on Resolution 10245 for August 7, 2018 to levy and assess Special Improvement General Boulevard Maintenance District No. 3570.
18. Set a public hearing on Resolution 10246 for August 7, 2018 to levy and assess Special Improvement Portage Meadows Maintenance District No. 1195.
19. Set a public hearing on Resolution 10252, to Amend Building Permit Fees, for August 7, 2018.

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

PUBLIC HEARINGS

20. Ordinance 3187, Amending Ordinance 2903 for the property located in Jewell Addition, Lot 4, Block 1 to allow a "Residence, Multi-family" land use within the Emerald Green PUD.
Action: Conduct public hearing and adopt or deny Ord. 3187. (Presented by Craig Raymond)
21. Resolution 10242, Revising Fee Schedule for Public Safety Information Requests to the Legal Department, Superseding Resolution 10065.
Action: Conduct public hearing and adopt or deny Res. 10242. (Presented by Sara Sexe)
22. Resolution 10251, Conditional Use Permit for Westside Family Dental parking lot addition located at 900 10th Ave NW.
Action: Conduct public hearing and adopt or deny Res. 10251. (Presented by Craig Raymond)

OLD BUSINESS

NEW BUSINESS

23. Final Plat for the Buffalo Crossing Subdivision located in Government Lots 2 and 3, Section 11, Township 20 North, Range 3 East, P.M., City of Great Falls, Cascade County, MT.
Action: Approve or deny the final plat for the Buffalo Crossing Subdivision and the accompanying Findings of Fact. (Presented by Craig Raymond)

24. Central Montana Agriculture and Technology Park (CMATP) TIF Application for Phase III Storm Drain Design.

Action: Approve or deny the application for release of TIF funds to complete the final design for the storm drainage network across the CMATP. (presented by Jim Rearden)

ORDINANCES/RESOLUTIONS

25. Ordinance 3190, Rezoning the property formerly known as Beargrass Village, located in the Great Falls Water Power and Townsite Company's First Addition, Block 405, Lots 8-14 from PUD Planned Unit Development to R-3 Single-family high density.

Action: Accept or not accept Ord. 3190 on first reading and set a public hearing for August 7, 2018. (Presented by Craig Raymond)

26. Ordinance 3191, Establishing R-2 Single-family Medium Density zoning for the properties located in Sky-line Addition Lots 1A, 2A, 3-5 and 6A; Tract 2 of Certificate of Survey #5150; and the adjoining right-of-way of Skyline Drive NW.

Action: Accept or not accept Ord. 3191 on first reading and set a public hearing for August 7, 2018. (Presented by Craig Raymond)

27. Resolution 10250, Amending Resolution 10211 that approved placement of Coins for a Cause donation containers on Downtown light poles.

Action: Adopt or deny Res. 10250. (Presented by Greg Doyon)

28. Resolution 10254, Ratifying the Declaration of Emergency by Acting City Manager James L. Rearden on June 20, 2018.

Action: Adopt or deny Res. 10254. (Presented by Sara Sexe)

CITY COMMISSION

29. Miscellaneous reports and announcements from the City Commission.
30. 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: Minutes, June 19, 2018, Commission Meeting

From: City Clerk's Office

Presented By: City Commission

ATTACHMENTS:

- ▣ Draft June 19, 2018 - - Commission Meeting Minutes

JOURNAL OF COMMISSION PROCEEDINGS

June 19, 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, Mary Sheehy Moe, Bill Bronson, Owen Robinson, and Tracy Houck. Also present were Acting City Manager Jim Rearden; Deputy City Clerk Darcy Dea; Planning and Community Development Director Craig Raymond; Fire Chief Steve Hester; Park and Recreation Deputy Director Patty Rearden; Assistant City Attorney Joe Cik; and Police Chief Dave Bowen.

Acting City Manager Jim Rearden announced that City Manager Greg Doyon was in Washington DC for the Association of Defense Communities (ADC) Conference and Deputy City Manager Chuck Anderson was on vacation.

AGENDA APPROVAL

No changes were proposed by the Acting City Manager or City Commission. The agenda was approved as submitted.

CONFLICT DISCLOSURE/ EX PARTE COMMUNICATIONS

Commissioner Houck reminded citizens who wish to communicate their concerns with the Commission to utilize the City's website, and not email Commission members individually. She explained that the entire Commission would be aware of the concerns by using the website.

PROCLAMATIONS

River's Edge Trail Month

PETITIONS AND COMMUNICATIONS

1. Miscellaneous reports and announcements.

John Hubbard, 615 7th Avenue South, expressed concern regarding increasing taxes due to Park District Number 1.

NEIGHBORHOOD COUNCILS

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

Commissioner Houck announced that some of the Neighborhood Councils don't meet during the summer months of June and July.

BOARDS AND COMMISSIONS

3. **Appointment, Police Commission.**

Commissioner Moe moved, seconded by Commissioner Bronson, that the City Commission appoint Robert Wigdorski to the Police Commission for a three-year term through June 30, 2021.

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Moe disclosed that she and two other Commission members are members of Rotary Club.

Commissioner Houck thanked Ted Barnes for his service on the Police Commission.

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

Motion carried 5-0

4. **Reappointment, Tourism Business Improvement District.**

Commissioner Bronson moved, seconded by Commissioner Houck, that the City Commission reappoint Scott Shull to the Tourism Business Improvement District Board of Trustees to a four-year term through June 30, 2022.

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Moe commented that the start date of Mr. Shull's term in his application was incorrect, and that the May 3, 2011, date in the Agenda Report was correct.

There being no further discussion, 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.**

Acting City Manager Jim Rearden reported that:

- Crafts Council union negotiations begin on June 22, 2018.
- The deadline for accepting City 101 applications is July 13. There are currently eight applications and up to 25 will be accepted.
- A Proposed Budget Work Session is scheduled for June 27 in the Gibson Room.
- The Great Falls Association of Realtors hosted the Flag Day presentation on June 14th at Overlook Park. Park and Recreation was presented with a Rachel Kaiser print at the ceremony recognizing the City for providing the land in Overlook Park for the Flag.

Fire Chief Steve Hester reported that the Sun River was expected to flood due to the rain over the last few days. He reviewed and discussed a PowerPoint slide that depicted a flood inundation map for the Sun River.

Acting Manager Rearden reviewed and discussed PowerPoint slides that included updates from the following Public Works Departments: Utilities, Water Plant, Engineering, Street, Sanitation, and Environmental.

CONSENT AGENDA

7. Minutes, June 5, 2018, Commission Meeting.
8. Total Expenditures of \$2,744,334 for the period of May 16, 2018 through June 6, 2018, to include claims over \$5,000, in the amount of \$2,476,197.
9. Contracts List.
10. Set public hearing for Resolution 10242, Revising Fee Schedule for public safety information requests to the Legal Department replacing Resolution 10065.
11. Approve the bid award for 250 tons of liquid asphalt to Calumet Montana Refining Company of Great Falls for \$91,250.

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

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

John Hubbard, 615 7th Avenue South, received clarification that Resolution 10242 would increase the fee schedule for requests to the Legal Department, and that the public hearing would

be July 3, 2018.

There being no one further to address the Commission, Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0

PUBLIC HEARINGS

12. **Ordinance 3181, Repealing and replacing Title 8, of the Official Code of the City of Great Falls (OCCGF), Pertaining to Health and Safety.**

Assistant City Attorney Joe Cik reported the substantive changes to Title 8 of the Official Code of the City of Great Falls (OCCGF) include the following:

- Changing food establishment designations to be consistent with the Administrative Rules of Montana (ARM).
- Amending garbage and refuse provisions to be consistent with current practice.
- Incorporating ARM regulations into OCCGF regulation of swimming pools.
- Tattooing and Body-Piercing Establishments, as well as Tourist Campgrounds and Trailer Parks shall be required to comply with applicable Montana Code Annotated (MCA) and ARM requirements.
- Child Care Facilities, including drop-in facilities shall be required to comply with City-County Health Department (CCHD) designed health and safety regulations.
- The City Manager, in consultation with the Fire Chief, may restrict all outdoor residential open or closed fire burning.
- Language clarification in nuisance chapters including designating Criminal Public Nuisances.
- Clarifying penalty provisions throughout Title 8 providing both criminal and administrative remedies for violations.
- Create consistency within the rest of the Code, and where applicable, the MCA, and the ARM.
- Create clarification in process and application.

Assistant City Attorney Cik further reported that amendments proposed by Commissioner Moe have been incorporated into the revised draft. He further reported that Commissioner Bronson had inquired about how the new code enforcement process worked. Assistant City Attorney Cik explained that the City would work with citizens in order to get their properties into compliance rather than immediately issuing citations.

Mayor Kelly declared the public hearing open.

Speaking in opposition to Ordinance 3181 was:

John Hubbard, 615 7th Avenue South, received clarification that the City Manager, in consultation with the Fire Chief, could prohibit outdoor residential burning under certain conditions.

No one spoke in support of Ordinance 3181.

Mayor Kelly closed the public hearing and asked the will of the Commission.

Commissioner Moe moved, seconded by Commissioner Bronson, that the City Commission adopt Ordinance 3181.

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

Commissioner Houck commented that Ordinance 3181 would not ban fires; however, it provides the opportunity to do so in the event of a critical condition.

Commissioner Bronson commented that he is satisfied with the current provisions. However, if citizens take unnecessary advantage of the provisions of the OCCGF, another system may need to be developed.

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

Motion carried 5-0

OLD BUSINESS

13. **City Manager Contract Amendment.**

Commissioner Houck moved, seconded by Commissioner Robinson, that the City Commission approve a contract amendment with the City Manager effective July 1, 2018 granting the City Manager a base wage increase of 3% effective March 24, 2018.

Mayor Kelly reported that the Commission met on May 1, 2018 to review the City Manager's performance. After the review, the Commission voted to amend Manager Doyon's base wage by 3%. The term of the contract is March 24, 2017 through March 24, 2020. The Manager's current base salary is \$140,775.12. The three percent increase results in a base salary of \$144,998.37. Manager Doyon is eligible for a Cost of Living Adjustment (COLA) increase as is offered to all other nonunion employees. Manager Doyon's review was not performed until after his anniversary date due to busy schedules. The motion is to increase Manager Doyon's wage 3% going back to March 24, 2018.

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

John Hubbard, 615 7th Avenue South, expressed opposition to the City Manager's wage increase.

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

The Commission expressed appreciation for the City Manager's performance, and for all that he has done for the City.

Commissioner Bronson explained that it was not his intent during the Manager's review to agree to a base wage increase retroactive to March 24.

Commissioner Moe received clarification that the 3% was the merit increase, and that Manager Doyon would be eligible for a COLA increase as well.

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

Motion carried 4-1 (Commissioner Moe Dissenting)

NEW BUSINESS

14. **Lot aggregation for Great Falls High School Building Addition Project.**

Planning and Community Development Director Craig Raymond reported that this item is a request by Great Falls Public Schools to approve an amended plat surrounding the Great Falls High School Complex. The Great Falls Public Schools had passed a \$98 million construction bond for numerous facility improvements throughout the school district. The Great Falls High School project is for an approximately 62,000 square foot addition connecting the south campus building to the historic school building. The lot aggregation also includes multiple previously vacated alley and street rights-of-way. The amended plat has been reviewed by staff and complies with the requirements of the subdivision chapter of the Land Development Code.

Commissioner Robinson moved, seconded by Commissioner Moe, that the City Commission adopt the amended plat for the 91 lot aggregation for the Great Falls High School Building Addition Project, subject to the Applicant fulfilling the listed Conditions of Approval.

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

Janna Cooper, TD&H Engineering, 1800 River Drive North, commented that the amended plat would clean things up at Great Falls High School.

Commissioner Robinson received clarification that improvements would be on the southern half of the practice field.

Tammy Lacey, Superintendent, Great Falls School District, 1100 4th Street South, expressed appreciation to the Commission, Planning and Community Development, Public Works, Legal, and Fire Departments for the time spent reviewing the project.

There being no one further to address the Commission, Mayor Kelly asked if there was any discussion amongst the Commissioners. Hearing none, Mayor Kelly called for the vote.

Motion carried 5-0

ORDINANCES/RESOLUTIONS

CITY COMMISSION

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

Fire Chief Steve Hester reported that the Sun River Drainage is at a critical stage and there are

several road closures.

Mayor Kelly announced that the Thurber Family had donated \$125,000 to provide fitness equipment to the new fitness center, and to enhance the signage on the outside of CM Russell High School.

Commissioner Robinson commented that he had served on the School Board with the late Bert Thurber, and that he was a great man.

Commissioner Bronson announced that he and Manager Greg Doyon attended a Tax Increment Financing (TIF) meeting, and that draft legislation would be submitted to the Revenue and Transportation Interim Committee regarding TIF funding and programs on July 11, 2018.

Commissioner Houck announced that there are applications available at Great Falls Lumber for anyone interested in participating in the Fourth of July Parade.

Isaiah Bates, Ursuline Center, 2300 Central Avenue, announced that he is reporting on the flooding issues for his summer internship, and inquired if Great Falls has flooding issues.

Chief Hester responded that Great Falls does not have a flooding issue this year. However, there has been issues in the past. He explained that levies were built to help abate flooding issues.

16. **Commission Initiatives.**

None.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Bronson moved, seconded by Commissioner Houck, to adjourn the regular meeting of June 19, 2018, at 7:57 p.m.**

Motion carried 5-0

Mayor Bob Kelly

City Clerk Lisa Kunz

**Minutes Approved:
July 3, 2018**



Item: Total Expenditures of \$1,977,192 for the period of May 31, 2018 through June 20, 2018, to include claims over \$5,000, in the amount of \$1,660,342.

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 JUNE 7, 2018 - JUNE 20, 2018	1,932,570.51
MUNICIPAL COURT ACCOUNT CHECK RUN FOR MAY 31, 2018 - JUNE 14, 2018	44,621.00
TOTAL: \$	<u><u>1,977,191.51</u></u>

GENERAL FUND

CITY COMMISSION

CASCADE COUNTY ELECTIONS	2018 PARK DISTRICT #1 ELECTION	22,263.86
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OTHER ADMIN

MUNICIPAL CODE CORPORATION	SUPPLEMENT NO 8	5,669.72
CTA ARCHITECTS ENGINEERS	PHASE I CC EXTERIOR ENVELOPE REHAB ARCHITECTURAL SERVICES	11,603.30

POLICE

BALCO UNIFORM CO	VORTEX VESTS	6,600.00
DIS TECHNOLOGIES	MICROFILM 2017 RECORDS	9,984.50

FIRE

L N CURTIS & SONS	TURNOUT GEAR	41,038.00
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SPECIAL REVENUE FUND

STREET DISTRICT

UNITED MATERIALS	OF 1684 POLICE DEPT WATER MAIN REPLACEMENT/ RE-ROUTE (SPLIT AMONG FUNDS)	4,381.15
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FEDERAL BLOCK GRANTS

KUGLIN CONSTRUCTION	OF 1715.1 2018 CDBG HANDICAP RAMPS/ SIDEWALKS	36,345.13
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CAPITAL PROJECTS

GENERAL CAPITAL

A T KLEMENS	OF 1690.2 CIVIC CENTER HVAC REPLACEMENT	13,588.34
UNITED MATERIALS	OF 1684 POLICE DEPT WATER MAIN REPLACEMENT/ RE-ROUTE (SPLIT AMONG FUNDS)	11,724.01

ENTERPRISE FUNDS

WATER

LANDMARK STRUCTURES BLACK & VEATCH CORP	OF 1625.2 GORE HILL TANK REPLACEMENT OF 1519.6 WTP IMPROVEMENT PHASE 1 CONSTRUCTION PORTION	127,236.48 82,161.96
UNITED MATERIALS	OF 1684 POLICE DEPT WATER MAIN REPLACEMENT/ RE-ROUTE (SPLIT AMONG FUNDS)	41,947.08
INTERCONTINENTAL TRUCK BODY CITY MOTOR CO INC	VAN BODY FOR #622 2018 CHEVROLET EXPRESS CUTAWAY	11,480.00 26,851.00

SEWER

OUTRIGGER CONSULTANTS LLC HDR ENGINEERING INC	OF 1722.2 LIFT STATION 8 REMOVAL OF 1633 WWTP PERMIT UPGRADES	10,270.00 5,133.66
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STORM DRAIN

CENTRAL EXCAVATION	OF 1462.5 18TH ST S STORM DRAIN IMP	323,467.16
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PARKING

STANDARD PARKING CORPORATION	CONTRACT SERVICES MAY 2018	32,627.20
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INTERNAL SERVICES FUND

INFORMATION TECHNOLOGY

MOBILE WIRELESS LLC	1 YEAR NETMOTION MAINTENANCE	5,457.00
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CENTRAL GARAGE

DUVAL FORD LLC	2018 SEDAN POLICE INTERCEPTOR AWD	26,474.46
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TRUST AND AGENCY

COURT TRUST MUNICIPAL COURT

CITY OF GREAT FALLS FINES & FORFEITURES COLLECTIONS 36,488.68

PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	48,063.00
ICMA RETIREMENT TRUST	EMPLOYEE CONTRIBUTIONS	8,113.61
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	52,210.40
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	65,038.72
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	134,565.76
POLICE SAVINGS & LOAN	EMPLOYEE CONTRIBUTIONS	13,255.00
US BANK	FEDERAL TAXES, FICA & MEDICARE	211,725.17
AFLAC	EMPLOYEE CONTRIBUTIONS	10,712.29
LABORERS INTERNATIONAL UNION	EMPLOYEE CONTRIBUTIONS	5,805.00
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	13,908.59

UTILITY BILLS

MONTANA WASTE SYSTEMS INC	MAY 2018 CHARGES	112,293.28
TALEN TREASURE STATE	ELECTRICITY CHARGES FOR MAY 2018	91,858.40

CLAIMS OVER \$5000 TOTAL: \$ 1,660,341.91



Item: Contracts List

From: City Clerk's Office

Presented By: City Commission

ATTACHMENTS:

- ▣ Contracts List

CITY OF GREAT FALLS, MONTANA

AGENDA: 7

COMMUNICATION TO THE CITY COMMISSION

DATE: July 3, 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	Park and Recreation	Mike Gregoire, Gregoire Construction	06/15/2018-06/30/2018	\$1,200	Ratify Agreement for removal and replacement of 6 squares of sidewalk at 510 7 th Street North
B	Mansfield Center for the Performing Arts	Dick Olson Construction, Inc.	06/15/2018-07/12/2018	\$12,519	Ratify Agreement to install a large window in the theater projection booth of the Mansfield Theater in the Great Falls Civic Center OF 1357.1

C	Public Works/ Engineering	Northwestern Energy	Summer 2018	\$0	Customer Agreement Notification #340097344 to install, operate and maintain a power service line from the existing overhead lines to the new power meter for the period style street lights installed at Lithia (NWE Elect Svc-UG from OH Com – Quote 25074367 to serve customer at SLD 1067 Central Avenue – 7 th Street/9 th Street (Lithia)
D	Great Falls Police Department	A.T. Klemens	07/01/2018 – 12/31/2018	\$9,163	Agreement to remove old Climatrol RTU (roof top unit) and install new Carrier RTU with hail guards and economizer with barometric relief, and return air smoke detector at the Great Falls Police Department (Unit #7 of 8 at GFPD).



Item: Construction Contract Award: Lift Station 9 Rehabilitation, OF 1722.1.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Consider Bids and Approve Contract.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (award/not award) a contract in the amount of \$260,520.00 to Ed Boland Construction Inc. for the Lift Station 9 Rehabilitation Project, and authorize the City Manager to execute the construction contract documents."

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

Staff Recommendation:

Approve Construction Contract Award

Summary:

This project was initiated as a result of Veolia Water's reports of frequent clogging associated with the two pumps in sewer lift station #9. The lift station serves the Sunrise Court Apartments complex. The complex is made up of approximately 14 multi-unit apartment buildings. Upon initial investigation of the lift station #9 structure and equipment, the team found that the drywell housing the pumps was experiencing corrosion in several areas. The scope of the project was defined according to these initial investigations to include corrosion corrections, electrical and control equipment upgrades, valve upgrades/replacements, and rebuilding of both existing station pumps.

Background:

Citizen Participation:

The construction activity will require closure of 1st Avenue South and parts of 51st Street near the lift station. Access to the residences adjacent to the construction zones will be maintained. The Sunrise Courts management has been notified of the project.

Workload and Impacts:

Design phase engineering, plans and specifications were completed by NCI Engineering staff with assistance and guidance from the City Engineering Division, City Environmental Division and Veolia Water. NCI Engineering will provide construction phase engineering services and handle project inspection. City Engineering will provide project administration.

Purpose:

The primary objective of this project is to maintain the function of the existing lift station, eliminate clogging of the pumps, and upgrade the communication system in coordination with other lift stations maintained by Veolia.

Project Work Scope:

This project consists of repairing and coating the lift station drywell, rebuilding both existing lift station pumps; replacing the gate and check valves, sump pump, blower, dehumidifier, and floor mat heater; upgrading electrical and installing a new disconnect and control panel, and setting up and maintaining all necessary bypass pumping. The control panels and associated electrical are to be moved to ground level for easier access by Veolia Water. Currently, confined space protocol must be followed to maintain/operate these systems. The project is scheduled for substantial completion in 30 calendar days after a 12 week equipment acquisition allowance period.

Evaluation and Selection Process:

Two (2) bids were received on June 20, 2018 with the bid prices ranging from \$260,520.00 to \$343,046.00. Ed Boland Construction Inc. submitted the low bid.

Conclusion:

City staff recommends awarding the contract to Ed Boland Construction Inc. in the amount of \$260,520.00.

Fiscal Impact:

The attached bid tabulation summarizes bids that were received.

Alternatives:

The City Commission could vote to deny award of the construction contract and re-bid or cancel the project.

ATTACHMENTS:

- ▣ OF 1722.1 Long Form Bid Tab
- ▣ NCI Recommendation Letter

City of Great Falls
Lift Station #9 Rehabilitation
BID TABULATION

Prepared by: NCI Engineering Co.

June 20, 2018

Item No.	ITEM	UNITS	QUANTITY	Engineer's Estimate		Ed Boland Construction		Geranios Enterprises, Inc.	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
101	Repair Sump Pump Pit	L.S.	1	\$ 4,000.00	\$ 4,000.00	\$ 3,700.00	\$ 3,700.00	\$ 6,241.00	\$ 6,241.00
102	Repair Compromised Areas on Interior Walls	Each	6	\$ 3,000.00	\$ 18,000.00	\$ 1,650.00	\$ 9,900.00	\$ 1,041.00	\$ 6,246.00
103	Coating All Existing and New Mechanical and Electrical; Also Interior Walls, Ceiling and Floor and All or Any Other Appurtenances, Exterior Tube & Hatch and Electrical Facility	L.S.	1	\$ 28,000.00	\$ 28,000.00	\$ 39,200.00	\$ 39,200.00	\$ 62,955.00	\$ 62,955.00
TOTALS					\$ 50,000.00		\$ 52,800.00		\$ 75,442.00
201	Remove and Rebuild the Existing Worthington Non-clog Pumps (2 each) and Modify Piping and Reinstall	L.S.	1	\$ 24,000.00	\$ 24,000.00	\$ 12,000.00	\$ 12,000.00	\$ 3,195.00	\$ 3,195.00
202	Replace Existing Gate Valves with New Plug Valves (4 each)	L.S.	1	\$ 7,000.00	\$ 7,000.00	\$ 6,225.00	\$ 6,225.00	\$ 9,750.00	\$ 9,750.00
203	Replace Existing Check Valves with New Check Valves (2 each)	L.S.	1	\$ 7,000.00	\$ 7,000.00	\$ 9,280.00	\$ 9,280.00	\$ 4,875.00	\$ 4,875.00
204	Replace Existing Sump Pump, Check and Isolation Valves and Piping with New (2 each)	L.S.	1	\$ 4,000.00	\$ 4,000.00	\$ 4,725.00	\$ 4,725.00	\$ 4,875.00	\$ 4,875.00
205	Replace Existing Blower with New	L.S.	1	\$ 2,000.00	\$ 2,000.00	\$ 3,910.00	\$ 3,910.00	\$ 12,026.00	\$ 12,026.00
206	Replace Dehumidifier with New	L.S.	1	\$ 1,000.00	\$ 1,000.00	\$ 4,350.00	\$ 4,350.00	\$ 12,026.00	\$ 12,026.00
207	Replace Floor Mat and Heater with New	L.S.	1	\$ 500.00	\$ 500.00	\$ 1,635.00	\$ 1,635.00	\$ 12,026.00	\$ 12,026.00
TOTALS					\$ 45,500.00		\$ 42,125.00		\$ 58,773.00
301	Replace Existing Electrical Service Feed to Station with New	L.S.	1	\$ 8,000.00	\$ 8,000.00	\$ 10,350.00	\$ 10,350.00	\$ 26,541.00	\$ 26,541.00
302	Install New Electrical and Control Facility, Including Disconnect, MTS, Generator, Recept, Grounding - <i>Cellular Comm.</i>	L.S.	1	\$ 20,000.00	\$ 20,000.00	\$ 35,800.00	\$ 35,800.00	\$ 26,916.00	\$ 26,916.00
303	Replace Existing Control Panel with New, Include PLC (<i>plus start-up</i>) <i>Deragger Cost \$2,100 each</i>	L.S.	1	\$ 40,000.00	\$ 40,000.00	\$ 65,200.00	\$ 65,200.00	\$ 26,541.00	\$ 26,541.00
304	New Electrical Conduits and Conductors Needed to Facilitate	L.S.	1	\$ 10,000.00	\$ 10,000.00	\$ 6,745.00	\$ 6,745.00	\$ 26,541.00	\$ 26,541.00
TOTALS					\$ 78,000.00		\$ 118,095.00		\$ 106,539.00
401	Set up and Maintain Bypass Pumping as Required for Project Construction	L.S.	1	\$ 10,000.00	\$ 10,000.00	\$ 27,500.00	\$ 27,500.00	\$ 82,292.00	\$ 82,292.00
402	Miscellaneous Field Work or Materials (<i>not in original</i>)	Unit	20000	\$ 1.00	\$ 20,000.00	\$ 1.00	\$ 20,000.00	\$ 1.00	\$ 20,000.00
TOTALS					\$ 30,000.00		\$ 47,500.00		\$ 102,292.00
TOTAL AMOUNT					\$ 203,500.00		\$ 260,520.00		\$ 343,046.00

Engineer's Certification: _____

Date: _____

June 21, 2018

Mikaela Schultz, Project Engineer
City of Great Falls
P.O. Box 5021
Great Falls, MT 59436

RE: Great Falls Lift Station #9 Rehabilitation
Recommendation for Award
(Ed Boland Construction bid amount \$260,520)

Dear Ms. Schultz,

Bids were taken for rehabilitating the City's lift station #9 project on June 20, 2018.

Two (2) bids were submitted from contractors: Ed Boland Construction – Great Falls and Geranios Enterprises, Inc.

The lowest bid was Ed Boland Construction at \$260,520. The other bid by Geranios Enterprises was at \$343,046. NCI's estimated bid price was \$ 203,500.

Both of the bidders submitted all forms and performed proper bidding procedures. The bids have been checked for math and reasonability of the contractor's bid units and extensions and all the bids were acceptable. It would seem that due to timing of the bid (June during the busier construction time and with most contractors already having this year's work booked by now) and with only receiving two bids. The bids we received are probably higher than expected. This project was specialized and smaller in normal dollar value and these factors may have raised the bid amounts also. Rebidding closer to winter would be an alternative but no guarantee that bid amounts would come down considerably and the time schedule to complete the work would be lengthened.

NCI has concluded, the bid submitted by Ed Boland Construction for this work is accurate and meets the requirements for acceptable bidding. Award of the contract to Boland for this rehabilitation would be in the best interest of the City of Great Falls.

Sincerely,



Ralph McGillivray
NCI Engineering Co.



Item: Great Falls Animal Shelter Improvements - Phase 1, OF 1673.

From: Lynn Formell, Animal Shelter Operations Manager

Initiated By: Great Falls Animal Shelter

Presented By: Lynn Formell, Animal Shelter Operations Manager

Action Requested: Reject bid for Animal Shelter Improvements and not enter into a construction contract.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (reject/accept) the bid for the Animal Shelter Improvements Project from Wadsworth Builders in the amount of \$705,000.”

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

Staff Recommendation:

Reject bid from Wadsworth Builders and not enter into a construction contract. Staff recommends reviewing master plan and rebidding at a later time.

Summary:

In late May, an Invitation to Bid was posted. The project consists of a new cattery and canine area expansion, interior office and reception area remodeling, exterior façade renovation, site work, and landscaping. One Bid was received from Wadsworth Builders with a base bid of \$705,000. This is approximately \$245,186 over project estimate and budgeted funding.

Background:

In 2012, Staff began working with Nelson Architects to develop a Master Plan for the shelter. The plan identifies current and desired space needs for the facility. The plan was designed to allow for proposed additions to the existing building and provide cost estimates. The plan was developed in hopes to increase animal capacity space to benefit the overall health of the animals and reduce the stay time in the facility.

The City Commission approved the professional services agreement with Nelson Architects for

architectural/engineering services on May 21, 2013.

The Staff at the Animal Shelter has been working diligently on fundraising and currently has \$382,195 of available funding.

Fiscal Impact:

This project is being funded through donations. No City funding has been designated.

Alternatives:

If bid is accepted additional funding will need to be identified.

ATTACHMENTS:

- Bid Tab OF 1673



Item: Encino Drive/Grande Vista 2 Street Repairs Phase I, OF 1679.7.

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Recommend staff to readvertise for the Encino Drive/Grande Vista 2 Street Repairs Phase I project.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (recommend/not recommend) staff readvertise for Encino Drive/Grande Vista 2 Street Repairs Phase I project. ”

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

Staff Recommendation:

Staff recommends readvertising and rebidding the project for the Encino Drive/Grande Vista 2 Street Repairs Phase I project in November 2018.

Summary:

The specifications were advertised three times in the Great Falls Tribune. No bids were received on June 20, 2018.

In accordance with Mont Code Ann. § 7-5-4302:

(3) The council may:

- (a) Postpone awarding a contract until the next regular meeting after bids are received in response to the advertisement;
- (b) reject any or all bids; and
- (c) readvertise as provided in this section.

With no Bids being submitted, Staff recommends readvertising and re-bidding the project in November 2018.

Alternatives:

The City Commission could decide to cancel the project, however this is not recommended at this time.



Item: Set Public Hearing for Business Improvement District (BID) 2018/2019 Budget and Work Plan

From: Judy Burg, Taxes and Assessments

Initiated By: Business Improvement District Board of Directors

Presented By: Joan Redeen, Community Director

Action Requested: City Commission set public hearing of July 17, 2018 for the Business Improvement District (BID) 2018/2019 Budget and Work Plan

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) the public hearing for the 2018/2019 Business Improvement District Budget and Work Plan for July 17, 2018."

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

Staff Recommendation:

The BID recommends that the City Commission set the public hearing for the 2018/2019 BID Budget and Work Plan for July 17, 2018.

Background:

The initial creation of the BID was in 1989. It was renewed in 1999 and re-created in 2009, each for periods of ten years by petition of the property owners within the District.

The Business Improvement District's overall purpose is to utilize tax dollars through the BID tax assessment and direct those monies to improve and revitalize the downtown area. If there are any material increases or decreases in the actual assessment from the approved budget, the BID's Board will either request a budget amendment from the City Commission or the Board will include the amount of revenue whether it be an increase, or decrease, in their Budget and Work Plan for the coming Fiscal Year. The BID has not changed the areas of the district boundaries since its origination date.

According to MCA Section 7-12-1132(3), the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may

approve the plan or request that amendments be made to it, prior to levying an assessment on all properties within the district to defray the costs.

Fiscal Impact:

The BID is projecting annual revenue for Fiscal Year 2018/2019 of approximately \$248,000 in assessments. The funds are used to operate the BID office, grant programs, tree maintenance, beautification efforts and additional projects for streetscapes, and economic growth.

The assessment will be according to the formula approved by the BID Board and the City Commission:

1. a flat fee of \$200.00 for each lot or parcel;
2. a flat fee of \$50.00 for each lot or parcel with a designated Land Use Code of 125 which is a Residential Condominium;
3. an assessment of \$.00156 times the market valuation as provided for by the Montana State Legislature;
4. and an assessment of \$.015 times the square footage of the land area.

Alternatives:

The City Commission could request changes to the BID Budget and Work Plan.

Concurrences:

The BID partners with several organizations to provide results and follows the overall purpose of the BID. Finance staff is responsible for assessing and collecting the revenues.

ATTACHMENTS:

- ▢ BID Final Budget 2018-2019
- ▢ BID Final Work Plan 2018-2019
- ▢ Map of Business Improvement District
- ▢ Legal Notice BID

Great Falls Business Improvement District Budget for Fiscal Year 2018-2019



	Proposed Budget FY 19
Revenues	
Assessments	\$ 248,000
Assessment Receivable	\$ 79,016
Business Watch	\$ 750
Coins for a Cause	\$ 500
Interest Income	\$ 150
JH Rental Income	\$ -
JH Sale Proceeds	\$ 200,000
JH Utility Reimbursement	\$ 5,000
Prior Year Carryover - Cash	\$ 80,000
Total Revenues	<u>\$ 613,416</u>

Expenses	
Advertising	\$ 500
Web Design	\$ 500
Beautification	\$ 10,000
Art Downtown	\$ 2,000
Pedlet	
Sound System	\$ 500
Trash Removal	
Tree Program	\$ 15,000
Holiday Décor	\$ 10,000
Business Grants	\$ 238,066
Business Watch	\$ 750
Coins for a Cause	\$ 500
Donations	\$ 5,000
Dues & Subscriptions	\$ 3,000
Employee Benefits	\$ 2,000
Insurance	\$ 7,000
JH Building expense	\$ -
JH Management expense	\$ 5,000
Miscellaneous	\$ 500
Office Equipment	\$ 1,000
Office expense	\$ 1,000
Payroll taxes	\$ 7,000
Professional Services	\$ 5,000
Rent	\$ -
Salaries	\$ 80,000
Special Projects	\$ 210,000
Supplies	\$ 4,000
Taxes, Licenses & Fees	\$ 500
Telephone/Internet	\$ 3,100
Travel & Education	\$ 1,000
Utilities	\$ 500
Total Expenses	<u>\$ 613,416</u>

Net Revenue/Loss	<u>\$ -</u>
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GREAT FALLS BUSINESS IMPROVEMENT DISTRICT WORK PLAN 2018-2019

The mission of the Great Falls Business Improvement District (BID) is to represent the unique interests of the business and property owners located within the district. The goal of the BID is to create an environment that is appealing to shoppers, office workers, residents, tourists, and new businesses and investors. Overall, the BID is responsible for downtown revitalization through economic development, real estate development, short and long-range planning, grant program administration, and physical and environmental improvement programs.

The BID will provide the following services within the designated boundaries over the next fiscal year:

➤ **Downtown Property Investments**

- Renewal of the BID through 2029
- Invest in downtown properties through our many grant programs.
 - Current grant programs include: Façade, Residential, Interior, Sidewalk, Art, Outdoor Living, Pedlet and Business Incentive.
- Creation of a joint economic office downtown.
- Utilize additional grant programs to supplement BID grant monies.
 - Tax Increment Financing (TIF)
 - The BID will continue to support the Downtown Development Partnership in administering the TIF.

➤ **Real Property/Business Incubator**

- Sale of the BID's real property ownership interest in the Johnson Condo Association (that has operated as a business incubator for 15+ years); or any other real property the BID might own with potential redeployment of the funds into downtown real property development projects.

➤ **Downtown Safety & Security**

- Working with partner organizations of the Downtown Safety Alliance
 - Clean & Safe Team - Provide a seasonal downtown resource ambassador
 - Support the BRIC Officer from the Great Falls Police Department
 - Support the Great Falls Police Department's Volunteer Program
 - Management of the Business Watch & Coins for a Cause Programs

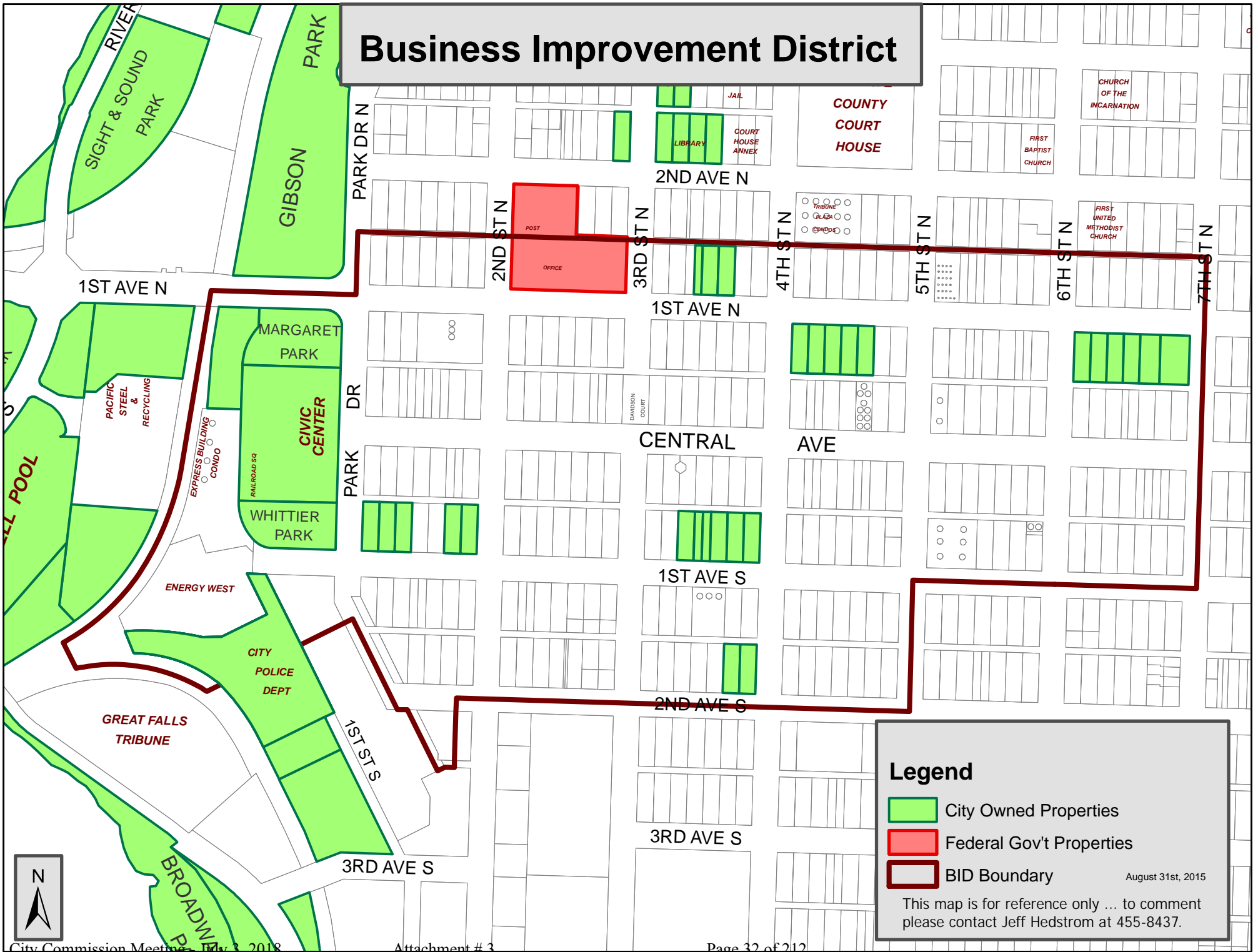
➤ **Unifying Entities**

- Communication
 - Provide our property & business owners information on the BID and our programs.
 - Incorporate BID website into one downtown website.
- Volunteers
 - Continue support of the Downtown Chicks, an established pool of volunteers that can be utilized as a resource for events & special projects.
 - Continue support of the Building Active Communities Initiative (BACI)
 - Work with organizations to coordinate improvement efforts of our downtown.
- Downtown Partnership
 - The BID will be an active participant in the Downtown Development Partnership, working to implement the Downtown Master Plan.
 - The BID will support the Downtown Great Falls Association.

➤ **Beautification**

- Downtown Public Art Projects
- Trash Removal/Graffiti Removal
- Sidewalk Cleaning/Snow Removal
- Tree & Flower Maintenance
- Holiday Décor/Banners
- Sound System

Business Improvement District



Legend

- City Owned Properties
- Federal Gov't Properties
- BID Boundary

August 31st, 2015

This map is for reference only ... to comment please contact Jeff Hedstrom at 455-8437.



PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that the City Commission of the City of Great Falls will conduct a public hearing on July 17, 2018, at 7:00 o'clock p.m. in the Commission Chambers, Civic Center, 2 Park Drive South, for the purpose of considering the 2018/2019 Business Improvement District Budget and Work Plan. Any interested person may appear and speak for or against said budget and/or work plan or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication Date: July 6, 2018



Item: Tourism Business Improvement District (TBID) 2018/2019 Budget and Work Plan

From: Judy Burg, Taxes and Assessments

Initiated By: Tourism Business Improvement District Board of Directors

Presented By: Rebecca Engum, Great Falls Tourism Director

Action Requested: City Commission set public hearing date of July 17, 2018 for the Tourism Business Improvement District (TBID) 2018/2019 Budget and Work Plan

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) the public hearing for the 2018/2019 Tourism Business Improvement District Budget and Work Plan for July 17, 2018."

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

Staff Recommendation:

The TBID recommends that the City Commission set the public hearing for the 2018/2019 TBID Budget and Work Plan for July 17, 2018.

Background:

The initial creation of the TBID was in 2008. On February 6, 2018, the City Commission approved Resolution 10222 re-creating said TBID for a duration of ten (10) years. The TBID's overall purpose is to utilize tax dollars, through the TBID assessment, and direct those monies for the purpose of promoting tourism, conventions, trade shows, and travel to the City of Great Falls. If there are any material increases or decreases in the actual assessment from the approved budget, the TBID's Board will either request a budget amendment from the City Commission, or the Board will include the amount of revenue whether it is an increase or decrease in their Work Plan and Budget for the coming Fiscal Year.

According to MCA Section 7-12-1132(3), the City Commission must hold a public hearing to hear any objections to the budget and work plan. Following the public hearing, the City Commission may

approve the plan or request that amendments be made to it, prior to levying an assessment on all properties within the district to defray the costs.

Fiscal Impact:

The TBID is projecting annual revenue for Fiscal Year 2018/2019 of approximately \$362,590 in tax assessment dollars.

The assessment will be according to the formula approved with the re-creation of the district:

The assessment will be a flat fee of two dollars (\$2.00) per occupied room night for establishments with 31-40 rooms (Land Use Code 154) and establishments with over 40 rooms (Land Use Code 155) and a flat fee of one dollar (\$1.00) per occupied room night for establishments with 1-10 rooms (Land Use Code 151), 11-20 rooms (Land Use Code 152) and for establishments with 21-30 rooms (Land Use Code 153) as prescribed in Mont. Code Ann. Section 7-12-1133(f). The new assessment method will begin on July 1, 2018.

Alternatives:

The City Commission could request the TBID Board for changes either to the Work Plan or Budget.

Concurrences:

The TBID partners with several organizations to provide results and follow the overall purpose for the TBID. Finance staff is responsible for assessing and collecting the revenues.

ATTACHMENTS:

- ▢ Tourism BID Budget & Work Plan 2018-2019
- ▢ Legal Notice Tourism BID

Great Falls Montana Tourism FY19 Marketing Plan



Great Falls Montana Tourism
100 1st Ave N, Lower Level Suite
Great Falls MT 59401
www.VisitGreatFallsMontana.org

406-761-4436 | Information@VisitGreatFallsMontana.org
Facebook | [@GreatFallsMontanaTourism](https://www.facebook.com/GreatFallsMontanaTourism)
Instagram | [@VisitGreatFalls](https://www.instagram.com/VisitGreatFalls)
YouTube | [@GreatFallsMontanaTourism](https://www.youtube.com/GreatFallsMontanaTourism)

Adpoted by Convention and Visitors Bureau Board of Directors and Tourism Business Improvement District Board of Director 4-19-2018

Great Falls Montana Tourism Marketing Strategy | 1

Executive Summary

Founded in 1883, the City of Great Falls has a population of nearly 60,000 residents and is the county seat of Cascade County. Great Falls is named for a series of five waterfalls on the Missouri River that was made famous by Lewis and Clark's 31-day portage of the falls – the longest the duo spent in any one location. The promise of hydroelectric power and rail access was instrumental in the founding of Great Falls. The first hydroelectric dam was built in 1890, attracting industry and visitors to the “electric city.”

Great Falls visitors can enjoy nearly every outdoor activity available in Montana: hiking, road, trail and mountain biking, hunting, fishing, swimming, kayaking, canoeing, cross-country skiing, snowshoeing, and many opportunities for viewing local wildlife. The city offers an extensive hiking and biking trail system along the river, three golf courses, a disc golf course, a skate park, a water park, a 15-field soccer park, a minor-league baseball stadium, and a system of city parks. Nearby is Giant Springs State Park, the First Peoples Buffalo Jump, two ski resorts, and the Bob Marshall Wilderness. The most well-known natural attraction in the region is Glacier National Park. Great Falls also offers one of the more convenient starting points for travel to Canada's Waterton Lakes National Park.



Great Falls is home to Malmstrom Air Force Base and the 341st Missile Wing. It has a significant history and geographic presence in the city. The base attracts contractors traveling for business, but most of its service members stay siloed from the community.

Tourism is a critical driver of the Great Falls economy, accounting for 8% of the GDP. According to the Institute for Tourism and Recreational Research, non-residents spend on average \$250 million in Cascade County. 87% of those expenditures are spent on dining, retail, fuel, lodging and grocery stores. Businesses that make up the Tourism Industry account for 3,080 jobs and over \$72 million in payroll. Tourism Industry businesses account for over \$33 million in property taxes.

Great Falls Montana Tourism is focused on one vision, to strengthen the Great Falls Montana economy by being the preferred choice for a genuine Montana experience. We work to bring that vision to reality every day by promoting Great Falls Montana as a preferred destination for travelers to visit, stay, and return. The strategies that govern the implementation are:

- Share Great Falls' unique adventures and amazing art
- Focus on diverse landscapes and uncrowded spaces
- Showcase the "too much to do"
- Develop Champions of Great Falls
- Grow Meetings Segment
- Engage More Voices
- Lure Next Generation of Travelers
- Support, Celebrate and Create Assets

Great Falls Montana Tourism implements this by creating, delivering and integrating content, placing media nationally in targeted markets, engaging potential and previous visitors through social sites, website, newsletters, and the Visit Great Falls app. Great Falls Montana Tourism supports champions with great tourism ideas through grants, we gain insight and educate potential visitors through trade shows in key markets, we develop and source photos and videos and create NEW signature events that will level out annual seasonality.



Our investment in market and consumer behavior research is essential to ensure the delivery of a specifically crafted trip planning message during a critical stage of the consumer purchase process.

Great Falls is at a critical crossroad. In the past 8 years, Great Falls has seen a 28% growth in visitation; however, the last years have been stagnant. The message of Great Falls | Montana's Basecamp for Art & Adventure resonates with our target market; however, our budgets fail in comparison to our peer Montana cities, regional destinations, and National attractions. Lower budgets can be

combated effectively with proud, Great Falls Montana Champions. We know that consumers are 85% more likely to act based on a recommendation of a friend, or a friend of a friend than any paid media.

In FY18, Great Falls Montana Tourism identified strategic outcomes for its marketing. These are outcomes that are focused on a three-year strategy. We

have established a cohesive tourism brand that positions Great Falls as a premier destination for targeted groups by using our Montana's Basecamp for Art & Adventure message. We have made significant progress towards getting buy-in and promote the use of Great Falls' tourism identity by Great Falls Montana Tourism members, its strategic partners, and the entire Great Falls community. Our local economic development organization, Great Falls Development Authority has adopted messaging, colors and images that support the Basecamp message. Our Downtown Great Falls Business Improvement District adopted imaging for the Downtown Banners that reflect the Basecamp message. We still have work to do, but early adopters are helping to build the identity.

Great Falls Montana Tourism is still working toward these outcomes:

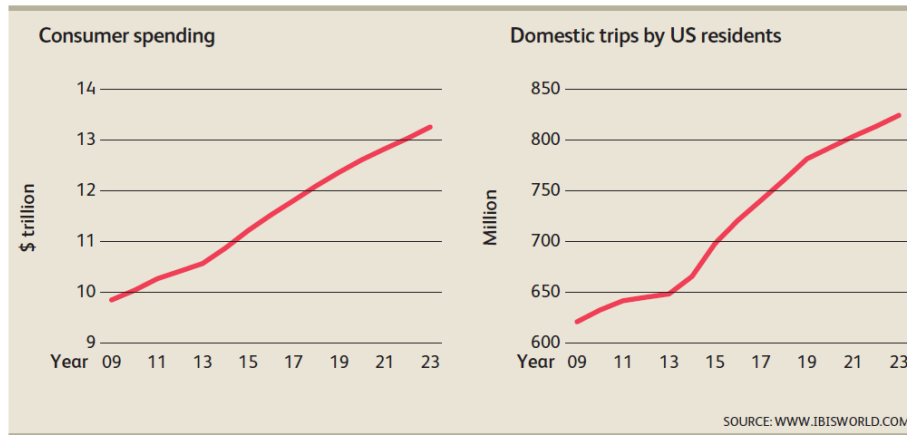
1. Increase overnight tourism visitation
2. Increase group meeting stays
3. Increase attendance at key events like the Montana State Fair, Western Art Week, and the PRCA Circuit Championship
4. Increase foot traffic at Great Falls International Airport
5. Raise the profile of the city within targeted audience groups and regions both on and offline (e.g. in-state visitors from Central and Eastern Montana, Canadian regional travelers from communities near the border, and out-of-state visitors from cities with direct flights to Great Falls)

Challenges still exist for Great Falls Montana Tourism to achieve the outcomes. The open space and natural beauty of Montana continues to lure travelers to our rugged landscapes. Non-Resident visitation continues to grow in Montana overall; however, Great Falls Montana Tourism is challenged to get those independent adventurers to leave the National Park Regions to experience a true, authentic Montana experience on the Missouri River in the heart of MONTANA. Great Falls provides a BASECAMP for a wide range of outdoor adventures and offers a haven of rich arts, culture, and history in a vibrant, modern community where the expansive, unspoiled, diverse landscape renews one's spirit. However, with 84% of Great Falls' overnight guests traveling by car, visitors to Great Falls must drive for several hours to access Glacier National Park, and its popular western entrance is even farther away. By car, visitors from the west, south, and southeast must pass through several cities that most directly compete with Great Falls, including Missoula, Butte, Bozeman, and Billings. Tenacious, determined, and focused on the future, Great Falls Montana Tourism is dedicated to growing tourism.

Great Falls Montana Tourism must position the city as the premier destination for the experiences the city offers and target audiences seek. Finally, Great Falls Montana Tourism must engage these groups using effective tools and measurable campaigns that build awareness and drive visitation.

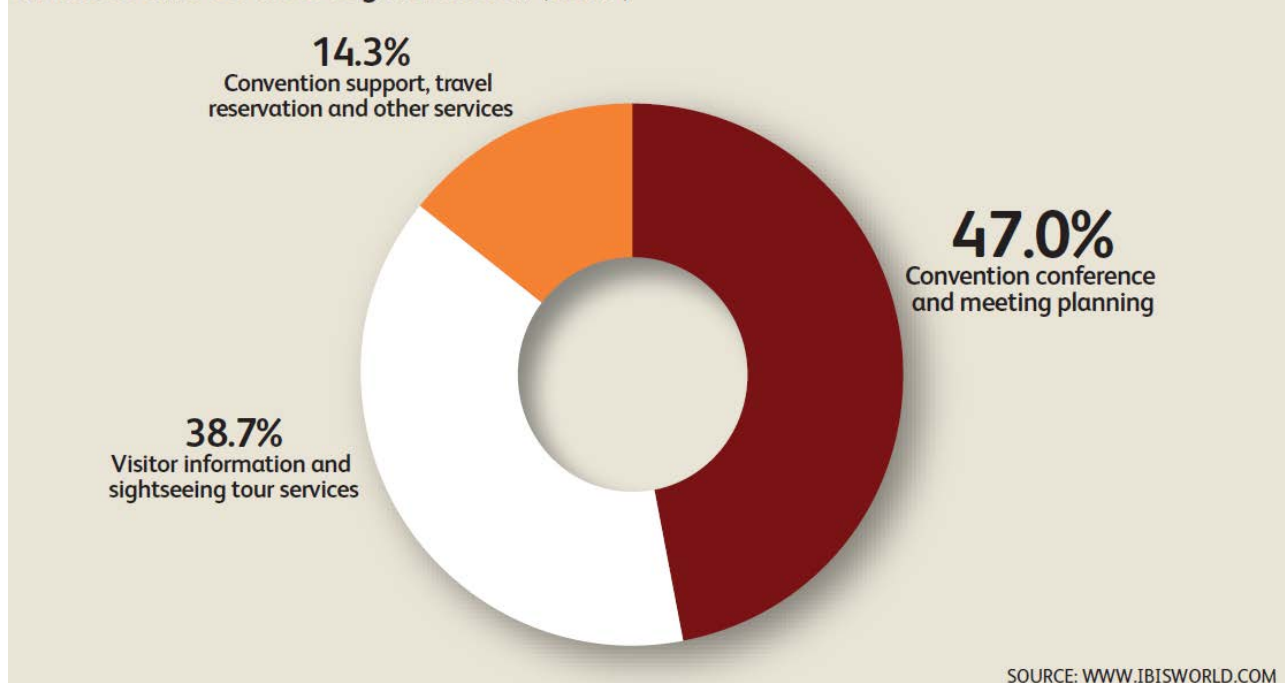
Industry

The Destination Management Organization [DMO] is part of a mature industry driven by continued growth in domestic travel and strong, growing consumer spending. This industry is defined by organizations that market and promote communities and local facilities to business and leisure travelers. Nationally, organizations provide travel information on attractions and accommodations, maps and brochures, and some even organize and deliver group tours.

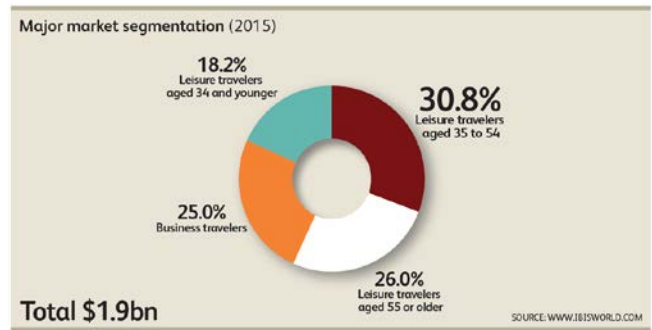
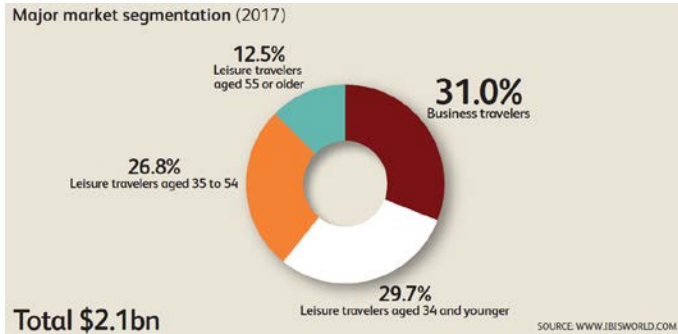


The industry nationally is led by Las Vegas CVB with 16.6% of total market share, followed by Visit Florida with 11.7%. From 2015 to today, the service focus has stayed relatively the same with 47% of efforts spent on securing Convention and Meeting Planning and just under 39% spent on leisure travel.

Products and services segmentation (2017)

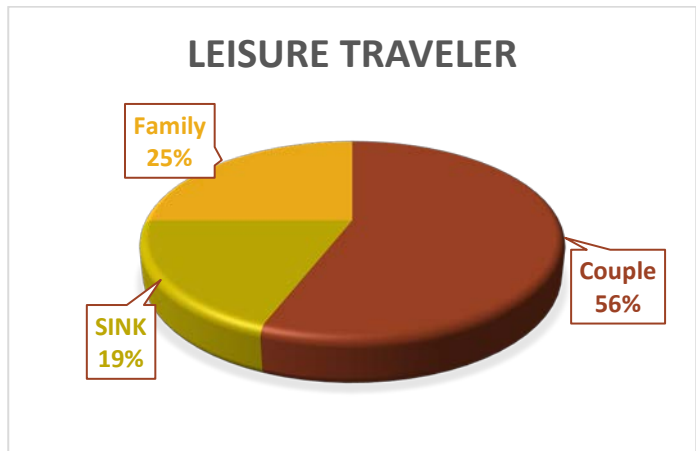
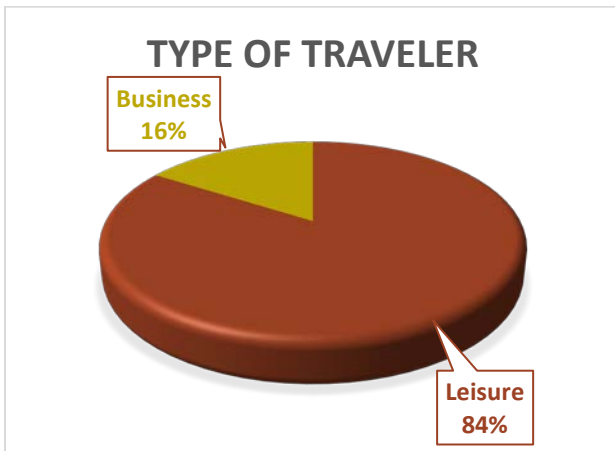


The service focus follows the markets that DMOs work to serve. The Business Traveler segment has grown 6% nationally over the past 3 years and a substantial shift in the 34-year-old and younger segment gaining 11.5% in 3 years and the 55-year-old and older segment decreasing 13.5%. The leisure traveler 35-54 has decreased 4%, nationally.



Great Falls Montana

In Great Falls, the Business Traveler segment has been stagnant, however, hasn't had substantial investment until recently.

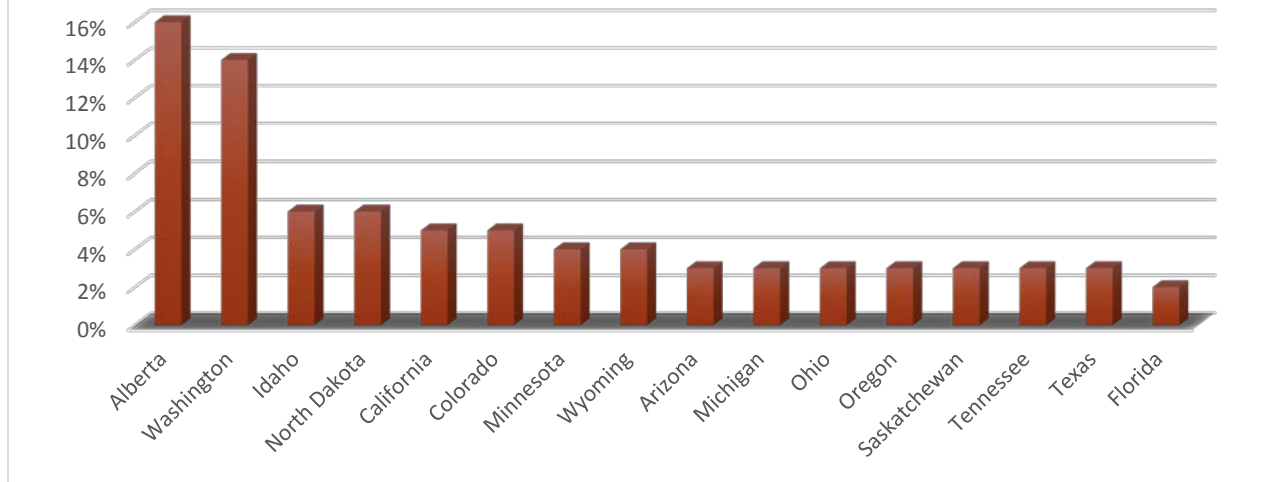


The constant profile of the Great Falls leisure traveler is between the ages of 55-64, with income of \$75,000-\$150,000 annually, traveling as a couple by personal vehicle.

The Great Falls, Montana tourism economy is driven by the Alberta traveler. This traveler comes to Great Falls, Montana to shop, receive medical care, and to travel from GTF to warmer climates, predominately Las Vegas, followed by Phoenix. The high concentration of Alberta in our customer mix is nothing new making the Alberta economy a key factor in our local industry.

Great Falls, Montana receives visitors both domestically and internationally, however the home base for our top travelers remains consistent.

2017 Traveler Home



The only outlier in 2017 comes from North Dakota, accounting for 6% of our guests, up from 3% in 2015 and not registering in 2016.

Historic Top 5 Visitor Residency Locations

Year	Location	%	Location	%	Location	%	Location	%	Location	%
2017	Alberta	16	Washington	14	Idaho	6	North Dakota	6	Colorado	5
2016	Alberta	16	Washington	9	Colorado	6	Idaho	5	Utah	4
2015	Alberta	19	Washington	11	California	8	Idaho	6	Texas	5
2014	Alberta	17	Washington	14	Wyoming	6	Colorado	5	California	5
2013	Alberta	19	Washington	10	California	6	Wyoming	6	Texas	5
2012	Alberta	25	Washington	12	Idaho	6	Minnesota	5	Colorado	5

In 2017, Great Falls Montana hosted 892,958 people overnight, a 19% decrease over 2016. 78% of those visitors have been here before. 84% of the Great Falls non-resident traveler market drove in, by RV, Motorcycle or Automobile. 15% arrived by plane, 5% through Billings air service and 10% through Great Falls air service.



Great Falls International Airport is serviced by Delta, United, Alaska, and Allegiant, providing direct flights from Seattle, Las Vegas, Phoenix, Salt Lake City, Denver, Minneapolis, and Chicago seasonally.

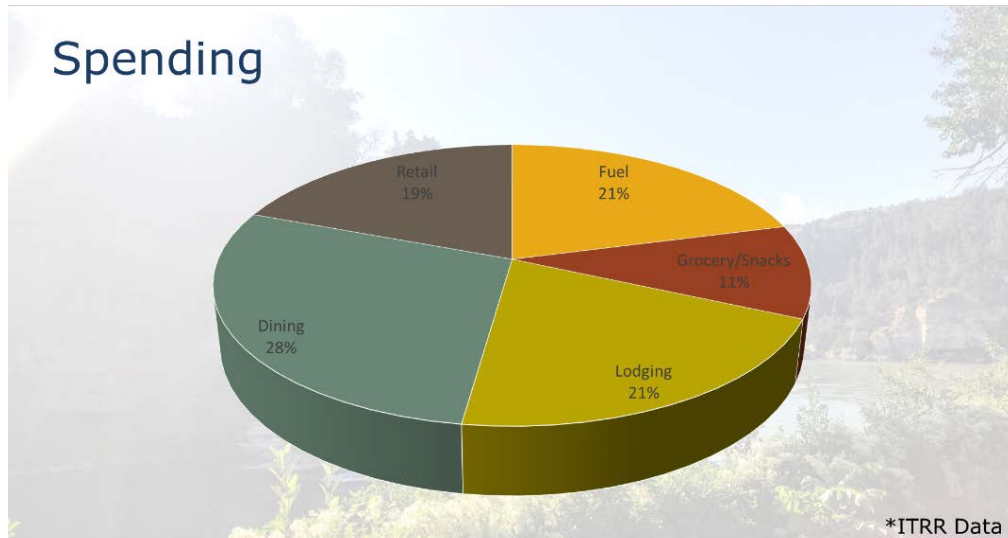


This summer, the United Chicago seasonal flight will be daily, Allegiant is increasing the seating capacity for Las Vegas and Phoenix, and Alaska is adding a flight to Seattle. This increased capacity provides air travelers more opportunity to come to Great Falls, Montana.

The visitation and airport deboarding trends in Great Falls, coupled with our room demand data, indicates there may be a strong shift by travelers from staying in lodging facilities to camping. We often hear from travelers the cost to stay in hotels is high and the rooms are limited in availability as concerns for travel. For Great Falls, cost is reasonable, and rooms are available throughout the year. This is a different story from some of our peer cities.



In 2016, Non-Resident Visitors spent just under \$204 million in Cascade County, with the majority of spending occurring in the traditional top 5 categories: Dining, Retail, Fuel, Lodging, Grocery/Convenience Stores.



Great Falls, Montana received 6% of the total 12.4 million visitors to the State of Montana and 6% of the total visitor spending. This is down 3% from 2016.

Competition

The appeal of Montana’s spectacular, unspoiled nature, inspires people to travel. However, as the 4th largest state in the US, with 6 travel regions and over 100 vibrant and charming small towns that provide impressive outdoor experiences, Great Falls competes within the State, as well as the Northwest Region and the Nation to orient and facilitate the visitor to experience Montana’s Basecamp for Art & Adventure. The competitive analysis ensures Great Falls differentiates itself and delivers the experience it promises.

In State

Billings | Positions itself as Montana’s Trailhead, it sells the starting point for a drivable vacation through Montana’s outdoors. Similar to Great Falls in landscape and location to a National Park, Billings outperforms Great Falls by being Montana’s largest City and having an established, strategic Tourism effort.

Bozeman | Presents an upscale vacation destination with hotels, shopping, museums, and symphony to match its ski resort, cross-country trails, natural hot springs, and breweries.

Missoula | A university town that promotes a variety of amenities and experiences without focusing on any one option. Montanans know the city as

a laid-back city for fly fisherman, paddle boarders, and mountain bikers. Features many microbreweries and a distillery.

Kalispell | The popular western gateway to Glacier National Park, offering closer accesses to its popular attractions. Positions itself as a vacation destination and its airport (though smaller than Great Falls') makes it accessible to out-of-state travelers.

Out of State

Sioux Falls, South Dakota | Sioux Falls is nearly three times the size of Great Falls. The city has a strong tourism website that promotes attractions and tourism-related businesses. Downtown Sioux Falls has access to the Big Sioux River and the scenic Falls Park, with an outdoor sculpture garden and nearby Native American and Early European historic attractions. The city has a range of shopping, dining, and hospitality options, but limited outdoor recreation attractions.

Fargo, North Dakota | With a population nearly double that of Great Falls, the city highlights an eclectic mix of art, culture, dining, and other attractions online. The website leverages social content from visitors and residents to demonstrate the broad range of venues and activities available for people to enjoy. Art museums and festivals are promoted heavily. The city has access to open space and wilderness for activities like hunting, fishing, golfing, biking, cross-country skiing, and snowmobiling, but there are no major outdoor attractions nearby.

Bismark, North Dakota | The capital city of North Dakota has done a good job with meetings and conventions, drawing over 100,000 people annually. They promote their downtown and have been ranked as one of the top 100 places to live. Their website leverages videos to tell visitors about featured activities from their new heritage museum to riverboat cruises to golf.

Boise, Idaho | The impressive river city is the capital of Idaho with over 220,000 residents. With similar elements to Great Falls, Montana and a history of growth Great Falls would like to emulate, the aligned community efforts to secure funding, and support a growing leisure and business travel industry is worth taking note of.

Canadian communities with direct access to wilderness north of Glacier | Great Falls is well-positioned to compete with this set, being located just as close to wilderness, as communities like Cranbrook, and logistically more convenient, with access to the Great Falls International Airport. Even with a three-hour drive to Waterton lake, flying through Great Falls International Airport is preferred by many U.S. fliers.

SWOT

Strengths

- **ART** | Great Falls' deep connection to Lewis and Clark's historic expedition and its hydroelectric heritage have spawned several museums and historic sites. This may draw a select group, but enriches the visitation experience for other tourists and meeting attendees. The C.M. Russell museum has anchored the arts in Great Falls since the artist's death in 1930. Russell became the world renowned "Cowboy Artist" working and living in the city. Great Falls also has two more art museums and over a dozen art galleries.
- **GROWTH** | Downtown and riverfront neighborhoods have new restaurants, coffee shops, and breweries, and many offer live music and events. These new options have changed the experience that had been dominated by older bars and casinos, energizing the dining and nightlife experience for visitors and locals alike.
- **BASECAMP** | Great Falls has a large network of hiking and biking trails, a significant collection of city parks, a water park, skate park, ball fields, and Giant Springs State Park. The River's Edge Trail offers 53 miles of multipurpose trails including great views of the city's largest waterfall, Rainbow Falls. Bob Marshall Wilderness Area and the Helena-Lewis and Clark National Forest are nearby, as is the First Peoples Buffalo Jump. The Eastern entrance to Glacier National Park is a two-and-a-half-hour drive. Great Falls offers the most convenient airport access for Canada's Waterton Lakes National Park. The Missouri River offers visitors fly fishing day trips and overnight stays in fishing cabins.
- **CENTRAL** | location within the State and region for long-distance travelers – Situated on Interstate 15, Great Falls is roughly halfway between Salt Lake City, Utah, and Edmonton, Alberta (via Highway 2 in Alberta, Canada). Travelers by car travel up and down the I-15 corridor.
- **MAFB** | Local businesses and Malmstrom Air Force Base bring a significant group of long-term contractors and business travelers to the city.
- **GTF** | This international airport is small and accessible. The airport offers direct flights from Seattle, Denver, Las Vegas, Minneapolis, Phoenix, Salt Lake City, and Chicago, seasonally.

Weakness

- **PERCEPTION** | Great Falls has had a reputation as a rusty industrial town made up of dive bars and casinos. While it is not surprising that other Montana communities have held on to this negative view, it is Great Falls natives that perpetuate this perception despite real change and growth in the community.
- **NEW** | Great Falls Montana Tourism is relatively only a few years old. With substantial organizational and operational successes to date, the established identity, marketing strategy, and other foundational elements need time to

work and be refined, to position the city as a tourism destination or to increase visitation.

- **IMPRESSION** | Immediate thoughts of Montana include Mountains, and Great Falls, on the Missouri River, is surrounded by four mountain ranges, but not in any of them. Main thoroughfares have noticeable casinos and industrial infrastructure. These elements of the community are not attractive to many tourists and meeting planners.

Opportunities

- **REPUTATION** | Online reviews of Great Falls are positive. People that already visit Great Falls enjoy it and are likely to return. This group should be studied and targeted. The positive experience current visitors have should be shared on a larger scale.
- **MILITARY** | While military personnel have traditionally been siloed from life and culture in Great Falls, Malmstrom Air Force Base's nearly 3,500 residents hail from all over the United States and, if properly engaged with the community's assets, can become tourism ambassadors for Great Falls when returning home.
- **TRUE MONTANA** | Even as Great Falls grows and changes, the city continues to offer a classic Montana experience that many residents feel has been lost by other cities in the state. This authentic experience is a significant draw for former Great Falls residents, for other Montanans, and anyone with nostalgic connections to the state.
- **I-15** | Montana and other western mountain state/province residents are accustomed to driving long distances. Many potential visitors travel up and down the I-15 corridor, which runs right through Great Falls. Roughly 2 million visitors drove through Great Falls last year, however, only 44% spend a night. Promotion of the city and events to these travelers could increase visitation and overnight stays.
- **COMMUNITY** | Government, the business community, and residents alike need to internalize and reflect a new optimistic spirit about the city. A cohesive and authentic identity based on Great Falls' real and growing assets can inspire community pride that is shared with visitors and even competing cities.
- **AIRPORT** | While direct flights to Great Falls are not a differentiator from other Montana cities, the presence of an international airport is a strong asset. The airport and its attractions should be promoted both in the airport itself and in the airports that have direct connections.

Threats

- **SKEPTICISMS** | Residents can undermine new positioning and investments for new visitors if they are not properly engaged. To a large extent, this is already true today.

- CANADIAN DOLLAR | Poor exchange rates for Canadian tourists suppress visitation and spending in Great Falls.
- MISALIGNMENT | Great Falls Montana Tourism should avoid the temptation to position the city as the “gateway to Glacier” or anything that sets up a misaligned expectation about a mountain city. Great Falls’ distant mountain views are only difficult to appreciate for people that expect close-up mountain access.

Message Focus

An authentic Montana experience is highly valued by many residents inside the state and beyond. Over the past two decades as all Montana cities have experienced significant growth, Great Falls has retained the true Montana character. Tourists can access this experience along with the modern amenities found in Great Falls today and use the city as a jumping-off point for excursions into Central and Western Montana, and even the Southern Canadian Rockies.

Great Falls, Montana is truly designed for independent, outdoor adventurers and planners of meetings looking for a true, authentic Montana experience. Great Falls is located on the Missouri River in the heart of Montana and provides a basecamp for a wide range of outdoor adventures and offers a haven of rich arts, culture, and history in a vibrant, modern community where an expansive, unspoiled, diverse landscape renews one’s spirit.

Visitors to Montana have an extensive list of desired activities they would participate in on a trip to Montana. Taken from the research conducted by Destination Analyst’s 2016 Brand Study, below is a list of desired activities.

Desired Activities on a Montana Trip



Great Falls, Montana is a basecamp to the Bob Marshall Wilderness, a day hike paradise, as well as the Big Belt Mountains, Highwood Mountains, and Little Belt Mountains. Great Falls Montana Tourism launched Great Falls Montana Restaurant

Week in February to showcase the variety, quality and localness of our food scene. Our community is roughly 2.5 hours to Glacier National Park's East Entrance and home to the Lewis & Clark Interpretive Center, which has North America's Most Extensive display of the entire Lewis & Clark Expedition. Central Montana Tourism Region has developed 10 wonderful motorcycle rides and has provided the content of six of those rides to Great Falls, Montana to use to promote not just motorcycle rides, but all scenic drives that explore our small towns and use Great Falls, Montana as a basecamp. First Peoples Buffalo Jump State Park and National Historic Landmark, provides genuine insight to our first people's independent spirit, and is minutes from Great Falls. Giant Springs State Park, in Great Falls, is the State's most visited State Park and is home to the world's largest natural spring, flowing at 156 million gallons of water per day into the Missouri River, which runs through Great Falls, providing quick and easy access for kayaking, canoeing, boating, and fishing. This is the beginning of what Great Falls, Montana offers.

To experience Great Falls, is to experience Montana and our marketing focuses on what visitors to Montana want to do and what visitors to Great Falls have consistently done. According to the Institute of Tourism and Recreation Research's Annual Visitor Survey, the top 5 activities stay consistent each year.

Top 5 Activities

Year	Activity	%	Activity	%	Activity	%	Activity	%	Activity	%
2017	Scenic Driving	51	Day Hiking	29	Nature Photography	28	Camping	25	Lewis & Clark Sites	25
2016	Scenic Driving	59	Day Hiking	33	Nature Photography	33	Camping	29	Shopping	28
2015	Scenic Driving	60	Nature Photography	32	Shopping	31	Lewis & Clark Sites	31	Day Hiking	30
2014	Scenic Driving	61	Shopping	38	Nature Photography	29	Day Hiking	27	Camping	27
2013	Scenic Driving	69	Shopping	42	Historical Sites	32	Day Hiking	30	Wildlife Watching	29
2012	Scenic Driving	66	Nature Photography	35	Shopping	33	Lewis & Clark Sites	28	Historical Sites	27

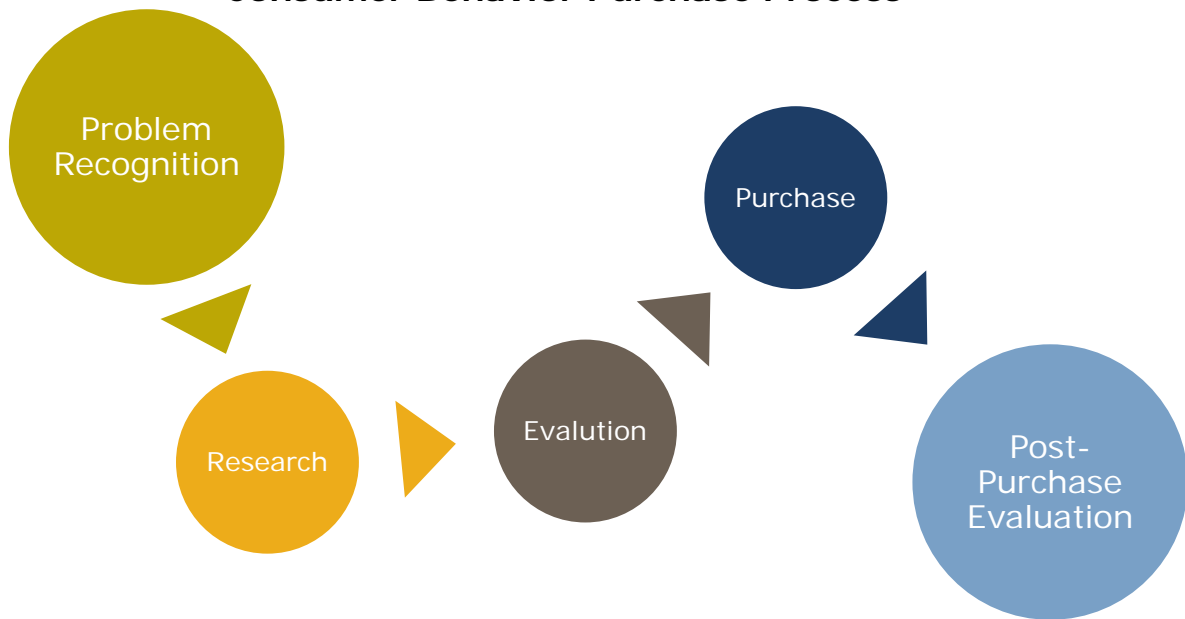
Along with this, and the entire Destination Analysts research completed in October 2016 for the State of Montana, we see Great Falls' ability to capitalize on State strategies, and messaging, with our current market of Family and History Buffs as well as our emerging market of Single Income/Double Income No Kids.

The Great Falls emerging market is 34-year-old and younger, a segment that is trending nationally, and that we saw 19% of last year. Great Falls Montana Tourism continues to build assets that are designed to attract them to Great Falls

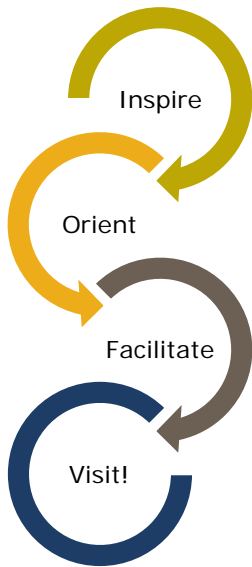
for authentic experiences that contain a unique mix of outdoor and cultural experiences, focusing on our strengths.

While the State of Montana will work to inspire and orient with their marketing message, Great Falls Montana Tourism will focus on refinement of the inspiration and orientation to Great Falls and facilitation of experiences through our strategies. Throughout our Marketing Strategies, we develop messages that follow the consumer behavior purchase process using a formula that will inspire them to choose Great Falls.

Consumer Behavior Purchase Process



Anytime a purchase occurs, it requires dissatisfaction, in its broadest form. For travel decisions, the dissatisfaction is either too much work and the need for a break, an experience that hasn't been had, or peers having an experience you want to be able to be included in. Once the potential visitor has determined they are going to travel, they begin researching where to go, what to do, and what experiences to have. This is where our efforts to inspire and orient begin and where peer influencers can be helpful, by also sharing inspiration. Studies show consumers are 85% more likely to act based on a recommendation of a peer, or a friend of a peer than any paid media.

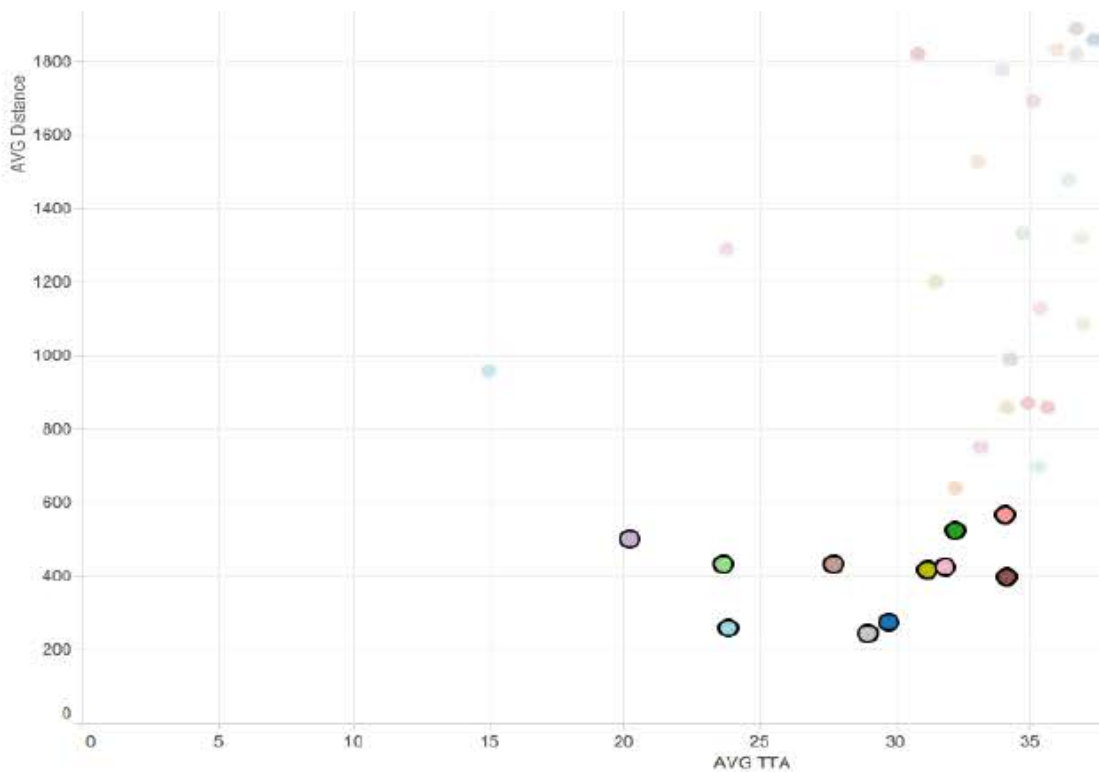


During the evaluation stage, consumers are working to find one option over another. This is when we begin to orient them on how to get to Great Falls, where they can stay, and facilitate the experience they can have to have. Done correctly, the purchase phase occurs and the visit to Great Falls occurs. After the visit to Great Falls, an evaluation of the purchase occurs – and Great Falls consistently delivers on the expectations it sets, and the consumer is satisfied and makes a second trip to Great Falls, as research shows 78% of people coming to Great Falls have been here before.

Knowing what activities visitors like to experience, how they make decisions, and how to help influence the decisions at each stage is cornerstone to Great Falls

Montana Tourism’s Marketing Strategies, both for the Leisure and Business market segments.

Timing of message is critical. Through the State of Montana Department of Commerce’s Office of Tourism and Business Development Arrivalist data, we know that our leisure drive market [within 600 miles] arrive within 35 days of connecting with a marketing message. This provides a smaller lead time to deliver a message to produce results with our leisure traveler strategy.



The business segment is planning now for conventions and meetings in 2020 and beyond, with decisions occurring year-round, based on the industry segment.

Objectives

Our core objectives through our marketing efforts are driven by Great Falls Montana Tourism's Vision to strengthen the Great Falls Montana economy by being the preferred choice for a genuine Montana experience.

Objective 1 | Increase awareness of Great Falls, Montana as a tourism destination for leisure travelers to visit by personal vehicle, using Montana's Basecamp for Art & Adventure message.

Objective 2 | Promote established and new signature events to leisure travelers in drive markets from 150 – 600 miles from Great Falls, Montana. Use established and new signature events as bleisure travel opportunities with meeting planners.

Objective 3 | Increase awareness of Great Falls, Montana as a tourism destination for leisure travelers to visit by air, using Montana's Basecamp for Art & Adventure message.

Objective 4 | Increase awareness of Great Falls, Montana with meeting planners as a destination for 300-900 room night meetings looking for the affordable and convenient genuine Montana experience: hiking, biking, fly fishing, outdoor excursions at parks, and natural attractions, dining, breweries, historic attractions and museums.

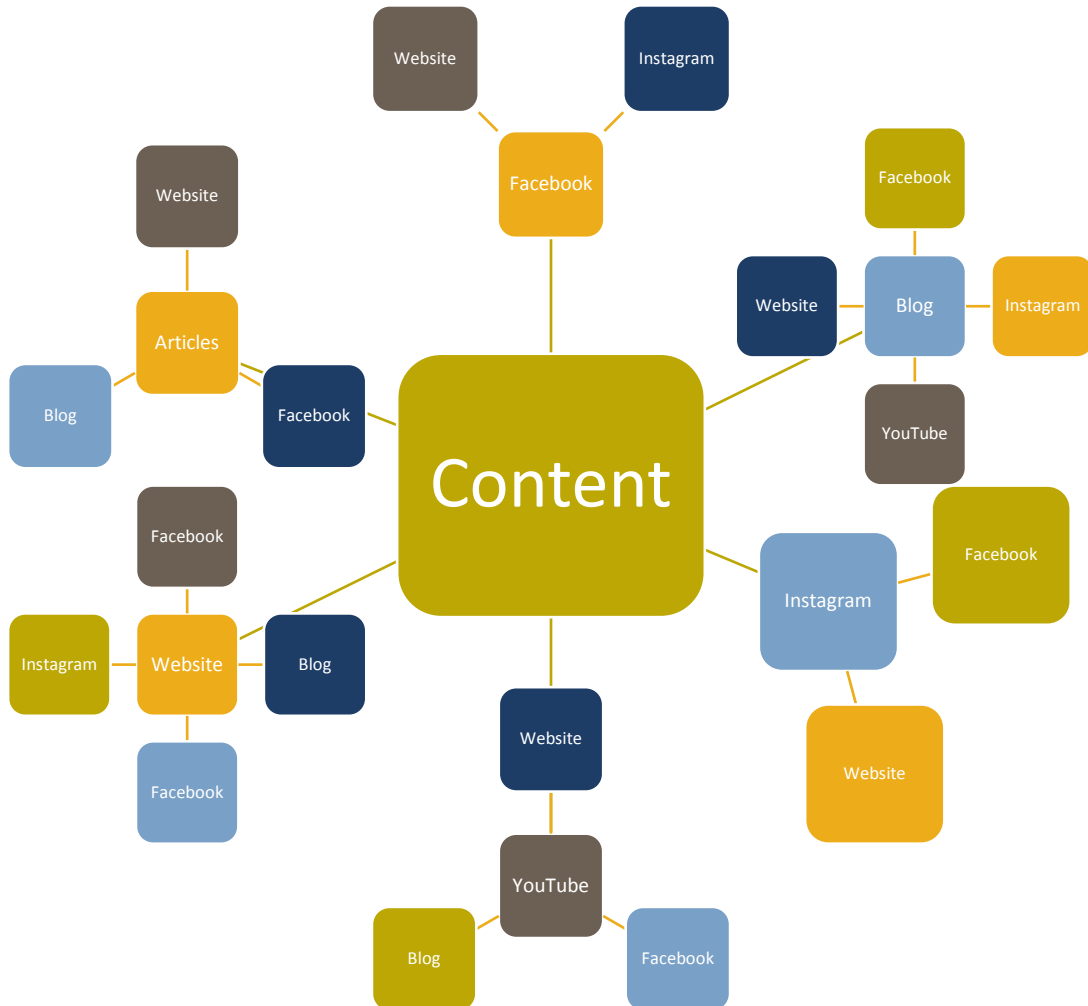
Objective 5 | Support local entrepreneurs who look to create more tourist-centric activities and attractions, based on strategic needs, that strengthen Great Falls' marketability as a destination.

Objective 6 | Increase October-May travel through meeting planners and leisure travelers.

Leisure Traveler Strategy

Great Falls Montana Tourism's leisure strategy is steeped in developing appropriate content for our market segments that will cross-populate media channels to facilitate a decision to visit Great Falls, Montana.

Content Sharing Matrix



With Great Falls Montana Tourism’s limited, and declining budget, the content we develop is leveraged on multiple platforms, to encourage engagement and can mostly be done by our current team. Great Falls Montana Tourism uses developed content in the following strategies:

- Adventure Awaits Emails | Delivered to our email database of inquiries approximately 6 times a year, with each email delivered no less than 35 days prior to season changes, signature events and start of desired activities.
- Basecamp Blog | Weekly stories about all the is Great Falls, Montana. The annual schedule of blog topics and posting consider holidays and events in the next 40 days, activities available by season, unique features, new experiences, and tips of how to make the most of a trip to Great Falls.
- Facebook | Posts are strategically planned weekly throughout the year, considering the market the post is directed to. The Great Falls Montana

Tourism Facebook market is: 56 years old and older, female and from Canada. Posts look to encourage engagement to connect with visitors planning trips to Montana. A mix of posts that share Tourism developed content, news, feature local businesses, landscape images, recreational amenities, and events. Posts will balance information transfer for sharing and question asking for comments.

- Instagram | A photo rich site dominated mostly by 35-year olds and younger has high engagement, however, a posting should occur at minimum, daily. Fresh and different content is essential across platforms. Posts should be relative to other content posting and drive traffic to deeper engagement opportunities.
- YouTube | The photo is good, but a full video that shows the entire story is better. Great Falls Montana Tourism will look to add video content from Champions as well as produced paid content that reinforce the unique assets of Great Falls as Montana's Basecamp for Art & Adventure.
- VisitGreatFallsMontana.org | Increasing content related to top activities and increased interests is essential for the growth of the website. Dedicated pages to information and resources along with quality images and videos help inspire, orient and facilitate visitors.

Joint Ventures

Great Falls Montana Tourism has greatly appreciated previous joint ventures with the Office of Tourism and Business Development, Central Montana, and Great Falls International Airport. These joint ventures strategically leverage our limited budget and will continue to be staples in our leisure traveler strategy. Great Falls Montana Tourism will take advantage of joint ventures that fit with our market, strategy and message focus.

Trade Shows

Great Falls Montana Tourism will attend the Calgary Outdoor Adventure and Travel Show in March 2019, the Calgary Women's Show in October 2019 and the Denver International Sportsmen's Expo in January 2019. These shows provide an opportunity to hear from the market about their interests and share the Great Falls, Montana story.

Media Placement

Great Falls Montana Tourism is strategically focused on continually increasing the investment in paid media placement. The landscape for paid media placement is extremely competitive and increasingly saturated with competitor messages. With a limited budget, compared to our competitors, Great Falls will continue to place higher value on digital placement than print; and higher value on digital placement that drives traffic to focused content. Our strategic approach to leveraging partner placements to further the Basecamp message will continue, looking at the media

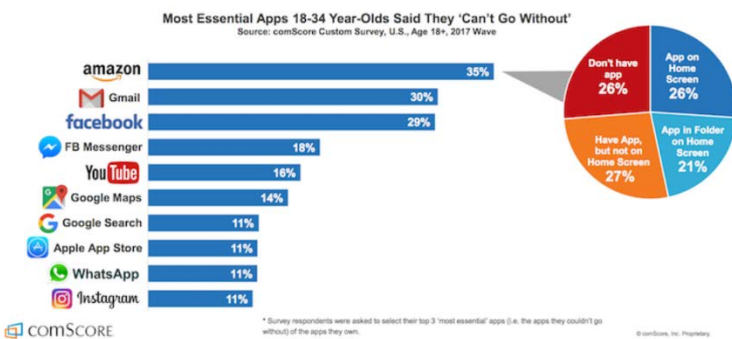
placed by our partners and either placing additional media or allowing their placement to stand alone so our investment can be placed elsewhere.

Events

Great Falls plays host to a great number of wonderful events, however, Great Falls Montana Tourism is directly involved with two; Western Art Week, a staple to our community, and our newest effort, Great Falls Montana Restaurant Week – Montana’s Biggest. Great Falls Montana Tourism will continue an investment to support these key events as well as make investments to develop new signature events that support our strategic priorities. Specific to Western Art Week in 2019, Great Falls Montana Tourism will provide stipends for temporary staff to collect surveys during Western Art Week to determine the economic impact of the event.

Visit Great Falls App

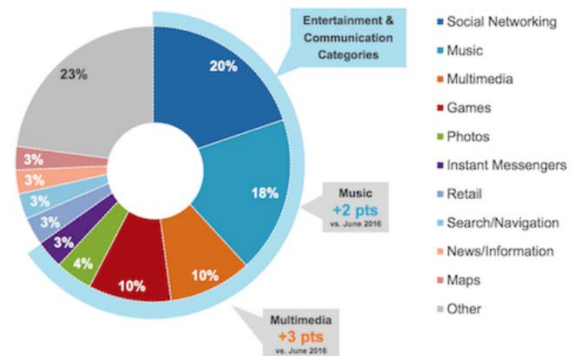
The Visit Great Falls App was developed in support of our strategic priority to be prepared for the next generation of leisure travelers. 18-24 year old are the highest user of apps, spending 93.5 hours each month on smartphone apps. The app this group uses the most is Amazon and uses 9 apps total throughout any given day. In a month, this group uses 30 different apps. This is a relatively new media, and we know the current Visit Great Falls App is used to find out about events. People do rely on a handful of apps and uninstall apps regularly because they don't use them anymore. Great Falls Montana Tourism is new to apps, however, being able to grow with the emerging travel market is



Source: comScore

key. Our efforts will continue to evolve as we watch how Visit Great Falls App is used and the trends of apps are followed.

Share of Mobile App Category Time Spent



Source: comScore

Great Falls Montana Tourism utilizes the app to support signature events and conventions and will continue to leverage the platform to support and grow our tourism effort. Investments will be made to improve the app to match the uses of apps to the

market that uses them and the objectives of Great Falls Montana Tourism's overall marketing strategy.

Montana's Basecamp Visitor Magazine

The historic large format content pieces Great Falls Montana Tourism has developed have been successful. This content has increased traffic to our website and engaged readers for over 5 minutes. These impressive results, along with the continued decline in requests for visitor guides, and ever increasing mobile website usage, Great Falls Montana Tourism is going to develop a content rich online magazine that will have stories about day hikes, scenic drives, historic sites, and other topics that we know, based on previous visitor's activities, our visitors are interested in. This easy read, content heavy magazine will serve to inspire and facilitate visitors and provide support to other marketing strategies.

Photo & Video Library

Great Falls Montana Tourism, through Facebook, our website and Instagram can easily use 580 emotion evoking images each year along with various length videos. We will continue to source photos and videos through photo and video solicitations, staged photo shoots, hired photo and video productions and Great Falls Champions.

Great Falls Champions

This effort is driven by two elements: 78% of visitors have been to Great Falls before AND consumers are 85% more likely to act based on a recommendation of a friend, or a friend of a friend than any paid media. This effort has multiple components and will grow and evolve each year. The current phase of implementation will include securing Great Falls Champions that will be advocates for our community and who will utilize a web-based platform to easily share our content through their social channels. Our efforts will continue to get more formalized, with commitments from Champions to share blog content, photos, videos, and volunteering for strategic efforts. The initial Champions effort includes education through Great Falls College MSU to ensure our Champions are fully prepared to share Great Falls' story.

MAFB Welcome to Great Falls | Montana's Basecamp for Art & Adventure
Great Falls Montana Tourism staff has worked with Malmstrom Air Force Base leadership and committed to provide regularly scheduled presentations to service personnel new to Base. These presentations will:

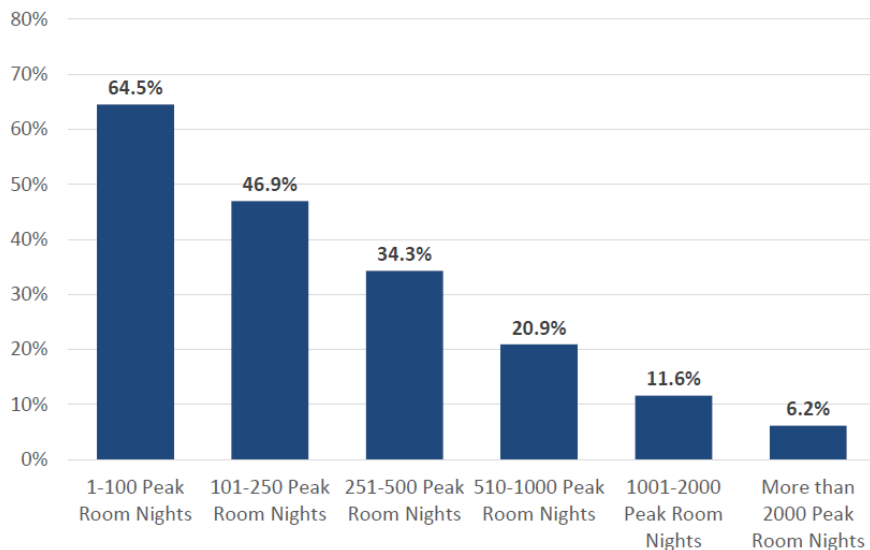
1. Educate new personnel about what Great Falls has to offer
2. Encourage those newly stationed to experience Great Falls
3. Share what resources are available to have a Great Falls experience
4. Ask them to invite friends and family to Great Falls

Business Traveler Strategy

Great Falls Montana Tourism is relatively new to the Convention and Meeting effort. However, plan to continue to make a balanced investment in research, building relationships and incentivizing the right projects. Our focus for the collective business traveler is two-fold. The first is to secure multi-property filling conventions and meetings. The second is to promote the leisure opportunities available to the meeting planners, and attendees to the conventions and meetings to turn the business traveler into a bleisure traveler and to bring the attendee back, with their family, for a leisure trip.

Meeting Planner Message

The majority of meetings nationally produce 250 room nights on peak or less, according to 2017 Destination Analyst research.



That same Destination Analyst research indicates the meeting planners top 5 success factors include attendee satisfaction, Number of Attendee Registrations and staying in budget.



With a very large industry, delivering a message that cuts through the clutter is essential. Our efforts are focused on ensuring planners are successful. The content delivered to meeting planners is focused on the top 5 success factors and education on decision drivers. Great Falls Montana Tourism knows that geographic location, quality and rates of hotels, types and availability of meeting facilities and budgets, are key drivers in choosing a location.

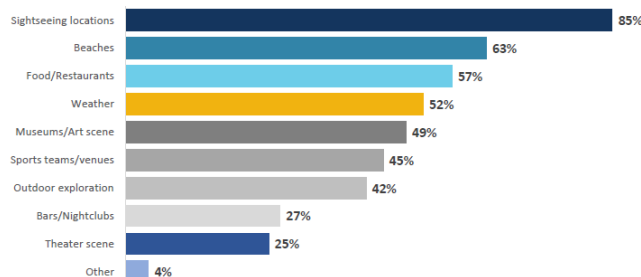
Factors that Drive Location Decision



Passing on a given location is primarily driven by budget.

Bleisure travelers are business travelers that add on to their trip for leisure. Research from Expedia Media Solutions indicates 43% of business travelers will add leisure, equal to the number of days of the business travel. Factors that influence the bleisure decision include sightseeing locations, museums/art scene and outdoor exploration.

Factors Influencing Bleisure Decision



Meeting Planner Monthly Email

Great Falls Montana Tourism will continue to send a monthly meeting planner email to our database of meeting planners. The database is a complete list of meeting planners we have met with at tradeshow and meeting planner events, meeting planners we have worked with in the past, and new meeting planners we have prospected through Empowermint+ or independent research. Through our collective strategic efforts in the Business Traveler segment, the database continues to grow.

The email a regular follow up with meeting planners to reinforce the Great Falls Montana message to educate and inform planners of Great Falls' capacity, venues, hotels, past business case studies, and services provided by Great Falls Montana Tourism. Highlights include information about familiarization trip opportunities, new announced projects that are industry specific, and upcoming bleisure opportunity events. An emphasis is always placed on Great Falls Montana Tourism's acceptance of open request for proposals.

Meeting Planner Networking Events

These opportunities provide Great Falls, Montana face-to-face conversations with meeting planners who are looking to book business for clients in the west or northwest region. During the networking events, our team has the ability to visit with meeting planners about current and future request for proposal specifications, business needs for the next 3-5 years and how Great Falls can meet the needs they have during a set appointment. Previously, Great Falls Montana Tourism has attended Networking Events offered through:

- Connect
- IMEX
- Smart Meetings
- Montana Society of Association Executives

with good success. The key to making the previous and current investments produce results in consistency. Attending, meeting, networking and follow-up communication introduces Great Falls and continues to reinforce our unique opportunities and competitive advantages. Great Falls Montana Tourism will participate in four meeting planner events during FY 19 through Connect, Smart Meetings, Small Market Meetings, and Montana Society of Association Executives. Each provider gathers and hosts meeting planners differently, helping to diversify our lead profile. More preference will be provided to events that focus on planners planning in the northwest region that have agriculture, history, outdoor or adventure industry

Impact Incentives

Great Falls Montana Tourism has a strong pipeline of high priority leads. The ability to incentivize our location based on impact helps land deals. There are a

few different ways to provide incentives through the proposal process. Incentives can include:

- Tourism Team Time for a specific Task
- Added Value through App modules
- Fundraising Assistance
- Coordination of a dignitary's attendance
- Cash

New for FY19, Great Falls Montana Tourism will utilize a formula to provide for Impact Incentives to respond quickly during the proposal stage. These incentives would be provided to open and viable requests for proposals based on the following formula:

estimated total event attendance X current average value of one overnight visitor

X total # of days in Great Falls X 2% = Maximum Impact Incentive

An example of this formula using the 2020 Montana Governor's Conference on Tourism.

400 people x each spending on average \$270 x for 3 days x 2% = \$6,480

The impact incentives would be used to produce immediate results on high impact opportunities and let meeting planners know Great Falls Montana Tourism is ready for their business.

Recruitment Incentives

Great Falls Montana Tourism's sales strategy includes having branded items to use as gifts, giveaways or support materials to be used at trade shows, meeting planner events, and exhibition events. Recruitment incentive materials will include items such as logoed pens, notepads, banners, flyers, and trade show displays. This investment also includes attending events, meetings, or trade shows to make connections and strengthen existing relationships with planners of meetings or potential future business.

Familiarization Trips

The goal of a familiarization trip is to invite meeting planners with open and viable requests for proposals to Great Falls for a hands-on experience of our venues, hotels, and attractions. Familiarization trips help the meeting planner see the possibilities of hosting their event in Great Falls, build strong relationships between our Great Falls Team and the meeting planner. The Tourism Team will build an inclusive itinerary that focuses on the needs of the RFP and considers the market

segment that the meeting planner serves. (ie. Agriculture, military, outdoors, etc.) We will invite meeting planners with RFPs servicing 300-900 room night clients. This opportunity will be provided strategically to meeting planners that Great Falls Montana Tourism has vetted that have a highest probability of bringing new business to Great Falls, Montana.

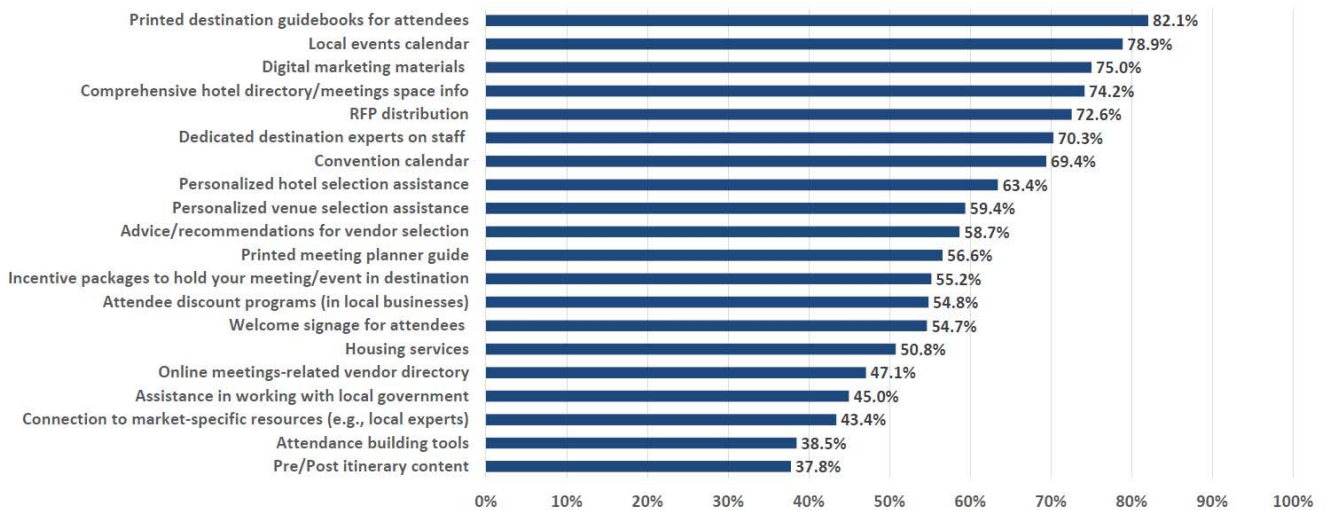
Local Outreach

Great Falls Montana Tourism knows our local community has amazing leadership that is well connected throughout their respective industries regionally and nationally. Our Tourism Team will continue to deliver Bring it to the Basecamp outreach to local business leaders, civic clubs, and networking groups. This outreach focuses on getting individuals to look at their personal network – both business and social to provide leads for Great Falls Montana Tourism to follow.

Development of Services

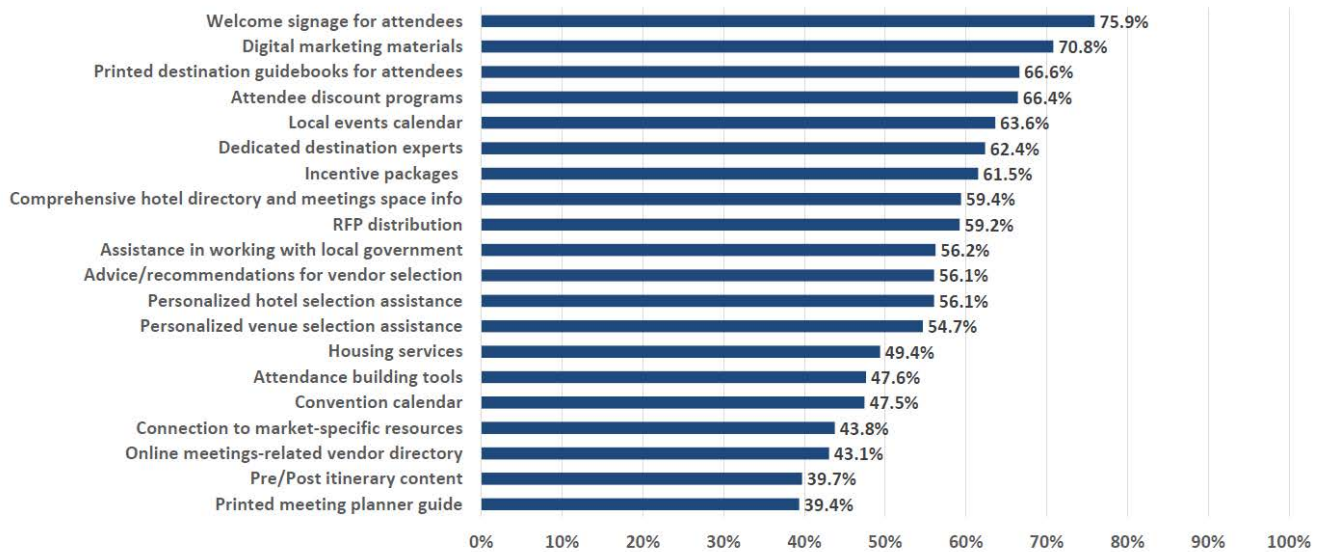
As we look to compete regionally and nationally, Great Falls Montana Tourism will continue to take strategic steps to develop the DMO Services that meeting planners desire, use and need.

DMO Services Meeting Planners Know Of



Great Falls Montana Tourism currently has capabilities in these core services. With our Visit Great Falls App, newly implemented incentive plans, and attendance building work, Great Falls is working to position itself with the services meeting planners want to use.

DMO Resources Meeting Planners Want to Use



Focus on the Future

Great Falls Montana Tourism is making the commitment to stay focused on implementing and refining our strategic marketing plan, refining operations, and preparing for growth. Our time is limited and best spent on producing high-impact results for Great Falls.

In the past two years, Great Falls Montana Tourism has:

1. Strategically aligned the City of Great Falls' Tourism efforts
2. Adopted one 5-year Strategic Plan
3. Hired an Executive Director, Business Development Director and Tourism Assistant to further its efforts
4. Developed internal operational systems and processes
5. Secured Customer Relationship Management systems
6. Started email distribution to consolidated inquiry lists
7. Created a blog
8. Launched a Tourism website, www.VisitGreatFallsMontana.org
9. Established an Instagram and YouTube presence
10. Established a Great Falls Montana Tourism Marketing Strategy
11. Consolidated all Great Falls Montana Tourism efforts into one location
12. Developed and launched the first version of Visit Great Falls App
13. Began Certified Destination Management Executive Certification
14. Continue to assess and develop plan to improve Montana ExpoPark
15. Created a NEW signature event

Great Falls Montana Tourism will work to ensure our current efforts produce results so that in the future, our organization can:

- Create broader City of Great Falls tourism content for top-performing planning and booking sites, including TripAdvisor and other travel websites about area attractions, shopping, restaurants, outdoor recreational destinations, and events.
- Establish Great Falls Montana Tourism as an industry leading Destination Management Organization
- Grow capabilities of Convention and Meeting services to meet meeting planner needs
- Provide ongoing education to restaurants, hotels, and retail businesses to solicit Yelp and Google reviews of their businesses
- Encourage restaurants, hotels, and retail businesses to establish and maintain their digital reputation by respectfully replying to critiques and leverage the feedback to improve services and overall facilities
- Support Great Falls, Montana workforce recruitment efforts
- Identify gaps in Great Falls, Montana’s destination experience and support the development of efforts to fill those gaps
- Strategically approach recruitment of Sporting Events into Great Falls
- Increase investment and develop innovate approaches in opportunities that meet our strategic objectives to grow non-peak visitation; develop and grow the pipeline; celebrate, support and create assets; build Great Falls; and develop and retain talent

Key Performance Indicators

Great Falls Montana Tourism uses a performance dashboard that focuses our efforts on the key performance indicators that determine if marketing efforts are on track to meet strategic objectives. Our FY18 indicators and performance are below, with one quarter left in the Fiscal Year.

Demonstrate Operational Excellence		Previous Year
Increase Occupancy Year to Date 1.5%	0.4%	57.70%
Increase Annual Room Demand 1.5%	-1.0%	461,832
Increase Annual RevPAR 4%	4.5%	3%
Renew Tourism Business Improvement District	Renewed!	NA
Build Team Great Falls		
Increase attendance at Signature Events		NA
Increase traffic through GTF 2%	-41%	-6%
Launch Great Falls Champions Program	25%	10%
Grow Shoulder & Off-Peak Visitation		
Secure 4 NEW Business Travel Commitments	1	0
Celebrate, Support & Create Assets		
Launch Great Falls App	Launched!	NA
Complete ExpoPark Study	75%	NA
Develop & Grow the Tourism Pipeline		
Increase Facebook engagement to 13,200	25,230	NA
Deliver 6 Great Adventure Updates to Inquiries	3	4

Establish 80,000 website unique visitors	64,312	90,091
Establish 1,500 Instagram followers	699	339
Deliver 52 engaging blog posts	36	NA
Increase non-resident Visitors who spent one night 5%	-52%	44%
as of		31-Mar-18

Great Falls Montana Tourism saw success mixed with some areas still needing focus. Limited marketing investment during the organizational development of Great Falls Montana Tourism, coupled with a soft Alberta economy, development of a Business Development Director, slow ag economy, a larger than normal fire season, and larger investments by peer cities in marketing combined to negatively impact some of our results.

With two new lodging properties, increased investment in leisure media placement, a completed Montana ExpoPark vision and strategy, and a strong effort with meeting planners, Great Falls Montana Tourism will stay stingy with our time and committed on implementing and refining our strategic marketing plan, refining operations, and preparing for growth to produce high-impact results for Great Falls, Montana.

In Fiscal Year 19, Great Falls Montana Tourism will look to:

1. Increase Occupancy Year to Date 1.5%
2. Increase Annual Room Demand 1.5%
3. Increase Annual RevPAR 6%
4. Increase participation in Great Falls Montana Restaurant Week
5. Launch another NEW Fall signature event
6. Increase Room Demand During Western Art Week
7. Increase traffic through GTF 5%
8. Secure 4 NEW Meeting and Convention Commitments
9. Increase non-resident Visitors who spent one night 5%
10. Deliver 26 engaging, social-share-worthy, blog posts
11. Establish 1,500 Instagram followers

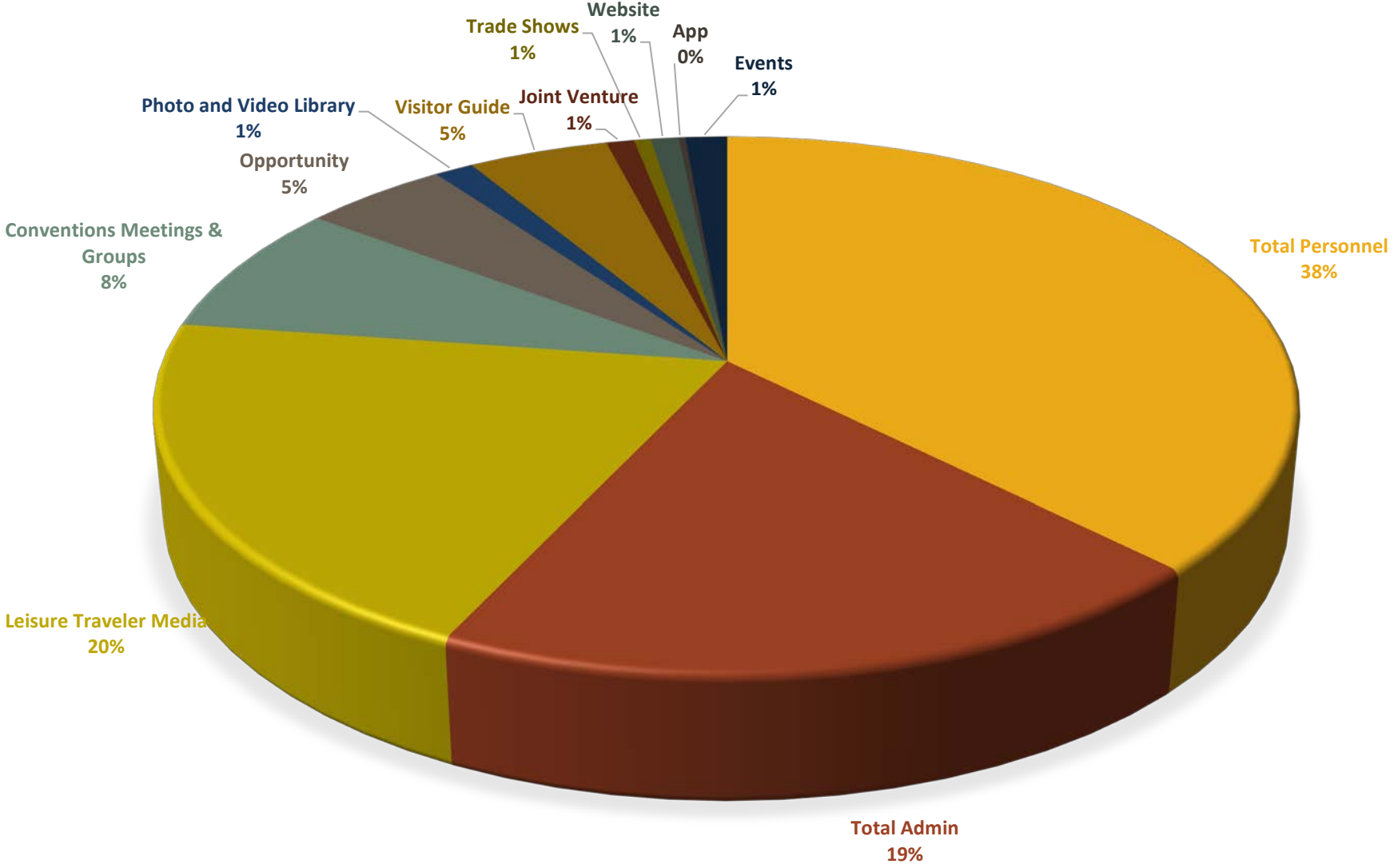
Great Falls Montana Tourism Budget Summary

July 1, 2018 - June 30, 2019

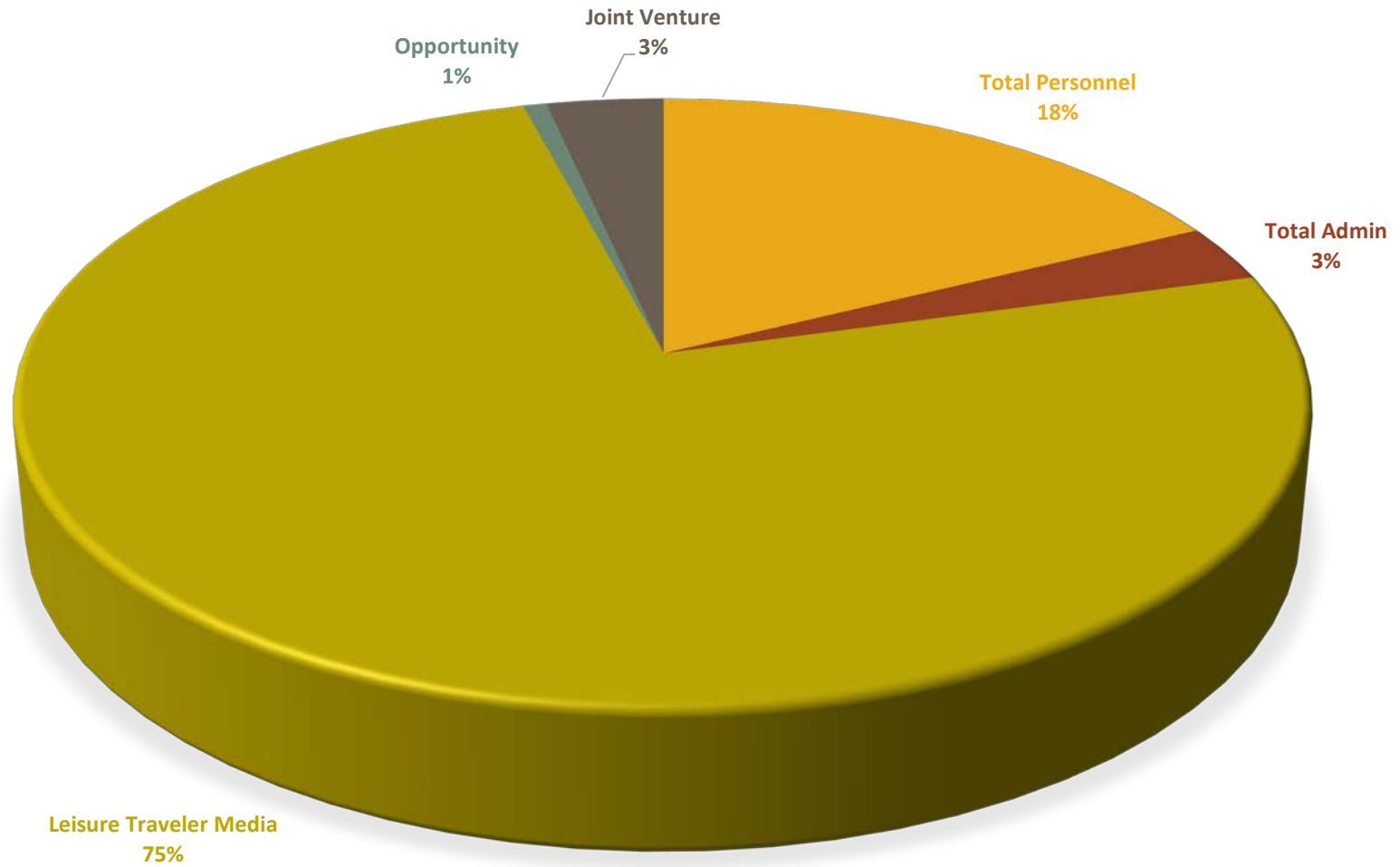
Adopted by Convention and Visitors Bureau Board of Directors and Tourism Business Improvement District Board of Directors 4-19-2018

	CVB	GENERAL	TBID	Total		National
Income						
Bed Tax	\$146,524	\$0	\$0	\$146,524		
TBID Assessment	\$0	\$0	\$362,590	\$362,590		
Membership	\$0	\$10,000	\$0	\$10,000		
Advertising	\$0	\$20,750	\$3,000	\$23,750		
Total Income	\$146,524	\$30,750	\$365,590	\$542,864		
Expenses						
Personnel						
Wages	\$25,865	\$0	\$129,655	\$155,520		
Payroll Expense		\$0	\$48,114	\$48,114		
Total Personnel	\$25,865	\$0	\$177,769	\$203,634	38%	47%
Administration						
Rent	\$0	\$0	\$12,245	\$12,245		
Accounting	\$0	\$0	\$8,100	\$8,100		
Memberships	\$0	\$0	\$14,410	\$14,410		
Subscription	\$0	\$0	\$23,970	\$23,970		
Phone	\$0	\$0	\$4,200	\$4,200		
Utilities	\$0	\$0	\$0	\$0		
Maintenance	\$0	\$0	\$2,580	\$2,580		
Supplies	\$0	\$0	\$10,000	\$10,000		
Postage	\$0	\$1,000	\$1,000	\$2,000		
Parking	\$0	\$0	\$720	\$720		
Insurance	\$1,890	\$0	\$2,800	\$4,690		
Professional Fees	\$1,550	\$0	\$9,850	\$11,400		
TAC	\$1,000	\$0	\$0	\$1,000		
Professional Development	\$0	\$0	\$8,000	\$8,000		
Travel	\$0	\$0	\$2,500	\$2,500		
Total Admin	\$4,440	\$1,000	\$100,375	\$105,815	19%	11%
Leisure Traveler Media	\$110,219	\$0	\$0	\$110,219	20%	
Conventions Meetings & Groups	\$0	\$0	\$43,246	\$43,246	8%	
Opportunity	\$1,000	\$0	\$25,000	\$26,000	5%	
Photo and Video Library	\$0	\$0	\$7,000	\$7,000	1%	
Visitor Guide	\$0	\$25,250	\$0	\$25,250	5%	
Joint Venture	\$5,000	\$0	\$0	\$5,000	1%	
Trade Shows	\$0	\$0	\$3,000	\$3,000	1%	
Website	\$0	\$0	\$5,000	\$5,000	1%	
App	\$0	\$0	\$1,200	\$1,200	0%	
Events	\$0	\$4,500	\$3,000	\$7,500	1%	
Total Expenses	\$146,524	\$30,750	\$365,590	\$542,864	43%	47%
Net Profit	\$0	\$0	\$0	\$0		

FY19 TOTAL BUDGET



FY19 LODGING TAX BUDGET



NOTICE

NOTICE IS HEREBY GIVEN that the City Commission of the City of Great Falls will conduct a public hearing on July 17, 2018, at 7:00 o'clock p.m. in the Commission Chambers, Civic Center, 2 Park Drive South, for the purpose of considering the 2018/2019 Tourism Business Improvement District Budget and Work Plan. Any interested person may provide public comment at the public hearing or may provide written comment prior to or during said Commission meeting by addressing said comments to the City Clerk, City of Great Falls, P. O. Box 5021, Great Falls, MT 59403.

/s/ Lisa Kunz, City Clerk

Publication Date: July 6, 2018.



Item: Set Public Hearing for Resolution 10239 - Intent to Increase Property Tax

From: Gregory T. Doyon, City Manager

Initiated By: Statutory Budget Requirements

Presented By: Melissa Kinzler, Fiscal Services Director

Action Requested: Set Public Hearing on Resolution 10239 - Intent to Increase Property Tax

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a Public Hearing date on Resolution 10239 - Intent to Increase Property Tax for July 17, 2018."

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

Staff Recommendation:

Staff recommends the City Commission set the public budget hearing on Resolution 10239 for July 17, 2018, and provide notices for the public hearing on the Intent to Increase Property Tax.

Background:

Prior to the adoption of the City's annual budget the City is required to hold public hearings on 1) the intent to increase revenue from property taxation, and 2) the proposed annual budget. This action would schedule the public hearing on the intent to increase revenue from property taxation.

The City of Great Falls has a limited ability to increase property tax revenue because of a statewide property tax cap. Under Section 15-10-420, MCA, the City is authorized to increase property tax revenue by "one-half of the average rate of inflation for the prior 3 years."

For Fiscal Year 2019 (Tax Year 2018) as provided by the Montana Department of Administration, the allowable inflationary adjustment is .82%. This amounts to \$127,721 of additional revenue.

Sections 15-10-420 and 2-9-212(2)(a), MCA, also allow property tax levy increases for premium contributions for group benefits. The City is proposing an additional 1.93% property tax levy increase

for health insurance premiums. This would provide \$300,000 in additional revenue to help offset the health insurance increases in the General Fund. Health insurance premiums increased 8.2% for Fiscal Year 2019.

The total proposed allowable property tax levy increase is 2.75%.

The hearing on Resolution 10239 is the Intent to Increase Property Tax, whereas additional action by the City Commission will be needed in the future to set the increased mill levy. This will occur after the City receives its certified taxable value from the Montana Department of Revenue in August.

Fiscal Impact:

The fiscal impact of the proposed increase for inflation for a residential home with a taxable market value of \$100,000 would be approximately \$1.84 for Fiscal Year 2019. The fiscal impact of the proposed increase for the “Permissive Medical Levy” is \$4.30. The total impact on a residential home with a taxable market value of \$100,000 would be \$6.14 for the year. The fiscal impact of not authorizing the increase for inflation mills to the General Fund would result in a revenue shortfall of \$427,721 for the proposed budget.

Alternatives:

If the hearing on Intent to Increase Property Taxes is not held, the General Fund would need to determine alternative revenues from non-property tax sources. Other options include reducing proposed expenditures by \$427,721 or using General Fund fund balance of \$427,721. The General Fund fund balance is projected to be \$7.0 million (22.0% of expenditures) at the end of Fiscal Year 2019 without any additional use of General Fund fund balance. The City of Great Falls fund balance policy set in the Annual Budget resolution is a minimum of 22%.

Concurrences:

The proposed Fiscal Year 2019 Budget was presented by the City Manager on June 27, 2018, and July 3, 2018 at the City Commission Budget Work Sessions and City Commission Work Session.

ATTACHMENTS:

- Resolution 10239
- Legal Notice Intent to Increase

RESOLUTION NO. 10239
RESOLUTION OF INTENT TO INCREASE PROPERTY TAX
FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

WHEREAS, Section 2-9-212(2)(b), MCA, requires the City to hold a public hearing and subsequently adopt a resolution of its intent to increase property tax revenue, prior to budgeting for any increase in property tax revenue from existing property, and

WHEREAS, Section 15-10-420(1)(a), MCA, allows the City to increase its annual property tax levy by "one-half of the average rate of inflation for the prior 3 years", and

WHEREAS, Section 15-10-420(1)(c), MCA, provides for the average rate of inflation to be calculated "using the consumer price index, U.S. City average, all urban consumers, using the 1982-1984 base of 100, as published by the bureau of labor Statistics of the United States Department of Labor", and

WHEREAS, the applicable consumer price indexes had a three year average of 1.64% and an allowed tax levy increase of **.82%** for Tax Year 2018, and

WHEREAS, MCA 2-9-212(2)(a) excludes a portion of a governmental entity's property tax levy for premium contributions for group benefits from the mill levy calculation limitation provided for in 15-10-420.

WHEREAS, MCA 2-9-212(2)(a) allows additional mill levy's for premium contributions for group benefits beyond the amount of contributions in effect.

WHEREAS, the applicable contributions increase allows the City to levy additional mills under MCA 2-9-212(2)(a), an allowed tax levy increase of **1.93%**.

WHEREAS, the notice of hearing on the City's intent to budget an increase in revenue from property taxation by **2.75%**, was published in accordance with Section 7-1-4127, MCA, as required by Section 2-9-212(2)(b), MCA, and

WHEREAS, the hearing on the City's intent to budget an increase in revenue from property taxation was held in accordance with Section 7-1-4131, MCA

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

The City Commission intends to budget the **2.75 percent** increase in property tax revenue allowed by Section 15-10-420, MCA.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, July 17, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

NOTICE OF BUDGET INCREASE FROM PROPERTY TAXES

The City of Great Falls intends to budget an increase in revenue from property taxation by approximately 2.75%, as allowed by Section 15-10-420, MCA.

All concerned persons are invited and encouraged to attend a public hearing on budgeting the increased property tax revenue and on the budget as a whole to be held on July 17, 2018, at 7:00 p.m., City Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, Montana.

A decision on budgeting the increased property tax revenue will be made after considering comments made at this hearing.

For further information, please contact: City Clerk's Office, Room 204, Civic Center, 455-8451.

Lisa Kunz
City Clerk

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FOR OFFICE USE ONLY

Publication Dates: July 8, 2018
July 15, 2018

LEGAL AD



Item: Set Annual Budget Hearing on Resolution 10240 - Annual Budget Resolution

From: Gregory T. Doyon, City Manager

Initiated By: Statutory Budget Requirements

Presented By: Melissa Kinzler, Fiscal Services Director

Action Requested: Set the Annual Budget Hearing

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a public budget hearing on Resolution 10240 - Annual Budget Resolution for July 17, 2018."

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

Staff Recommendation:

Staff Recommends the City Commission set the public budget hearing on Resolution 10240 for July 17, 2018, and provide notices for the Public Hearing on the Preliminary Budget.

Background:

Prior to the adoption of the City's annual budget, the City is required to hold public hearings on 1) the intent to budget an increase in revenue from property taxation, and 2) the proposed annual budget.

The City started the Fiscal Year 2019 budget process with an initial City Commission priority setting session on March 27, 2018. The City Commission set informal budget priorities for the Fiscal Year 2019 Budget. This session was open to the public.

In March, the City Manager and Department Heads met to discuss 2019 budget priorities. The Departments' requested budgets were presented to the City Manager between May 21st and May 30th, 2018.

From these meetings and through the City Manager's direction, the Fiscal Year 2019 Budget was balanced. The Proposed Fiscal Year 2019 Budget was presented to the City Commission on June 27th

and July 3rd at the City Commission Budget Work Sessions.

This agenda item is to schedule the annual public hearing on the budget for July 17, 2018. Section 2-9-212(2)(b), MCA, requires the City to hold a public hearing before passing a resolution stating its intent to increase property tax revenues.

Section 7-6-4024, MCA, requires that the budget be approved and adopted by resolution by the later of the first Thursday after the first Tuesday in September or within 30 calendar days of receiving certified taxable values from the Montana Department of Revenue.

Included in the budget resolution is the policy change of the fund balance policy for the General Fund from a minimum of 17% to 22%.

The setting of the tax levies will be scheduled when the Montana Department of Revenue has certified taxable values for the City of Great Falls, (usually in August).

Fiscal Impact:

The fiscal impact of the proposed increase for inflation included in the Fiscal Year 2019 Budget for a residential home with a taxable market value of \$100,000 would be approximately \$1.84 for Fiscal Year 2019. The fiscal impact of the proposed increase for the “Permissive Medical Levy” is \$4.30. The total impact on a residential home with a taxable market value of \$100,000 would be \$6.14 for the year (included in the Fiscal Year 2019 Budget). The fiscal impact of not authorizing the increase for inflation mills and permissive medical levy in the General Fund budget would result in a revenue shortfall of \$427,721 for the proposed budget.

Alternatives:

If the hearing on Intent to Increase Property Taxes is not held and the resolution is not passed, the General Fund would need to determine alternative revenues from non-property tax sources. Other options include reducing proposed expenditures by \$427,721 or using General Fund fund balance of \$427,721. The General Fund fund balance is projected to be \$7.0 million (22% of expenditures) at the end of Fiscal Year 2019 without any additional use of General Fund fund balance. The City of Great Falls fund balance policy set in the Annual Budget resolution will be 22%.

Concurrences:

The proposed Fiscal Year 2019 Budget was presented by the City Manager on June 27th and July 3rd, 2018, at the City Commission Budget Work Sessions.

ATTACHMENTS:

- ▢ Resolution 10240
- ▢ Legal Notice Budget Hearing
- ▢ Resolution 10240 Appendix A

RESOLUTION NO. 10240
ANNUAL BUDGET RESOLUTION
A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL
APPROPRIATIONS FOR THE FISCAL YEAR
BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

WHEREAS, Montana Code Annotated (MCA), 7-6-4024, requires that the budget be approved and adopted by resolution by the later of the first Thursday after the first Tuesday in September or within 30 calendar days of receiving certified taxable values from the Department of Revenue, and

WHEREAS, the notice of hearing on budget increase from property taxes was published in accordance with Section 2-9-212(2)(b), MCA, and

WHEREAS, the notice of hearing on preliminary budget was published in accordance with Section 7-1-4127, MCA, as required by Section 7-6-4021, MCA, and

WHEREAS, the hearing on preliminary budget and budget increase from property taxes was held in accordance with Section 7-1-4131, MCA, and Section 7-6-4024, MCA, and,

WHEREAS, the Official City Code of the City of Great Falls, Title 2, Chapter 3, Section 2.3.040 states the Municipal Court Clerk salary set by Commission resolution, and,

WHEREAS, the Government Finance Officers Association recommends an unreserved fund balance in the General Fund of “no less than two months of regular general operating revenues or regular general fund operating expenditures”,

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

Section 1. - Legal Spending Limits

The legal spending limits of the City of Great Falls are established at the fund level. Appendix A establishes each fund’s level. (7-6-4030, MCA)

Section 2. - Implementation Authority

- 2.1 The City Manager is hereby delegated appropriation authority for the expenditure of funds from any or all of the following:
- a. debt service funds for obligations related to debt approved by the governing body;
 - b. trust funds for obligations authorized by trust covenants;

- c. any fund for federal, state, local or private grants and shared revenue accepted and approved by the governing body;
 - d. any fund for special assessments approved by the governing body;
 - e. the proceeds from the sale of land;
 - f. any fund for gifts or donations; and,
 - g. money borrowed during the fiscal year. (7-6-4006, MCA)
- 2.2 The City Manager is hereby delegated authority to adjust appropriations funded by fees throughout the fiscal year in any or all of the following:
- a. proprietary fund appropriations (enterprise and internal service funds);
 - b. general fund for fee supported services;
 - c. information technology fund for fee supported mapping services;
 - d. natural resources fund for fee supported forestry services; and,
 - e. permits fund. (7-6-4012, MCA)
- 2.3 The authority to make transfers of appropriations between funds is retained by the City Commission.
- 2.4 The City Manager is hereby delegated the authority to make transfers or revisions within appropriations of any fund.
- 2.5 The City Manager may delegate to his department directors the authority to make transfers or revisions within or among appropriations of specific operations within a fund, limited to the division level of accountability.
- 2.6 Joint operating agreements approved by the governing body; insurance recoveries or dividends; hazardous material recoveries, and refunds or reimbursements of expenditures shall automatically amend the annual appropriations or reduce recorded expenditures whichever is correct in accordance with Generally Accepted Accounting Principles (GAAP).

Section 3. - Appropriation Carryovers

Generally Accepted Accounting Principles (GAAP) require expenditures to be recognized in the fiscal year in which the goods or services are received.

- 3.1 Previous fiscal year appropriations for incomplete improvements in progress of construction, or segments thereof, are hereby declared authorized appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:
- a. related financing was provided in the prior fiscal year;
 - b. the appropriations were not obligated by year end;
 - c. the purpose was not included, or rejected, in current budget financing or appropriations; and,

- d. the City Manager determines the appropriation is still needed.
- 3.2 Outstanding purchase orders and other obligations, representing a City obligation to pay the claim after receipt of the goods or services, are recognized as "claims incurred". They are hereby declared authorized "carryover" appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:
- a. related financing was provided in the prior fiscal year;
 - b. the appropriations were not otherwise obligated by year end;
 - c. the purpose was not included, or rejected, in current budget financing or appropriations; and,
 - d. the City Manager determines the appropriation is still needed.

Section 4. - Appropriated Reserves

Reserves which have been established for specific purposes, such as Equipment Revolving Scheduled (ERS) reserves, are hereby declared to be appropriations available for expenditure according to the reserve purpose. They shall be acknowledged as current appropriations upon the determination by the City Manager that they are currently needed to serve their intended purpose. Unexpended reserves shall be carried forward to meet future needs in accordance with their purpose.

Section 5. Contingency Account

- 5.1 Contingency account appropriations are provided by the City Commission as flexible appropriations. They are intended to provide the City Manager with an effective management tool for adjusting to changing circumstances throughout the budgetary year.
- 5.2 The City Manager is delegated the authority to transfer part or all of any contingency appropriation and related financing. Use of contingency appropriations is restricted to transfers of that appropriation authority to specific operating budgets. Proper classification of expenditures to specific operations is required. Accordingly, charging of expenditures directly to Contingency accounts is prohibited.
- 5.3 The Contingency appropriation is a two part authorization, determined on whether cash funding has been allocated in the General Fund during budget development:
 - a. General Fund financed; and,
 - b. Unfunded - a specific fund cash balance, additional revenue, or other funding source must be identified before the "unfunded" contingency appropriation may be used.

Section 6. - Classification and Pay Plan

- 6.1 The objective of the City's Classification and Pay Plan is to enable the City to retain, and when necessary, recruit competent employees. Therefore, the Plan must be a dynamic

tool which is continuously updated.

- 6.2 The City Manager is authorized to administratively change the Classification and Pay Plan. Annual pay surveys, continual or periodic review of positions with changed duties or responsibilities, and additions to the classification plan of changed and new classes of work will assure that the Classification and Pay Plan remains current and equitably meets the needs of the City and its employees.

Section 7. - Budgetary Authority

References to statutes, or to consistency with statutory authority, are for information purposes only. Nothing in this resolution shall be considered to mitigate or compromise the City's self-governing authority.

Section 8. - Accounting Structure

Staff is hereby directed to establish and maintain City accounting structure in accordance with Generally Accepted Accounting Principles (GAAP). Statutes, ordinances, resolutions or other authoritative sources shall be implemented according to their intent and GAAP. Staff shall provide for conformance with the Commission's limits for financing and appropriation under authorized budgets whenever making proper modifications to accounting structure.

Section 9. – Municipal Court Clerk Salary

The City Manager is authorized to administratively set the salary of the Municipal Court Clerk using the following salary range:

Municipal Court Clerk	\$42,692 to \$64,038
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Section 10. – Fund Balance

As permitted by Section 7-6-4034, MCA, the General Fund unreserved fund balance shall be considered adequate at 22% of annual appropriations. All other tax levy supported funds shall be considered adequate at 17% of annual appropriations. An unreserved fund balance for other operating funds of the City shall be considered adequate at a range of 8% to 22% of annual appropriations for seasonal operations, and 8% to 22% of annual appropriations for all other operating funds.

Such unreserved fund balances shall be used to meet extended revenue cycles, meet short term economic difficulties, respond to unique opportunities, provide for one-time expenditures, and respond to emergency and disaster situations. The balances should not be available to meet recurring operating expenses.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,

July 17, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

NOTICE OF BUDGET HEARING

NOTICE is hereby given that the City Commission of the City of Great Falls has:

- completed its preliminary budget;
- placed the preliminary budget on file and open to public inspection at the City Clerk's Office, Room 204, Civic Center Building; and,
- set the public hearing on the City of Great Falls 2018 / 2019 Annual Operating Budget for 7 PM, Tuesday, July 17, 2018, at the City Commission Chambers Room 206, Civic Center Building, 2 Park Drive South, Great Falls, MT.

All persons desiring to be heard are invited to appear and provide written or oral comments concerning the budget. For further information, please contact: City Clerk's Office, Room 204, Civic Center, 455-8451.

Lisa Kunz
City Clerk

FOR OFFICE USE ONLY

Publication Dates: July 8, 2018
July 15, 2018

LEGAL AD

Funds	Beginning Balance	+ Working Capital Sources			- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
		Revenues	Transfers In	Total Sources	Expenditures	Transfers Out	Total Uses			
General	6,992,892	31,886,718	0	31,886,718	30,206,911	1,661,607	31,868,518	7,011,092	0	7,011,092
Special Revenue Funds										
Park & Rec Special Revenue	543,130	60,100	0	60,100	84,094	0	84,094	519,136	325,352	193,784
Parkland Trust	19,522	0	0	0	0	0	0	19,522	19,522	0
Library	913,910	995,010	350,000	1,345,010	1,386,245	0	1,386,245	872,675	560,880	311,795
Library Foundation	246,696	108,275	0	108,275	102,775	0	102,775	252,196	252,196	0
Planning & Comm Dev	89,340	820,198	271,932	1,092,130	1,092,130	0	1,092,130	89,340	0	89,340
Central MT Ag Tech TID	911,070	225,340	0	225,340	17,724	0	17,724	1,118,686	1,118,686	0
Airport TID	107,685	21,162	0	21,162	2,049	0	2,049	126,798	126,798	0
Downtown TID	317,922	68,663	0	68,663	6,213	0	6,213	380,372	380,372	0
East Industrial Ag Tech TID	208,446	182,849	0	182,849	14,005	0	14,005	377,290	377,290	0
Economic Revolving	20,254	0	0	0	0	0	0	20,254	15,615	4,639
Permits	1,837,514	1,050,754	0	1,050,754	1,401,866	0	1,401,866	1,486,402	0	1,486,402
Licenses	0	0	0	0	0	0	0	0	0	0
Natural Resources	298,389	432,256	256,277	688,533	690,595	0	690,595	296,327	31,866	264,461
Portage Meadow	33,866	61,564	0	61,564	61,032	0	61,032	34,398	0	34,398
Park Maintenance District	0	1,500,000	0	1,500,000	1,500,000	0	1,500,000	0	0	0
Street District	4,598,218	6,219,015	0	6,219,015	9,281,270	36,041	9,317,311	1,499,922	0	1,499,922
Support & Innovation	73,416	648,250	0	648,250	648,250	0	648,250	73,416	0	73,416
Gas Tax BaRSAA	0	720,822	36,041	756,863	756,863	0	756,863	0	0	0
911 Special Revenue	575,845	612,447	0	612,447	0	356,674	356,674	831,618	831,618	0
Police Special Revenue	172,480	37,761	0	37,761	900	0	900	209,341	209,341	0
HIDTA Special Revenue	(2,861)	216,975	0	216,975	62,372	0	62,372	151,742	151,742	0
Fire Special Revenue	101,647	6,600	0	6,600	50,000	0	50,000	58,247	58,247	0
Federal Block Grant	1,011,567	776,621	0	776,621	816,948	0	816,948	971,240	971,240	0
HOME Grant	(5,371)	285,831	0	285,831	193,885	0	193,885	86,575	86,575	0
CTEP Projects	0	0	0	0	0	0	0	0	0	0
Housing Authority	0	1,519,045	0	1,519,045	1,519,045	0	1,519,045	0	0	0
Street Lighting Districts	2,105,535	1,164,252	0	1,164,252	1,411,356	0	1,411,356	1,858,431	0	1,858,431
Special Revenue Funds Total	14,178,224	17,733,790	914,250	18,648,040	21,099,617	392,715	21,492,332	11,333,932	5,517,340	5,816,592
Debt Service Funds										
Soccer Park Bond	69,523	171,000	0	171,000	169,751	0	169,751	70,772	70,772	0
West Bank TID	1,015,409	435,724	0	435,724	244,820	0	244,820	1,206,313	1,206,313	0
Improvement District Revolving	63,271	44,741	0	44,741	5,654	0	5,654	102,358	102,358	0
Master Debt SILD	16,356	15,984	0	15,984	7,150	0	7,150	25,190	25,190	0
General Obligation Taxable Bond	6,067	0	147,275	147,275	147,275	0	147,275	6,067	6,067	0
Debt Service Funds Total	1,170,626	667,449	147,275	814,724	574,650	0	574,650	1,410,700	1,410,700	0
Capital Projects Funds										
General Capital Projects	1,288,093	0	0	0	0	0	0	1,288,093	1,288,093	0
Improvement Districts Projects	5,605	0	0	0	0	0	0	5,605	5,605	0
Street Lighting Construction	0	0	0	0	0	0	0	0	0	0
Hazard Removal	51,068	0	0	0	0	0	0	51,068	51,068	0
Capital Projects Funds Total	1,344,766	0	0	0	0	0	0	1,344,766	1,344,766	0
Enterprise Funds										
Golf Courses	(1,072,879)	1,467,415	0	1,467,415	1,465,730	0	1,465,730	(1,071,194)	0	(1,071,194)
Water	10,361,863	12,962,268	0	12,962,268	18,010,391	0	18,010,391	5,313,740	3,598,212	1,715,528
Sewer	10,403,309	11,051,267	0	11,051,267	11,065,071	0	11,065,071	10,389,505	4,914,171	5,475,334
Storm Drain	3,011,198	2,700,527	0	2,700,527	3,263,023	0	3,263,023	2,448,702	756,282	1,692,420
Sanitation	768,729	3,802,839	0	3,802,839	4,062,807	0	4,062,807	508,761	259,971	248,790
Swimming Pools	130,979	570,250	267,861	838,111	884,958	0	884,958	84,132	0	84,132
911 Dispatch Center	612,075	1,789,841	356,674	2,146,515	2,122,333	0	2,122,333	636,257	636,257	0
Parking	289,401	540,100	0	540,100	641,220	0	641,220	188,281	49,026	139,255
Recreation	223,981	425,880	39,206	465,086	545,464	0	545,464	143,603	11,561	132,042
Multiparts	40,050	150,475	0	150,475	156,942	0	156,942	33,583	0	33,583
Ice Breaker Run	15,771	73,150	0	73,150	71,920	0	71,920	17,001	0	17,001
Civic Center Events	87,705	357,341	265,913	623,254	623,254	0	623,254	87,705	28,848	58,857
Special State Projects	0	383,402	0	383,402	383,402	0	383,402	0	0	0
Port Authority	136,796	0	0	0	0	0	0	136,796	136,796	0
Enterprise Funds Total	25,008,980	36,274,755	929,654	37,204,409	43,296,515	0	43,296,515	18,916,874	10,391,124	8,525,750
Internal Service Funds										
Central Garage	2,482,862	3,176,612	0	3,176,612	3,142,048	0	3,142,048	2,517,426	2,160,215	357,211
Information Tech	215,610	1,392,794	0	1,392,794	1,342,737	0	1,342,737	265,667	213,953	51,714
Insurance & Safety	863,373	859,952	0	859,952	903,895	0	903,895	819,430	801,096	18,334
Health & Benefits	(642,495)	10,034,485	0	10,034,485	10,037,440	0	10,037,440	(645,450)	0	(645,450)
Human Resources	201,962	538,960	0	538,960	538,960	0	538,960	201,962	150,000	51,962
City Telephone	22,669	59,913	0	59,913	48,964	0	48,964	33,618	0	33,618
Fiscal Services	212,624	1,702,895	0	1,702,895	1,704,295	0	1,704,295	211,224	0	211,224
Engineering	152,232	1,622,974	63,143	1,686,117	1,723,584	0	1,723,584	114,765	62,251	52,514
Public Works Admin	237,054	656,372	0	656,372	653,751	0	653,751	239,675	5,271	234,404
Civic Center Facility Services	227,932	598,497	0	598,497	598,497	0	598,497	227,932	97,116	130,816
Internal Service Funds Total	3,973,824	20,643,454	63,143	20,706,597	20,694,171	0	20,694,171	3,986,250	3,489,902	496,348
Total	52,669,312	107,206,166	2,054,322	109,260,488	115,871,864	2,054,322	117,926,186	44,003,614	22,153,832	21,849,782



Item: Set Public Hearing for Resolution 10243 to Levy and Assess the Street Maintenance District

From: Judy Burg, Taxes and Assessments

Initiated By: Annual Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing for Resolution 10243 to Levy and Assess the Street Maintenance District

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a public hearing date on Resolution 10243 for August 7, 2018 at 7:00 p.m. to levy and assess the Street Maintenance District."

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

Staff Recommendation:

Staff recommends the City Commission set a public hearing date for August 7, 2018.

Background:

The Street Division maintains approximately 383 miles of streets and alleys within the city limits. Maintenance consists of pavement rehabilitation and restoration, street cleaning, snow and ice removal, alley maintenance, and the nuisance weed program. In addition, Traffic Operations are funded through the Street Division and are responsible for the maintenance of all roadway signs, signals, and pavement markings.

During the budget process information is gathered regarding the actual and anticipated expenses of the Street Fund, future capital projects are reviewed, and the street maintenance assessment for the next fiscal year is discussed.

After calculating all factors pertinent to the operation of the Street Maintenance District, an assessment amount for the next fiscal year is calculated, proposed and presented to the City Commissioners for approval. No recommendation for an increase is proposed for Fiscal Year 2019. The last street

maintenance increase of 10% was approved in Fiscal Year 2016.

As part of the annual budget development and adoption procedures the Street Maintenance Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

ASSESSMENT OPTION

MCA Section 7-12-4425 states: "...The council shall pass and finally adopt a resolution specifying the district assessment option and levying and assessing all the property within the several districts..." The City uses the "assessable area" option under MCA Section 7-12-4422, to assess its street maintenance. The assessable area option, defines assessable area by square footage caps. Five options for assessments exist:

Residential: Square footage caps per parcel of 12,000 square feet for residential property and properties categorized as non-profit/cemetery organizations 501(c)(13) as defined by the Internal Revenue Code.

Downtown: Downtown District shall be defined as being within an area bounded on the north by Third Alley North, on the south by Third Alley South, on the east by Tenth Street and on the west by Park Drive. Any properties located in this area with a designated residential land use code of 111, 112 or 114 shall be excluded from the District and assessed as part of the Residential District.

Mixed-Use: A 'mixed use' category which consists of property equal to or greater than 112,000 square feet but less than 50% commercially developed. For the 'mixed use' category, the Planning Department shall annually identify all property equal to or greater than 112,000 square feet which are 50% or less commercially developed. Those properties shall be assessed 50% commercial and 50% at capped residential.

Commercial: 1 million square foot cap for all other property. The 1 million square foot cap for all other property encourages large green areas on some private properties within the City.

Inter-local Agreement: An "inter-local contracted maintenance" category that designates properties owned by other governments or their agencies adjacent to City streets that are maintained by the other governments or their agencies. This category's assessment includes a 7.5% administrative fee as well as the annual contracted cost of maintenance. The maintenance cost portion is agreed upon by the City and the contracting entity.

Fiscal Impact:

Adoption of Resolution 10243 will allow the City to fund the cost of work, improvements and maintenance in the street maintenance district.

For Fiscal Year 2019, the street maintenance assessment will remain the same as Fiscal Year 2018. This equates to an assessment factor of \$0.014702 per square foot, for a total of \$4,583,265 and will result in an annual assessment of \$110.27 for an average size lot of 7,500 square feet (7,500 sq. ft. x 0.014702 factor = \$110.27.)

Alternatives:

The City Commission could choose to not set the public hearing and thereby deny the adoption of

Resolution 10243 to Levy and Assess Street Maintenance; however, the reduction in services for street maintenance could be hazardous to the safety and welfare of the general public.

Concurrences:

Public Works staff is responsible for the operational expenses of the Street Department. Finance staff is responsible for assessing and collecting the revenues necessary to carry out the operations.

ATTACHMENTS:

- ▣ Resolution 10243
- ▣ Legal Notice Street Assessment

RESOLUTION NO. 10243

A RESOLUTION LEVYING AND ASSESSING THE COST OF STREET MAINTENANCE FOR STREETS AND ALLEYS IN THE CITY OF GREAT FALLS, MONTANA FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

WHEREAS, creation and alteration of Street Maintenance Districts is authorized pursuant to Title 7, Chapter 12, Part 44, MCA; and

WHEREAS, the City Commission did provide for street maintenance pursuant to Ordinance 1687 adopted September 7, 1971; and

WHEREAS, the City Commission did amend and expand the scope of street maintenance services pursuant to Ordinance 2584 adopted February 5, 1991; and

WHEREAS, the City Commission finds and has determined that each and every lot or parcel within said district has been or will be specially benefited by said maintenance; and

WHEREAS, the City intends to continue maintaining streets and alleys within the corporate limits of the City of Great Falls; and

WHEREAS, on July 17, 2018, the City Commission adopted Resolution 10240, Annual Budget Resolution, in which the estimated assessment for such maintenance not offset by other revenues within the Street Maintenance District was reflected as FOUR MILLION FIVE HUNDRED EIGHTY-THREE THOUSAND TWO HUNDRED SIXTY-FIVE DOLLARS (\$4,583,265); and

WHEREAS, in accordance with § 7-12-4426, MCA, notice was published setting forth that Resolution No. 10243 Levying and Assessing the Cost of Street Maintenance for Streets and Alleys in the City of Great Falls, Montana, would be brought before the Great Falls City Commission for public hearing on August 7, 2018.

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

Section 1 – Maintenance Costs Assessed

The costs of maintenance, not offset by other revenues, in the Street Maintenance District, totaling FOUR MILLION FIVE HUNDRED EIGHTY-THREE THOUSAND TWO HUNDRED SIXTY-FIVE DOLLARS (\$4,583,265) be levied and assessed upon the property in said district for the fiscal year ending June 30, 2019. The description of each lot or parcel of land within the Street Maintenance District and the respective assessments are set forth in the records of the Finance Department of the City of Great Falls, Montana, and by this reference incorporated herein as if fully set forth.

Section 2 – Maintenance Assessment Method

The percentage of the cost of maintenance for the assessable areas benefitted by the maintenance district as established in § 7-12-4425, MCA, shall be made as set forth in § 7-12-4422, MCA.

The Street Maintenance District shall be assessed according to factors based on the property classification and square footage with caps. Assessable areas within the Street Maintenance District shall be set with a square footage cap of 12,000 square feet for residential property and properties categorized as non-profit/cemetery organizations 501(c)(3) as defined by the Internal Revenue Code, and a one million square feet cap for all other property. Downtown District shall be defined as being within an area bounded on the north by Third Alley North, on the south by Third Alley South, on the east by Tenth Street and on the west by Park Drive and any properties located within this area with a designated residential land use code shall be excluded from the District. The Planning and Community Development Department shall annually identify all mixed-use property equal to or greater than 112,000 square feet which are 50% or less commercially developed. Those mixed-use properties shall be assessed 50% commercial and 50% capped residential. Inter-local Agreement shall be defined as properties owned by other governments or their agencies adjacent to City streets that are maintained by the other governments or their agencies. This category's assessment includes a 7.5% administrative fee as well as the annual contracted cost of maintenance.

No proration of the street maintenance assessment shall be made for any reason, including the fact that a particular property did not have paved streets for the entire taxable year.

Section 3 – Assessments Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2018 and May 31, 2019.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 7th day of August, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10243 – A Resolution Levying and Assessing the Cost of Street Maintenance for Streets and Alleys in the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana on Tuesday, August 7, 2018, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10243 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:

Publication Dates: July 6 & 13, 2018



Item: Set Public Hearing for Resolution 10244 to Levy and Assess Properties within Special Improvement Lighting Districts

From: Judy Burg, Taxes and Assessments

Initiated By: Annual Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing date for Resolution 10244 to Levy and Assess Properties within Special Improvement Lighting Districts

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a public hearing date on Resolution 10244 for August 7, 2018 at 7:00 p.m. to levy and assess properties within Special Improvement Lighting Districts."

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

Staff Recommendation:

Staff recommends the City Commission set a public hearing date for August 7, 2018.

Background:

There are currently 27 Special Improvement Lighting Districts (SLD's) with approximately 9,429 roadway lights. The majority (97%) of the roadway lights are owned by Northwestern Energy. The City pays a maintenance fee to Northwestern Energy for these lights in addition to a fee which covers the electrical transmission and distribution. The electrical supply for the street lights is currently being furnished by Talen Treasure State. The remaining 3% of roadway lighting is City-owned. The Special Improvement Lighting District funds are administered by the Finance Department. The purpose of the fund is to maintain the light poles and furnish electrical current for the lighting districts throughout the year. After determining financial factors pertinent to the operation of the special improvement lighting districts, an assessment amount for the next fiscal year is calculated, budgeted and presented to the City Commissioners for approval.

As part of the annual budget development and adoption procedures, the Special Improvement Lighting Districts Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

Fiscal Impact:

Adoption of Resolution 10244 will allow the City to fund the operational and maintenance costs required in the Special Improvement Lighting Districts for the fiscal year.

ASSESSMENT ANTICIPATED

The anticipated assessment amount for the Special Improvement Lighting District funds for the next fiscal year is \$1,164,252. After review of the budget and the estimated assessment for Fiscal Year 2018/2019, the total assessment amount reflects a 0% increase from the prior fiscal year as a majority of the cash balances for the various lighting districts are more than adequate to cover the operational costs for the districts.

<u>TOTAL ASSESSMENT</u>	<u>FISCAL YEAR</u>
\$ 1,547,428	2014/2015 (26 Districts)
\$ 1,428,082	2015/2016 (26 Districts)
\$ 1,175,344	2016/2017 (27 Districts)
\$ 1,159,589	2017/2018 (27 Districts)
\$ 1,164,252	2018/2019 (27 Districts)

Fiscal Year 2018/2019 assessment per district is indicated on the SLD Maintenance Budget and Assessment Worksheet attached as Exhibit "A" and made a part of Resolution 10244.

Alternatives:

The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10244; however, the reduction in services to the community could be hazardous to the safety and welfare of the general public.

Concurrences:

Finance staff is responsible for the operation expenses, along with assessing and collecting the revenues; Public Works is responsible for the maintenance of all City-owned lighting districts.

ATTACHMENTS:

- Resolution 10244
- SLD Budget & Assessment Worksheet - Exhibit "A"
- Map of Lighting Districts in Great Falls
- Legal Notice Street Lighting Assessment

RESOLUTION NO. 10244

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING SPECIAL IMPROVEMENT LIGHTING DISTRICTS (SLD'S) NUMBERED 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 AND 1310 IN THE CITY OF GREAT FALLS, MONTANA, FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

WHEREAS, the City Commission declares that the above-captioned Special Improvement Lighting Districts were created, lighting systems installed and that the City intends to continue maintenance of such lighting systems in said SLD's; and

WHEREAS, the City Commission declares that each lot or parcel of land contained in each of said SLD's will continue to be benefited by such lighting in the same manner as determined in the creation of each Special Improvement Lighting District; and

WHEREAS, on July 17, 2018, the City Commission adopted Resolution 10240, Annual Budget Resolution. The budgeted amounts for maintenance of the City's lighting systems were reviewed and adjusted. The newly adjusted assessment amount totals ONE MILLION ONE HUNDRED SIXTY-FOUR THOUSAND TWO HUNDRED FIFTY-TWO DOLLARS (\$1,164,252); and

WHEREAS, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10244 Levying and Assessing the Cost of Maintaining Special Improvement Lighting Districts (SLD's) Nos. 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and 1310 in the City of Great Falls, Montana, would be brought before the Great Falls City Commission for public hearing on August 7, 2018.

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

Section 1 – Maintenance Costs Assessed

The cost of maintenance for said lighting systems in the above-captioned SLD's totaling \$1,164,252 be levied and assessed upon the properties in said SLD's.

Section 2 – Assessment Method

Each lot and parcel within each SLD is hereby assessed a proportion of the maintenance costs attributed to the SLD in the proportion to which its assessable area (individual square feet) bears to the area of the whole special improvement lighting district (total square feet), exclusive of streets, avenues, alleys and public places. An assessment projection summary of each district, describing total cost, is attached hereto and, by this reference, incorporated herein as if fully set

forth. The description of each lot or parcel of land within each SLD and the respective assessments are set forth in the records of the Fiscal Services Department of the City of Great Falls, Montana and by this reference is also incorporated herein as if fully set forth.

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2018 and May 31, 2019.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 7th day of August, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

**SPECIAL IMPROVEMENT LIGHTING DISTRICTS MAINTENANCE BUDGET & ASSESSMENT WORKSHEET
RESOLUTION 10244 - EXHIBIT "A"**

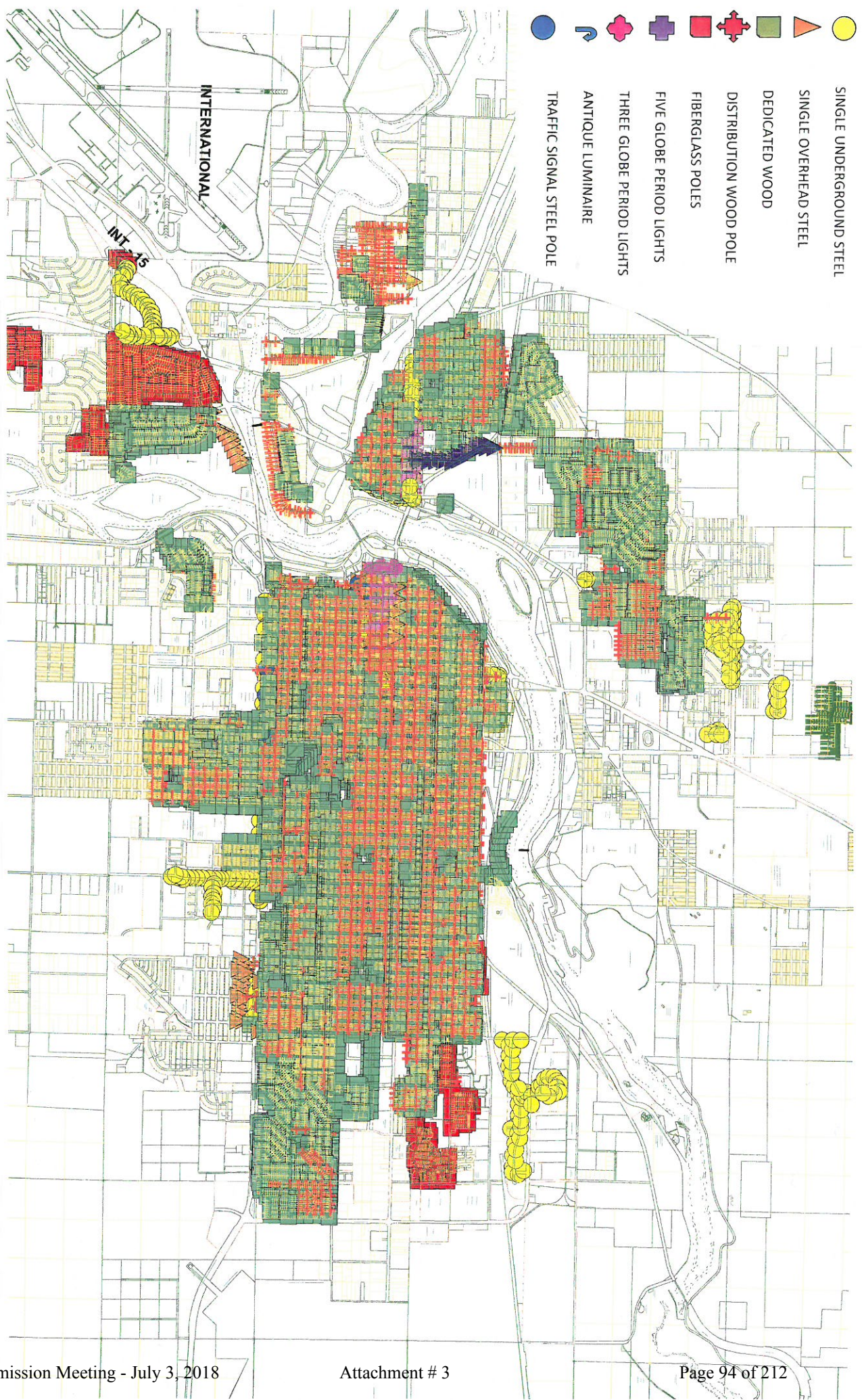
FY 2019															
DISTRICT	DISTRICT TYPE	FUND	REQUESTED EXPENSES								2019 ENDING CASH	2018 ASSESSMENT	2019 ASSESSMENT	DIFF (+/-)	
			XXXX.00.104 43420	XXXX.00.104 45120	XXXX.00.104 48692	XXXX.00.104 48652	XXXX.31.536 42390	XXXX.31.536 43690	XXXX.31.536 48636	REQUESTED TOTAL EXPENSES					
			2019 PROJECTED BEGINNING CASH	2% REQUESTED UTILITY EXPENSE	OTHER MISC EXPENSES	MAPPING SERVICE	FISCAL SERVICE CHARGE	PUBLIC WORKS SUPPLIES & MATERIALS	PUBLIC WORKS OUTSIDE CONTRACTOR	PUBLIC WORKS INTERNAL MAINTENANCE					
18 STREET	8402	1,855	2,724	-	-	232	-	-	-	2,956	1,782	2,883	2,883	-	
650 PERIOD	8403	43,106	5,491	-	-	467	1,455	1,455	1,455	10,323	42,212	9,429	9,429	-	
651 STREET	8404	3,743	2,244	-	-	191	-	-	-	2,435	2,446	1,138	1,138	-	
912 STREET	8405	14,072	14,131	-	-	1,201	-	-	-	15,332	12,208	13,468	12,208	(1,260)	
973 STREET	8406	24,389	52	-	-	4	-	-	-	56	24,387	55	55	-	
1067A ALLEY	8407	5,614	4,995	-	-	425	-	-	-	5,420	4,954	4,760	4,760	-	
1105 STREET	8408	3,090	3,957	-	-	336	-	-	-	4,293	2,507	3,710	3,710	-	
1230 STREET	8409	488	195	-	-	17	-	-	-	211	461	185	185	-	
1255 STREET	8410	1,043	390	-	-	33	-	-	-	423	992	371	371	-	
1261 PERIOD	8411	10,635	4,601	286	-	391	1,220	1,220	1,220	8,937	9,851	8,153	8,153	-	
1269 PERIOD	8412	88,080	14,704	780	-	1,250	3,897	3,897	3,897	28,427	85,588	25,935	25,935	-	
1270 PERIOD	8413	18,011	6,217	234	-	528	1,648	1,648	1,648	11,923	16,505	10,417	10,417	-	
1289 STREET	8414	13,138	13,839	-	-	1,176	-	-	-	15,016	10,797	12,674	10,797	(1,877)	
1290 STREET	8415	1,711	1,148	-	-	98	-	-	-	1,245	1,559	1,093	1,093	-	
1294 SLDA	8416	88,687	141,649	-	831	12,041	-	200	-	154,721	69,777	135,811	139,611	3,800	
1298 SLDI	8417	43,490	20,921	-	712	1,778	-	-	-	23,412	30,263	10,185	10,185	-	
1295 SLDC	8418	68,098	58,617	-	831	4,983	-	-	-	64,431	60,217	56,550	56,550	-	
1296 SLDR	8419	1,302,040	924,426	-	2,789	78,584	-	10,313	-	1,016,113	1,127,870	841,943	841,943	-	
1297 SLDT	8420	27,448	29,757	-	772	2,530	-	-	-	33,059	8,887	14,498	18,498	4,000	
1302 ML3	8430	20,075	735	-	-	63	195	195	195	1,383	19,249	557	557	-	
1304 EC1	8432	8,963	1,946	-	-	165	516	516	516	3,659	7,009	1,705	1,705	-	
1306 ML4	8434	5,945	292	-	-	25	77	77	77	548	5,768	371	371	-	
1308 ECII & III	8436	10,247	1,320	-	-	112	350	350	350	2,482	8,898	1,133	1,133	-	
1310 ML5	8438	8,761	973	-	-	83	258	258	258	1,830	7,767	835	835	-	
1303 Stone Meadow 1	8440	13,052	518	-	-	44	137	137	137	974	12,524	446	446	-	
1305 Water Tower	8442	11,369	390	-	-	33	103	103	103	733	10,971	334	334	-	
1309 Stone Meadow 2	8444	1,900	541	-	-	46	143	143	143	1,016	1,833	950	950	-	
ALL DIST	Fund 217	8401	46,625	-	-	-	-	-	-	-	-	-	-	-	
			1,885,676	1,256,774	1,300	5,935	106,837	10,000	20,513	10,000	1,411,358	1,587,282	1,159,589	1,164,252	4,663

City-Owned Lighting Districts

% of Increase

0%

- ▲ STREET DEPARTMENT
- SINGLE UNDERGROUND STEEL
- ▲ SINGLE OVERHEAD STEEL
- DEDICATED WOOD
- DISTRIBUTION WOOD POLE
- FIBERGLASS POLES
- FIVE GLOBE PERIOD LIGHTS
- THREE GLOBE PERIOD LIGHTS
- ANTIQUE LUMINAIRE
- TRAFFIC SIGNAL STEEL POLE



A MORE DETAILED AND LARGER VERSION OF THIS MAP IS AVAILABLE IN THE FINANCE DEPARTMENT

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10244 – A Resolution Levying and Assessing the Cost of Maintaining Special Improvement Lighting Districts (SLD's) Numbered 18, 650, 651, 912, 973, 1067A, 1105, 1230, 1255, 1261, 1269, 1270, 1289, 1290, 1294, 1295, 1296, 1297, 1298, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and 1310 in the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana on Tuesday, August 7, 2018, at 7:00 o'clock p.m. Any interested person may appear and speak for or against Resolution 10244 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication Dates: July 6 & 13, 2018



Item: Set Public Hearing for Resolution 10245 to Levy and Assess Special Improvement General Boulevard Maintenance District No. 3570

From: Judy Burg, Taxes and Assessments

Initiated By: Annual Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set Public Hearing Date for Resolution 10245 to Levy and Assess Special Improvement General Boulevard Maintenance District No. 3570

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a public hearing date on Resolution 10245 for August 7, 2018 to levy and assess Special Improvement General Boulevard Maintenance District No. 3570."

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

Staff Recommendation:

Staff recommends the City Commission set a public hearing date for August 7, 2018.

Background:

The Park and Recreation Department, Natural Resources - Boulevard Division is responsible for the care and maintenance of over 15,000 street trees located within the General Boulevard District. Services provided within the District are pruning, removal, planting and streetscape design.

The budget development process begins in January of each year when the Natural Resources - Boulevard Division receives its midyear financial reports. The midyear reports, and subsequent reports, are used to determine the current financial position of the department. Information is gathered regarding the actual and anticipated expenses, future projects, goals and objective of the department.

After calculating all factors pertinent to the operation of the Natural Resources - Boulevard Division, an assessment amount for the next fiscal year is calculated, proposed and presented to the City Commission

for approval. An increase of 3% has been proposed for Fiscal Year 2019. The last General Boulevard Maintenance increase of 7% was approved in Fiscal Year 2018.

In order to legally provide for the necessary assessment support, State laws require City Commission hearings and passage of authorizing resolutions. MCA Sections 7-12-4102, 4176, and 4179 authorize the City Commission to create and assess the costs of work, improvements, and maintenance to the owners of property within the boundaries of such district.

As part of the annual budget development and adoption procedures, the Special Improvement General Boulevard Maintenance District Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

Fiscal Impact:

Adoption of Resolution 10245 will allow the City to finance the costs of work, improvements and maintenance conducted each year in the Special Improvement Boulevard Maintenance District.

ASSESSMENT ANTICIPATED

The anticipated assessment amount for General Boulevard Maintenance for the next fiscal year is the amount reflected in the Fiscal Year 2019 Budget. This equates to an assessment of \$0.010892 per square foot, for a total of \$386,564 and will result in an assessment of \$81.69 for an average size lot of 7,500 square feet (7,500 sq. ft. x 0.010892 factor = \$81.69.) This is a yearly increase of \$2.38 for an average lot size of 7,500 square feet.

Alternatives:

The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10245 to Levy and Assess General Boulevard Maintenance; however, the reduction in services to trim, prune, spray, and maintain the trees within the district would be harmful and devastating to the overall shelter and beauty provided by the street trees to the community.

Concurrences:

Park and Recreation staff is responsible for the operation expenses of the Boulevard District Fund. Finance staff is responsible for assessing and collecting the revenues necessary to carry out the operations.

ATTACHMENTS:

- ▢ Resolution 10245
- ▢ Map of General Boulevard District
- ▢ Legal Notice General Boulevard

RESOLUTION NO. 10245

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING BOULEVARDS IN THE GENERAL BOULEVARD DISTRICT NO. 3570 OF THE CITY OF GREAT FALLS, MONTANA FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

WHEREAS, the City Commission did create a General Boulevard Maintenance District No. 3570 by Resolution 3570 on January 2, 1946; and

WHEREAS, the City Commission did amend and exclude Lots 8-14, Block 34 of Boston and Great Falls Addition, from the boundaries of the General Boulevard District by Resolution 8132 on September 1, 1987, in accordance with § 7-12-4335, MCA; and

WHEREAS, the City intends to continue trimming, pruning, spraying, and otherwise maintaining the trees within said district, except when such maintenance conflicts with other provisions of the Official Code of the City of Great Falls; and

WHEREAS, on July 17, 2018, the City Commission adopted Resolution 10240, Annual Budget Resolution, in which the estimated assessment for such maintenance within the General Boulevard Maintenance District No. 3570 was reflected as THREE HUNDRED EIGHTY-SIX THOUSAND FIVE HUNDRED AND SIXTY-FOUR DOLLARS (\$386,564); and

WHEREAS, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10245 Levying and Assessing the Cost of Maintaining Boulevards in the General Boulevard Maintenance District No. 3570 would be brought before the Great Falls City Commission for public hearing on August 7, 2018.

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

Section 1 – Maintenance Costs Assessed

The cost of maintaining boulevards in General Boulevard Maintenance District No. 3570, totaling \$386,564, be levied and assessed upon the properties in said district for the fiscal year ending June 30, 2019.

Section 2 – Maintenance Assessment Method

Each lot and parcel within the district be assessed in proportion to its square footage. The procedure for determining the square footage to be assessed is the total square footage as set forth in Exhibit “A” of Resolution 6202 adopted by the Great Falls City Commission on July 22, 1968, and presently on file in the office of the City Clerk.

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2018 and May 31, 2019.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 7th day of August, 2018.

Bob Kelly, Mayor

ATTEST:

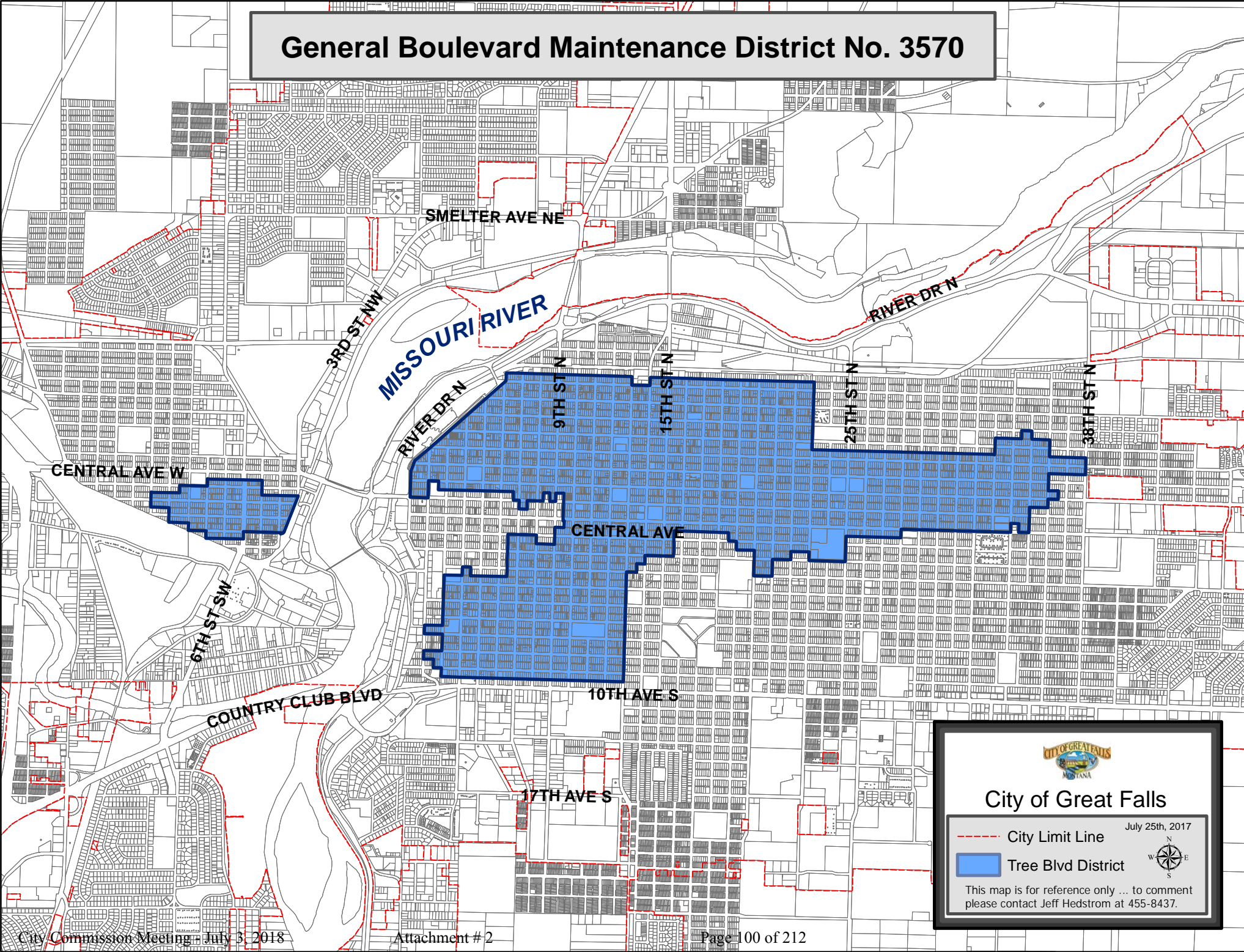
Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

General Boulevard Maintenance District No. 3570



PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10245 – A Resolution Levying and Assessing the Cost of Maintaining Boulevards in the General Boulevard District No. 3570 of the City of Great Falls, Montana for the Fiscal Year Beginning July 1, 2018 and ending June 30, 2019 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana on Tuesday, August 7, 2018, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10245 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication Dates: July 6 & 13, 2018



Item: Set Public Hearing for Resolution 10246 to Levy and Assess Special Improvement Portage Meadows Maintenance District No. 1195

From: Judy Burg, Taxes and Assessments

Initiated By: Annual Assessment Process

Presented By: Melissa Kinzler, Finance Director

Action Requested: City Commission set public hearing for Resolution 10246 to Levy and Assess Special Improvement Portage Meadows Maintenance District No. 1195

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a public hearing date on Resolution 10246 for August 7, 2018 at 7:00 p.m. to levy and assess Special Improvement Portage Meadows Maintenance District No. 1195."

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

Staff Recommendation:

Staff recommends the City Commission set a public hearing date for August 7, 2018.

Background:

In February 1977, Resolution 6913 created Special Improvement Maintenance District No. 1195 for the purpose of maintaining the Green Belt of the Portage Meadows Addition. The assessment covers the costs for materials, snow removal labor, water, mowing labor, fertilizer costs and labor, aeration labor, and tree pruning, which was part of the original Planned Unit Development.

The budget development process begins in January of each year when the Natural Resources - Boulevard Division receives its midyear financial reports. The midyear reports and subsequent reports are used to determine the current financial position of the department. Information is gathered regarding the actual and anticipated expenses, future projects, goals and objective of the department.

After calculating all factors pertinent to the operation of the Natural Resources - Boulevard Division, an

assessment amount for the next fiscal year is calculated, proposed and presented to the City Commissioners for approval. An increase of 7% has been proposed for Fiscal Year 2019. The last Portage Meadows Maintenance District increase of 24% was approved in Fiscal Year 2015.

In order to legally provide for the necessary assessment support, State laws require City Commission hearings and passage of authorizing resolutions. MCA Sections 7-12-4102, 4176, and 4179 authorize the City Commission to create and assess the costs of work, improvements, and maintenance to the owners of property within the boundaries of such district.

As part of the annual budget development and adoption procedures, the Special Improvement Portage Meadows Maintenance District Assessment Resolution must be submitted for City Commission action. A public notice and hearing is required prior to final passage of the assessment resolution.

Fiscal Impact:

Adoption of Resolution 10246 will allow the City to finance the cost of repairs and maintenance required each year in the Special Improvement Portage Meadows Maintenance District.

ASSESSMENT ANTICIPATED

The anticipated assessment amount for Portage Meadows Boulevard Maintenance for the next fiscal year is the amount reflected in the Fiscal Year 2019 Budget. This equates to an assessment factor of \$0.073832 per square foot, a total of \$62,145 and will result in an annual assessment of \$332.32 for an average lot of 4,501 square feet (4,501 sq. ft. x 0.073832 factor = \$332.32.) This is a yearly increase of \$21.74 for an average size lot of 4,501 square feet.

Alternatives:

The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10246 to Levy and Assess Special Improvement Portage Meadows Maintenance District; however, the City agreed to provide the services when the land area was donated to the City. The proposed assessment will allow for the recovery of costs incurred providing those services.

Concurrences:

Park and Recreation staff members are responsible for the operational expenses for the Portage Meadows District Fund. Finance staff members are responsible for assessing and collecting the revenues necessary to carry out the operations.

ATTACHMENTS:

- ▢ Resolution 10246
- ▢ Map of Portage Meadows Boulevard District
- ▢ Legal Notice Portage Meadows Boulevard

RESOLUTION NO. 10246

A RESOLUTION LEVYING AND ASSESSING THE COST OF MAINTAINING THE GREEN BELT PARK OF PORTAGE MEADOWS ADDITION IN THE CITY OF GREAT FALLS ON ALL REAL ESTATE IN SPECIAL IMPROVEMENT MAINTENANCE DISTRICT NO. 1195 FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

WHEREAS, the City Commission did create and amend Special Improvement Maintenance District No. 1195 by Resolutions 6913, 6980, and 8426 on February 15 and July 17, 1977, and July 16, 1991, respectively; and

WHEREAS, the City intends to continue maintaining the Green Belt Park of Portage Meadows Addition within Special Improvement Maintenance District No. 1195; and

WHEREAS, on July 17, 2018, the City Commission adopted Resolution 10240, Annual Budget Resolution, in which the estimated costs for the assessment of such maintenance within Special Improvement Maintenance District No. 1195 was reflected as SIXTY-TWO THOUSAND ONE HUNDRED FORTY-FIVE DOLLARS (\$62,145); and

WHEREAS, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10246 Levying and Assessing the Cost of Maintaining the Green Belt Park of Portage Meadows Addition in the City of Great Falls on all Real Estate in Special Improvement Maintenance District No. 1195 would be brought before the Great Falls City Commission for public hearing on August 7, 2018.

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

Section 1 – Maintenance Costs Assessed

The cost of care and maintenance in Special Improvement Maintenance District No. 1195, totaling \$62,145, be levied and assessed upon the properties in said district for the fiscal year ending June 30, 2019.

Section 2 – Maintenance Assessment Method

There are 186 properties contained within the boundaries of Portage Meadows Special Improvement Maintenance District No. 1195. The costs per property and the property list for Portage Meadows Special Improvement Maintenance District No. 1195 are set forth in the records of the City Clerk of the City of Great Falls. Said property is generally identified as each lot or parcel of land within Portage Meadows Additions #1, #2, and #3, excluding Blocks 4, 5, and 6 of Portage Meadows #1 Addition.

Assessments may be reviewed on an annual basis and the amount may be revised according to the following formula: cost plus ten percent (10%) divided by the total square feet of all of the lots within said district times the square feet of each lot. Costs shall be for expendable material,

snow removal labor, water, mowing labor, fertilizer costs and labor, aerification labor, and tree pruning costs.

Section 3 – Assessment Due Date

Assessments are payable in two payments and will become delinquent at 5:00 o'clock p.m. on November 30, 2018 and May 31, 2019.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 7th day of August, 2018.

Bob Kelly, Mayor

ATTEST:

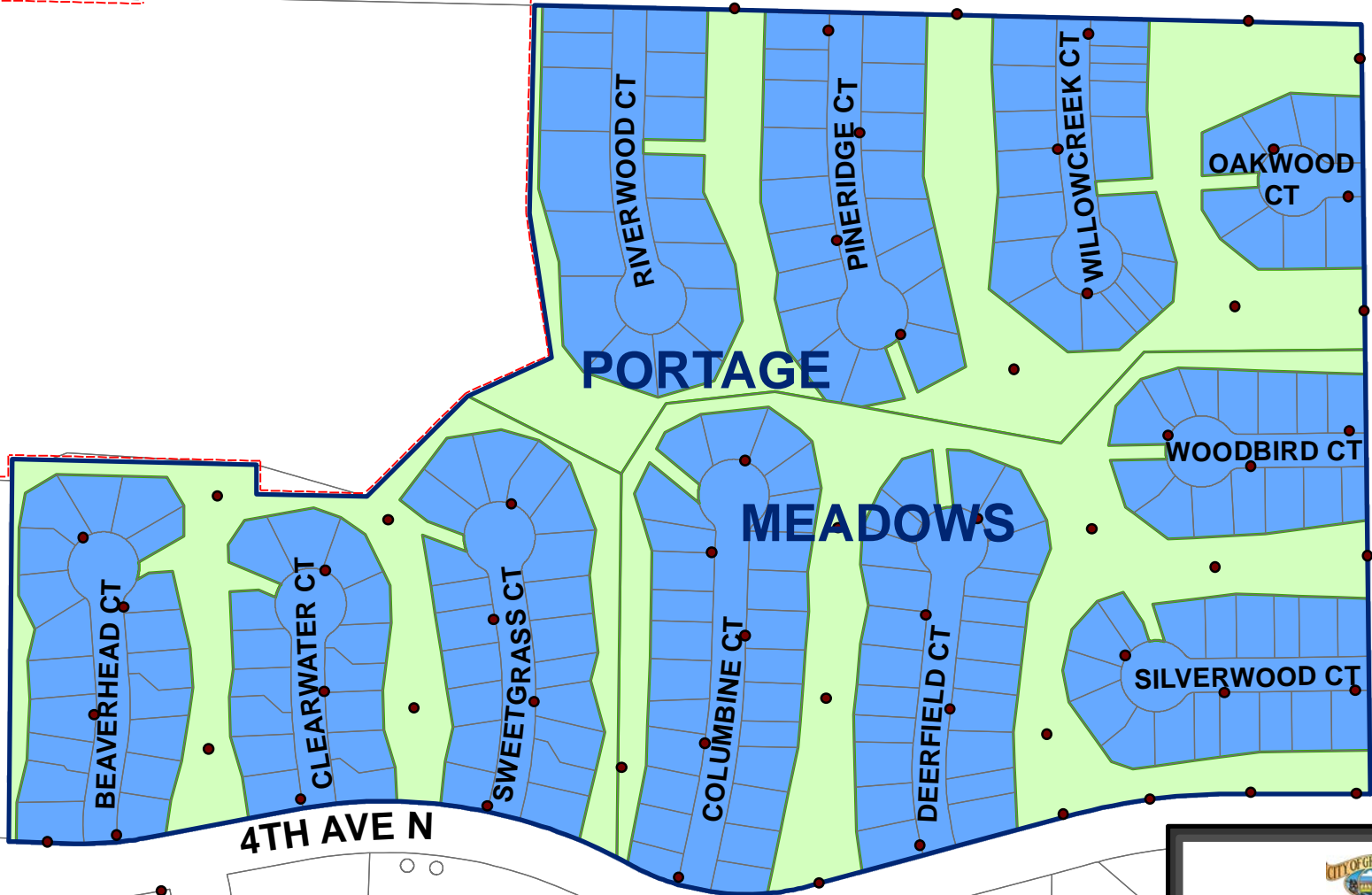
Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

Portage Meadows Maintenance District No. 1195



46TH ST N

4TH AVE N

52TH ST N


City of Great Falls
June 12th, 2014

-  City Limit Line
-  Light Poles
-  Green Belt Area
-  Portage Properties



This map is for reference only ... to comment please contact Jeff Hedstrom at 455-8437.

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that Resolution 10246 – A Resolution Levying and Assessing the Cost of Maintaining the Green Belt Park of Portage Meadows Addition in the City of Great Falls on all Real Estate in Special Improvement Maintenance District No. 1195 for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019 – will be brought before the Great Falls City Commission for public hearing in the Commission Chambers, Civic Center Building, 2 Park Drive South, Great Falls, Montana, on Tuesday, August 7, 2018, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10246 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz
City Clerk

DO NOT PUBLISH BELOW THIS LINE:
Publication Dates: July 6 & 13, 2018



Item: Resolution 10252- Amending Building Permit Fees

From: Craig Raymond, Director, Planning and Community Development

Initiated By: Planning and Community Development

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

Action Requested: Set Public Hearing on Resolution 10252 for August 7, 2018

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (set/not set) a public hearing on Resolution 10252 for August 7, 2018"

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

Staff Recommendation:

Staff recommends that the City Commission set a public hearing on Resolution 10252 for August 7, 2018.

Background:

In July 2011, the City Commission adopted Resolution 9933 increasing permit fees for building, electrical, mechanical, plumbing and other permit fees related to the Building Safety Division operations. In April 2014, the City Commission adopted Resolution 10064 further increasing related fees, as well as plan review fees.

Administrative Rules of Montana (ARM) 24.301.203(5) limits the Building Safety Reserve Fund to a maximum that which is necessary to support department operations for a period of twelve months. Currently, the fund balance for the Building Safety Division is approaching this maximum limit which necessitates the City Commission take action in order to keep the City in compliance with this rule.

Staff recommends that the City Commission adopt Resolution 10252 decreasing all permit fees by 5%. Staff will monitor whether further reductions are necessary in the future depending on construction and permitting activity, permit revenue and departmental budget needs.

Fiscal Impact:

Reducing permit fees is anticipated to have a corresponding decrease in permit revenue however it is not known the final impact, due to unknown construction and permit revenue activity levels for the coming fiscal year.

Alternatives:

The City Commission could not adopt Resolution 10252 which may put the City in jeopardy of sanctions from the State of Montana as a result of the annual agreed upon procedures audit.

Concurrences:

The City of Great Falls Finance Department as well as the City Manager's Office has been involved throughout the budget process and concurs with Resolution 10252

ATTACHMENTS:

- Resolution 10252
- Exhibit A- Permit Fee Schedule

RESOLUTION NO. 10252

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, TO ESTABLISH RATES IN ACCORDANCE WITH TITLE 15 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF), RELATING TO PERMIT FEES AND PLAN REVIEW FEES FOR BUILDING, PLUMBING, MECHANICAL, ELECTRICAL AND SIGN PERMITS IN THE CITY

WHEREAS, the City Commission adopted Resolution 10064 on April 1, 2014, establishing rates in accordance with Title 15 of the Official Code of the City of Great Falls relating to permit fees for building, plumbing, mechanical, electrical and sign permits in the City of Great Falls; and

WHEREAS, the City of Great Falls reviews plans and processes approximately 3,000 permits annually; and

WHEREAS, having considered the cost of service associated with promoting safe buildings for the citizens of Great Falls, it is necessary to adjust fees accordingly; and

WHEREAS, in accordance with ARM 24.301.203(5) the Building Safety Division reserve fund is limited to that which will support Department operations for a twelve month period; and

WHEREAS, the reserve fund of the Great Falls Building Safety Division is approaching it's mandated cap.

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

1. That Resolution No. 10064 is hereby repealed.
2. That the Permit Fee schedule attached hereto as Exhibit "A" is hereby approved.
3. That this Resolution shall become effective upon adoption.
4. Plan review fees shall remain as established by this resolution unless specifically amended by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, August 7, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney

EXHIBIT "A"

Building Permit Fees - Effective July 1, 2018						
Value		Permit	Value		Permit	
\$1	\$1,000	\$62.61	\$50,001	\$51,000	\$718.07	\$100,001 TO \$500,000:
\$1,001	\$2,000	\$74.90	\$51,001	\$52,000	\$725.67	\$1,091.02 FOR THE FIRST \$100,000
\$2,001	\$3,000	\$90.12	\$52,001	\$53,000	\$733.29	PLUS \$6.39 FOR EACH
\$3,001	\$4,000	\$105.34	\$53,001	\$54,000	\$740.91	ADDITIONAL \$1,000 OR
\$4,001	\$5,000	\$120.56	\$54,001	\$55,000	\$748.51	PORTION THEREOF
\$5,001	\$6,000	\$135.79	\$55,001	\$56,000	\$756.12	
\$6,001	\$7,000	\$151.01	\$56,001	\$57,000	\$763.72	
\$7,001	\$8,000	\$166.23	\$57,001	\$58,000	\$771.34	\$500,001 TO \$1,000,000:
\$8,001	\$9,000	\$181.45	\$58,001	\$59,000	\$778.96	\$3,646.14 FOR THE FIRST \$500,000
\$9,001	\$10,000	\$196.68	\$59,001	\$60,000	\$786.57	PLUS \$5.04 FOR EACH
\$10,001	\$11,000	\$211.90	\$60,001	\$61,000	\$794.18	ADDITIONAL \$1,000 OR
\$11,001	\$12,000	\$227.13	\$61,001	\$62,000	\$801.79	PORTION THEREOF
\$12,001	\$13,000	\$242.35	\$62,001	\$63,000	\$ 809.40	
\$13,001	\$14,000	\$257.57	\$63,001	\$64,000	\$817.02	
\$14,001	\$15,000	\$272.80	\$64,001	\$65,000	\$824.63	\$1,000,000 AND UP:
\$15,001	\$16,000	\$288.02	\$65,001	\$66,000	\$832.24	\$6,161.34 FOR THE FIRST \$1,000,000
\$16,001	\$17,000	\$303.24	\$66,001	\$67,000	\$839.85	PLUS \$3.81 FOR EACH
\$17,001	\$18,000	\$318.46	\$67,001	\$68,000	\$847.46	ADDITIONAL \$1,000 OR
\$18,001	\$19,000	\$333.68	\$68,001	\$69,000	\$855.08	PORTION THEREOF
\$19,001	\$20,000	\$348.91	\$69,001	\$70,000	\$862.68	
\$20,001	\$21,000	\$364.13	\$70,001	\$71,001	\$870.30	RESIDENTIAL PLAN REVIEW =
\$21,001	\$22,000	\$379.35	\$71,001	\$72,000	\$877.90	50% OF PERMIT FEE
\$22,001	\$23,000	\$394.57	\$72,001	\$73,000	\$885.51	
\$23,001	\$24,000	\$409.80	\$73,001	\$74,000	\$893.12	
\$24,001	\$25,000	\$425.03	\$74,001	\$75,000	\$900.74	COMMERCIAL PLAN REVIEW =
\$25,001	\$26,000	\$436.45	\$75,001	\$76,000	\$908.36	65% OF PERMIT FEE
\$26,001	\$27,000	\$447.85	\$76,001	\$77,000	\$915.96	
\$27,001	\$28,000	\$459.28	\$77,001	\$78,000	\$923.58	
\$28,001	\$29,000	\$470.69	\$78,001	\$79,000	\$ 931.19	
\$29,001	\$30,000	\$482.11	\$79,001	\$80,000	\$938.80	
\$30,001	\$31,000	\$493.53	\$80,001	\$81,000	\$946.41	
\$31,001	\$32,000	\$504.94	\$81,001	\$82,000	\$954.02	
\$32,001	\$33,000	\$516.36	\$82,001	\$83,000	\$961.63	
\$33,001	\$34,000	\$527.77	\$83,001	\$84,000	\$969.25	
\$34,001	\$35,000	\$539.20	\$84,001	\$85,000	\$976.85	
\$35,001	\$36,000	\$550.62	\$85,001	\$86,000	\$984.47	
\$36,001	\$37,000	\$562.02	\$86,001	\$87,000	\$992.07	
\$37,001	\$38,000	\$573.45	\$87,001	\$88,000	\$999.69	
\$38,001	\$39,000	\$584.86	\$88,001	\$89,000	\$1,007.30	
\$39,001	\$40,000	\$596.28	\$89,001	\$90,000	\$1,014.91	
\$40,001	\$41,000	\$607.71	\$90,001	\$91,000	\$1,022.53	
\$41,001	\$42,000	\$619.12	\$91,001	\$92,000	\$1,030.13	
\$42,001	\$43,000	\$630.57	\$92,001	\$93,000	\$1,037.75	
\$43,001	\$44,000	\$641.95	\$93,001	\$94,000	\$1,045.36	
\$44,001	\$45,000	\$653.37	\$94,001	\$95,000	\$1,052.97	
\$45,001	\$46,000	\$664.79	\$95,001	\$96,000	\$1,060.58	
\$46,001	\$47,000	\$676.19	\$96,001	\$97,000	\$1,068.19	
\$47,001	\$48,000	\$687.62	\$97,001	\$98,000	\$1,075.80	
\$48,001	\$49,000	\$699.03	\$98,001	\$99,000	\$1,083.42	
\$49,001	\$50,000	\$710.45	\$99,001	\$100,000	\$1,091.02	

Permit Issuance	
1. For the issuance of each mechanical permit.....	\$34.39
Unit Fee Schedule	
<i>(Note: The following do not include permit-issuing fee.)</i>	
1. Furnaces	
For the installation or relocation of each forced-air of gravity-type furnace or burner, including ducts And vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW).....	19.04
For the installation or relocation of each forced-air or gravity-type furnace or burner, including Ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW).....	22.72
For the installation or relocation of each floor furnace, including vent.....	19.04
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	19.04
2. Gas Piping Systems	
For each outlet.....	7.00
3. Mobile/Manufactured Home hookup	19.04
4. Appliance Vents	
For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit.....	10.07
5. Repairs of Additions	
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code.....	17.68
6. Boilers, Compressors and Absorption Systems	
For the installation or relocation of each boiler or compressor to and including three horsepower (10.6kW), or each absorption system to and including 100,000 Btu/h (29.3kW).....	19.04
For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW) To and including 15 horsepower (52.7kW), or each absorption system over 100,000 Btu/h (29.3kW) to and including 500,000 Btu/h (146.6kW).....	34.15
For the installation or relocation of relocation of each boiler or compressor over 15 horsepower (52.7kW) to and including 1,000,000 Btu/h (293.1kW).....	46.78
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) To and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9kW).....	68.26
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9kW).....	113.81
7. Air Handlers	
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719L/s), including ducts attached thereto.....	13.87
Note: This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.	
For each air-handling unit over 10,000 cfm. (4719L/s).....	22.72
8. Evaporative Coolers	
For each evaporative cooler other than portable type.....	13.87
9. Ventilation and Exhaust	
For each ventilation fan connected to a single duct.....	10.07
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit.....	13.87
For the installation of each Type I commercial kitchen hood.....	62.61
For the installation of each Type II commercial kitchen hood.....	13.87
10. Incinerators	
For the installation or relocation of each domestic-type incinerator.....	22.72
For the installation or relocation of each commercial or industrial-type incinerator.....	91.10
11. Miscellaneous	
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other Appliance categories, or for which no other fee is listed.....	13.87
Other Inspection and Fees:	
1. Inspections outside of normal business hours, per hour (minimum charge—two hours).....	Actual cost of jurisdiction
2. ** Re inspection fee may be assessed for each inspection of re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Minimum charge – one-half hour.....	62.62/hr
3. Inspections for which no fee is specifically indicated, per hour (minimum charge—one-half hour).....	62.62/hr
4. Additional plan review required by changes, additions, or revisions to plans for which an initial review has been completed (minimum charge—one-half hour).....	62.62/hr

**This provision is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.

MEDICAL GAS PERMIT FEES

EFFECTIVE July 1, 2018

For each medical gas piping system serving **one to five inlet(s)/outlet(s)**
for a specific gas:

Oxygen.....1-5 outlet.....	\$63.24	_____	\$_____
Nitrous Oxide.....1-5 outlet.....	\$63.24	_____	\$_____
Nitrogen.....1-5 outlet.....	\$63.24	_____	\$_____
Medical Air.....1-5 outlet.....	\$63.24	_____	\$_____
Vacuum.....1-5 inlet.....	\$63.24	_____	\$_____

For each additional medical gas inlet(s)/outlet(s).....\$ 6.39 _____ \$_____

Permit issuance fee.....\$ 34.39

Permit Issuance

1. For the issuance of each plumbing permit.....	\$34.39
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Unit Fee Schedule

(Note: The following do not include permit-issuing fee.)

1. Fixtures and Vents

For each plumbing fixture or trap or set of fixtures on one trap	12.65
For repair of alteration of drainage or vent piping, each fixture.....	7.61

2. Water Service

For repair, replacement or new (1 only).....	27.87
Utility stubs---2 or more water services ----12.65 ea. plus 34.39 per trip.....	
If included in plumbing/gas permit	12.65
For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps.....	25.29
Rainwater systems—per drain (inside building).....	12.65

3. Water Piping and Water Heaters

For installation, alteration, or repair of water piping or water-treating equipment or both, each.....	7.61
For each water heater.	16.46

4. Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices

For each lawn sprinkler system on any one meter, including backflow protection devices therefore.....	19.04
For atmospheric-type vacuum breakers or backflow protection devices not included in Item 1:	
1 to 5 devices.....	16.46
Over 5 devices, each.....	4.42
For each backflow protective device other than atmospheric-type vacuum breakers:	
2 inches (50.8mm) and smaller.....	15.23
Over 2 inches.....	30.35

5. Swimming Pools

For each swimming pool or spa:	
Public pool.....	112.57
Public spa.....	75.86
Private pool.....	75.86
Private spa.....	37.94

6. Miscellaneous

For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or which no other fee is listed.....	12.65
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Other Inspections and Fees:

1. Inspections outside of normal business hours, per hour (minimum charge—two hours)	Actual cost to jurisdiction
2. ** Re-inspection fees may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Minimum charge – ½ hour.....	62.62/hr
3. Inspections for which no fee is specifically indicated, per hour (minimum charge—1/2 hour).....	62.62/hr
4. Additional plan review required by changes, additions, or revisions to plans for which an initial review has been completed (minimum charge—1/2 hour).....	62.62/hr

**This provision is not to be interpreted as requiring re-inspection fee the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.

ELECTRIC PERMIT FEES EFFECTIVE JULY 1, 2018

Table No. 3-B

For issuing each permit.....\$ **34.39**

Temporary Power Service: For temporary service pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each.....\$ **34.39**

System Fee Schedule

(Note: the following do not include permit issuing fee).

New Residential Buildings

The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.

1. ***Residential**: new construction and extensive remodeling based on square foot area. Included shall be all finished and unfinished rooms, including basements and residential garages. Multifamily dwellings or apartments, up to and including four units within a single structure, come under this section and each unit shall be counted as an individual residence.
 - a. 0 – 750 sq. ft.....\$ **51.81**
 751 – 4,000 sq. ft.....**51.81 plus \$.10 sq. ft. over 750 sq ft.**
 over 4,000 sq. ft.....**\$273.17 plus \$.08 per sq. ft. over 4000 sq. ft.**

2. Mobile or Manufactured Homes: each connection or reconnection.....\$ **27.87**

3. Water pumps: any type
 - a. up to 25 h.p.....\$ **30.32**
 - b. over 25 h.p.....**\$29.46 plus \$.10 per h.p. over 25 h.p.**

4. Private Swimming Pools & Hot Tubs: for new private, residential, in-ground, swimming pools & hot tubs for single-family, multi-family occupancies including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool or hot tub, each.....\$ **27.87**

5. Carnivals, Fairs, Outdoor Concerts and Similar Amusement Establishments and Other Public Assemblies of a Temporary Nature: Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable type rides, booths, displays and attractions.

The electrical inspection fee for each temporary installation shall be **\$65.81** for the entirety of the temporary installation, provided that such inspection can be completed within one hour. If additional inspection time is required, it will be charged at the rate of **\$32.92** for each additional 30 minutes or fractional parts thereof.

6. All Other: fees listed in this section shall apply to any and all electrical installations not specifically mentioned elsewhere in this rule. The wiring cost shall be the cost to the owner of all labor charges and all wiring materials and equipment installed as part of the wiring system. For uniformity of fee, when labor is performed by the owner, such labor cost shall be based at actual cost. The value of factory installed wiring, switches, and controls on equipment shall be included in wiring costs. Value of motors and appliances need not be included. Multifamily dwellings or apartments with five or more dwellings come under this schedule. Mobile Home Parks – distribution wiring including pedestal or service is under this schedule. This does not include or permit the connection of the mobile home. Recreational Vehicle Parks – service conductors distribution and lot supply to individual units come under this schedule plus **\$6.99** per lot.

<u>Total Job Cost</u>	<u>Inspection Fee</u>
\$ 0 - \$ 1,000	\$ 62.01
\$ 1,001 - \$5,000	\$136.52
\$ 5,001 - \$10,000	\$260.51
\$10,001 - \$50,000	\$341.42 for first \$10,000 plus ½ of 1% of balance
More than \$50,000	\$617.03 for first \$50,000 plus ¼ of 1% of balance

7. Residential Appliances: For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges, self-contained room, console, or through-wall air conditions; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding one horsepower (HP) in rating, each.....\$ **21.49**

Note: for other types of air conditioners and other motor driven appliances having larger electrical ratings, see Power Apparatus.

8. **Nonresidential Appliances:** For residential appliances and self-contained factory-wired, nonresidential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt-ampere (KVA), in rating including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment, each.....**\$21.49**

Note: for other types of air conditioners and other motor-driven appliances have larger electrical ratings, see Power Apparatus.

9. **Power Apparatus:** For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows:

Rating in horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilovolt-amperes reactive (KVAR):

Up to and including 10, each.....	\$21.49
Over 10 and not over 50, each.....	30.32
Over 50 and not over 100, each.....	62.01
Over 100, each.....	92.88

Note: a. For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.

b. These fees include all switches, circuit breakers, contractors, thermostats, relays and other directly related control equipment.

10. **Services:** For services of six hundred volts or less and not over two hundred amperes in rating, each.....**\$39.17**
 For services of six hundred volts or less and over two hundred amperes to one thousand amperes in rating, each.....**\$75.86**
 For services over six hundred volts or over one thousand amperes in rating, each.....**\$152.97**

Note: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, bus ways, signs or other equipment.

11. **Option to Permitting Commercial Work under \$300.00 Per Job Cost.** As an option to individual permits for work \$300.00 or under, total electrical job cost, a licensed electrical contractor may purchase an annual permit to cover all jobs of this description for the calendar year. The cost of this permit shall be**\$409.67**

Other Inspections and Fees:

12. Inspections outside of normal business hours (minimum charge – two hours)**Actual Cost to the Jurisdiction**
13. ****Reinspections:** A reinspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections called for are not made (minimum charge – one half hour).....**\$62.62/hr**
14. Inspections for which no fee is specifically indicated.....(minimum charge – one half hour).....**\$62.62hr**
15. Additional plan review required by changes, additions or revisions to approve plans (minimum charge - one half hour).....**\$62.62/hr**

* Includes a maximum of three (3) inspections.

** This provision is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is ready for such inspection or reinspection.

Title 17 - LAND DEVELOPMENT CODE

Chapter 60 SIGN CODE

SIGN FEES

Sign Electrician/Journeyman Certificate (annual).....	\$ 15.00
Sign Electrician Certificate - Class A License.....	\$150.00
Sign Examination Application Fee.....	\$ 50.00
Sign Permit Fees 0 – 24 Sq. Ft.....	\$ 38.78
25 Sq. Ft. or more is \$38.78 plus.....	\$ 1.62 sq ft
Reface Sign Permit/Inspection: existing permitted sign flat fee.....	\$ 65.90
Sign Electrical Inspection Fee	\$ 38.78
Bench Signs/Transit Shelter (annual).....	\$ 77.55
Bench Signs – One Time Design Review Fee.....	\$ 32.31
A-Type Sandwich Board Signs (annual).....	\$ 64.62
On-Premise Temporary Sign – 60 day permit.....	\$ 32.31
Annual permit.....	\$129.24
Central Avenue Banner/BNSF Underpasses – 30 Day Maximum.....	\$ 64.62

HOUSE MOVING (7/1/18)

Can be issued only to licensed house mover.

Application signed by appropriate utilities and departments.

Fee:

Structures less than 14' wide less than 22' length less than 14' high - \$33.35

Structures 14' to 26' wide 22' to 35' length 14' to 20' high - \$66.57

Structures 26' wide & over 36' length & over 20' high - \$133.11

If any one measurement of the building exceeds maximum given in any one fee schedule, the fee shall be determined by the next larger schedule.

If structure is relocated within city limits, building permit must be obtained for the foundation.

If structure is to be moved out of City limits, a demolition permit is required for removal of old foundation. Inspections are required and utilities must be shut off at original site.

Copy to contractor

Copy in Today's slot.

Copy in property file.



Item: Public Hearing - Ordinance 3187 - An Ordinance to Amend Ordinance 2903 for the property located in Jewell Addition, Lot 4, Block 1 to allow a "Residence, Multi-family" land use within the Emerald Green PUD

From: Brad Eatherly, Planner I, Planning and Community Development

Initiated By: T&M Properties and Development LLC

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

Action Requested: City Commission adopt Ordinance 3187

Public Hearing:

1. Mayor conducts public hearing, calling three times each for proponents and opponents.
2. Mayor closes public hearing and asks the will of the Commission.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (adopt/deny) Ordinance 3187."

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

Staff Recommendation:

Staff recommends the City Commission approve the proposed amendment to the PUD. At the conclusion of a public hearing held on May 8, 2018, the Zoning Commission recommended the City Commission approve the amendment request to allow a Residence, multi-family land use for the subject property within the Emerald Green PUD, subject to the fulfillment of the following Conditions of Approval:

Conditions of Approval:

1. General Code Compliance. The proposed project shall be developed consistent with the conditions in this report, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.

2. Amended Plat. Provide an Amended Plat of the subject property which shall incorporate corrections of any errors or omissions noted by Staff.

3. Utilities. The final engineering drawings and specifications for public improvements for the subject property shall be submitted to the City Public Works Department for review and approval.

4. Land Use & Zoning. Development of the property shall be consistent with the allowed uses and specific development standards for this amended PUD Planned Unit Development district designation.

5. Subsequent Modifications and Alterations. If after establishment of the amended PUD, the owner proposes to expand or modify the use, buildings, and/or structures, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the finding for one or more review criteria. If such proposed changes would alter a finding, the proposal shall be submitted for review as a new development application. If such proposed change would not alter a finding, the owner shall obtain all other permits as may be required.

6. Emergency Access: Prior to issuance of a Certificate of Occupancy for the project, the applicant shall install an emergency access for the project site in compliance with Great Falls Fire Rescue Department (GFFR) requirements.

Summary:

The applicant is proposing to develop three 12-unit apartment buildings for a total of 36 units on Lot 4A, a ±2.267 acre parcel located on the south side of American Avenue, between the Hickory Swing Golf Course and Emerald Drive.

Because the original PUD only allowed for a retirement community option on Lot 4, the PUD must be amended in order to allow the developer's request to construct apartments on the property. In addition to the new apartment buildings, the applicant's proposal also includes an amended plat showing the access drive on the east side of the property leading to Hickory Swing Golf Course being deeded to the golf course owner. Currently, the driveway encroaches onto the subject property.

Amended Planned Unit Development Request:

The applicant, T&M Properties and Development LLC, proposes development standards that will only be applied to Lot 4A of the Emerald Green PUD. The remaining lots in the PUD have already been developed and will retain the standards originally approved in the 2006 PUD.

The applicant has proposed that the development standards for Lot 4 include specifications from the City's R-6 Multi-family High Density zoning district including residential density, minimum lot size, and lot size proportions for newly created lots. The proposed PUD standards would allow for a higher maximum height and larger square footage for garages, as well as a smaller rear yard building setback. A table showing the proposed development standards is attached to this report, and staff has no objections to these minor deviations from the R-6 zoning district.

The applicant is proposing ingress and egress for the development to occur off American Avenue. The Fire Department requested an additional point of access in case of blockage to the American Avenue access point. In response, the applicant has provided a secondary emergency access from the golf course drive that will include a knockdown emergency gate. GFFR concurs with this secondary access proposal.

The original PUD called for extending Emerald Drive to connect the condominiums with the approved retirement home on Lot 4. The applicant prefers not to connect the proposed apartments to the existing condominiums due to cost and the desire to heavily landscape and berm the project. Because the proposed use has now changed and the emergency service issue has been resolved, staff is agreeable to this proposal.

Improvements:

Sidewalks and Boulevards: A boulevard style sidewalk will be installed along American Avenue to meet OCCGF requirements. The applicant is also proposing to build interior walkways for the residents of the complex. Rather than a conventional tree-lined boulevard, a landscaped berm is proposed to serve as a noise and visual buffer between the development and the rail yard on the north side of American Avenue. Staff supports the logic of the applicant's request to mitigate railroad noise and believes the berming and landscaping approach is preferable to the continuation of fencing found along the condominium project to the west.

Parking: The applicant is proposing two detached garages, each 2,016 square feet, and two carports. One carport is proposed at 672 square feet while the other is proposed at 1,344 square feet. The total amount of covered parking spaces comes to 28. The applicant is also proposing 26 surface parking spaces, four (4) of which will be handicap accessible. A total of 54 parking spaces are proposed, which complies with code.

Utilities: The Owner is responsible for the installation of all public utilities in order to serve the proposed project. The on-site improvements required for development of the subject property shall be installed as shown on the final construction plans that are submitted to and approved by the Public Works Department. The on-site improvements shall include everything required to provide water, sanitary sewer, stormwater management, and private utilities.

Stormwater Management: The applicant is required to incorporate stormwater management into the design of the site. Several low impact development facilities such as a long biofiltration swale on the west side of the property and a large detention pond on the south side of the property will address water quality treatment. A Stormwater Management Plan shall be developed to City standards and submitted to the City Public Works Department for review and approval prior to issuance of building permits.

Hickory Swing Golf Course Access: The applicant is currently seeking to deed the access road that leads to the Hickory Swing Golf Course to the golf course owners.

Neighborhood Council and Public Input: The subject property is located in Neighborhood Council #2. The applicant presented information to Council #2 on September 13, 2017, and the Council voted in favor of the project. The applicant met with Neighborhood Council #2 again on May 9, 2018, and the Council voted unanimously in favor of the project.

On May 3, prior to the Zoning Commission public hearing, the City received a letter of opposition to the PUD amendment from the Emerald Green Condominium Association. This letter, which is attached to the agenda report, cited concerns about traffic, potential for accidents, and emergency response in the case of a chemical spill. The letter expressed a preference for development of the property with either single family homes or condominiums.

At the Zoning Commission meeting on May 8, several residents of the adjacent condominium development were in attendance. All but one of those present opposed the proposed amendment to the PUD. One resident in attendance did support the proposed project, stating that it would be nicer to have

the proposed apartments rather than an empty lot. Residents opposed to the project cited potential traffic safety impacts to American Avenue as well as its intersection with 6th Street SW, lack of bus service, lack of safe play space for children, and the need for buffering. Despite those concerns, the Zoning Commission recommended in favor of the project.

Conclusion: City staff believes that the proposed amendment to the PUD is supportable for several reasons: 1) it allows for vacant land to finally be developed, 2) the proposed use is very similar in impacts to the originally approved use of the property as a retirement home, and 3) the proposed improvements, particularly the berming and landscaping, will improve the general quality of the area.

The basis for decision on Planned Unit Development requests is listed in OCCGF §17.16.29.050. The recommendation of the Zoning Commission and the decision of City Commission shall at minimum consider the criteria which are attached as Basis - Planned Unit Development.

Background:

The subject property, which will be renamed Lot 4A, was part of a larger acreage rezoned to Planned Unit Development in 2006. The original concept proposed development of a 32-unit condominium project within Lot 3A along with construction of Emerald Drive, as well as a retirement home on the subject property. A 9,400 square foot exercise facility was proposed to be built on Lot 1AA as an addition to, or to replace the golf course clubhouse. Neither the exercise facility nor retirement home was ever constructed, and the subject property has been vacant since the PUD was created 12 years ago. Lot 1 of the PUD is more commonly known as Hickory Swing Golf Course. Lot 3 has been developed as the Emerald Green Condominiums.

Fiscal Impact:

Services will be provided by the City, and the cost of infrastructure improvements will be borne by the developer per the agreed upon terms of the attached Improvement Agreement for Jewell Addition, Lot 4, Block 1. The applicant's PUD amendment request does not create any new fiscal impacts above what would have been anticipated if the property was developed for a retirement home.

Alternatives:

If there are justifiable reasons to do so, the City Commission could deny the requested action to the extent allowed in City Code and State Statute. In such case, alternative Bases of Decision must be provided.

Concurrences:

Representatives from the City's Public Works and Fire Departments have been involved throughout the review and approval process for this project, and will continue to be engaged throughout the Design Review Board and permit approval process. The developer will need to reach out to the City's Mapping and Addressing Division to make sure the development is addressed properly.

ATTACHMENTS:

- ▣ Ordinance 3187
- ▣ Ordinance 3187 Attachment A
- ▣ Basis of Decision
- ▣ Site Plan
- ▣ Aerial Map
- ▣ Zoning Map
- ▣ Elevation

- ▣ Site Photos
- ▣ Traffic Analysis
- ▣ Letter from Condo Association
- ▣ Kathleen Schlingen Ltr Re. Traffic

ORDINANCE 3187

AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS TO AMEND ORDINANCE 2903, FOR THE PROPERTY LEGALLY DESCRIBED AS: JEWELL ADDITION, LOT 4A, BLOCK 1, LOCATED IN THE EAST HALF OF SECTION 10, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M. CASCADE COUNTY, MONTANA, TO ALLOW A CHANGE IN PERMITTED USE FOR A PLANNED UNIT DEVELOPMENT (PUD)

* * * * *

WHEREAS, a 90 acre property located to the south of American Avenue was rezoned to Planned Unit Development (PUD) through adoption of Ordinance 2903 by the City Commission on April 5, 2005; and

WHEREAS, T & M Properties and Development LLC, has petitioned the City of Great Falls to amend Ordinance 2903 to allow a Residence, multi-family land to be permitted for Lot 4A, a 2.267 acre tract of land within the larger PUD; and

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on May 8, 2018, to consider said amendment to allow a Residence, multi-family land use to be permitted in the PUD Planned Unit Development district and, at the conclusion of said hearing, passed a motion recommending the City Commission approve the applicant's request; and,

WHEREAS, notice of said amendment to the subject property was published in the *Great Falls Tribune* advising that a public hearing on this amendment would be held on the 3rd day of July, 2018, before final passage of said Ordinance herein; and

WHEREAS, following said public hearing, it was found and decided that the amendment on said property meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF), Section 17.16.29.050, and that the said amendment be made.

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

Section 1. It is determined that the herein requested rezoning meets the criteria and guidelines cited in Mont. Code Ann. §76-2-304, and Section 17.16.29.050 of the OCCGF.

Section 2. That Ordinance 2903 pertaining to the property legally described as: Jewell Addition Block 1, Lot 4, located in the East half of Section 10, Township 20 North, Range 3 East, P.M., City of Great Falls, Cascade County, Montana, be amended to allow a Residence, multi-family land use, subject to the setbacks, and other development standards attached hereto as

Attachment A, and by this reference made a part hereof, as well as all other applicable regulatory codes and ordinances.

Section 3. Where the OCCGF regulations apply to a specific zoning district, the R-6 Multi-family high density district regulations shall apply to the property within the PUD.

Section 4. This ordinance shall be in full force and effect thirty (30) days after its passage and adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading June 5, 2018.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading July 3, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara 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 3187 on the Great Falls Civic Center posting board and the Great Falls City website.

Lisa Kunz, City Clerk

(CITY SEAL)

LOT 4, BLOCK 1 JEWEL ADDITION PUD ZONING STANDARD

Standard	Silver Stone PUD	R-6
Residential density	-	500 sq. feet of lot area per dwelling unit
Minimum lot size for newly created lots	-	7,500 sq. feet
Minimum lot width for newly created lots	-	50 feet
Lot proportions for newly created lots (maximum depth to width)	-	2.5:1
Maximum building height of principal building	40 feet	65 feet
Maximum building height of detached garage	18 feet	24 feet, but may not be higher than the uppermost elevation of the principal building
Maximum building height of other accessory structures and buildings	18 feet	12 feet
Minimum front yard setback	15 feet	15 feet
Minimum rear yard set back	10 feet	15 feet
Minimum side yard set back	7.5 feet	5 feet
Maximum lot coverage of principal and accessory buildings	17%	Corner lot: 70% Other types: 60%
Maximum Attached Garage	-	-
Maximum Detached Garage	2,100 Square Feet	-

BASIS OF DECISION – PLANNED UNIT DEVELOPMENT

Amended Plat of the Jewell Addition, Block 1, Lot 4, Section 10, Township 20 North,
Range 3 East, PM, City of Great Falls, Cascade County, MT

PRIMARY REVIEW CRITERIA:

The basis for decision on planned unit developments is listed in Official Code of the City of Great Falls § 17.16.29.050 of the Land Development Code. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the following criteria:

1. The development project is consistent with the City's Growth Policy;

The proposed rezoning is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. This project is strongly supported by the Social and Physical portions of the Growth Policy, specifically the goals and principles to: 1) enhance the urban built environment by promoting infill and redevelopment in the City; and 2) encourage a balanced mix of land uses throughout the City.

Social - Housing

- Soc1.4.2 Expand the supply of residential opportunities including single family homes, apartments, manufactured homes and assisted living facilities.
- Soc1.4.6 Encourage a variety of housing types and densities so that residents can choose by price or rent, location and place of work.
- Soc1.4.13 Protect the character, livability and affordability of existing neighborhoods by ensuring that infill development is compatible with existing neighborhoods.

Environmental - Urban Form

- ENV2.3.1 In order to maximize existing infrastructure, identify underutilized parcels and areas with infill potential as candidates for redevelopment in the City.

Physical - Land Use

- Phy4.1.1 Promote and incentivize infill development that is compatible with the scale and character of established neighborhoods.
- Phy4.1.3 Create a balanced land use pattern that provides for a diversity of uses that will accommodate existing and future development in the City.
- Phy4.1.4 Foster the development of safe, walkable, neighborhoods with a mix of uses and diversity of housing types.
- Phy4.1.5 Encourage and incentivize the redevelopment or adaptive reuse of vacant or underutilized properties so as to maximize the City's existing infrastructure.

2. The development project is consistent with applicable neighborhood plans, if any;

Great Falls is separated into nine Neighborhood Councils. There are no adopted Neighborhood

Plans for any of the Councils within the City. The subject property is located in Neighborhood Council #2. The Owner presented information to Council #2 on September 13, 2017, and May 9, 2018, and the Council voted in favor of the project.

3. The establishment, maintenance, or operation of the development project will not be detrimental to, or endanger the public health, safety, morals, comfort or general welfare;

Any development within the City limits requires a review of how the development will impact the public health, safety and welfare. It is not anticipated that the proposed PUD amendment will have any negative impact. The proposed project will be heavily landscaped beyond typical projects. Public health issues have been addressed through the provision of City utilities. Public safety will be improved by the redevelopment of this vacant lot into a contributing portion of the surrounding area. Additionally, a emergency service access has been added to the applicant's plan to address Fire Department requirements for secondary access.

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

The proposed amended PUD provides multi-family housing. Even though the project does increase the density of the lot, the development is still consistent with intent of the original PUD because the development intensity and traffic impacts of apartments are very similar to that of retirement homes. The proposal will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor substantially diminish and impair property values in the area. Most of the surrounding area is not residential in nature. Despite opposition from adjacent condominium owners, staff believes that putting this vacant lot to productive use with a significant amount of new landscaping will actually improve property values.

5. The development project will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;

The amended PUD is located within an existing PUD that has already been partially developed with a total of 27 condominiums to the west and Hickory Swing Golf Course to the south. Therefore, the proposed PUD is not anticipated to impede the normal and orderly development and improvement of the surrounding property for uses permitted.

6. The proposed design of the building and other structures are compatible with the desired character of the neighborhood;

The three proposed apartment buildings feature a contemporary design that is appropriate in scale for the area. The surrounding architectural context was considered in the design of the units.

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

The development of Lot 4A will connect and extend City water and sewer mains and utilize an existing street – American Avenue. The Owner will pay the costs of extending utilities. The development will be designed to meet all criteria required for stormwater runoff control by

utilizing detention and a swale to provide water quality treatment.

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

The development has been designed to utilize American Avenue to provide both ingress and egress for the project. Although condominium owners have expressed concerns about traffic impacts, the existing street will have adequate capacity to accommodate traffic generated by the development. According to a traffic analysis performed by City Staff, there will be a net increase of 27 trips per weekday upon completion of the project – in comparison to the previously approved retirement home for the property.

NOTES:

- EXISTING UNDERGROUND INSTALLATIONS & PRIVATE UTILITIES SHOWN ARE INDICATED ACCORDING TO THE BEST INFORMATION AVAILABLE TO THE ENGINEER. THE ENGINEER DOES NOT GUARANTEE THE ACCURACY OF SUCH INFORMATION. SERVICE LINES (WATER, POWER, GAS, SEWER, TELEPHONE, TELEVISION) MAY NOT BE STRAIGHT LINES OR AS INDICATED ON THE PLANS. STATE LAW REQUIRES CONTRACTOR TO CALL ALL UTILITY COMPANIES BEFORE EXCAVATION FOR EXACT LOCATIONS.
- ALL ONSITE UTILITY IMPROVEMENTS SHALL CONFORM TO THE PLUMBING CODE (UPC) AND ALL ADMINISTRATIVE RULES OF MONTANA AND MODIFICATIONS TO THE UPC.
- ALL IMPROVEMENTS SHALL BE PERFORMED IN ACCORDANCE WITH MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS 6TH EDITION, APRIL, 2010, INCLUDING ALL ADDENDUMS, AND ANY APPLICABLE CASCADE COUNTY STANDARDS.
- ALL PROPOSED WORK WITHIN AMERICAN AVENUE RIGHT-OF-WAY, INCLUDING CURB & GUTTER, PAVING, LANDSCAPE, ETC., IS SUBJECT TO THE APPROVAL OF THE MONTANA DEPARTMENT OF TRANSPORTATION (MDT).
- UNLESS OTHERWISE SPECIFIED, ALL CONSTRUCTION LAYOUT AND STAKING SHALL BE PERFORMED UNDER THE RESPONSIBLE CHARGE OF A LAND SURVEYOR LICENSED IN THE STATE OF MONTANA AND BY A PARTY CHIEF OR ENGINEERING TECHNICIAN EXPERIENCED IN CONSTRUCTION LAYOUT AND STAKING TECHNIQUES AS ARE REQUIRED BY THE SPECIFIC TYPE OF WORK BEING PERFORMED.
- ALL EARTHWORK, TRENCHING, GRADING, FILLING, ETC., SHALL BE PERFORMED IN ACCORDANCE WITH GEOTECHNICAL INVESTIGATION REPORT RECOMMENDATIONS PREPARED FOR THIS PROJECT IF APPLICABLE.

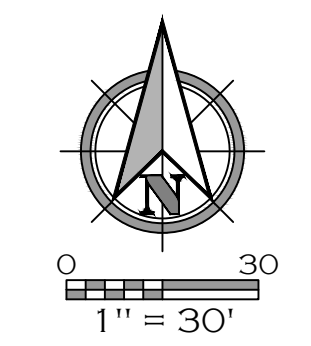
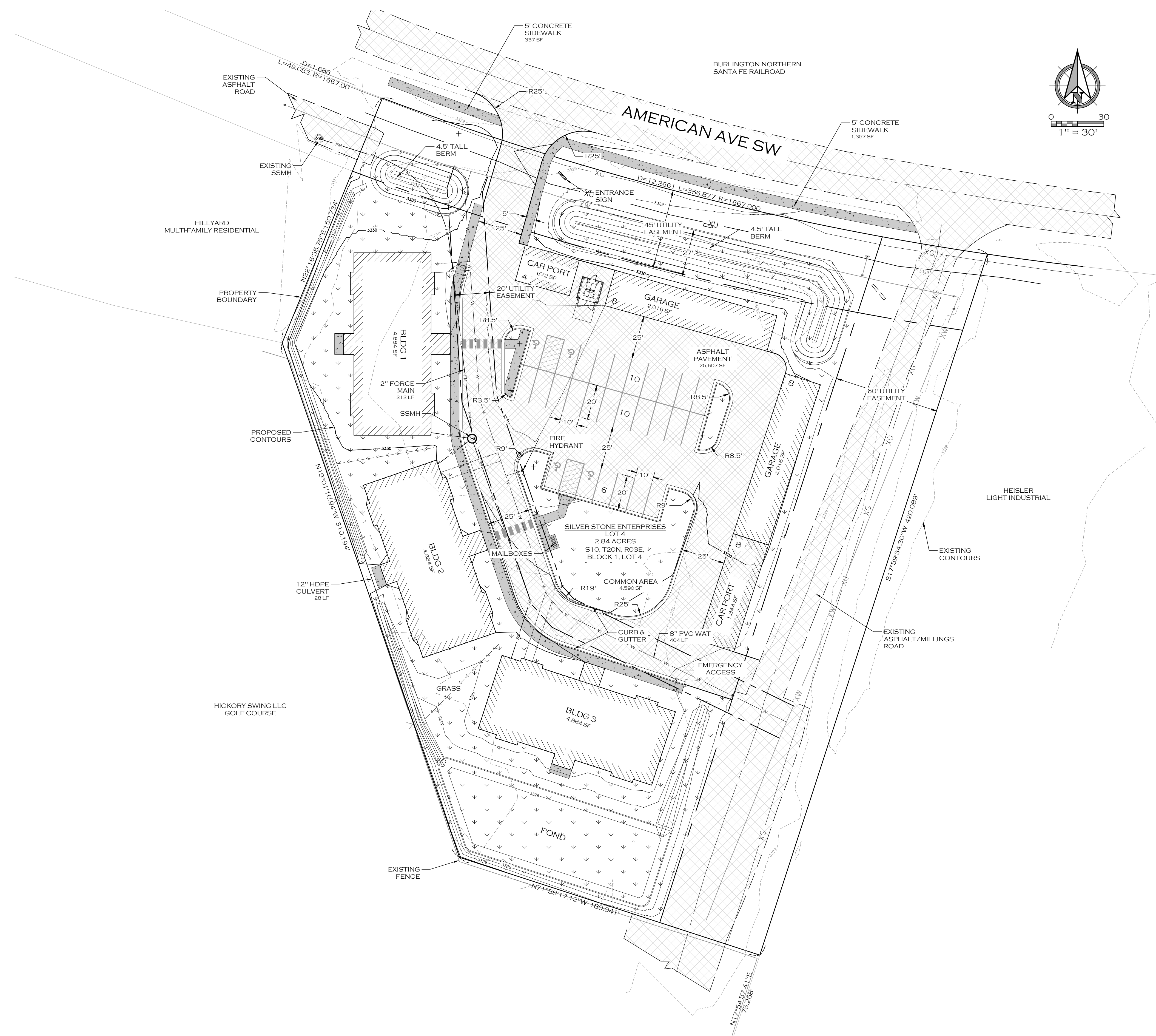
SITE INFO

AREA	123,651 SF	
	2.84 ACRES	
LANDSCAPING		
GREEN SPACE	62,135 SF	(50.25%)
IMPERVIOUS	61,516 SF	(49.75%)
PARKING		
1.5 STALLS PER UNIT		
36 UNITS x 1.5 =	54 PARKING STALLS	(REQUIRED)
	54 PARKING STALLS	(PROPOSED)

PUD STANDARDS

LAND USE	P.U.D. HIGH DENSITY RESIDENTIAL
LANDSCAPING	WILL MEET CITY CODE
MAXIMUM BUILDING HEIGHT	40'
MAXIMUM ACCESSORY BUILDING HEIGHT	18'
MAXIMUM ACCESSORY BUILDING AREA	3,500 SF
MAXIMUM BUILDING COVERAGE OF LOT	50% (REQUIRED)
	17% (PROPOSED)
MINIMUM FRONT YARD SET BACK	15'
MINIMUM REAR YARD SET BACK	10'
MINIMUM SIDE YARD SET BACK	7.5'

LOT 4, BLOCK 1, JEWEL
ADDITION TO THE CITY OF
GREAT FALLS
CASCADE COUNTY, MONTANA



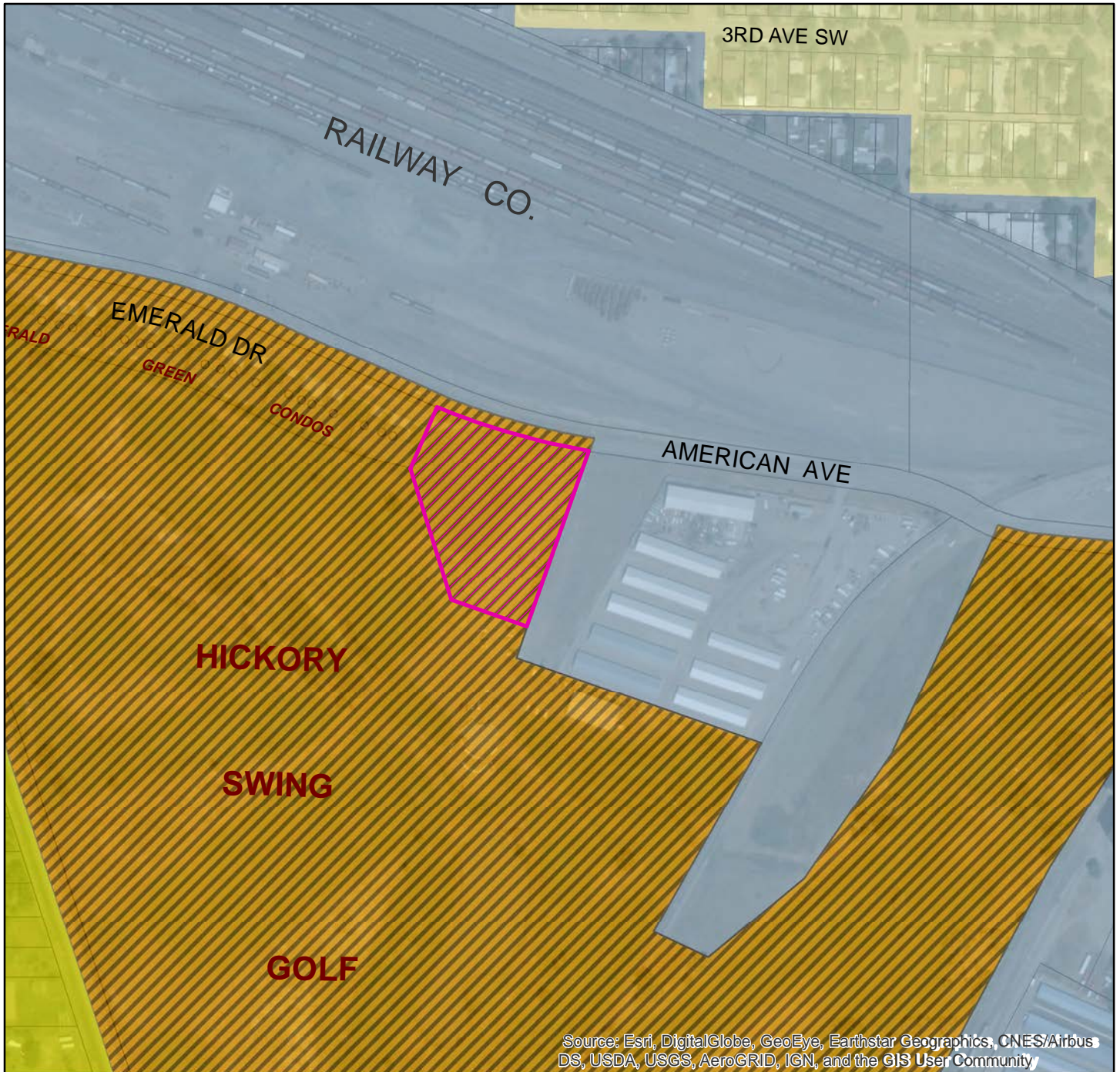


720 ft



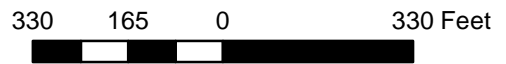
The City of Great Falls uses the most current and complete data available. However, GIS data and product accuracy may vary. GIS data and products may be developed from sources of differing accuracy, accurate only at certain scales, based on modeling or interpretation, incomplete while being created or revised, etc. The City of Great Falls reserves the right to correct, update, modify, or replace, GIS products without notification. The City of Great Falls cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. Using GIS data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may neither assert any proprietary rights to this information nor represent it to anyone as other than City Government-produced information. The City of Great Falls shall not be liable for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.

Zoning Map



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

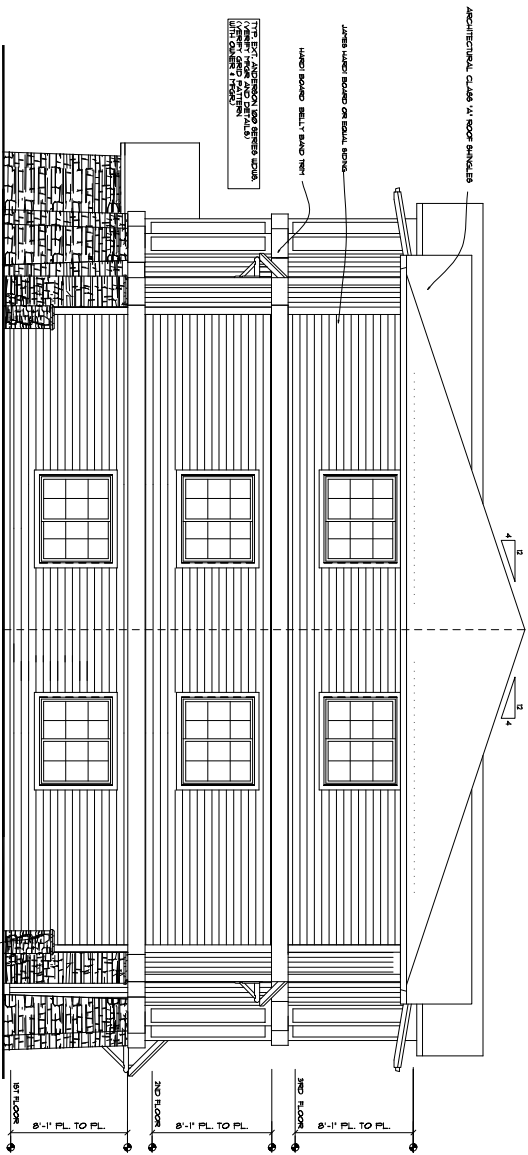
-  Subject Property
-  City Limits
-  Tracts of Land
-  R-1 Single-family Suburban
-  R-3 Single-family High Density
-  PUD Planned Unit Development
-  I-1 Light Industrial



TYPICAL EXTERIOR MATERIALS



FRONT ELEVATION E



RIGHT SIDE ELEVATION

STUDY SET
NOT FOR CONSTRUCTION

© 2018 BY THE ARCHITECT. ALL RIGHTS RESERVED. THIS SET OF ARCHITECTURAL DRAWINGS IS THE PROPERTY OF THE ARCHITECT AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE OR MODIFICATION OF THESE DRAWINGS WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT IS STRICTLY PROHIBITED BY LAW. THESE DRAWINGS ARE NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT. CONTRACTOR SHALL VERIFY ALL CONDITIONS AND CONDITIONS BEFORE START OF WORK. ANY DISCREPANCIES SHALL BE REPORTED TO THE OFFICE FOR CORRECTION PRIOR TO START OF WORK.

ELEVATION E

E-Mail - info@bdn.com
Web Site - <http://www.stocktondesign.com>

City Commission Meeting - July 3, 2018

Mark Bartolone
ARCHITECT
NEW YORK, NY. Attachments
Ph: 1.203.209.1579

Building Designs
By
Stockton LLC.
Ph: 1.800.368.0821

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REV: 07-18-18
REV: 06-20-17

PLANS
12-2900-318
12-UNRS-APT.
DATE: 06-20-17
BY: M.B.

A111

Site Photos



Looking Southwest from American Avenue



Looking North from rear of property



Looking West at neighboring condo complex



Looking East towards neighboring storage units

EMERALD GREENS P.U.D. AMENDMENT

A change-in-use has been proposed upon one of the lots (Lot 4, Block 1, Jewell Add. – hereinafter referred to as “Subject Parcel”) within the Emerald Greens Planned Unit Development (PUD). The original traffic analysis for the PUD was performed in 2003. Based upon updated traffic generation numbers for the land uses (Traffic Generation Manual, 9th Edition, 2012, ITE) and a 36 unit multi-family development replacing the assisted living facility, the below analysis considers the change in traffic generation and impact of the proposed PUD Amendment.

ORIGINAL TRIP GENERATION:

Proposed land uses: ~~32~~ **27** residential condominiums units, a ~~64-unit assisted living facility~~ **36-unit multi-family apartment complex**, and a 9,400 square foot exercise facility.

- Trip rates:
 - Residential condominiums (~~5.9~~ **5.81 weekday** trips per unit)
 - ~~Assisted living facility (3.3 trips per unit)~~
 - **Low-rise apartment (6.59 weekday trips per occupied unit)**
 - Exercise facility (24 trips per 1,000 sq. ft.)
- Trip generation:
 - ~~32~~ **27** x ~~5.9~~ **5.81 weekday** trips per unit = ~~189~~ **157** trips per **weekday**
 - ~~64 x 3.3 trips per unit = 211 trips per weekday~~
 - **36 x 6.59 trips per occupied unit = 238 trips per weekday**
 - 9.4 x 24 trips per 1,000 sq. ft. = 225 trips per day

Total trips: ~~625~~ **620** trips per day

The difference between the Subject Parcel’s approved land use (Assisted living facility) and the proposed new use (Low-rise apartment) is a **net increase of 27 trips per day**. Overall, due to the changes to the number of condominiums in the PUD, the trips generated by the PUD is expected to be lower than originally estimated – a reduction of 5 trips – even with the changed land use upon the Subject Parcel.

TRIP DISTRIBUTION:

All of the trips will access the site by way of American Avenue. It is assumed a majority of the trips will access the general area via 6th Street Southwest, although a small portion will use 14th Street Southwest.

TRAFFIC COUNTS:

	<u>Count</u>	<u>Year</u>
• 6 th Street Southwest, just north of American Avenue	14594	(13)
• American Avenue	910	(10)

FUNCTIONAL CLASSIFICATION:

The functional classifications of roadways in the immediate area that serve the PUD are as follows:

- 6th Street Southwest Principal Arterial
- American Avenue Local

The intersection of American Avenue and 6th Street Southwest is unsignalized, with stop control on the west approach of American Avenue.

AREA PROJECTS AND EXISTING CONDITIONS:

American Avenue was re-surfaced in the late 2000s. 6th Street Southwest, at some point, will need resurfacing due to the deteriorating condition of the concrete. However, no project has been scheduled. There are no bicycle or pedestrian facilities on American Avenue.

The asphalt trail along 6th Street Southwest needs resurfacing, but no funding source has been identified for that work. However, the Montana Department of Transportation has a project in the design phase to upgrade ADA ramps along 6th Street Southwest, which will be a positive improvement to both bicyclists and pedestrians.

CONCLUSION/RECOMMENDATIONS:

American Avenue is a narrow, unlighted roadway. The project will comply with Title 17 regarding provision of sidewalks, providing a safe, separated pedestrian walkway in the right-of-way along the frontage of Lot 4. Because American Avenue was not a dedicated public roadway at the time of the development of the condominiums, no public sidewalk was installed.

The proposed change of use from “assisted living” to “low-rise apartment” is not expected to have a significant impact upon the road network, as the difference in projected daily trips is only 27 trips, distributed throughout the day. However, it should be acknowledged that development of the currently vacant parcel may result in some slight increase in delays at the intersection of American Avenue and 6th Street Southwest.

**Great Falls Planning Advisory Board
Zoning Commission
2 Park Drive South
Great Falls Mt 59407**

Subject: Amendment to Lot 4, Block 1, Jewell Addition, Section 10, Township 20 North, Range 3 East, PM, City of Great Falls, Planned Unit Development

To whom it may concern:

I am writing to protest the proposed change that would allow three (3) 12 unit apartment complexes being developed by Silver Stone Homes.

Changing the planned unit development and the allowing of 36 apartments would cause the following:


- 1. Increased traffic use of American Avenue. American Avenue is a thoroughfare that has no shoulder for emergency parking. Vehicles presently back up 4 – 5 cars deep waiting to exit on to 6th Street SW. It is also the main route to a local car dealership vehicle storage facility. (Taylor Auto Max). An apartment complex would increase the vehicle using American Avenue by at least 36 cars per day if not more, depending on how many people are living and using vehicles in each apartment unit.**
- 2. Probability of accidents occurring with vehicles exiting and entering Hickory Swing Golf Course. Another area of increased vehicles waiting enter or exit American Avenue.**
- 3. Chemical hazard event. In 2014 there was a chemical spill event at Burlington Northern Train Yard. This event caused the closure of both entrances to American Avenue. Our homeowners were prevented from entering to go to their residences, and those at home were told to prepare for evacuation. How much more complex evacuation procedures would be dealing with 36 or more individuals?**

I would request that the board not approve this proposal.

I am a resident of Emerald Green Condominiums and presently the Chairperson of the Board. I speak for a majority of the homeowners that request your Planning Advisory Board to disapprove of such a complex. We would appreciate single family dwellings or a 6 to 8 unit condominium complex that would foster home ownership. Yes, even that our increase traffic, but not to such a great extent. In addition, home ownership brings a sense of commitment to the community that an apartment complex does not.

I am planning on attending this meeting along with some other members of the association.

Sincerely,


**Patty Jo Sheldon
1214 Emerald Drive
Great Falls MT 59404
406-453-1320**

RECEIVED

JUN 26 2018

CITY CLERK

070318.20

Kathleen Schlimgen
1218 Emerald Dr.
Great Falls, MT 59404
406-452-6632

Dear City Commission,

This letter is in regard to the Tuesday, July 3, 2018 meeting of the City Commission, regarding the request from T&M Development and Properties:
Specifically Lot4, Block 1 of Jewell Addition located in Section 10, township 20 North, Range 3 East, PM, City of Great Falls, Cascade County, MT.

In reference to amending the PUD to allow apartment complexes to be built there.

I am a resident in the Evergreen Condos located next to this property. I have a real concern about the added traffic that a unit of 36 apartments will create. I do know that this issue has been addresses by the Planning Board, but there have been some changes in the last year that creates more traffic on American Ave. I am asking if a traffic counting machine could be placed on American Ave. before any decision is made on this amendment.

There is so much traffic going from American Ave. onto 6th St South West that traffic can get backed up. There are now semi-trucks, Burlington Northern vehicles, Hickory Swing Golf Course patrons, and residents of this west side neighborhood all trying to get down American Ave. and onto 6th St. South West.

I do hope you will recheck the number of vehicles on this road before making a decision.

Thank you.

Kathleen Schlimgen



[Handwritten signature]



Item: Resolution No. 10242, Revising Fee Schedule for Public Safety Information Requests to the Legal Department, Superseding Resolution 10065.

From: Legal Department

Initiated By: Legal Department

Presented By: Sara R. Sexe

Action Requested: Conduct a public hearing and approve Resolution No. 10242.

Public Hearing:

1. Mayor opens and conducts public hearing, calling three times each for proponents and opponents.
2. Mayor closes public hearing and asks the will of the Commission.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (adopt/deny) Resolution No. 10242."

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

Staff Recommendation:

Staff recommends that the City Commission conduct a public hearing and afterward approve Resolution No. 10242.

Background:

In 2014, via Resolution 10065, the City Commission updated the City Attorney's Office fee schedule for record requests to include:

ADMINISTRATIVE FEE:	\$15.00 per request
PHOTOCOPYING FEE:	\$ 0.50 per page
DUPLICATION OF VIDEO/AUDIO/DIGITAL	

RECORDINGS: \$15.00 per CD or other format
DUPLICATION OF
PHOTOGRAPHS: \$10.00 per sheet, CD or other format

A copy of Resolution 10065 is attached.

In early 2018, the City implemented the Zuercher Public Safety Software for electronic storage of public safety records. Since that time, the Legal Department has evaluated the time and effort expended in responding to record requests.

The information in the public safety software provided by Zuercher includes copies of color photographic evidence integrated with case documentation. These photographs are currently being provided to record requestors as part of a package of information, versus being provided in CD format which the Police Department records division had prepared in the past. Additionally, virtually all documents in the system include a blue Zuercher footer, substantially increasing costs per page of printed material. As such, the copying charges have increased under the applicable lease agreement for the Criminal Division's color printer.

Additionally, the Legal Department would like to provide requestors with other delivery options such as CD/DVD, jump drive, or email to receive electronic delivery, versus paper copies. To provide these options, there are additional costs of purchasing the delivery media and so the proposed schedule reflects those additional costs.

These changes cause a need to update Resolution 10065 to read:

ADMINISTRATIVE FEE: \$15.00 per request (including first five paper copies of records); and
FILE DUPLICATION FEE: \$ 0.75 per page for additional paper copies of documents, and/or \$15.00 for CD, DVD, including jump, pin, flash, thumb drives, secure email, or other electronic formats.

The increased amount for paper copies reflects the increased printing costs because of the color print. However, if the resolution is approved, requestors may obtain electronic records and print the information themselves.

Finally, to be consistent with current practice, the Resolution should also allow for a waiver of fees to individuals who provide Court determinations of their inability to pay and to governmental entities on a reciprocal basis.

Mont. Code Ann. §7-1-4131 requires that fees for services such as these associated with record requests be considered after public hearing where the public has the opportunity to submit oral and written testimony regarding the fees. Thus, the Legal Department requests that the City Commission conduct a public hearing on this matter and then approve the Resolution.

Fiscal Impact:

The Legal Department does not anticipate a significant increase in charges for these services. If the Resolution is ultimately approved, the production charges will more accurately reflect the actual charges for the services.

ATTACHMENTS:

- ▣ Resolution 10242
- ▣ Resolution 10065

RESOLUTION NO. 10242

A RESOLUTION REVISING FEE SCHEDULE FOR PUBLIC SAFETY INFORMATION REQUESTS TO THE LEGAL DEPARTMENT REPLACING RESOLUTION 10065

WHEREAS, the Great Falls City Commission adopted 10065 on April 1, 2014, setting forth fees for services provided by the Legal Department when responding to requests from third parties for public safety documents or other information received by the Legal Department; and

WHEREAS, because of the City's purchase of new public safety software, resulting in technological changes in producing such documents, items or information, the fees identified in Resolution 10065 require updating; and

WHEREAS, the Legal Department has developed a procedure allowing duplication of information without charge for requests from other law enforcement or governmental entities on a reciprocal basis, or from individuals who have Court documented inability to pay.

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

- 1) Resolution 10065 is deemed superseded by this Resolution.
- 2) The Legal Department fees relating to public safety information requests and the production of documents or other items, is set forth as follows:

ADMINISTRATIVE FEE: \$15.00 per request (including first five paper copies of records); and
FILE DUPLICATION FEE: \$ 0.75 per page for additional paper copies of documents, and/or \$15.00 for CD, DVD, including jump, pin, flash, thumb drives, secure email, or other electronic formats.

- 3) These fees may be waived for other governmental entities, on a reciprocal basis, and for individuals who provide Court determinations of their inability to pay.
- 4) These fees become effective upon adoption, subject to the limitations set forth herein. The Legal Department shall provide a copy of this Resolution to those persons or entities who regularly request such documents or items.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, July 3, 2018.

Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

RESOLUTION NO. 10065

A RESOLUTION REVISING FEE SCHEDULE FOR INFORMATION REQUESTS TO THE CITY ATTORNEY'S OFFICE, SUPERSEDING RESOLUTION 9503

WHEREAS, the Great Falls City Commission adopted 9503 on June 21, 2005, setting forth fees for services provided by the City Attorney's office regarding requests from third parties for documents or other information received by the City Attorney's office; and

WHEREAS, because of technological changes in forms of producing such documents or items, certain terminology in Resolution 9503 has become outdated; and

WHEREAS, the City Commission desires to clarify that the City Attorney's office should respond to any information requests to the City Attorney's office, in compliance with Montana law, including but not limited to Mont. Code Ann. Sections 44-5-103 (defining confidential criminal justice information) and 61-7-114 (defining confidential accident reports); and

WHEREAS, the City Attorney's office has developed a procedure allowing duplication of information without charge for requests from other law enforcement or governmental entities on a reciprocal basis, or indigent persons.

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

- 1) Resolution 9503 is superseded by these terms.
- 2) The City Attorney's office fees relating to information requests and the production of documents or other items, is set forth as follows:

ADMINISTRATIVE FEE:	\$15.00 per request
PHOTOCOPYING FEE:	\$0.50 per page
DUPLICATION OF VIDEO/AUDIO/DIGITAL RECORDINGS:	\$15.00 per CD or other format
DUPLICATION OF PHOTOGRAPHS:	\$10.00 per sheet, CD or other format

- 3) These fees shall become effective upon adoption, subject to the limitations set forth herein. The City Attorney's office shall provide a copy of this Resolution to those persons or entities who regularly request such documents or items.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, April 1, 2014.

Michael J. Winters, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney



Item: Public Hearing - Resolution 10251 - Conditional Use Permit for Westside Family Dental Parking Lot Addition

From: Troy Hangen, Planner II, Planning and Community Development

Initiated By: Westside Family Dental - Dr. Kevin Fairhurst

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

Action Requested: City Commission adopt Resolution 10251

Public Hearing:

1. Mayor conducts public hearing, calling three times each for proponents and opponents.
2. Mayor closes public hearing and asks the will of the Commission.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10251 for a Conditional Use Permit for the Westside Family Dental parking lot addition for the property located at 900 10th Ave NW.”

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

Staff Recommendation:

Staff recommends approval of the proposed Conditional Use Permit request. At the conclusion of a public hearing held on June 12, 2018, the Zoning Commission recommended the City Commission approve the Conditional Use Permit, subject to the following conditions of approval:

Conditions of Approval for Conditional Use Permit:

1. General Code Compliance: The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. Expiration and Abandonment: The Conditional Use Permit shall expire six months after the date of

issuance unless substantial work has commenced under the permit and continues in good faith to completion.

3. A parking lot permit must be obtained before construction of the parking lot expansion begins.
4. Prior to the issuance of a parking lot permit, the applicant is required to submit a one-time compliance report outlining the dental facility's industrial pre-treatment practices to the City's Public Works Environmental Division.
5. The applicant's proposed site plan shall be amended as follows: a) parking space #4 shall be designated as an "employee-only" space to avoid regular backing out of parked vehicles in conflict with vehicles entering the property, and b) parking space #1 shall be relocated to the southwestern corner of the property to address the same concern.
6. In conjunction with the parking lot construction, the applicant shall complete all landscaping improvements required as part of the Design Review Board approval for the 2017 building addition project.

Summary:

The applicant, Westside Family Dental, has submitted an application requesting a Conditional Use Permit (CUP) to exceed the minimum number of parking spaces required for Medical and Dental Clinics by more than 20 percent.

The parcel, located at 900 10th Ave NW, is zoned C-2 and the use is classified as a Health care clinic. The size of the building is approximately 2,873 square feet, and the requirements of the OCCGF permit one (1) parking spot per 250 square feet (Exhibit 36-1). The Code 17.36.2.020 (B) states:

The number of parking spaces provided in a ground surface parking lot may not exceed the minimum number by more than twenty (20) percent ... Any additional ground parking spaces above twenty (20) percent shall be allowed only as a conditional use.

Using the ratio of 1 parking space per 250 square feet as well as the additional 20%, a total of 15 parking spaces would be allowed for the applicant's dental clinic. The applicant is proposing 19 total parking spaces, which triggers the need for the CUP.

Background:

Westside Family Dental has been in existence since 1979 with offices in Great Falls and Fairfield. In 2017, after selling off the Fairfield office, the applicant expanded the existing building to accommodate the high amount of daily patients and need for more employees. The building addition project was approved by the Design Review Board in 2017 and completed in February of this year.

The applicant's practice is comprised of four dental assistants, three receptionists (soon to be four), three dental hygienists, and two dentists. As a result, the business must accommodate the parking needs of 13 employees. Additionally, the practice treats between 40 and 60 patients per day. Westside Family Dental currently has 11 parking spots, and patients and staff are parking in on-street spaces as well as at a nearby restaurant. The applicant is not comfortable with patients and staff crossing the street. The applicant's proposed plan will increase the parking count to 19 spots, which is still below what they will utilize, but necessary for the clinic to stay at its current location.

The notice of public hearing was mailed to neighboring property owners on June 20, 2018, and was published in the Great Falls Tribune on June 17, 2018. As of the writing of this report, staff has not received any comment from surrounding neighbors. Neighborhood Council #3 has been notified of this proposal and has no comment. A neighboring resident west of the property did attend the June 12 Zoning Commission hearing and did express the following concerns about the business: 1) concern that one of the proposed parking spaces on the SW portion of the property would be too close to the common property line and cause drainage and snow removal problems, and 2) vehicles coming to the clinic parking on the street and turning around in the resident's driveway.

Fiscal Impact:

The cost of constructing the proposed additional parking spaces will be borne by the Owner. This request has no negative fiscal impacts, and the additional parking spaces will give the applicant greater flexibility for keeping the clinic at its current location.

Alternatives:

If there are justifiable reasons to do so, the City Commission could deny the requested action to the extent allowed in City Code and State Statute. Such reasons would have to be detailed as alternative Findings of Fact.

Concurrences:

Representatives from the City's Public Works and Engineering Department have been involved throughout the review and approval process for this project.

ATTACHMENTS:

- ▣ Resolution 10251
- ▣ Basis of Decision
- ▣ Aerial Map
- ▣ Zoning Map
- ▣ Site Photos
- ▣ Site Plan

RESOLUTION 10251

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW THE NUMBER OF PARKING SPACES IN A SURFACE PARKING LOT TO EXCEED THE MINIMUM NUMBER BY MORE THAN TWENTY (20) PERCENT UPON A PARCEL OF LAND ADDRESSED AS 900 10TH AVE NW AND LEGALLY DESCRIBED AS LOT 6-A, VALLEY VIEW HOMES, SECTION ONE, AN ADDITION TO THE CITY OF GREAT FALLS, LOCATED IN T20N, R3E, PMM, CASCADE COUNTY, MT.

* * * * *

WHEREAS, the applicant owns a dental clinic at 900 10th Ave NW and currently operates the clinic with eleven (11) parking spaces for twelve (12) employees and between forty (40) and sixty (60) patients per day; and,

WHEREAS, the applicant wishes to increase the on-site parking count to nineteen (19) spaces rather than the fifteen (15) spaces allowed by the Official Code of the City of Great Falls (OCCGF) to better address the current and future demand for parking spaces; and,

WHEREAS, the City of Great Falls has been petitioned to approve a Conditional Use Permit to allow the number of parking spaces in a surface parking lot to exceed the minimum number by more than twenty (20) percent upon the property legally described as Lot 6-A, Valley View Homes, Section One, an addition to the City of Great Falls, located in T20N, R3E, PMM, Cascade County, Montana (subject property); and,

WHEREAS, the proposed Conditional Use Permit to allow the number of parking spaces in a surface parking lot to exceed the minimum number by more than twenty (20) percent upon the subject property meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF) Section 17.16.36.040; and,

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on June 12, 2018, to consider said Conditional Use Permit application, and at the conclusion of said hearing passed a motion recommending a Conditional Use Permit be granted for the subject property, subject to the following conditions:

CONDITIONS

1. General Code Compliance: The proposed project shall be developed consistent with the conditions of approval adopted by the City Commission, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. Expiration and Abandonment: The Conditional Use Permit shall expire six months after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion.
3. A parking lot permit must be obtained before construction of the parking lot expansion begins.
4. Prior to the issuance of a parking lot permit, the applicant is required to submit a one-time compliance report outlining the dental facility's industrial pre-treatment practices to the City's Public Works Environmental Division.
5. The applicant's proposed site plan shall be amended as follows: a) parking space #4 shall be designated as an "employee-only" space to avoid regular backing out of parked vehicles in conflict with vehicles entering the property, and b) parking space #1 shall be relocated to the southwestern corner of the property to address the same concern.
6. In conjunction with the issuance of a parking lot permit, the applicant shall complete all landscaping improvements required as part of the Design Review Board approval for the 2017 building addition project.

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

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

That a Conditional Use Permit be granted to allow the number of parking spaces in a surface parking lot to exceed the minimum number by more than twenty (20) percent at

the property addressed as 900 10TH Ave NW, Great Falls, Montana, and legally described as Lot 6-A, Valley View Homes, Section One, an addition to the City of Great Falls, located in T20N, R3E, PMM, Cascade County, Montana, conditioned upon the owner complying with the conditions listed herein; and,

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that, pursuant to the Official Code of the City of Great Falls (OCCGF) 17.16.36.090, the permit shall be considered a covenant that runs with the land and shall be binding on all subsequent property owners. Additionally, pursuant to OCCGF 17.16.36.100, the Conditional Use Permit shall expire one (1) year after the date of issuance unless substantial work has commenced under the permit and continues in good faith to completion. If the Conditional Use is established, but ceases to operate for more than six (6) months, the Conditional Use Permit shall expire.

BE IT FURTHER RESOLVED BY SAID CITY COMMISSION that this Resolution shall become effective immediately upon its passage and approval.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on July 3, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

CONDITIONAL USE PERMIT - BASIS OF DECISION

The City of Great Falls has been petitioned to approve a Conditional Use Permit to allow for a parking lot addition that exceeds the minimum parking count by more than 20 percent for the property located at 900 10th Ave NW. In order to approve said Permit, the Official Code of the City of Great Falls Section 17.16.36.040 requires demonstration that certain stated requirements have been satisfied. Therefore, this Basis of Decision has been prepared to analyze, determine and memorialize satisfaction of the required criteria.

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

The proposed conditional use is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. This project strongly supports the Social and Physical portions of the Growth Policy, specifically the goals and principles to 1) be open to new, innovative solutions and problem solving in the City; and 2) foster a development pattern that encourages infill development and adaptive reuse.

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

The proposed parking lot expansion will improve the safety for employees, patients, and passing automobile traffic. The creation of additional parking for the clinic will reduce the need for employees to park on the street or the restaurant across the street and walk in unsafe winter conditions to the work establishment.

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

The conditional use will not be injurious to the adjacent properties. In fact, the condition of adjacent properties should be enhanced because the additional on-site parking will reduce parking pressure on the street as well as adjacent properties.

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

The proposed project will not impede the normal and ordinary development and improvement of surrounding properties. Adjacent property owners have been notified regarding the project, and City Staff have received no statements of opposition. Because the clinic already exists and the parking should only enhance the viability of the business, the proposed CUP should not impede the potential to improve nearby properties.

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

The facility is existing and currently has services and infrastructure that meet all City standards.

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




The current business has existing functioning ingress and egress. The proposed parking lot expansion will not require additional ingress and egress access points.

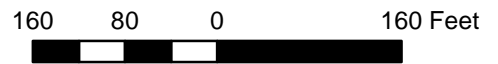
7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Commission.

The proposed project will conform to all the applicable regulations of the Land Development Code.

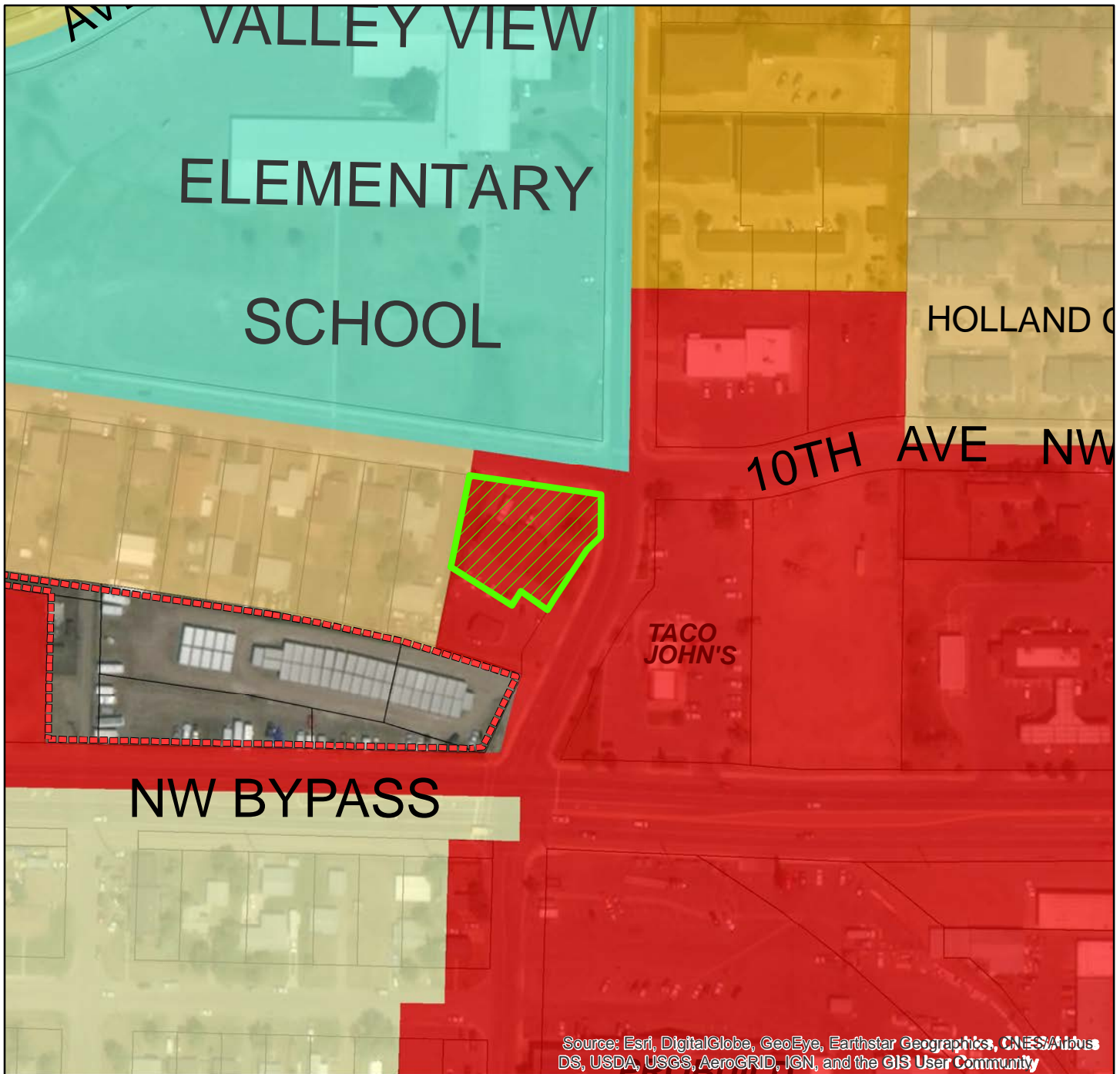
AERIAL MAP












-  Subject Property
-  City Limits
-  Tracts of Land



ZONING MAP



-  Subject Property
-  City Limits
-  Tracts of Land
-  R-2 Single-family Medium Density
-  R-3 Single-family High Density
-  R-5 Multi-family Medium Density
-  R-6 Multi-family High Density
-  C-2 General Commercial
-  PLI Public Lands and Institutional



Site Photos

(Northeast corner, Looking Southwest)



(Northwest corner, Looking Southeast)



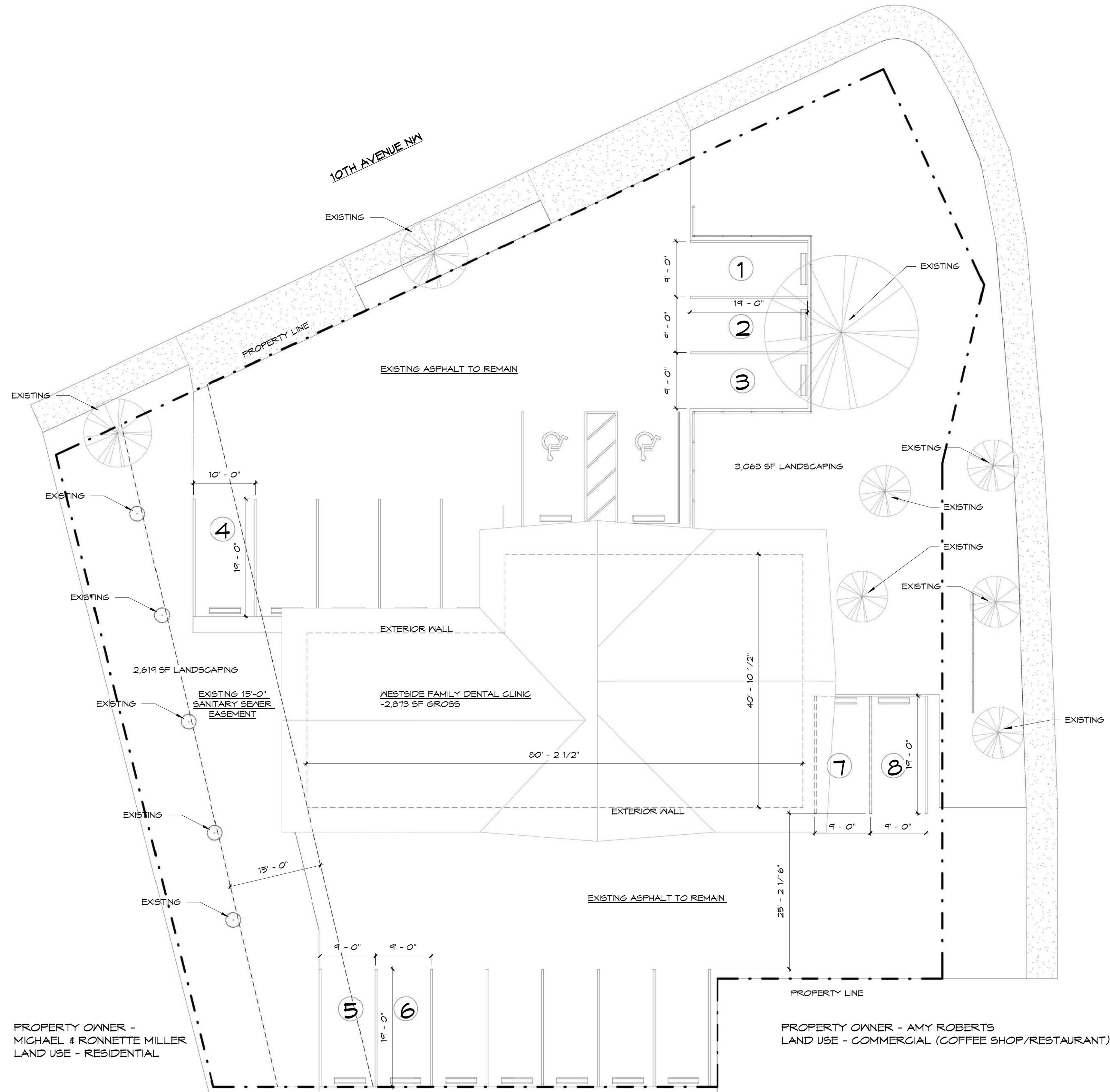
Site Photos

(Southwest corner, Looking North)



(Southeast corner, Looking North)





PROJECT NAME: WESTSIDE FAMILY DENTAL OFFICE PARKING EXPANSION
DEVELOPER/LANDOWNER NAME: KEVIN FAIRHURST
PREPARATION DATE: 4/20/18
PREPARER: MATT BEATTIE
LEGAL DESCRIPTION:
 LOT: 06-A SECTION: 503 TOWNSHIP/BLOCK: T20 N
 RANGE/ADDITION: R03 E VALLEY VIEW HOMES 1ST

PROPERTY ACREAGE: 0.413 ACRES

GREAT FALLS, MONTANA - CODE OF ORDINANCES - TITLE 17 - CHAPTER 36
ZONING DISTRICT: C-2 GENERAL COMMERCIAL

PARKING REQUIREMENTS FOR MEDICAL AND DENTAL LABORATORY AND CLINIC

- 2,873 SF GROSS/250 SF PER SPACE
- 12 PARKING SPACES MINIMUM
- 12 + 12(.2) = 15 PARKING SPACES MAXIMUM
- PROPOSED PARKING OF 17 STANDARD + 2 ACCESSIBLE IS 4 PARKING SPACES OVER THE ALLOWABLE MAXIMUM NUMBER OF SPACES.

OPEN SPACE CALCULATION

-0.413 ACRES (PROPERTY ACREAGE) X 43,560 SF/1 ACRE = 17,990 SF
 -3,063 SF + 2,619 SF = 6,974/17,990 SF = 0.32

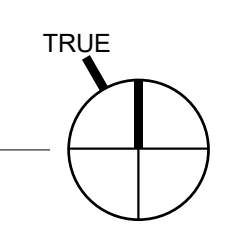
-LANDSCAPING AFTER ADDITIONAL PARKING SPACES IS 32% OF PROPERTY

-ALL PLANTINGS SHOWN ARE EXISTING

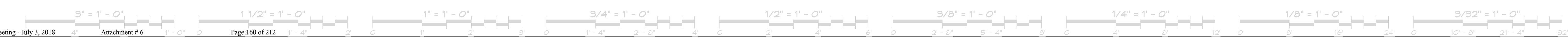
PROPERTY OWNER -
 MICHAEL & RONNETTE MILLER
 LAND USE - RESIDENTIAL

PROPERTY OWNER - AMY ROBERTS
 LAND USE - COMMERCIAL (COFFEE SHOP/RESTAURANT)

- INDICATES PROPOSED NEW PARKING SPACE



1 ARCHITECTURAL SITE PLAN
 1" = 10'-0"



REVISION SCHEDULE	
#	DESCRIPTION

ARCHITECTURAL SITE PLAN	
ISSUED FOR	% COMPLETE
REVIEW	<input checked="" type="checkbox"/>
SCHEMATIC DESIGN	<input checked="" type="checkbox"/>
DESIGN DEVELOP.	<input checked="" type="checkbox"/>
CONSTR. DOCUMENTS	<input checked="" type="checkbox"/>

Project	17-007
Date	4/20/18
Drawn by	MMB/CAJ
Checked by	DEN

SP1.1



Item: Final Plat for the Buffalo Crossing Subdivision located in Government Lots 2 and 3, Section 11, Township 20 North, Range 3 East, P.M., City of Great Falls, Cascade County, MT.

From: Brad Eatherly, Planner I

Initiated By: Holman Grain, Owner

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

Action Requested: City Commission approve the final plat for the Buffalo Crossing Subdivision, and the accompanying Findings of Fact.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (approve/deny) the final plat for the Buffalo Crossing Subdivision as legally described in the staff report and the accompanying Findings of Fact, subject to the Conditions of Approval being fulfilled by the applicant."

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

Staff Recommendation:

Staff recommends approval of the final plat with the following conditions:

Conditions of Approval:

1. General Code Compliance. The proposed project shall be developed consistent with the conditions in this report, and all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.

2. Amended Plat. Provide an Amended Plat of the subject property which shall incorporate corrections of any errors or omissions noted by Staff.

3. Utilities. The final engineering drawings and specifications for public improvements for the subject property shall be submitted to the City Public Works Department for review and approval.

4. Land Use & Zoning. Development of the property shall be consistent with allowed uses and specific

development standards of the M-2 Mixed-Use Transitional district designation.

5. Stormwater Plan. A stormwater drainage plan meeting all City requirements shall be submitted in association with future development of the subdivision.

6. Demolition of Existing Building. Prior to the recording of the final plat, the existing building that is currently located between proposed Lots 3 and 4 must be removed.

Summary:

The subject property is a long, linear strip of land at the southeast corner of Central Avenue West and Bay Drive, located along the western edge of the Missouri River. The property is ±2.22 acres and zoned M-2, Mixed-use transitional. There are two structures on the property. One structure is a brick building at the corner of Bay Drive and Central Avenue West, which is proposed for renovation and reuse, and the second structure is a metal clad storage building that must be removed prior to the recording of the final plat. A segment of the River's Edge Trail system runs along the back of the property, separated from the remaining property by a retaining wall. Finally, there are existing overhead power lines along the east edge of Bay Drive that the applicant hopes to bury with future development of the proposed subdivision.

The applicant is proposing to subdivide the property into six lots. The northernmost lot would be created to redevelop the existing building, while five new lots are proposed for future development consistent with the M-2 zoning district. The applicant is hoping to develop the lots with mixed uses and potentially upper story residential units to take advantage of the property's riverfront location. The lots in the final plat are proposed to be between 10,245 square feet to 25,510 square feet in size.

Background:

The Planning Advisory Board reviewed and approved the preliminary plat for the proposed subdivision at a public hearing held on February 27, 2018. The City Commission then granted approval of the preliminary plat at a public hearing held on March 20, 2018. The Planning Advisory Board reviewed and approved the final plat during the non-public hearing portion of their meeting on June 12, 2018. The submitted final plat largely reflects the preliminary plat reviewed by the Planning Advisory Board. The only significant addition is that Planning and Community Development and the Parks Department staff have identified the preferred location for two pedestrian easements connecting Bay Drive to the Rivers Edge Trail. One easement will be located on the south edge of the subdivision, adjacent to proposed Lot 6. The other easement will be located in the middle of the subdivision between Lot 3 and 4. Both easements will be 10 feet in width and accommodate pathways from the street to the City's trail system.

Additional improvements associated with eventual development of the six lots are noted below.

Transportation: Roadway infrastructure already exists with Bay Drive running in a north/south direction along the parcel to be subdivided. 1st Avenue SW and 2nd Avenue SW run perpendicular to the site and both terminate at Bay Drive. Bay Drive will be utilized for vehicular access to each lot at the time of development. Currently, no sidewalk exists, but the owner does acknowledge that public sidewalk will be installed as each lot develops. Additionally, the applicant will be required to install boulevard trees and curbing along the east edge of Bay Drive.

Utilities: All utilities, including water, sewer, power, gas, and telephone, exist in the Bay Drive Right of Way. No extension of water or sewer mains is anticipated within the subdivision at this time. Water

services will be connected to the existing 8" and 12" mains at the time of development. It is possible that an additional fire hydrant may be required.

It is anticipated that there is adequate sewer capacity for the typical amount of wastewater discharge associated with the proposed subdivision. Sewer services will need to be connected to the existing 8" and 10" gravity mains.

Stormwater Management: The site does not lend itself to a detention basin concept, as lot square footage is at a premium. The existing lot drains away from the river and towards Bay Drive. An existing 42" storm drain pipe crosses the property and will be utilized as part of the subdivision's drainage design. This existing pipe is identified on the plat with a 20-foot wide easement. It is likely that a private storm main will be constructed adjacent to the River's Edge Trail easement. At the time of development, low impact development concepts such as stormwater storage and reuse for lawn irrigation, dry swales, biofiltration, and infiltration trenches will be considered as part of a common stormwater plan. Special care to divert stormwater run-off from the River's Edge Trail will be necessary once development occurs.

The basis for decision to approve, conditionally approve, or deny a proposed subdivision is whether the subdivision application, final plat, applicable environmental assessment, public hearing, planning board recommendations, or additional information demonstrate that development of the proposed subdivision meets the requirements of 76-3-608 MCA. The governing body shall issue written findings of fact that weigh the criteria in of 76-3-608(3) MCA, which are attached as Findings of Fact – Subdivision.

Fiscal Impact:

The subject property has already been annexed, so services are already being provided by the City. Many of the costs of infrastructure improvements are being covered by the Developer. The final plat provides an increase in lots, which could lead to an increase in the City's tax base if these lots are ultimately developed. The developer has indicated an interest in utilizing funds from the West Bank Urban Renewal District (TIF District) for potential expenses such as sidewalk, curbing, and utility line relocation. However, no proposal has yet been brought forward.

Alternatives:

If there are justifiable reasons to do so, the City Commission could deny the requested action to the extent allowed in City Code and State Statute. Such reasons would have to be detailed as alternative Findings of Fact.

Concurrences:

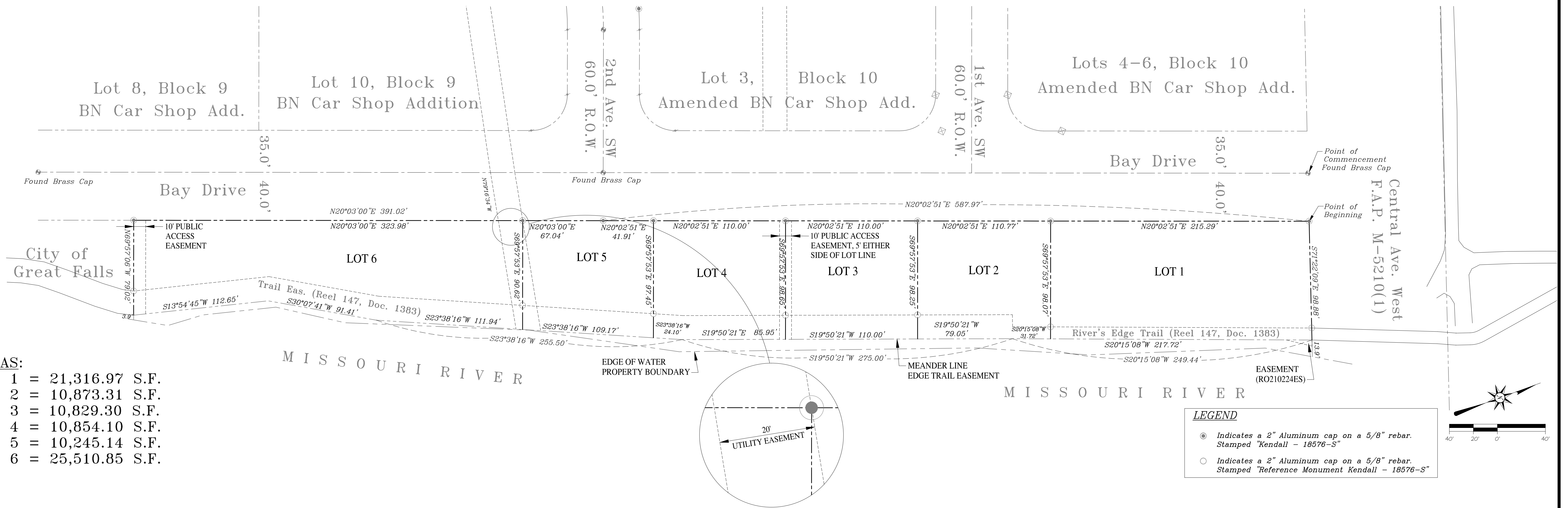
Representatives from the City's Public Works and Engineering Departments been involved throughout the review process and have provided comments regarding infrastructure improvements.

ATTACHMENTS:

- ▢ Final Plat
- ▢ Findings of Fact
- ▢ Aerial Map
- ▢ Zoning Map

A Plat of the Buffalo Crossing Addition

Located in the Government Lots 2 and 3, Section 11, Township 20 North, Range 3 East, P.M., Cascade County, Montana



- LOT AREAS:**
 LOT 1 = 21,316.97 S.F.
 LOT 2 = 10,873.31 S.F.
 LOT 3 = 10,829.30 S.F.
 LOT 4 = 10,854.10 S.F.
 LOT 5 = 10,245.14 S.F.
 LOT 6 = 25,510.85 S.F.

Plat of the Buffalo Crossing Addition

Certificate of Dedication

We, the undersigned property owners of "BUFFALO CROSSING ADDITION", do hereby certify that we have caused to be surveyed, subdivided, and platted into lots and blocks, and for the purpose of dedicating streets, as shown by the plat hereon annexed, the following described encompassing parcel of land in the City of Great Falls, Cascade County, Montana, to wit:

Description

A tract of land located in Government Lots 2 and 3 of Section 11, Township 20 North, Range 3 East, Montana Principal Meridian, Cascade County, Montana, and being more particularly described as follows:
 Commencing at a point on the southerly boundary of Central Avenue West at the centerline of Bay Drive in the City of Great Falls, Montana. Said point being monumented with a brass cap flush with asphalt; thence South 71°22'09" East along the southerly boundary of Central Avenue West a distance of 40.01 feet to the Point of Beginning;
 thence continuing along right-of-way South 71°22'09" East, 98.88 feet to meander point No. 1 on the west bank of the Missouri River;
 thence South 71°22'09" East to the west Low Water Line of the Missouri River;
 thence southerly coincident with the Low Water Line of the Missouri River to a point easterly from meander point No. 6 which bears from meander point No. 1 the following five (5) courses:
 South 20°15'08" West a distance of 249.44 feet;
 thence South 23°38'16" West a distance of 255.50 feet;
 thence South 30°07'41" West a distance of 91.41 feet;
 thence South 13°54'45" West a distance of 112.65 feet to meander point No. 6;
 thence departing the meander courses North 69°57'06" West a distance of 79.02 feet to a point on the southeasterly right-of-way of Bay Drive;
 thence along the southeasterly right-of-way of Bay Drive the following two (2) courses:
 North 20°03'00" East a distance of 391.02 feet;
 thence North 20°02'51" East a distance of 587.97 feet to the Point of Beginning. Originally defined on Certificate of Survey #1091 and most recently by deed at R0121206, this Tract contains 2.22 acres more or less and is subject to easements shown hereon and all others of record or otherwise.

Signed:

Kenneth W. Holman (Title)

State of Montana)
 County of Cascade) ss.

On this _____ day of _____, 2018, before me, a Notary Public in and for the State of Montana, personally appeared _____ and _____, known to me to be the person(s) whose name(s) are subscribed to the within instrument and acknowledged to me that he/she/they executed the same.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.
 Notary Public for the State of Montana
 Printed Name: _____
 Residing at _____
 My Commission Expires: _____
 (NOTARIAL SEAL)

Certificate of Surveyor

I, James S. Kendall, MT PLS #18576, a Licensed Professional Land Surveyor, do hereby certify that I performed the survey shown on the attached Plat of Buffalo Crossing Addition, the City of Great Falls, Cascade County, Montana, that said survey is true and complete as shown, and that the monuments found and set are of the character and occupy the positions shown thereon.
 As per ARM24.183.1101(1)(d); due to planned improvement installation, the monuments not in place at the time of filing, (as depicted in the legend) will be placed within 240 days of recording this survey.
 Dated this _____ day of _____, 2018.

James S. Kendall, PLS, Montana License No. MT PLS #18576

Certificate of County Treasurer

I, _____, Treasurer of Cascade County, Montana, do hereby certify that I have examined the records covering the areas included in Plat of Buffalo Crossing Addition, the City of Great Falls, Cascade County, Montana, and find that the taxes in same have been paid for the past five years. Tax Parcel #0002579700.
 Dated this _____ day of _____, 2018.

County Treasurer, Cascade County, Montana

Certificate Dispensing with Park or Playground

I, Gregory T. Doyon, City Manager for the City of Great Falls, Cascade County, Montana, do hereby certify that since the accompanying plat of the Buffalo Crossing Addition is a subdivision zoned without park dedication requirements, the City Commission of the City of Great Falls, Montana, in accordance with Section 76-3-621(3)(b), MCA, dispensed with any park or playground requirements, during its regular meeting held on the _____ day of _____, 2018.
 Dated this _____ day of _____, 2018.

City Manager, City of Great Falls, Montana

Certification that adequate storm water drainage and adequate municipal facilities will be provided

I, Gregory T. Doyon, City Manager of the City of Great Falls, Cascade County, Montana, do hereby certify that the City Commission of the City of Great Falls, Montana, at a regular meeting held on the _____ day of _____, 2018, and entered into the proceedings of said body to-wit: That adequate storm water drainage and adequate municipal facilities for the supply of water and disposal of sewage and solid waste are available to the above described property, namely the said facilities of the City of Great Falls, Cascade County, Montana, and this certificate is made pursuant to section 76-4-127, M.C.A., permitting the Clerk and Recorder of Cascade County, Montana, to record the accompanying plat.
 Dated this _____ day of _____, 2018.

City Manager, City of Great Falls, Montana

Certificate of Public Service Director

I, Jim Rearden, Public Service Director of the City of Great Falls, Cascade County, Montana, do hereby certify that I examined the accompanying Plat and the survey it represents and I found that the same conforms to the regulations governing the platting of lands and to presently platted adjacent land, as near as circumstances will permit and I hereby approve the same.
 Dated this _____ day of _____, 2018.

Public Service Director, City of Great Falls, Montana

Certificate of Final Plat Approval

The City Commission of the City of Great Falls, Cascade County, Montana, does hereby certify that it has examined this subdivision plat and, having found the same to conform to law, approves it, and hereby accepts the dedication to public use of any and all lands shown on this plat as being dedicated to such use, this _____ day of _____, 2018.

By:

City Manager, City of Great Falls, Montana

Clerk

Certificate of Great Falls Planning Advisory Board

We, the undersigned, President, Great Falls Planning Advisory Board, and Craig Raymond, Secretary of said Great Falls Planning Advisory Board, do hereby certify that the accompanying plat of Buffalo Crossing Addition to the City of Great Falls, Cascade County, Montana, has been submitted to the Great Falls Planning Advisory Board of Great Falls, Cascade County, Montana, for examination by them and was approved at a meeting held on the _____ day of _____, 2018.

President, Great Falls Planning Advisory Board
 ATTEST:

Craig Raymond, Secretary, Great Falls Planning Advisory Board

JOB NO.:	1704		NCI Engineering Co. 4509 North Star Blvd. Great Falls, MT 59406 Phone 406-453-5478	
DATE:	4/20/2018			
DRAWN BY:				
DWG. NAME:	FINAL PLAT			
SHEET NO.	1	OF	1	File #

FINDINGS OF FACT – MONTANA SUBDIVISION AND PLATTING ACT

Government Lots 2 and 3, Section 11, Township 20 North, Range 3 East, P.M., MT, Cascade County, Montana.

(PREPARED IN RESPONSE TO 76-3-608(3) MCA)

PRIMARY REVIEW CRITERIA:

Effect on Agriculture and Agricultural Water User Facilities: The subdivision is located within the City limits and is not currently being used for agricultural purposes. The subject property is located in an existing developed area. Thus, the proposed subdivision will not interfere with any agricultural irrigation system or present any interference with agricultural operations in the vicinity.

Effect on Local Services: The lots in the subdivision will connect to City water and sewer mains. The Owner will pay the cost of connecting to these utility mains. The Owners within the subdivision will pay regular water and sewer charges, and monthly storm drain charges.

The existing properties currently have law enforcement and fire protection service from the City of Great Falls. Providing these services to the subdivision is expected to be a manageable cost to the City and increased tax revenues from improved properties may cover increase costs.

Effect on the Natural Environment: The subdivision is not expected to adversely affect soils or water quality or quantity of surface or ground waters. Surface drainage from the subdivision will flow to an existing storm system. Modification will be required when development occurs. Future stormwater management will be reviewed and must be approved by the Public Works Department. Although some of the property is constrained by floodplain, the applicant is working with City staff to meet all flood hazard development requirements.

Effect on Wildlife and Wildlife Habitat: There is existing development to the north, south, and west. The Missouri River is to the east. There should be no effect to the fish and wildlife in the area. The subdivision will not result in closure of public access to hunting or fishing areas, nor to public lands.

Effect on Public Health and Safety: Based on available information, the subdivision is not subject to abnormal potential natural hazards such as wildfire, avalanches or rockslides; nor potential man-made hazards such as high voltage power lines, high-pressure gas lines, high traffic volumes, or mining activity.

REQUIREMENTS OF MONTANA SUBDIVISION AND PLATTING ACT, UNIFORM STANDARDS FOR MONUMENTATION, AND LOCAL SUBDIVISION REGULATIONS

The subdivision meets the requirements of the Montana Subdivision and Platting Act and the surveying requirements specified in the Uniform Standards for Monumentation, and conforms to the design standards specified in the local subdivision regulations. The local government has complied with the subdivision review and approval procedures set forth in the local subdivision regulations.

EASEMENT FOR UTILITIES

Currently a 20 foot wide easement exists which includes a 42 inch stormwater drain. No other utility easements are necessary to be identified at the final plat stage. If any new facilities are proposed outside of the Bay Drive Right of Way, appropriate easements will be created.

LEGAL AND PHYSICAL ACCESS

Legal and physical access to the proposed development will be from Bay Dr. This is an existing road and is maintained by the City of Great Falls.

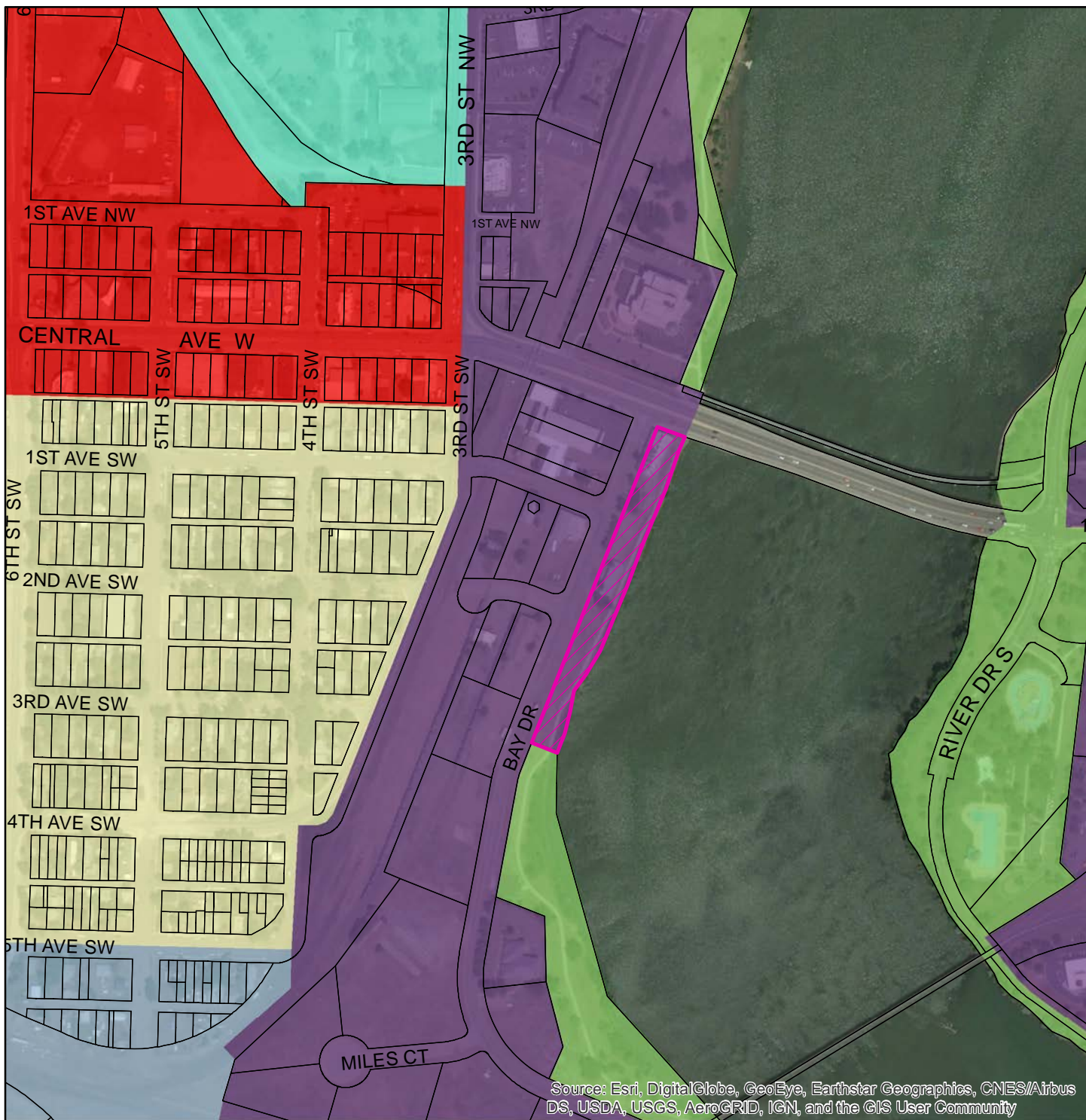


693 ft












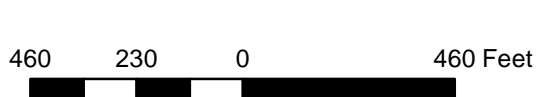
The City of Great Falls uses the most current and complete data available. However, GIS data and product accuracy may vary. GIS data and products may be developed from sources of differing accuracy, accurate only at certain scales, based on modeling or interpretation, incomplete while being created or revised, etc. The City of Great Falls reserves the right to correct, update, modify, or replace, GIS products without notification. The City of Great Falls cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. Using GIS data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may neither assert any proprietary rights to this information nor represent it to anyone as other than City Government-produced information. The City of Great Falls shall not be liable for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.

ZONING MAP



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

-  Subject Property
-  City Limits
-  Tracts of Land
-  R-3 Single-family High Density
-  C-2 General Commercial
-  M-2 Mixed-use Transitional
-  I-1 Light Industrial
-  PLI Public Lands and Institutional
-  POS Parks and Open Space





Item: Central Montana Agriculture and Technology Park (CMATP) TIF Phase III Storm Drain, O.F. 1658.1

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Consider and approve application for Central Montana Agri-Tech Park (CMATP) Tax Increment Financing (TIF) funds to be distributed.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (approve/not approve) the application for release of TIF funds to complete the final design for the storm drainage network across the CMATP."

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

Staff Recommendation:

City staff recommends approving the application for release of TIF funds for completion of the master plans and engineering design for the storm drainage network.

Summary:

As part of the Capital Improvement Plan for the CMATP the City has been working with Thomas Dean & Hoskins, Inc. (TD&H) to complete the master plan and preliminary design for the storm drainage network across the CMATP.

Background:

Sanitary sewer utility, and street installations for the area were completed under phases 1 and 2 in 2014. The storm drainage network is the last remaining major utility to be installed. The storm drainage system will serve the entire Central Montana Agri-Tech Park (CMATP) development and properties east of Black Eagle Road. The system will help protect properties from damage and serve future developments. Future extensions can serve several hundred acres to the west and north of the current CMATP. The proposed alignment will begin on the east side of Highway 87 and extend to a point east of Black Eagle

Road (see attached). In general, the proposed storm drain will follow the existing natural drainage.

Storm water will initially enter the storm drain near the culvert at Highway 87. Inlet structures along the alignment will capture additional runoff. The proposed storm drain will convey the storm water to the east. Wherever possible, the new storm drain will parallel existing utilities and minimize utility crossings and encumbrance to the land. For this phase of the project, the design will be finalized and construction documents with cost estimates will be completed. Easements and permits for the proposed alignment will be finalized and acquired. The storm drain system design will be finalized by TD&H.

City Engineering Division will perform administrative duties and coordinate the consultant's activities. The estimated cost for this phase of the project is \$150,000. Once the final engineering plans are completed and construction costs determined, an additional request for TIF funding will be submitted for construction.

It is anticipated that the construction funding will need to be financed as initial construction cost estimates exceed the funds currently available through the TIF.

The proposed schedule for project completion is as follows:

TIF Funding approval for engineering design July 3, 2018

Engineering Contract commission approval July 17, 2018

Design completion October 31, 2018

Application for additional funding/financing November 2018 –January 2019

Easement acquisition November 2018 –January 2019

Permitting January-March 2019

Construction Bidding/Award February-March 2019

Begin Construction May-June 2019

Fiscal Impact:

This application for tax increment funding requests that 100% of the project costs for engineering design and administration be provided by available tax increment funds.

Alternatives:

The City Commission could reject the application and deny release of TIF funds for this project.

ATTACHMENTS:

- Cover Memo
- TIF Application
- TIF Application Supplemental
- CMATP Storm Drain Location Map

**City of Great Falls
Public Works/Engineering**

DATE: June 20, 2018

FROM: Dave Dobbs, P.E. City Engineer

**SUBJECT: Central Montana Agriculture and Technology Park (CMATP) TIF Phase III
Storm Drain, O.F. 1658.1**

The City has been working with Thomas Dean & Hoskins, Inc (TD&H) to complete the master plan and preliminary design for the storm drainage network across the CMATP. The proposed alignment will begin on the east side of Highway 87 and extend to a point east of Black Eagle Road (see attached). In general, the proposed storm drain will follow the existing natural drainage. Storm water will initially enter the storm drain near the culvert at Highway 87 and inlet structures along the alignment will capture additional runoff and bypass flow. The proposed storm drain will convey the storm water to the east. Wherever possible, the new storm drain will parallel existing utilities and minimize utility crossings and encumbrance to the land.

The storm drainage system will serve the entire Central Montana Agri-Tech Park (CMATP) development and properties east of Black Eagle Road. The system will help protect properties from damage and serve future developments. Future extensions can serve several hundred acres to the west and north of the current CMATP.

For the next phase of this project, the design will be finalized and construction documents with cost estimates will be completed. Easements and permits for the proposed alignment will be finalized and acquired. The storm drain system designed will be finalized by TD&H. City Engineering Division will perform administrative duties and coordinate the consultant's activities. The estimated cost for this phase of the project is \$150,000

We have enclosed an application for Tax Increment Funding for the final engineering design and construction plans for the storm drainage system to be installed.

Sincerely,



Dave Dobbs, PE, City Engineer
(406) 771-1258

Exhibit A: TIF Application

CITY OF GREAT FALLS



**TAX INCREMENT FINANCING
(TIF)**

APPLICATION FOR FUNDS

**CITY OF GREAT FALLS
TAX INCREMENT FINANCING
(TIF) APPLICATION FOR FUNDS**

Project Name: CMATP TIF PHASE III STORM DRAIN

Date

Submitted:

Name of TIF District: Central Montana Agri-Tech Park

APPLICANT INFORMATION

Name: City of Great Falls Public Works Department

Address: 1025 25th Avenue North East, P.O. Box 5021, Great Falls, MT 59403

Telephone: 406-771-1258 (Dave Dobbs, P.E., City Engineer)

DEVELOPMENT INFORMATION

1. Building Address: Adjacent to Malteurop, 2800 Great Bear Ave, Great Falls, MT 59404
2. Legal Description: Parcel A: The SE1/4NE1/4 of Section 30, T21N, R4E, P.M.M., Cascade County, Montana

Parcel B: Lot 12 of the Great Bear No. 2 Subdivision - Phase II, located in the NE1/4 of Section 30, T21N, R4E, P.M.M., City of Great Falls, Cascade County, Montana

3. Ownership: Parcel A: International Malting Company, LLC. Cc/ Malteurop North America
Address: 2800 Great Bear Ave, Great Falls, MT 59404

Ownership: Parcel B: Dali, LLC.
Address: P.O. Box 443, Holualoa, HI 96725

4. If property is not owned by the Applicant, list leasehold interest: (*Attach evidentiary materials*).
Name: As the design and alignment of the storm drain is finalized the City of Great Falls will enter negotiations with landowners for easement access.

Address: _____ See _____ Above

5. Existing/Proposed Businesses: Malteurop barely malting facility, ADF International steel fabrication, T&K Performance LLC diesel truck repairs and sales, Cargill research laboratories.

Business Description: _____ See _____ Above

6. Employment: Existing FTE Jobs: Malteurop employs approximately 50 people. ADF employs approximately 200-900 people. T&K Performance LLC. employs 2-5 FTE, Cargil employs 10-20 FTE.

New Permanent FTE Jobs created by project: No New jobs will be created. Construction FTE jobs: The storm drain installation will employ approximately 8 people during design and construction.

7. Architectural/Engineering Firm: City Public Works Engineering Division will manage the project. TDH Engineering has been retained to complete the design and develop the construction plans.

Address: 1025 25th Avenue North East, P.O. Box 5021, Great Falls, Montana 59403

Representative: 406-771-1258 (Dave Dobbs, P.E., City Engineer)

8. Please provide a description of the Total Project Development (attach a narrative explanation).

Currently, storm water flows along a natural drainage swale located in the developing industrial park. As the CMATP continues to develop, the amount of storm water runoff will increase, posing a risk to property and to the natural drainage features. East of Black Eagle Road, the existing drainage swale is already experiencing substantial amounts of erosion. Updates to the conveyance and detention systems are required in order to support future development in the area.

In general, the proposed storm drain will follow the existing natural drainage. Storm water will initially enter the storm drain near the culvert at Highway 87 and inlet structures along the alignment will capture additional runoff. The proposed storm drain will convey the storm water to the east. Following the existing drainage minimizes the length of inlet lateral piping and allows the pipe depth to be at a practical level. Wherever possible, the new storm drain will parallel existing utilities and minimize utility crossings.

The storm drainage system will serve the entire Central Montana Agri-Tech Park (CMATP) development and properties east of Black Eagle Road. The system will help protect properties from damage and serve future developments. Future extensions can serve several hundred acres to the west and north of the current CMATP. The storm drain system will be designed by a consultant. City Engineering Division will perform administrative duties and coordinate the consultant's activities.

9. Please provide rehabilitation/construction plans (attach schematics, site and landscaping plans).

See Attached map and preliminary plans for the project.

10. What is the development schedule or estimated completion date for the Total Project Development? The Total Project Development is best defined as the entire development, not just the TIF improvements (please include project phasing if appropriate).

We anticipate the final design, construction plans, and construction cost estimated to be completed by October 30, 2018. Pending funding construction is anticipated to begin Spring/Summer 2019.

11. Do you plan on asking for any other tax abatements, grants, tax credits or other forms of relief? If so, what type?

No

12. Please describe your funding needs and the anticipated timing schedule for your identified Eligible TIF Activities (example: *I will be fronting the costs of all identified TIF improvements and would like to be reimbursed incrementally as TIF funds become available; I am interested in utilizing bond financing to complete the identified project improvements and would like to be reimbursed with TIF funds as they become available, I need TIF funds immediately to complete the identified TIF improvements, etc.*)

We are requesting that the TIF funds be made immediately available to complete the design and construction plans for the proposed storm drainage project.

13. Please indicate the amount of Public Infrastructure Need and the amount of Public Infrastructure being requested to be financed by the TIF District.

This application for tax increment funding requests 100% of the project costs for engineering design, and administration be provided by available tax increment funds.

TOTAL PROJECT DEVELOPMENT COSTS

The total project development cost is the cost to develop the entire project/site, and should include the cost of the TIF improvements.

Land and Site Preparation Improvements (Itemized)

- 1. Value of Land \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____

Subtotal

\$ _____

Construction/Rehabilitation Costs (Use general construction trade divisions)

(Total value of improvements)

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____
- 7. Subtotal \$ _____

\$ _____

Equipment Costs

(Total value of equipment)

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____

Subtotal

\$ _____

Total Project Development Costs

\$ _____

ELIGIBLE TIF ACTIVITIES

Land Acquisition

	Total	Amount Requested from TIF	Timing for Funds
1.	_____	_____	_____

Demolition & Removal of Structures

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
Subtotal	_____	_____	_____

Relocation of Occupants

1.	_____	_____	_____
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Public Improvements

(acquisitions, construction and improvement of infrastructure which includes streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off-street parking facilities, sewers, sewer lines, storm sewers, etc.)

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
Subtotal	_____	_____	_____

Fees (associated with eligible activities)

(A&E design/supervision, permits & other fees)

1. A&E design / Supervision	<u>\$150,000.00</u>	Includes professional services provided by private consultant and City Engineering Staff.	
2.	_____		_____
3.	_____		_____

Total Project Development Costs

\$150,000.00

CERTIFICATION

I (we), _____ (please print),
certify that the statements and estimates within this Application as well as any and all documentation
submitted as attachments to this Application or under separate cover are true and correct to the best of my
(our) knowledge and belief.

Signature _____

Title _____

Address _____

Date _____

Signature _____

Title _____

Address _____

Date _____

Central Montana Agri-Tech Park (CMATP) – Criteria for Review

Storm Drain

1. Public Infrastructure Improvements – The storm sewer main will immediately benefit the CMATP by providing drainage facilities that will reduce surface erosion.
2. Economic Stimulus – The total estimated cost of Engineering and Design are approximately \$150,000.

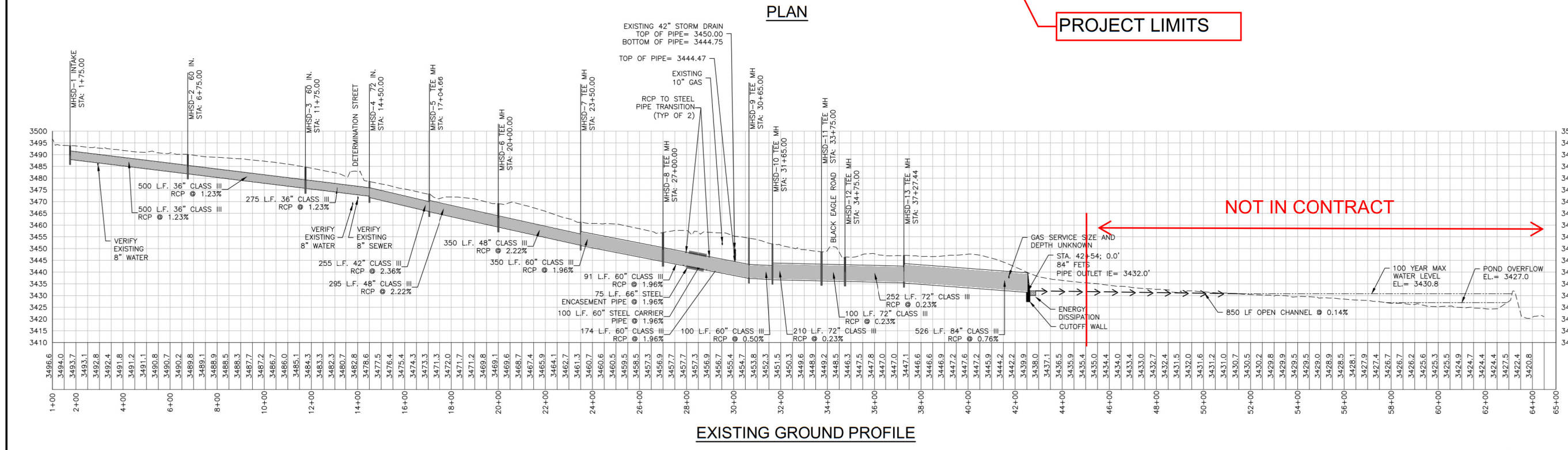
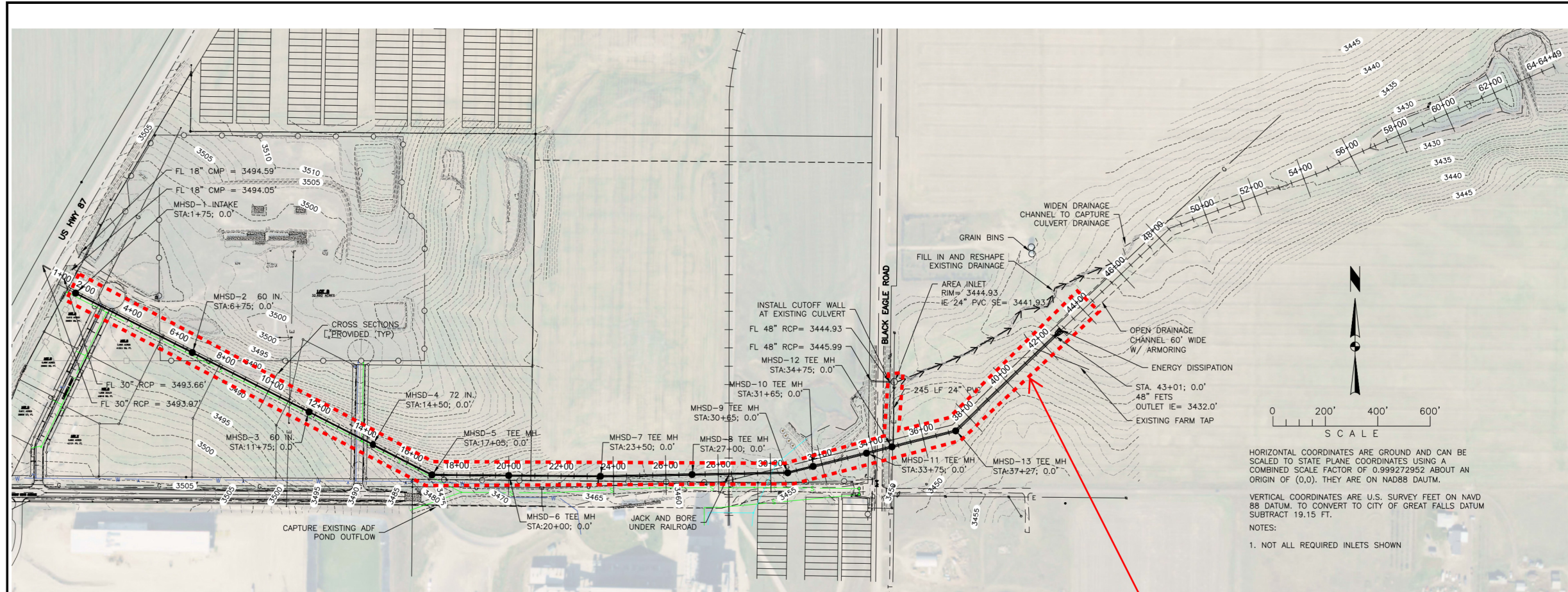
The storm sewer main can/will serve a much broader area than just the CMATP.

3. Tax Generation – As the CMATP grows additional taxable value will be generated.
4. Employment Generation – Malteurop employs approximately 50 people. ADF employs approximately 200-900 people. T&K Performance LLC. employs 5-10 FTE, Cargil employs 10-20 FTE. As the area grows more high paying jobs will be supported by this improvement. The storm drain installation will employ approximately 8 people during design and construction.
5. Elimination of Blight – No direct benefit, although the additional high paying jobs created may indirectly have a positive impact on blight in the community.
6. Special or Unique Opportunities – This infrastructure improvement is critical to the industrial park and surrounding areas. Great Falls has a minimum amount of “shovel ready” lands zoned I-2 Heavy Industrial. Attracting higher paying jobs in appropriate locations is the goal of the City, and this project advances this and related goals.
7. Impact Assessment – This project is compatible with the cities growth plan. The community has supported industrial development in this area. The location is some distance from existing or planned residential areas. Sound engineering and design standards in place ensure that environmental impacts will be minimized.
8. Financial Assistance – No other financial resources have been identified
9. Development’s Feasibility – The CMATP is expanding and will generate more storm runoff as the area grows due to increased impervious area. The proposed storm drain system will help convey increased storm water runoff in a safe and efficient manner as the area continues to develop.

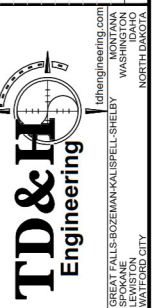
10. Developer Ability to Perform – The applicant (City of Great Falls Engineering Division) successfully handles from 30-50 projects annually with a total value of \$10,000,000 and \$20,000,000. We are committed to successfully delivering this project.
11. Timely Completion – It is critical that the Engineering portion of the project be completed by November 2018 so that financing for the construction portion of the project can begin.
12. Payment of Taxes – Not applicable

FIGURE 1

PRELIMINARY
NOT FOR
CONSTRUCTION



REV	DATE	REVISION



DRAWN BY: CJS
DESIGNED BY:
QUALITY CHECK:
DATE: 7/12/16
JOB NO. 13-208
FIELDBOOK

CMATP TIF STORM DRAIN PHASE 3 O.F. 1658.1
GREAT FALLS, MT

PRELIMINARY STORM DRAIN ALIGNMENT



Item: Ordinance 3190 - An Ordinance to rezone the property located in The Great Falls Water Power and Townsite Company's First Addition, Block 405, Lots 8-14 from PUD Planned Unit Development to R-3 Single-family high density

From: Erin Borland, Planner II, Planning and Community Development

Initiated By: NWGF Beargrass Village, LLC, Owner

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

Action Requested: City Commission accept Ordinance 3190 on first reading and set a public hearing for August 7, 2018.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (accept/not accept) Ordinance 3190 on first reading and (set/not set) a public hearing for August 7, 2018.”

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

Staff Recommendation:

Staff recommends approval of the proposed rezoning request. At the conclusion of a public hearing held on June 12, 2018, the Zoning Commission recommended the City Commission approve the rezoning request from PUD Planned Unit Development to R-3 Single-family high density for the subject property.

Summary:

On December 5, 2017, the City Commission approved the rezone of the subject property, located at the northwest corner of 3rd Avenue South and 14th Street South, from R-3 to PUD in order to allow a pocket neighborhood to be developed. The applicant will not be proceeding with the pocket neighborhood and therefore seeks to rezone the property from the current PUD zoning back to R-3 Single-family high density zoning. The applicant is proposing to build seven single family homes on the vacant property.

Background:

The applicant had previously proposed to develop the first pocket neighborhood in Great Falls, on a ±1.21 acre parcel located at the northwest corner of 3rd Avenue South and 14th Street South. The

subject property was previously occupied by Kranz Floral, but it now sits vacant due to the demolition of the previous buildings. The property is currently zoned Planned Unit Development (PUD). The usage of the PUD zoning approach was due to the unique nature of the pocket neighborhood with small lot sizes, shared parking, and common space.

Due to the costs of the project related the types of soils and the required foundations, the applicant has decided to not move forward with the pocket neighborhood and is proposing to build seven single family homes on the existing lots. Because the PUD was designed and approved for the unique nature of the project, the PUD zoning does not permit the current proposal for the property. Therefore, the applicant is requesting a zoning map amendment to rezone the property to R-3 Single-family high density.

The basis for decision on zoning map amendments, i.e. rezoning or zone changes, is listed in OCCGF §17.16.40.030. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the criteria which are attached as Findings of Fact – Zoning Map Amendment.

Neighborhood Council Input:

The subject property is located in Neighborhood Council #9. The Owner has presented information throughout the pocket neighborhood planning process to Council #9. The neighborhood council members have been informed of the rezone back to R-3 Single-family high density, and no concerns have been expressed.

Fiscal Impact:

Services will be provided by the City, and the cost of any infrastructure improvements will be borne by the Owner. The rezone request will provide for the development of seven single family homes on what currently is vacant land. This will increase the City's tax base and increase revenue.

Alternatives:

The City Commission could deny acceptance of Ordinance 3190 on first reading and not set the public hearing.

Concurrences:

Because the proposal is simply a zoning change request associated with construction of homes on existing platted lots, no review from other City departments is needed at this time.

ATTACHMENTS:

- ▢ Ordinance 3190
- ▢ Basis of Decision
- ▢ Aerial Map
- ▢ Zoning Map

ORDINANCE 3190

AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS TO REZONE THE PROPERTY LEGALLY DESCRIBED AS: THE GREAT FALLS WATER POWER AND TOWNSITE COMPANY'S FIRST ADDITION, BLOCK 405, LOTS 8-14 LOCATED IN THE NE1/4 OF SECTION 12, TOWNSHIP 20 NORTH, RANGE 3 EAST, P.M.M. CASCADE COUNTY, MONTANA, FROM PUD PLANNED UNIT DEVELOPMENT TO R-3 SINGLE-FAMILY HIGH DENSITY DISTRICT

* * * * *

WHEREAS, the City Commission approved the rezone of the subject property, located at the northwest corner of 3rd Avenue South and 14th Street South from R-3 Single-family High Density to PUD Planned Unit Development by Ordinance 3176 in order to allow a pocket neighborhood to be developed.; and

WHEREAS, the property owner, NWGF Beargrass Village, LLC, has decided not to move forward with the project and has petitioned the City of Great Falls to rezone said properties to R-3 Single-family High Density by replacement of Ordinance 3176 with Ordinance 3190; and

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on June 12, 2018, to consider said rezoning from PUD Planned Unit Development district to R-3 Single-family High Density and, at the conclusion of said hearing, passed a motion recommending the City Commission rezone the property legally described as The Great Falls Water Power and Townsite Company's First Addition, Block 405, Lots 8-14, located in the NE 1/4 Section 12, Township 20 North, Range 3 East, P.M., City of Great Falls, Cascade County, Montana; and,

WHEREAS, notice of assigning said zoning classification to the subject property was published in the *Great Falls Tribune* advising that a public hearing on this zoning designation would be held on the 7th day of August, 2018, before final passage of said Ordinance herein; and

WHEREAS, following said public hearing, it was found and decided that the zoning map amendment on said property meets the Basis of Decision requirements in the Official Code of the City of Great Falls (OCCGF), Section 17.16.40.030, and that the said rezoning designation be made.

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

Section 1. It is determined that the herein requested rezoning meets the criteria and guidelines cited in Mont. Code Ann §76-2-304, and Section 17.16.40.030 of the OCCGF.

Section 2. That the property legally described as: The Great Falls Water Power and Townsite Company's First Addition, Block 405, Lots 8-14, located in the NE 1/4 Section 12, Township 20 North, Range 3 East, P.M., City of Great Falls, Cascade County, Montana, be rezoned to R-3 Single-family High Density district.

Section 3. This ordinance shall be in full force and effect thirty (30) days after its passage and adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading July 3, 2018.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading August 7, 2018.

Bob Kelly, Mayor

ATTEST:

Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney

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

I, Darcy Dea, Deputy 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 3190 on the Great Falls Civic Center posting board and the Great Falls City website.

Darcy Dea, Deputy City Clerk

(CITY SEAL)

FINDINGS OF FACT – ZONING MAP AMENDMENT

Amended Plat of The Great Falls Water Power and Townsite Company's First Addition, Block 405, Lots 8-14, located in the NE 1/4 of Section 12, Township 20 North, Range 3 East, PM, City of Great Falls, Cascade County, MT.

PRIMARY REVIEW CRITERIA:

The basis for decision on zoning map amendments is listed in Official Code of the City of Great Falls §17.16.40.030 of the Land Development Code. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the following criteria:

1. The amendment is consistent with and furthers the intent of the City's growth policy.

The proposed rezone is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. This project is strongly supported by the Social and Physical portions of the Growth Policy, specifically the goal and principle of enhancing the urban built environment by promoting infill and redevelopment in the City.

Additional policies that this rezone is consistent with include:

Social - Housing

- Soc1.4.1 Work with the private sector and non-profits to increase housing opportunities in the city.
- Soc1.4.2 Expand the supply of residential opportunities including single family homes, apartments, manufactured homes and assisted living facilities.
- Soc1.4.3 Encourage, promote and support adequate and affordable home ownership in the City.
- Soc1.4.13 Protect the character, livability and affordability of existing neighborhoods by ensuring that infill development is compatible with existing neighborhoods.

Environmental – Urban Form

- Env2.3.1 In order to maximize existing infrastructure, identify underutilized parcels and areas with infill potential as candidates for redevelopment in the City.

Physical - Land Use

- Phy4.1.1 Promote and incentivize infill development that is compatible with the scale and character of established neighborhoods.
- Phy4.1.5 Encourage and incentivize the redevelopment or adaptive reuse of vacant or underutilized properties so as to maximize the City's existing infrastructure.

The Growth Policy identifies that Great Falls embodies balanced, compatible growth. The approval of the rezone request would create balanced infill development that is compatible with the adjacent properties as well as carry out the vision of the adjacent zoning districts surrounding the property.

2. The amendment is consistent with and furthers adopted neighborhood plans, if any.

Great Falls is separated into nine Neighborhood Councils. There are no adopted Neighborhood

Plans for any of the Councils within the City. The subject property is located in Neighborhood Council #9. The council has been informed of the rezone and no comments have been made at this time.

3. The amendment is consistent with other planning documents adopted by the City Commission, including the river corridor plan, transportation plan and sub-area plans.

There are no additional planning documents that are related to the proposed rezoning back to the original R-3 district.

4. The code with the amendment is internally consistent.

The proposed rezoning back to the original R-3 district is more consistent with City code than the original pocket neighborhood proposal. Staff anticipates that no variances will be needed to execute new single family home construction on the existing platted lots.

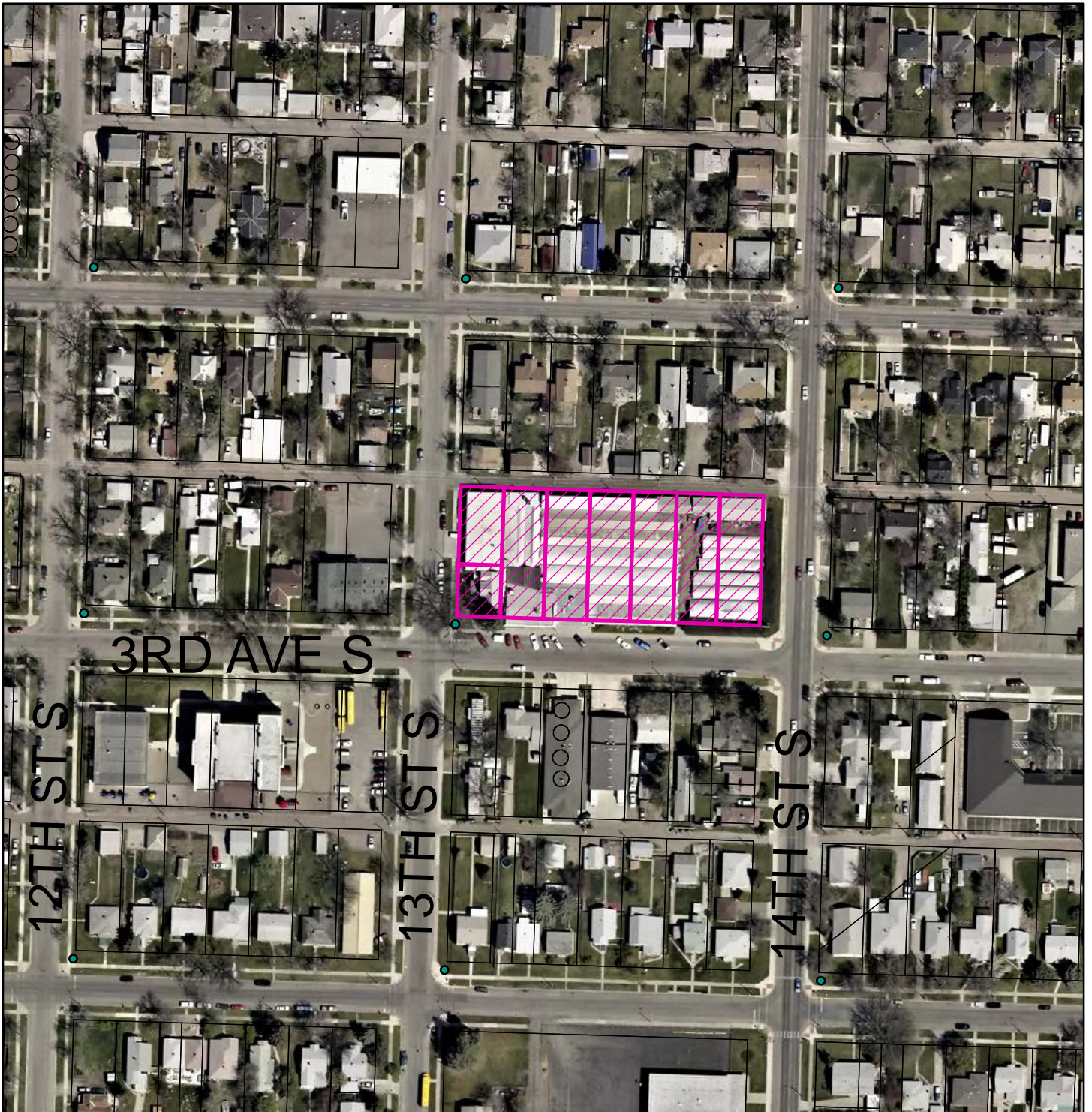
5. The amendment is the least restrictive approach to address issues of public health, safety, and welfare.


There are no existing public health, safety, or welfare issues that have been identified for this property. The proposed rezoning will allow for the entire block to be developed, which should only enhance the overall safety of the neighborhood area.

6. The City has or will have the financial and staffing capability to administer and enforce the amendment.


The City has the financial and staffing capability to enforce the amendment if it is approved. The properties will be developed in a manner consistent with the previous zoning and platting for this area.

AERIAL MAP



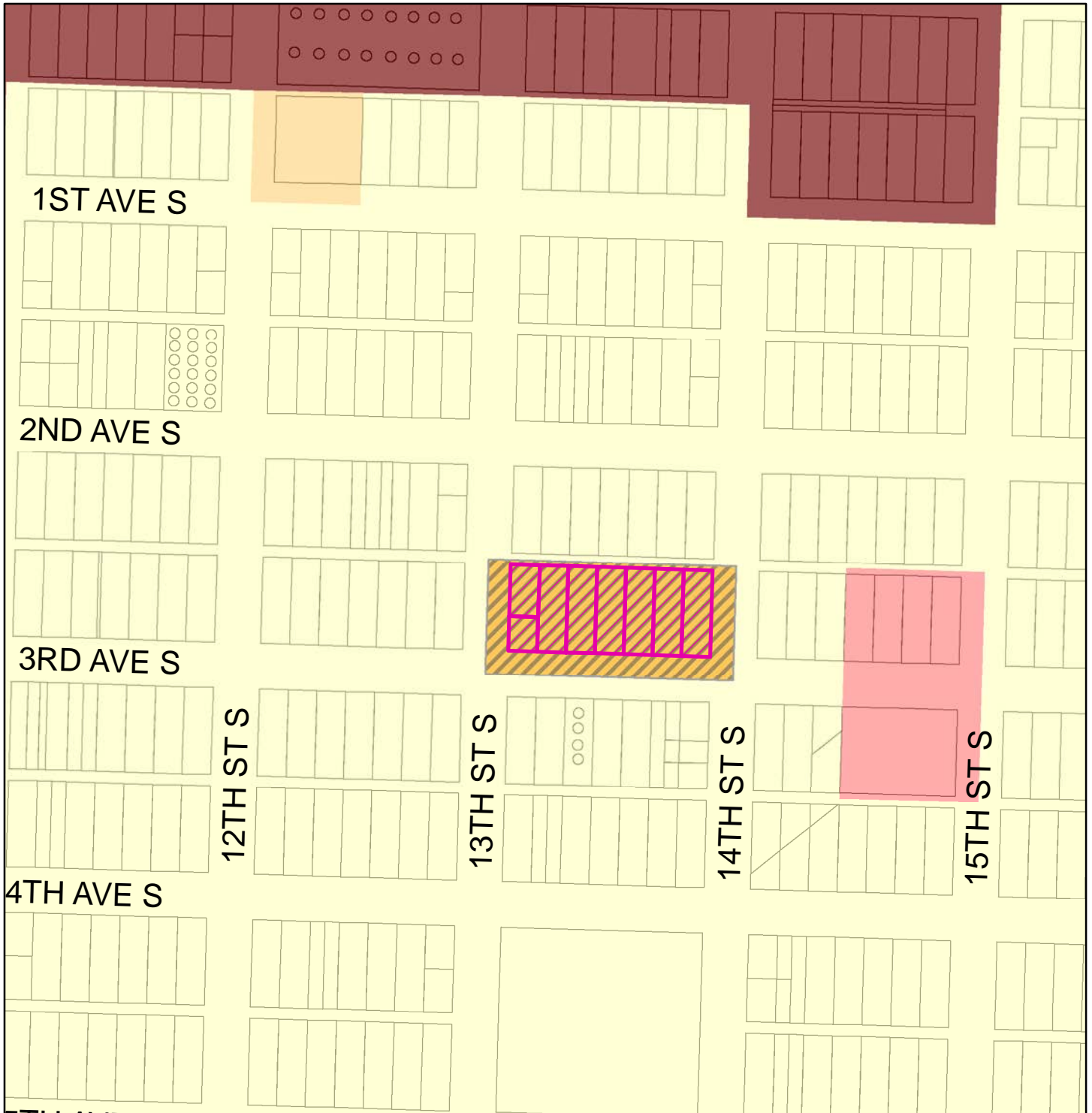
 Subject Properties







 City Limits

 Tracts of Land



ZONING MAP



-  Subject Properties
-  R-3 Single-family High Density
-  R-5 Multi-family Medium Density
-  PUD Planned Unit Development
-  C-1 Neighborhood Commercial
-  C-5 Central Business Periphery





Item: Ordinance 3191 - An Ordinance by the City Commission to establish R-2 Single-family Medium Density zoning for the properties located in Sky-line Addition Lots 1A, 2A, 3-5 and 6A; Tract 2 of Certificate of Survey #5150; and the adjoining right-of-way of Skyline Drive NW.

From: Erin Borland, Planner II, Planning and Community Development

Initiated By: The property owners of 304, 308, 312, 314, 404, and 408 Skyline Drive NW and Dave Juelfs

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

Action Requested: City Commission accept Ordinance 3191 on first reading and set a public hearing for August 7, 2018.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (accept/not accept) Ordinance 3191 on first reading and (set/not set) a public hearing for August 7, 2018"

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

Staff Recommendation:

Staff recommends approval of the R-2 Single-family medium density zoning for the properties. At the conclusion of a public hearing held on June 12, 2018, the Zoning Commission recommended the City Commission approve the establishment of R-2 Single-family medium density zoning for the subject properties.

Summary:

There are currently six residential properties located on the south side of Skyline Drive NW that are legally described as Sky-line Addition Lots 1A, 2A, 3-5, and 6A. These six lots have been connected to a 2" water line that provided the properties with City water even though the properties are located in the County. This service line had multiple failures in the past and was made of a material that is no longer used by the City of Great Falls. The line was allowed to be repaired one last time in 2013. At that time, the property owners were informed that the City would not repair the noncomplying line in the future.

At the beginning of 2017, the Public Works Department noticed that the water line was leaking significantly, and the City reached out to the property owners to start the conversation about annexation and installation of separate service lines. The City met with the owners to explain the process and the costs involved with the improvements. Staff informed the property owners that it would be more feasible financially for all the property owners to petition to annex at the same time. At that time, a seventh property owner to the north of Skyline Drive NW was informed of the annexation and decided to petition to annex a vacant parcel of land in order to build a new single-family home.

Background:

Annexation Request:

The subject properties proposed for annexation are legally described as Sky-line Addition Lots 1A, 2A 3-5 and 6A; Tract 2 of Certificate of Survey #5150, and the adjoining right-of-way of Skyline Drive NW. For reference, the amended plats of Sky-Line Addition and the Certificate of Survey have been attached. As stated previously, the property owners on the south side of the street have petitioned to annex into the City in order to receive water service to their existing homes, while the owner north of the street requires annexation because of his desire for new water and sewer service accompanying the construction of a new home.

The Annexation request is scheduled to be considered for action at the public hearing for August 7, 2018.

Establishment of Zoning:

The subject properties of the annexation all have single-family residences that are proposed to have R-2 Single-family medium density zoning. Although the lots are larger than normal, this zoning category was selected because it best fits existing residential areas of the City located to the east and south of the annexation area.

The basis for decision on zoning map amendments is listed in OCCGF §17.16.40.030. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the criteria which are attached as Findings of Fact – Zoning Map Amendment.

Improvements:

Roadways - At the proposed annexation location, Skyline Drive NW is currently in the County and not built to City standards. If the petition to annex the seven properties and the adjoining right-of-way is approved, the property owners are required to pay the fee specified in the attached Annexation Improvement Agreements in order to bring the road up to current City Standards. For the south side of the street, improvements to be constructed by the City will include a boulevard style sidewalk, a new driveway connection, fire hydrants, and relocating of mailboxes. Because the property to the north is a vacant parcel and the property owner is proposing new development, the fee associated with the roadway improvements will only cover the construction of the roadway. All other improvements, including the sidewalk and driveway connection, are the responsibility of the property owner at the time of construction of his single-family house.

Water Service - The six properties to the south of Skyline Drive NW have now implemented connections to the existing water main located in Skyline Drive, per a previous written agreement with the City of Great Falls Public Works Department that was executed in August 2017. The property to the north will be required to connect to the existing water main located in Skyline Drive NW as part of the development of the property.

Sewer Service - Due to the unique situation of this annexation of the six properties to the south of

Skyline Drive NW, the City will allow the existing drainfield or septic tanks that serve the properties to remain until they fail. At the time of failure, the property owners are required to abandon the drainfield or septic tank per the abandonment procedure of the Cascade City-County Health Department and comply with sanitary treatment requirements of the City. The property owners will connect to the existing 8-inch diameter sewer main on City property to the South of the Subject Property. The owner of lot 2A has already voluntarily connected to the sewer service per agreement with the City of Great Falls Public Works Department. The property to the north is required to extend a new sewer main within the Skyline Drive right-of-way consistent with City standards. Said sewer main shall be extended to the western property line and constructed in accordance with City standards.

Neighborhood Council Input:

The subject properties are located adjacent to Neighborhood Council #3. Information was sent out to the Council's representatives on May 25, 2018. To date there has only been one inquiry regarding the request. The City did receive numerous phone calls about the request, but all calls were simply oriented towards understanding the request.

Fiscal Impact:

Services will be provided by the City, and the cost of infrastructure improvements will be borne by the property owners per the agreed upon terms of the Annexation Improvement Agreements. The annexation will extend the City limits to include seven more properties, which will increase the City's tax base and increase revenue. More specifically, the owners are contributing to City upgrades of Skyline Drive and will be responsible for the cost of future sewer connections.

Alternatives:

The City Commission could deny acceptance of Ordinance 3191 on first reading and not set the public hearing.

Concurrences:

Representatives from the City's Public Works and Engineering Departments have been extensively involved throughout the review and approval process for this project. Both departments concur with the proposed annexation as well as how infrastructure requirements have been addressed.

ATTACHMENTS:

- ▢ Ordinance 3191
- ▢ Findings of Fact - Zoning Map Amendment
- ▢ Aerial Map
- ▢ Zoning Map
- ▢ Certificate of Survey 5150
- ▢ Sky-Line Addition Plat
- ▢ Sky-Line Addition, Block 1, Lot 1&2

ORDINANCE 3191

AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS ASSIGNING A ZONING CLASSIFICATION OF R-2 SINGLE-FAMILY MEDIUM DENSITY DISTRICT TO THE PROPERTIES LEGALLY DESCRIBED AS: SKY-LINE ADDITION LOTS 1A, 2A, 3-5 AND 6A; TRACT 2 OF CERTIFICATE OF SURVEY #5150; AND THE ADJOINING RIGHT-OF-WAY OF SKYLINE DR NW LOCATED IN THE SW1/4 NW1/4 OF SECTION 35, TOWNSHIP 21 NORTH, RANGE 4 EAST, P.M.M. MT, CASCADE COUNTY, MONTANA

* * * * *

WHEREAS, Bishop Living Trust, Robert and Barbara Butcher, Bill and Heide Steele, Dave Juelfs, Brian and Pauline Burks, David and Sherrie Stanton, and Lyle Stanton are the owners of record and have petitioned the City of Great Falls to annex the subject properties, consisting of ±6.944 acres, as legally described above; and,

WHEREAS, Bishop Living Trust, Robert and Barbara Butcher, Bill and Heide Steele, Dave Juelfs, Brian and Pauline Burks, David and Sherrie Stanton, and Lyle Stanton have petitioned said properties to be assigned a City zoning classification of R-2 Single-family medium density district, upon annexation to City; and,

WHEREAS, notice of assigning said zoning classification to the subject property was published in the *Great Falls Tribune* advising that a public hearing on this zoning designation would be held on the 7th day of August, 2018, before final passage of said Ordinance herein; and,

WHEREAS, following said public hearing, it was found and decided that said zoning designation be made; and,

WHEREAS, the zoning map amendment on said property meets the Basis of Decision requirements in the Official Code of the City of Great Falls, Section 17.16.40.030; and,

WHEREAS, the Great Falls Zoning Commission conducted a public hearing on June 12, 2018, to consider said zoning and at the conclusion of said hearing passed a motion recommending the City Commission zone the property legally described as Sky-line Addition Lots 1A, 2A, 3-5 and 6A; Tract 2 of Certificate of Survey #5150; and, the adjoining right-of-way of Skyline Dr NW; located in the SW1/4 NW1/4 of Section 35 Township 21 North, Range 3 East, P.M. MT, Cascade County, Montana to R-2 Single-family medium density district.

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

Section 1. It is determined that the herein requested zoning assignment will meet the criteria and guidelines cited in Section 76-2-304 Montana Code Annotated, and Section 17.16.40.030 of the Land Development Code of the City of Great Falls.

Section 2. That the property legally described as: Sky-line Addition Lots 1A, 2A, 3-5 and 6A; Tract 2 of Certificate of Survey #5150; and, the adjoining right-of-way of Skyline Dr NW; located in the SW1/4 NW1/4 of Section 35 Township 21 North, Range 3 East, P.M. MT, Cascade County, Montana, be designated as R-2 Single-family medium density district.

Section 3. This ordinance shall be in full force and effect thirty (30) days after its passage and adoption by the City Commission.

ACCEPTED by the City Commission of the City of Great Falls, Montana on first reading July 3, 2018.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading August 7, 2018.

Bob Kelly, Mayor

ATTEST:

Darcy Dea, Deputy City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney

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

I, Darcy Dea, Deputy 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 3191 on the Great Falls Civic Center posting board and the Great Falls City website.

Darcy Dea, Deputy City Clerk

(CITY SEAL)

FINDINGS OF FACT – ZONING MAP AMENDMENT

Sky-line Addition Lots 1A, 2A 3-5 and 6A; Tract 2 of Certificate of Survey #5150; and, the adjoining right-of-way of Skyline Dr NW located in the SW1/4 NW1/4 Section 35, T21N, R3E PMM, Cascade County, Montana.

PRIMARY REVIEW CRITERIA:

The basis for decision on zoning map amendments is listed in Official Code of the City of Great Falls §17.16.40.030 of the Land Development Code. The recommendation of the Zoning Commission and the decision of City Commission shall at a minimum consider the following criteria:

1. The amendment is consistent with and furthers the intent of the City's growth policy.

The proposed zoning assignment of R-2 Single-family medium density is consistent with the overall intent and purpose of the 2013 City Growth Policy Update. Additionally the policies that this establishment of zoning is consistent with include:

Social - Housing

Soc1.4.12 When annexing land for residential development, consider the timing, phasing and connectivity of housing and infrastructure development.

Physical - Land Use

Phy4.2.5 Promote orderly development and the rational extension of infrastructure and City services.

Phy4.3.2 Plan for the provision of appropriate infrastructure improvements, where needed, to support development.

The Growth Policy identifies that Great Falls embodies balanced, compatible growth; the approval of the annexation with the establishment of R-2 zoning will create balanced growth that is compatible with the adjacent properties as well as carry out the vision of the adjacent zoning districts surrounding the property.

2. The amendment is consistent with and furthers adopted neighborhood plans, if any.

Great Falls is separated into nine Neighborhood Councils. There are no adopted Neighborhood Plans for any of the Councils within the City. The subject property is located in Neighborhood Council #3. Information was sent out to the Council's representatives on May 25, 2018. No concerns about the R-2 zoning assignment have expressed.

3. The amendment is consistent with other planning documents adopted by the City Commission, including the river corridor plan, transportation plan and sub-area plans.

The subject property does not lie within any adopted planning or sub-area planning areas.

4. The code with the amendment is internally consistent.

The proposed establishment of zoning not in conflict with any portion of the existing City Code

and will be consistent with the adjacent existing zoning. The existing single-family homes as well as the proposed single-family home will fit in with the context of the neighborhood based on the surrounding single family homes adjacent to the property. The proposal will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor substantially diminish and impair property values in the neighborhood.

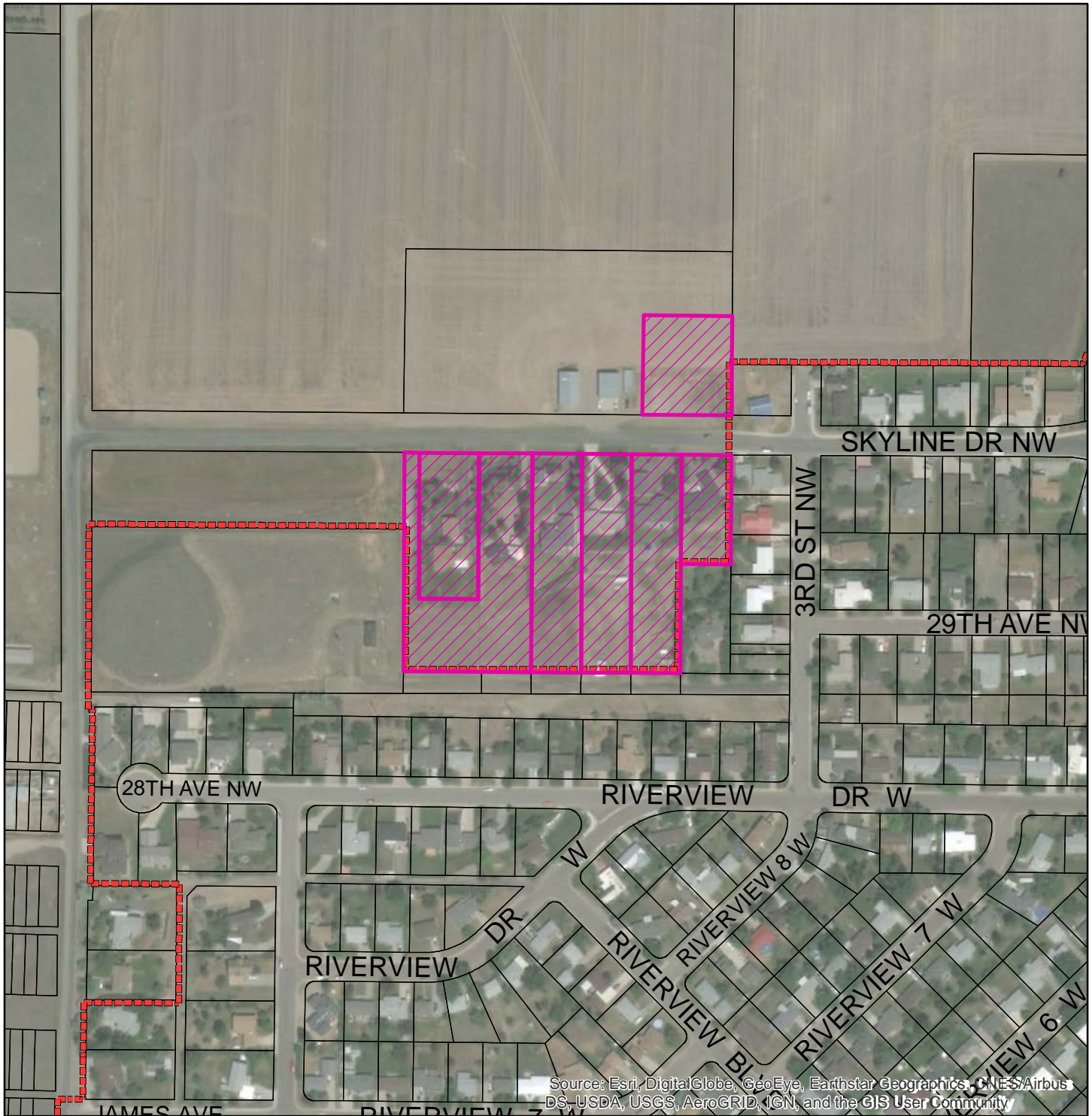
5. The amendment is the least restrictive approach to address issues of public health, safety, and welfare.



There are no existing public health, safety, or welfare issues that have been identified for these properties. The long-standing water service issue has been addressed with connections to the water main. Sewer service will be phased in as existing drainfields no longer become viable. The zoning assignment has no impact on these issues.

6. The City has or will have the financial and staffing capability to administer and enforce the amendment.

The City has the financial and staffing capability to enforce the amendment if it is approved. A small number of lots are largely built-out are affected by the new zoning designation.

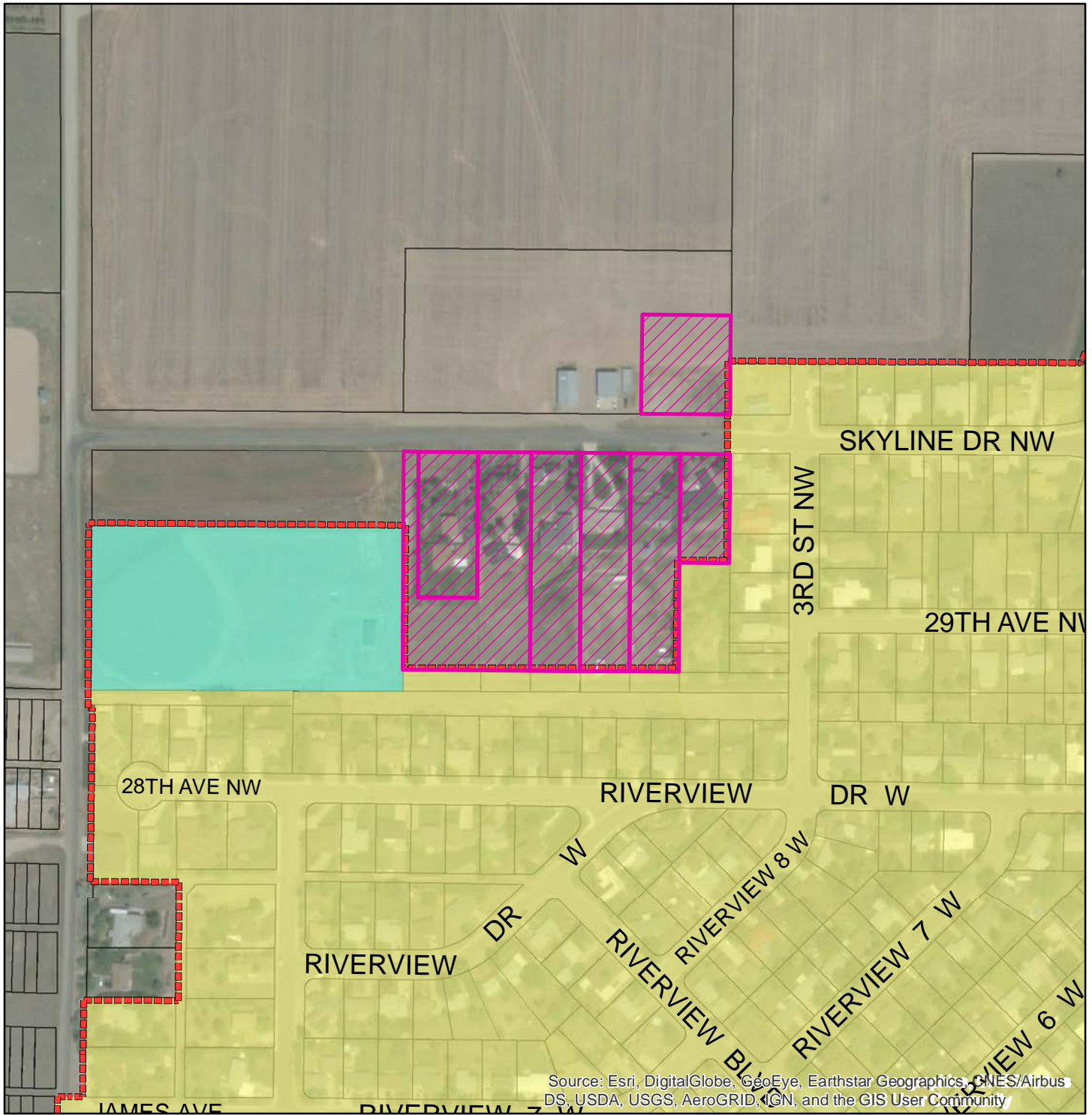
AERIAL MAP







-  Subject Properties
-  Tracts of Land

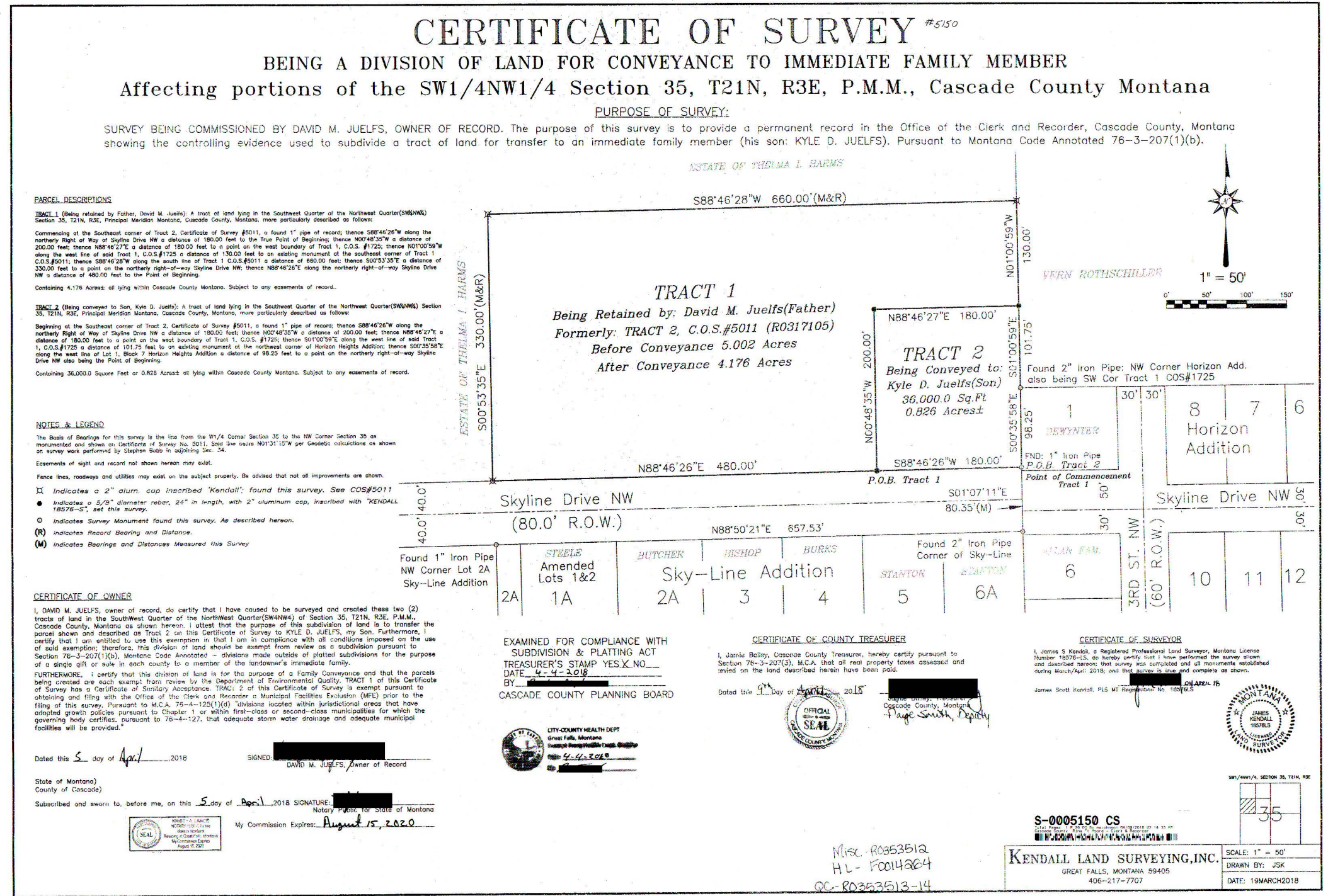
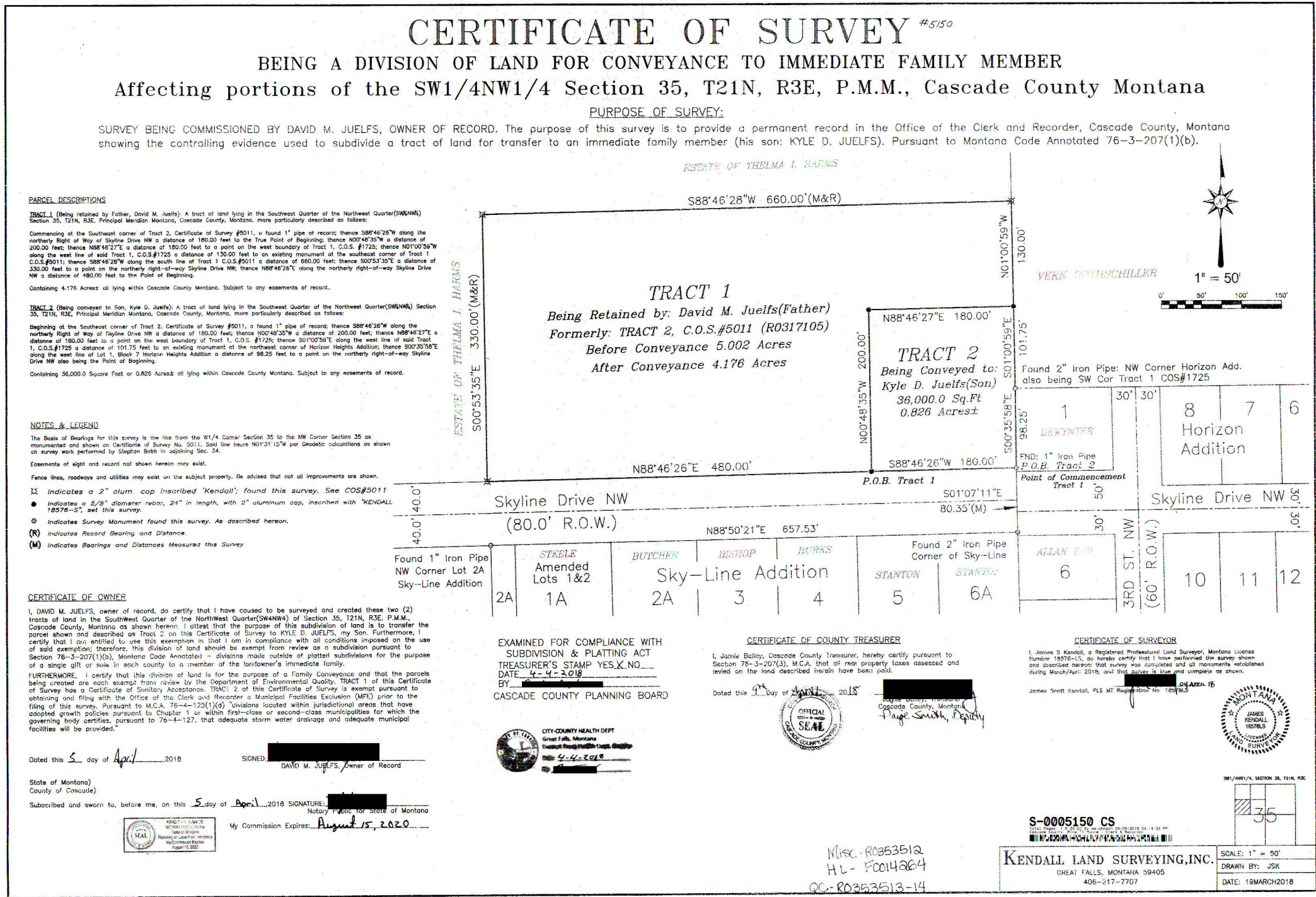
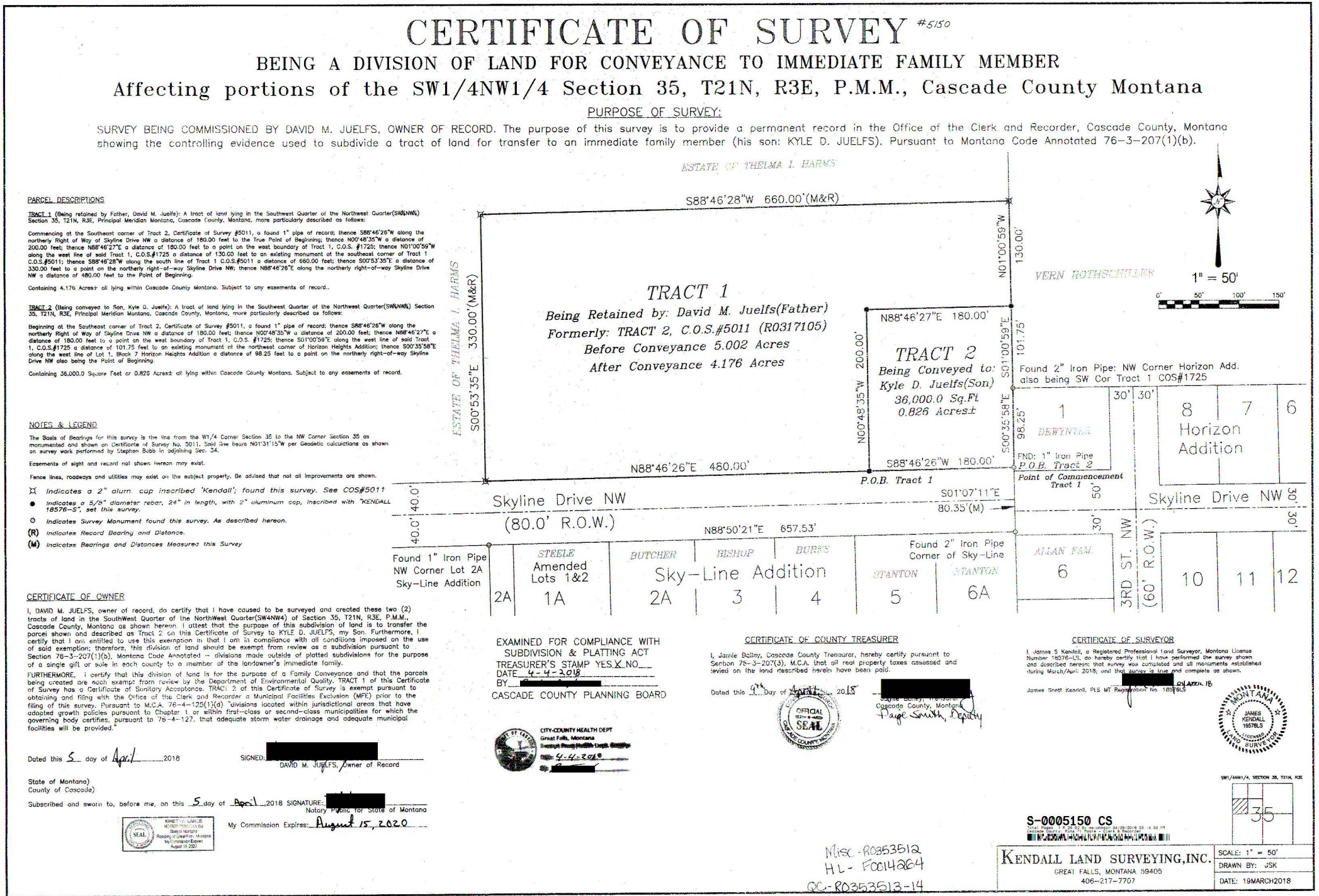


ZONING MAP



-  Subject Properties
-  R-2 Single-family Medium Density
-  PLI Public Lands and Institutional
-  Tracts of Land





SKY-LINE ADDITION TO GREAT FALLS, CASCADE COUNTY, MONTANA

CERTIFICATE OF DEDICATION

We, Sigfrid Johnson and Ruth Alice Johnson his wife, do hereby certify that we have caused to be surveyed, sub-divided and platted into lots, a block, and a street, as shown by the plat and Certificate of Survey hereunto annexed, the following described tract of land to-wit: A tract of land lying in the South one half of the Southwest one quarter of the Northwest one quarter (SW 1/4 SW 1/4 NW 1/4) of Section Thirty-five (35), Township Twenty-one (21) North, Range Three (3) East of the Principal Meridian of Montana and said tract of land being bounded by the following described line: From the West one quarter corner of Section Thirty-five (35) Township Twenty-one (21) North, Range Three (3) East of the Principal Meridian of Montana, extend thence North 89°-12' East 657.25 feet along the south boundary of the South one half of the Southwest one quarter of the Northwest one quarter (SW 1/4 SW 1/4 NW 1/4) of said Section Thirty-five (35) to an iron pipe, which point is the Southwest corner of the Southeast one quarter of the Southwest one quarter of the Northwest one quarter (SE 1/4 SW 1/4 NW 1/4) of said Section Thirty-five (35) and the Point of Beginning, extending thence North 89°-12' East 657.25 feet along the south boundary of the Southeast one quarter of the Southwest one quarter of the Northwest one quarter (SE 1/4 SW 1/4 NW 1/4) of said Section Thirty-five (35) to an iron pipe which point is the Southwest corner of the Southeast one quarter of the Southwest one quarter of the Northwest one quarter (SE 1/4 SW 1/4 NW 1/4) of said Section Thirty-five (35), extending thence N 0°-53' W 40.0 feet along the east boundary of the Southeast one quarter of the Southwest one quarter of the Northwest one quarter (SE 1/4 SW 1/4 NW 1/4) of said Section Thirty-five (35) to an iron pipe, thence North 0°-53' East 98.9 feet from the Northeast corner of the Southeast one quarter of the Southwest one quarter of the Northwest one quarter (NE cor. SE 1/4 SW 1/4 NW 1/4) of said Section Thirty-five (35), extending thence South 89°-12' W 657.8 feet to an iron pipe on the boundary common to the Southeast one quarter and the Southwest one quarter of the Northwest one quarter (SE 1/4 & SW 1/4 of SW 1/4 NW 1/4) of said Section Thirty-five (35), thence South 89°-12' West 628.7 feet to an iron pipe on the East boundary of the County Road whose center-line is the West boundary of said Section Thirty-five (35) thence South 1°-7' East 40.0 feet along the East boundary of said County Road to a concrete monument, thence South 1°-7' East 40.0 feet along the East boundary of said County Road to an iron pipe, thence North 89°-12' East 628.7 feet to an iron pipe on the boundary common to the Southwest one quarter and the Southeast one quarter of the Southwest one quarter of the Northwest one quarter (SW 1/4 & SE 1/4 of SW 1/4 NW 1/4) of said Section Thirty-five (35), thence South 0°-53' East 484.0 feet along said common boundary to the place of beginning and containing an area of 9.66 acres, as shown on accompanying plat, to be known and designated as SKY-LINE ADDITION to Great Falls, Cascade County, Montana and the lines included in all streets, avenues, alleys and parks or public squares as shown on said plat, are hereby granted and donated to the public forever.

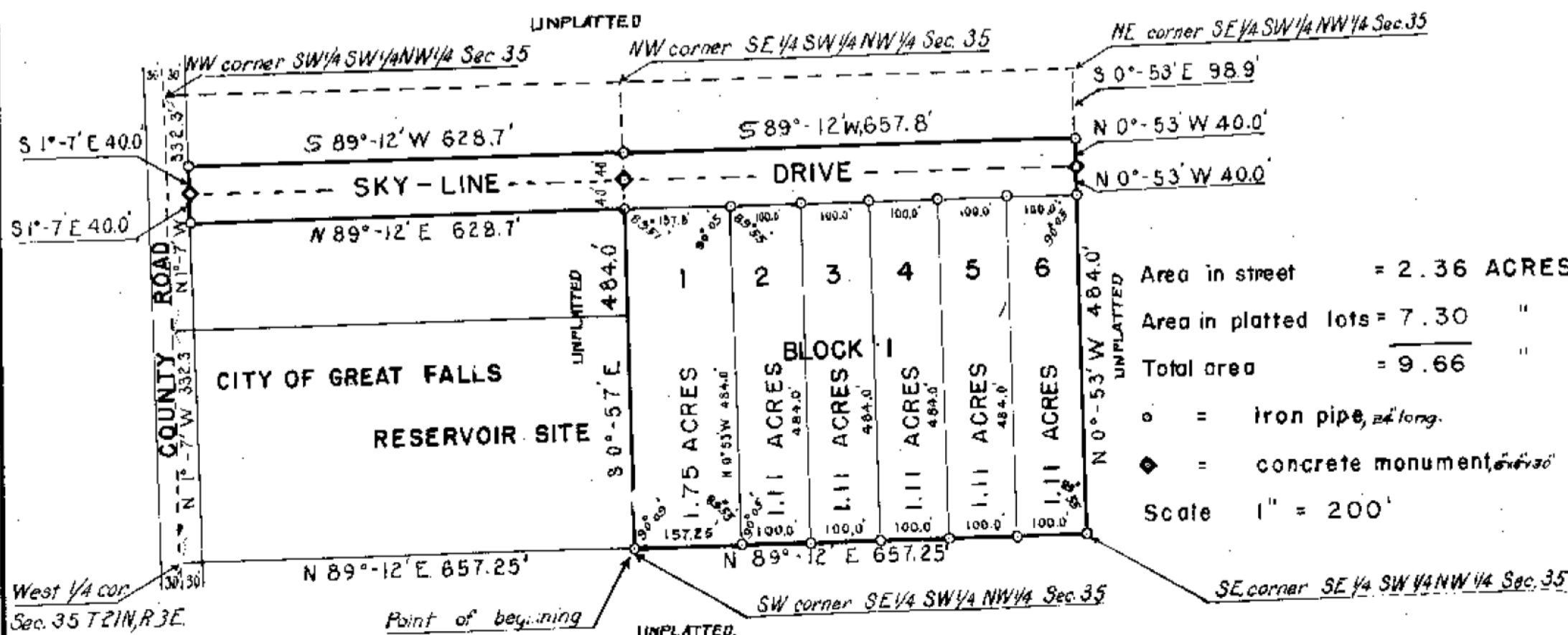
Dated this 11th day of May 1954

State of Montana }
County of Cascade } ss
On this 11th day of May 1954, before me TR Cassaday a Notary Public for the State of Montana, personally appeared Sigfrid Johnson and Ruth Alice Johnson known to me to be the persons whose names appear in the foregoing Certificate of Dedication and acknowledged that they executed the same. Notary Public for the State of Montana. My commission expires July 19, 1956

CERTIFICATE OF SURVEY

We, the undersigned Henen Engineering Company, do hereby certify that during September 1951, on February 16, 1954 and from March 30 to April 16, 1954, they surveyed and platted SKY-LINE Addition to Great Falls, Cascade County, Montana, as shown on the accompanying plat and as described in the above Certificate of Dedication and the same was made according to the provisions in Chapter 6 Volume 1 of the Political Code of the revised Codes of Montana 1947. Being sections 11-601 to 11-616 inclusive. Dated this 11th day of May 1954. Henen Engineering Company by

State of Montana } ss
County of Cascade }
Henen Engineering Company, being first duly sworn, on oath, deposes and says that they are the ones who executed the foregoing Certificate of Survey; that they have read said Certificate and know the contents thereof and that the same is true of their own knowledge.
Henen Engineering Company by
Subscribed and sworn to before me on this 11th day of May 1954
Notary Public for the State of Montana, my commission expires July 19, 1956



CERTIFICATE OF COUNTY SURVEYOR

I, Carl Lemmer, County Surveyor of Cascade County, Montana, do hereby certify that I have examined the accompanying plat in duplicate of SKY-LINE ADDITION to Great Falls, Cascade County, Montana, and the survey it represents and that I do find that the same conforms to law and that I do hereby approve the same.

Dated this 11th day of May 1954

We, the undersigned, Otto Powell, Chairman of the Board of County Commissioners of Cascade County, Montana and Donald McDonald, County Clerk of Cascade County, Montana, do hereby certify that the accompanying plat as prepared in duplicate has been submitted to the Board of County Commissioners of Cascade County, Montana, for examination and has been found by them to conform to law and was approved in duplicate by them at their regular meeting held on the 11th day of May 1954.

Dated this 11th day of May 1954

We, the undersigned, Henen Engineering Company, who surveyed and platted SKY-LINE ADDITION and Carl Lemmer, County Surveyor of Cascade County, Montana, do hereby certify that the total area of the tract of land platted as SKY-LINE ADDITION exclusive of streets, avenues, alleys and highways contains an area less than twenty (20) acres.
Henen Engineering Company by

CERTIFICATE DISPENSING WITH PARK OR PLAYGROUND

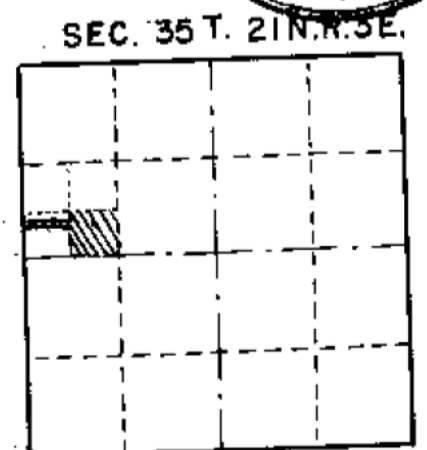
We, the Board of County Commissioners of Cascade County, Montana, do hereby certify that on the 11th day of May 1954 at our regular meeting as such Board of County Commissioners, on such day, the following order was made to-wit: In as much as the platted area of SKY-LINE ADDITION to Great Falls, Cascade County, Montana, consists of a tract of land containing less than twenty (20) acres, and no necessity appearing for the setting aside or dedication of any park or playground, it is hereby ordered by the Board of County Commissioners, of Cascade County, Montana, that no park or playground be set aside or be dedicated therein.

Dated this 11th day of May 1954

State of Montana } ss
County of Cascade }

I, hereby certify that the within instrument, in duplicate, was filed in this office on the 11th day of May 1954, at 12-00'clock

County Clerk and Recorder
Deputy



Original

AMENDED PLAT OF 2017-27

LOTS 1 AND 2, BLOCK 1, OF THE SKY-LINE ADDITION TO GREAT FALLS, IN THE SW1/4 NW1/4 OF SECTION 35, TOWNSHIP 21 NORTH, RANGE 3 EAST, P.M.M. CASCADE COUNTY, MONTANA

CERTIFICATE OF OWNER:

WE, THE UNDERSIGNED OWNERS OF THE SUBJECT PROPERTIES SHOWN HEREON, CERTIFY THAT WE HAVE CAUSED TO BE SURVEYED THE FOLLOWING DESCRIBED REAL PROPERTY TO WIT:

BEING ALL OF LOTS 1 AND 2, BLOCK 1, SKY-LINE ADDITION TO GREAT FALLS IN THE SW1/4 NW1/4 OF SECTION 35, TOWNSHIP 21 NORTH, RANGE 3 EAST, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LEGAL DESCRIPTION:

LOT 1A

COMMENCING AT THE WEST QUARTER CORNER OF SECTION 35, TOWNSHIP 21 NORTH, RANGE 3 EAST, P.M.M., WHICH IS A FOUND 2 INCH ALUMINUM CAP; THENCE ALONG THE EAST-WEST MIDSECTION LINE OF SECTION 35, N89°17'57"E A DISTANCE OF 657.15 FEET TO THE SOUTHWEST CORNER OF BLOCK 1, SKY-LINE ADDITION; THENCE DEPARTING SAID EAST-WEST MIDSECTION LINE AND ALONG THE WEST LINE OF SAID SKY-LINE ADDITION, N00°58'59"W A DISTANCE OF 40.00 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF 29TH AVE. NW; THENCE N00°58'59"W A DISTANCE OF 443.79 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY OF SKYLINE DRIVE; THENCE ALONG SAID SOUTH RIGHT-OF-WAY, N89°18'01"E A DISTANCE OF 30.00 FEET TO AN ANGLE POINT; SAID POINT IS ALSO THE POINT OF BEGINNING OF THE PARCEL HEREIN DESCRIBED; THENCE DEPARTING THE SOUTH RIGHT-OF-WAY OF SKYLINE DRIVE, S00°58'59"E A DISTANCE OF 293.79 FEET TO AN ANGLE POINT; THENCE N89°17'57"E A DISTANCE OF 119.12 FEET TO AN ANGLE POINT; THENCE N00°48'44"W A DISTANCE OF 293.78 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY OF SKYLINE DRIVE; THENCE ALONG SAID SOUTH RIGHT-OF-WAY, S89°18'01"W A DISTANCE OF 120.00 FEET TO THE POINT OF BEGINNING, CONTAINING 0.806 ACRES;

EXEMPTION FROM REVIEW BY THE MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY

LOT 1A IS EXEMPT FROM REVIEW BY THE MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY PURSUANT TO A.R.M. 17.36.605(2)(c)(i)(ii)(iii). (i) a parcel that will be affected by a proposed boundary line adjustment, if the parcel has existing facilities for water supply, wastewater disposal, storm drainage, or solid waste disposal that were not subject to review, and have not been reviewed, under Title 76, chapter 4, part 1, M.C.A. and if: (i) no facilities, other than those in existence prior to the boundary line adjustment, or those that were previously approved as replacements for the existing facilities, will be constructed on the parcel; (ii) existing facilities on the parcel complied with state and local laws and regulations, including permit requirements, which were applicable at the time of installation; and (iii) the local health officer determines that existing facilities are adequate for the existing use. As a condition of the exemption, the local health officer may require evidence that:

(A) existing septic tanks have been pumped within the previous three years; (B) the parcel includes acreage or features sufficient to accommodate a replacement drainfield; (C) existing wells are adequate for the proposed uses; and (D) adequate storm drainage and solid waste disposal are provided. **NOTE** THE LOCAL HEALTH OFFICER HAS DEEMED THE EXISTING SYSTEM AS SUFFICIENT, HOWEVER, IN THE EVENT OF A SEPTIC SYSTEM FAILURE THE LOT OWNER WILL BE RESPONSIBLE FOR COSTS ASSOCIATED WITH CONNECTING A NEW SERVICE LINE TO EXISTING CITY UTILITIES, AS A REPLACEMENT ON-SITE SEPTIC SYSTEM IS NOT PERMISSIBLE; AND;

LOT 2A

COMMENCING AT THE WEST QUARTER CORNER OF SECTION 35, TOWNSHIP 21 NORTH, RANGE 3 EAST, P.M.M., WHICH IS A FOUND 2 INCH ALUMINUM CAP; THENCE ALONG THE EAST-WEST MIDSECTION LINE OF SECTION 35, N89°17'57"E A DISTANCE OF 657.15 FEET TO THE SOUTHWEST CORNER OF BLOCK 1, SKY-LINE ADDITION; THENCE DEPARTING SAID EAST-WEST MIDSECTION LINE AND ALONG THE WEST LINE OF SAID SKY-LINE ADDITION, N00°58'59"W A DISTANCE OF 40.00 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY OF 29TH AVE. NW; SAID POINT IS THE POINT OF BEGINNING OF THE PARCEL HEREIN DESCRIBED; THENCE CONTINUING ALONG THE WEST LINE OF SAID SKY-LINE ADDITION, THENCE N00°58'59"W A DISTANCE OF 443.79 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY OF SKYLINE DRIVE; THENCE ALONG SAID SOUTH RIGHT-OF-WAY, N89°18'01"E A DISTANCE OF 30.00 FEET TO AN ANGLE POINT; THENCE DEPARTING THE SOUTH RIGHT-OF-WAY OF SKYLINE DRIVE, S00°58'59"E A DISTANCE OF 293.79 FEET TO AN ANGLE POINT; THENCE N89°17'57"E A DISTANCE OF 119.12 FEET TO AN ANGLE POINT; THENCE N00°48'44"W A DISTANCE OF 293.78 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY OF SKYLINE DRIVE; THENCE ALONG SAID SOUTH RIGHT-OF-WAY, S89°18'01"E A DISTANCE OF 107.80 FEET TO AN ANGLE POINT; THENCE DEPARTING THE SOUTH RIGHT-OF-WAY OF SKYLINE DRIVE, S00°47'00"E A DISTANCE OF 443.78 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY OF 29TH AVE. NW; THENCE ALONG SAID NORTH RIGHT-OF-WAY, S89°17'57"W A DISTANCE OF 256.25 FEET TO THE POINT OF BEGINNING, CONTAINING 1.812 ACRES;

EXEMPTION FROM REVIEW BY THE MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY

LOT 2A IS EXEMPT FROM REVIEW BY THE MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY PURSUANT TO A.R.M. 17.36.605(2)(c)(i)(ii)(iii). (i) a parcel that will be affected by a proposed boundary line adjustment, if the parcel has existing facilities for water supply, wastewater disposal, storm drainage, or solid waste disposal that were not subject to review, and have not been reviewed, under Title 76, chapter 4, part 1, M.C.A. and if: (i) no facilities, other than those in existence prior to the boundary line adjustment, or those that were previously approved as replacements for the existing facilities, will be constructed on the parcel; (ii) existing facilities on the parcel complied with state and local laws and regulations, including permit requirements, which were applicable at the time of installation; and (iii) the local health officer determines that existing facilities are adequate for the existing use. As a condition of the exemption, the local health officer may require evidence that:

(A) existing septic tanks have been pumped within the previous three years; (B) the parcel includes acreage or features sufficient to accommodate a replacement drainfield; (C) existing wells are adequate for the proposed uses; and (D) adequate storm drainage and solid waste disposal are provided. **NOTE** THE LOCAL HEALTH OFFICER HAS DEEMED THE EXISTING ON-SITE SEPTIC SYSTEM AS SUFFICIENT, HOWEVER, IN THE EVENT OF A SEPTIC SYSTEM FAILURE THE LOT OWNER WILL BE RESPONSIBLE FOR COSTS ASSOCIATED WITH CONNECTING A NEW SERVICE LINE TO EXISTING CITY UTILITIES, AS A REPLACEMENT ON-SITE SEPTIC SYSTEM IS NOT PERMISSIBLE; AND;

THE ABOVE DESCRIBED LOTS ARE TO BE KNOWN AND DESIGNATED AS THE AMENDED SUBDIVISION PLAT OF LOTS 1 AND 2, BLOCK 1, SKY-LINE ADDITION IN THE SW1/4 NW1/4 OF SECTION 35, TOWNSHIP 21 NORTH, RANGE 3 EAST, CASCADE COUNTY, MONTANA;

PURPOSE:

WE FURTHER CERTIFY THAT THE PURPOSE OF THIS SURVEY IS TO RELOCATE THE COMMON BOUNDARY BETWEEN TWO ADJOINING LOTS IN A PLATTED SUBDIVISION.

EXEMPTION FROM REVIEW BY CASCADE COUNTY

THIS DIVISION IS EXEMPT FROM REVIEW AS A SUBDIVISION PURSUANT TO SECTION M.C.A. 76-3-207(1)(d), for five or fewer lots within a platted subdivision, the relocation of common boundaries;

RESERVATION OF TEMPORARY SANITARY SEWER EASEMENT:

THERE IS HEREBY RESERVED A TEMPORARY, NONEXCLUSIVE SANITARY SEWER EASEMENT OVER, ON, UPON, UNDER, AND ACROSS THE AREA DEPICTED ON THE ACCOMPANYING MAP FOR PERPETUAL MAINTENANCE, OPERATION, PERPETUAL MAINTENANCE, REMOVAL, OR REPLACEMENT OF AN EXISTING ON-SITE SANITARY SEWER TREATMENT SYSTEM (DRAINFIELD). IN THE EVENT THE EXISTING ON-SITE TREATMENT SYSTEM (DRAINFIELD) WERE TO FAIL, THE ON-SITE TREATMENT SYSTEM IS TO BE REMOVED OR ABANDONED AND THE RESIDENCE SHALL CONNECT TO THE EXISTING CITY OF GREAT FALLS SANITARY SEWER MAIN ALONG THE WEST PROPERTY LINE OF LOT 2A. SAID EASEMENT SHALL RUN WITH THE LAND AND BENEFIT LOT 1A, THEIR HEIRS, SUCCESSORS, AND ASSIGNS, AND BURDEN LOT 2A, THEIR HEIRS, SUCCESSORS, AND ASSIGNS, UNTIL SUCH TIME AS REMOVAL OR ABANDONMENT OF THE DRAINFIELD, AND;

RESERVATION OF SANITARY SEWER EASEMENT:

THERE IS HEREBY RESERVED A PERPETUAL, NONEXCLUSIVE SANITARY SEWER EASEMENT OVER, ON, UPON, UNDER, AND ACROSS THE AREA DEPICTED ON THE ACCOMPANYING MAP FOR THE INSTALLATION, PERPETUAL MAINTENANCE, AND REPLACEMENT OF A SANITARY SEWER SERVICE UPON REMOVAL OR ABANDONMENT OF THE EXISTING ON-SITE TREATMENT (DRAINFIELD). SAID EASEMENT SHALL RUN WITH THE LAND AND FOREVER BENEFIT LOT 1A, THEIR HEIRS, SUCCESSORS, AND ASSIGNS, AND BURDEN LOT 2A, THEIR HEIRS, SUCCESSORS, AND ASSIGNS, AND;

RESERVATION OF TEMPORARY WATER SERVICE EASEMENT:

THERE IS HEREBY EXPRESSLY RESERVED A PERPETUAL, NONEXCLUSIVE WATER SERVICE EASEMENT OVER, ON, UPON, UNDER, AND ACROSS THE AREA DEPICTED ON THE ACCOMPANYING MAP FOR THE CONTINUED USE, OPERATION, PERPETUAL MAINTENANCE, REMOVAL, OR REPLACEMENT OF A WATER SERVICE LINE. SAID EASEMENT SHALL RUN WITH THE LAND AND BENEFIT LOT 1A, THEIR HEIRS, SUCCESSORS, AND ASSIGNS, AND BURDEN LOT 2A, THEIR HEIRS, SUCCESSORS, AND ASSIGNS, UNTIL SUCH TIME THE WATER SERVICE LINE IS RELOCATED, ABANDONED, OR REMOVED, AND;

RESERVATION OF WATER SERVICE EASEMENT:

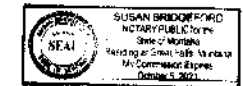
THERE IS HEREBY EXPRESSLY RESERVED A PERPETUAL, NONEXCLUSIVE WATER SERVICE EASEMENT OVER, ON, UPON, UNDER, AND ACROSS THE AREA DEPICTED ON THE ACCOMPANYING MAP FOR THE INSTALLATION, OPERATION, PERPETUAL MAINTENANCE, REMOVAL, AND REPLACEMENT OF A WATER SERVICE LINE. SAID EASEMENT SHALL FOREVER RUN WITH THE LAND AND BENEFIT LOT 1A, THEIR HEIRS, SUCCESSORS, AND ASSIGNS, AND BURDEN LOT 2A, THEIR HEIRS, SUCCESSORS, AND ASSIGNS.

ROBERT A. BUTCHER	10-11-17
BARBARA A. BUTCHER	10-11-17
WILLIAM G. STEELE	10/11/17
HEIDI B. STEELE	08/11/17

ACKNOWLEDGED

STATE OF MONTANA) COUNTY OF Cascade SS. ON THIS 11th DAY OF Oct, 2017, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF MONTANA, DID PERSONALLY APPEAR, ROBERT A. AND BARBARA A. BUTCHER, KNOWN TO BE THE PERSONS THAT EXECUTED THE FOREGOING INSTRUMENT, IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL THE DAY AND YEAR HEREIN ABOVE FIRST WRITTEN.

NOTARY PUBLIC FOR THE STATE OF MONTANA:
PRINTED NAME: SUSAN BRIDGEFORD
RESIDING AT: GREAT FALLS
MY COMMISSION EXPIRES: 10/5/2021



ACKNOWLEDGED

STATE OF MONTANA) COUNTY OF Cascade SS. ON THIS 11th DAY OF October, 2017, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF MONTANA, DID PERSONALLY APPEAR, WILLIAM G. AND HEIDI B. STEELE, KNOWN TO BE THE PERSONS THAT EXECUTED THE FOREGOING INSTRUMENT, IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL THE DAY AND YEAR HEREIN ABOVE FIRST WRITTEN.

NOTARY PUBLIC FOR THE STATE OF MONTANA:
PRINTED NAME: GALE BREWER MORGAN
RESIDING AT: GREAT FALLS
MY COMMISSION EXPIRES: 4-10-2020



CERTIFICATE OF SURVEYOR:

I, MARK LEO, PROFESSIONAL ENGINEER AND LAND SURVEYOR, MONTANA REGISTRATION NUMBER 12920 ES, DO HEREBY CERTIFY THAT DURING THE MONTHS OF JULY-AUGUST 2017, THAT I PERFORMED, OR IT WAS PERFORMED UNDER MY DIRECT SUPERVISION, THE SURVEY THAT THE ACCOMPANYING MAP REPRESENTS AND THAT THIS SURVEY IS IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN 76-3-402 AND 403, M.C.A., AND THAT THE MONUMENTS FOUND AND SET ARE OF THE CHARACTER AND OCCUPY THE POSITIONS SHOWN HEREON.

DATED THIS 15th DAY OF SEPTEMBER, 2017.



MARK LEO, PROFESSIONAL ENGINEER AND LAND SURVEYOR, MY REGISTRATION NUMBER 12920 ES

CERTIFICATE OF COUNTY TREASURER:

I, JAMIE BAILEY, COUNTY TREASURER OF CASCADE COUNTY, MONTANA, DO HEREBY CERTIFY THAT I HAVE EXAMINED THE RECORDS COVERING THE AREAS INCLUDED ON THE ACCOMPANYING AMENDED PLAT AND FIND THAT ALL REAL PROPERTY TAXES AND SPECIAL ASSESSMENTS LEVIED ON THE LAND BEING AGGREGATED HAVE BEEN PAID.

JAMIE BAILEY, CASCADE COUNTY TREASURER	9-5-2017
DEPUTY TREASURER	9-5-2017



R-0346175

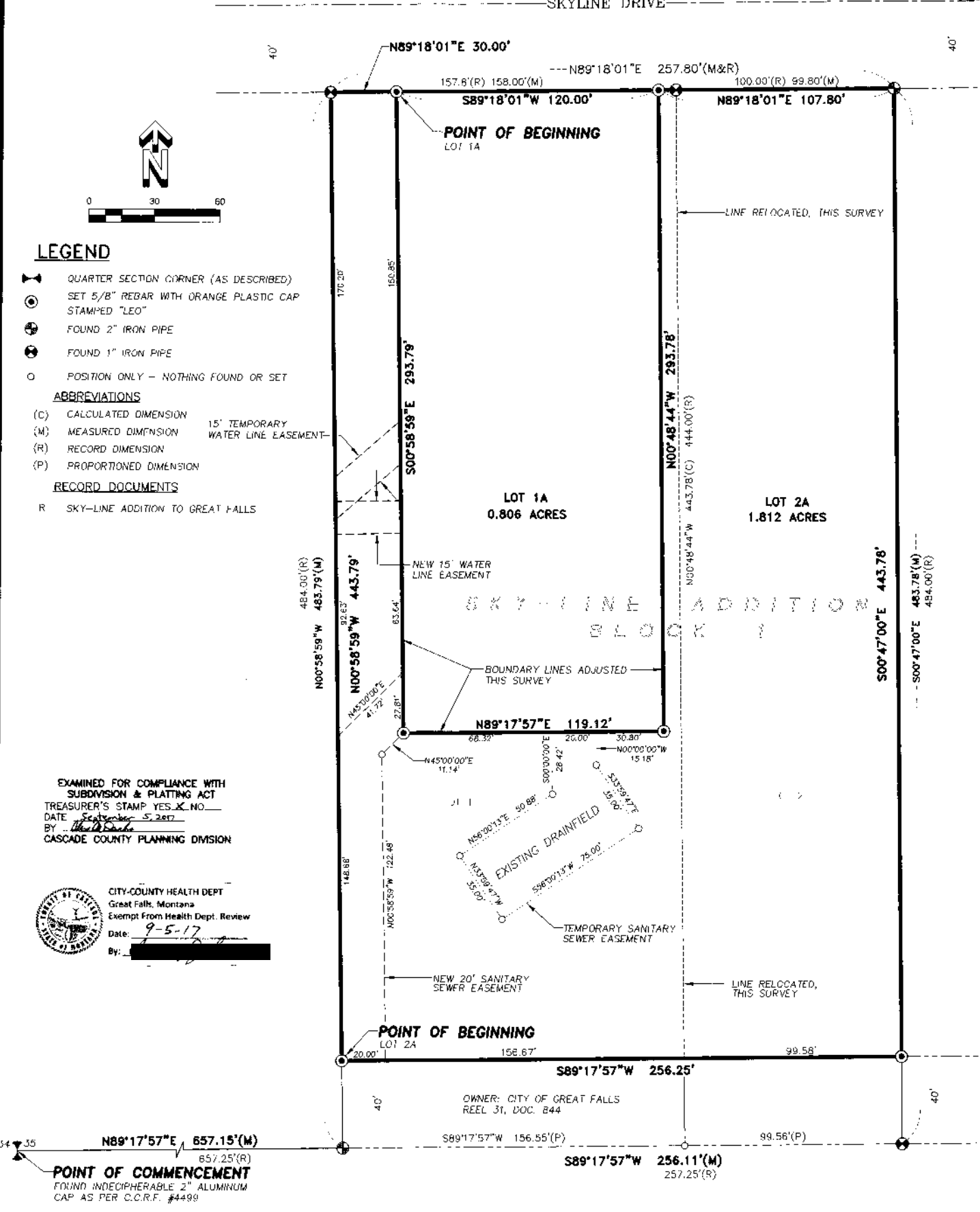
P-2017-000027 PL

SHEET TITLE: SKYLINE AMENDED PLAT			
JOB NO: 17BQ	DRAWING NAME: 17BQ-BASE	SHEET 1 OF 1	
FILE NO:	DRAWN BY: CRB	DATE: 8/31/17	1

ENGINEERS - PLANNERS - DESIGNERS - LAND SURVEYORS - ENVIRONMENTAL SPECIALISTS

BIG SKY CIVIL & ENVIRONMENTAL, INC

1324 13th Ave. SW
P.O. BOX 3625
GREAT FALLS, MT 59403
(406)727-2185 OFFICE
(406)727-3656 FAX
www.bigskyce.com



LEGEND

- ▶ QUARTER SECTION CORNER (AS DESCRIBED)
- SET 5/8" REBAR WITH ORANGE PLASTIC CAP STAMPED "LEO"
- ⊕ FOUND 2" IRON PIPE
- ⊙ FOUND 1" IRON PIPE
- POSITION ONLY - NOTHING FOUND OR SET

ABBREVIATIONS

(C) CALCULATED DIMENSION
(M) MEASURED DIMENSION
(R) RECORD DIMENSION
(P) PROPORTIONED DIMENSION

RECORD DOCUMENTS

R SKY-LINE ADDITION TO GREAT FALLS

EXAMINED FOR COMPLIANCE WITH SUBDIVISION & PLATTING ACT

TREASURER'S STAMP YES_X NO___
DATE: September 5, 2017
BY: Mark Leo
CASCADE COUNTY PLANNING DIVISION

CITY-COUNTY HEALTH DEPT
Great Falls, Montana
Exempt From Health Dept. Review
Date: 9-5-17
By: _____

OWNER: CITY OF GREAT FALLS

REEL 31, DOC. 844

POINT OF BEGINNING

LOT 1A

POINT OF COMMENCEMENT

FOUND INDECIPHERABLE 2" ALUMINUM CAP AS PER C.C.R.F. #4499

BASIS OF BEARINGS

THE BEARING SOURCE FOR THIS SURVEY IS BASED ON GPS OBSERVATIONS OF RECORD POSITIONS OF EXISTING MONUMENTS TO BEST FIT THE VARIOUS BEARING SOURCES. REFERENCE BEARINGS ARE SHOWN ON THE ACCOMPANYING MAP.

NOTE: THE INTENT OF THIS SURVEY WAS NOT TO SHOW ALL EASEMENTS. CASEMENTS OF RECORD MAY EXIST AND MAY NOT BE SHOWN.

7.21N., R.03E.
VICINITY MAP



Item: Resolution 10250, a Resolution amending Resolution 10211 that approved placement of Coins for a Cause donation containers on Downtown light poles

From: Greg Doyon, City Manager

Initiated By: Business Improvement District

Presented By: Greg Doyon, City Manager

Action Requested: Adopt Resolution 10250

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission adopt or deny Resolution 10250”

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

Summary:

The City was approached by Alison Fried with the Business Improvement District (BID) to assist with expanding the Coins for a Cause program downtown. Currently several local downtown businesses are participating in the program by having donation boxes and information available next to cash registers inside their stores.

The Downtown Safety Alliance was approved to expand the program by conducting a pilot program from December 2017 through May 2018 through Resolution 10211. The BID placed eight collection boxes on City Light poles in the 400-500 blocks of Central Avenue. The program has already collected \$215.18 this year. The groups are asking to extend the pilot program through May 2019 and are currently working on a Public Relations Campaign to educate the consumers on the program. This campaign recently released a video done by BRIC Officer, Adam Hunt.

The BID shall be responsible for any damage related to the installation or removal of the collection boxes. The collection boxes shall be removed by the BID no later than May 31, 2019, unless otherwise agreed to in writing and extended by the City Manager.

Background:

The Downtown Safety Coalition, including Neighborworks Great Falls, the Great Falls Police Department, Business Improvement District (BID), and Downtown Great Falls Association (DGFA) began the Coins for a Cause program as an alternative to panhandling. Various downtown businesses set up containers within their buildings to allow patrons to donate their spare change to be given to local organizations that provide direct services and resources to people in need. Currently the containers are located in over 20 retail establishments downtown.

Since the start of the program they have been able to raise more than \$500 each year with the exception of 2017.

<u>Calendar Year</u>	<u>Amount received</u>	<u>Presented to</u>
2013	\$519.96	Great Falls Rescue Mission
2014	\$522.07	Great Falls YWCA
2015	\$537.45	Opportunities, Inc
2016	\$558.42	Grace Home
2017	\$348.63	GFPD Volunteer Program

Fiscal Impact:

No fiscal impact to the City. The BID is responsible for maintaining and removing the collection boxes. Local organizations receive the donated funds to assist people in need.

Alternatives:

City Commission could choose to deny Resolution 10250.

Concurrences:

- Business Improvement District
- Great Falls Police Department
- Neighborworks Great Falls
- Downtown Great Falls Association

ATTACHMENTS:

- Resolution 10250

RESOLUTION NO. 10250

**A RESOLUTION AMENDING RESOLUTION 10211 THAT APPROVED
PLACEMENT OF COINS FOR A CAUSE DONATION CONTAINERS ON
DOWNTOWN LIGHT POLES**

WHEREAS, the Official Code of the City of Great Falls (OCCGF) 9.5.2.010 restricts, in part, posting of any type of literature or advertising matter to any public utility poles or to any City property within the City limits; and

WHEREAS, the Downtown Safety Alliance, a sub-committee of the Downtown Development Partnership, and the Great Falls Business Improvement District (BID) (fiscal agent) seeks to enhance its Coins for a Cause program by placing collection eight (8) boxes on City light poles in the 400-500 blocks of Central Avenue in downtown Great Falls; and

WHEREAS, Coins for a Cause is a local program that accepts donations to support nonprofit groups who provide direct services to the community; and

WHEREAS, the Business Improvement District desires to extend this pilot program for an additional year through May 2019, to actively promote the program through a public relations campaign; and

WHEREAS, the City Commission desires to suspend enforcement, as to the Coins for a Cause pilot program, of any applicable restriction in OCCGF 9.5.2.010, during the above stated pilot program.

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

1. The BID is authorized to place its Coins for a Cause donation boxes on City street light poles in the 400-500 blocks of Central Avenue in downtown Great Falls during the pilot program period of December 2017 through May 31, ~~2018~~ **2019**;
2. The BID shall install no more than eight (8) collection boxes, maintain and remove said collection boxes at its expense;
3. The BID shall be responsible for any damage to City light poles related to the installation or removal of said collection boxes; and
4. The Bid shall cause said collection boxes to be removed from City light poles no later than May 31, ~~2018~~ **2019**, unless otherwise agreed to in writing and extended by the City ~~Commission~~ **Manager**.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 3rd day of July, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney



Item: Resolution 10254, "A Resolution Ratifying The Declaration of Emergency by Acting City Manager James L. Rearden on June 20, 2018."

From: Legal Department

Initiated By: Legal Department

Presented By: Sara R. Sexe, City Attorney

Action Requested: Adopt Resolution 10254.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (adopt/deny) Resolution 10254."

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

Staff Recommendation:

Staff recommends that the City Commission adopt Resolution 10254.

Background:

On June 20, 2018, the National Weather Service issued a Flood Warning for the City of Great Falls. The areas that were potentially impacted included Woodland Estates, Big Bend, Lower River Road, Country Club Addition, Flood Road, and other incorporated areas.

In response to the potential flooding in these areas, Acting City Manager James L. Rearden executed a Declaration of Emergency pursuant to Mont. Code Ann. § 10-3-402. Additionally, the Great Falls and Cascade County Emergency Operations Center was activated. Cascade County and City emergency services and staff were activated to implement emergency planning.

In order to preserve the opportunity for the City to receive reimbursement funding for emergency City expenditures resulting from said Declaration, City staff recommends the City ratify by the Resolution under consideration, said Declaration. The City Commission may be asked to consider further ratification Resolutions as a result of any flooding that has occurred or may occur in June 2018.

Fiscal Impact:

As of the date of this Agenda Report, the Fiscal impact of the Declaration of Emergency has not been determined.

Concurrences:

City Manager's Office

Public Works

City-County Health

Planning and Community Development

GFPD

GFFR

Finance Department

ATTACHMENTS:

- ▣ Resolution 10254
- ▣ Emergency Proclamation and Order

RESOLUTION NO. 10254

A RESOLUTION RATIFYING THE DECLARATION OF EMERGENCY BY ACTING CITY MANAGER JAMES L. REARDEN ON JUNE 20, 2018.

WHEREAS, on June 20, 2018 the National Weather Service issued a Flood Warning for the City of Great Falls; and

WHEREAS, said flooding posed a threat to public safety, property, and public infrastructure in areas including Woodland Estates, Big Bend, Lower River Road, Country Club Addition, Flood Road, and other incorporated areas; and

WHEREAS, in response to said threat the Acting City Manager James L. Rearden, the City's Acting Principal Executive Officer, declared a local state of emergency pursuant to Mont. Code Ann. § 10-3-402, thereby activating City emergency response services and staff; and

WHEREAS, the City of Great Falls by and through its governing body, the City Commission, wishes to preserve any opportunity for reimbursement for costs associated with said emergency response from entities including, but not limited to, the State of Montana and the Federal Emergency Management Agency.

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

1. The, "CITY OF GREAT FALLS, MONTANA MUNICIPAL EMERGENCY PROCLAMATION AND ORDER", executed by Acting City Manager James L. Rearden, a certified copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby ratified by the Great Falls City Commission; and
2. A certified copy of this Resolution shall be filed with the Cascade County Clerk and Recorder and the Montana Disaster and Emergency Services Division in Helena.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, July 3, 2018.

Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

Lisa Kunz, City Clerk

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

Return to the City Clerk
P.O. Box 5021
Great Falls, MT 59403

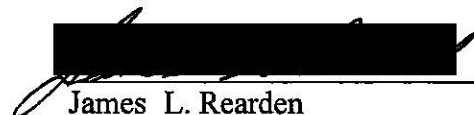
**CITY OF GREAT FALLS, MONTANA
MUNICIPAL EMERGENCY PROCLAMATION AND ORDER**

WHEREAS, significant flooding may occur within the incorporated limits of the City of Great Falls Montana, beginning on June 20, 2018. Said flooding may cause injury to persons and damage to property in and about the City of Great Falls, including Woodland Estates, Big Bend, Lower River Road, Country Club Addition, Flood Road, and other incorporated areas.

NOW, THEREFORE, BE IT PROCLAIMED by the acting principal executive officer, of the City of Great Falls Montana, that a state of emergency is hereby declared in the incorporated City of Great Falls Montana, pursuant to Mont. Code Ann. §10-3-402, and all provisions of the City Emergency Operations Plan are ordered in effect. This proclamation is effective for twenty (20) days or until a disaster is declared under Mont. Code Ann. §10-3-403.

BE IT FURTHER PROCLAIMED, that copies of this Proclamation be filed with the City Clerk, Cascade County Clerk and Recorder, and the Montana Disaster and Emergency Services Division in Helena.

PROCLAIMED by the acting Great Falls City Manager this 20th day of June, 2018.


James L. Rearden
Acting City Manager

(SEAL)

ATTES:


Darcy Dea, Deputy City Clerk