



**Item:** Set Public Hearing for Resolution 10102 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, Fiscal Services Director

**Action Requested:** City Commission Set Public Hearing Date for Resolution 10102 to Levy and Assess Special Improvement Portage Meadows Maintenance District No. 1195

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission set a Public Hearing date on Resolution 10102 for August 4, 2015 at 7:00 p.m. to levy and assess Special Improvement Portage Meadows Maintenance District No. 1195.”

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

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**Staff Recommendation:** Staff recommends the City Commission set a public hearing date for August 4, 2015.

**Background:** In February 1977, Resolution 6913 created Special Improvement Maintenance District 1195 for the purpose of maintaining the Green Belt of the Portage Meadows Addition. The assessment covers the costs of materials, snow removal labor, water, mowing labor, fertilizer costs and labor, aerification 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 objectives 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. No recommendation for an increase is proposed for Fiscal Year 2016.

In order to legally provide for the necessary assessment support, State laws require City Commission hearings and passage of authorizing resolutions. Section 7-12-4102, 7-12-4176 and 7-12-4179 M.C.A. authorizes 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.

**Concurrences:** Park and Recreation staff are responsible for the operational expenses of the Portage Meadows District Fund. Fiscal Services staff are responsible for assessing and collecting the revenues necessary to carry out the operations.

**Fiscal Impact:** Adoption of Resolution 10102 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 FY 2016 Budget. The Portage Meadows Boulevard Area assessment will remain the same as last fiscal year. This equates to an assessment factor of \$0.069002 per square foot and will result in an annual assessment of \$310.58 for an average lot of 4,501 square feet (4,501 sq ft x 0.069002 factor = \$310.58.)

**Alternatives:** The City Commission could choose to not set the public hearing and thereby deny the adoption of Resolution 10102 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.

**Attachments/Exhibits:** Resolution 10102  
Legal Notice  
Map of Portage Meadows Maintenance District No. 1195

## RESOLUTION NO. 10102

### **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, 2015 AND ENDING JUNE 30, 2016**

**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 21, 2015, the City Commission adopted Resolution 10114, Annual Budget Resolution, in which the estimated costs for the assessment of such maintenance within Special Improvement Maintenance District No. 1195 was reflected as FIFTY-EIGHT THOUSAND SEVENTY-NINE DOLLARS (\$58,079); and

**WHEREAS**, in accordance with § 7-1-4127, MCA, notice was published setting forth that Resolution No. 10102 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 4, 2015.

**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 \$58,079, be levied and assessed upon the properties in said district for the fiscal year ending June 30, 2016.

#### 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, 2015 and May 31, 2016.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 4<sup>th</sup> day of August, 2015.

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Michael J. Winters, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

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Sara R. Sexe, City Attorney

## PUBLIC HEARING NOTICE

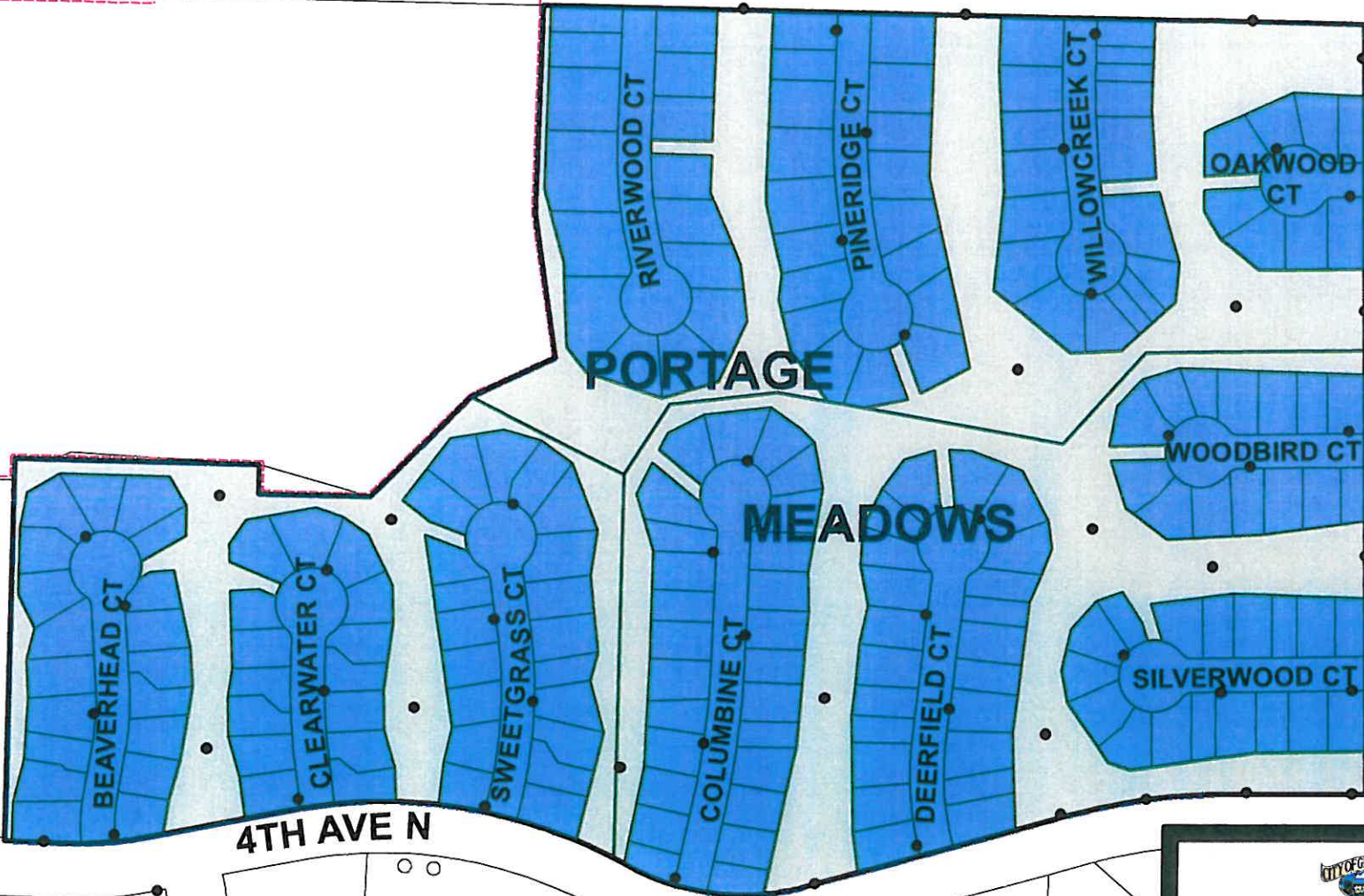
NOTICE IS HEREBY GIVEN that Resolution 10102 – A Resolution Levying and Assessing the Cost of Maintaining the Green Belt Park of Portage Meadows Addition in the City of Great Falls on all Real Estate in Special Improvement Maintenance District No. 1195 for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016 – 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 4, 2015, at 7:00 o'clock p.m. Any interested person may appear and speak for or against said Resolution 10102 or submit in writing any comments to the City Clerk prior to or during the Commission Meeting.

/s/ Lisa Kunz  
City Clerk

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DO NOT PUBLISH BELOW THIS LINE:  
Publication Dates: July 17 & 24, 2015

# 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.