



**Item:** Resolution 10130, Revising Fees for the City of Great Falls, Mapping & Addressing Division

**From:** Jeff Hedstrom, GIS Coordinator

**Presented By:** Melissa Kinzler, Fiscal Services Director

**Action Requested:** Conduct Public Hearing on Resolution 10130.

---

**Public Hearing:**

1. Mayor conducts public hearing, calling three times each for opponents and proponents.
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 10130 to revise fees for the Mapping and Addressing Division.”

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

**Staff Recommendation:** Staff recommends that the City Commission adopt Resolution 10130 to revise and set fees for the Mapping and Addressing Division. Resolution 10130 would supersede Resolution 10067.

**Background:** The City of Great Falls Mapping and Addressing Division (Mapping) currently provides a service to the City of Great Falls and Cascade County that includes various types of mapping requests, as well as verifying and assigning addresses for new or additional addresses on properties within the City and Cascade County. Staff is requesting to revise the fees that will supersede Resolution 10067 that was adopted April 15, 2014.

The Mapping and Addressing Division recently purchased a scanner that has capabilities of scanning and printing large sized documents. Resolution 10130 would revise current fees for generated maps and will establish fees for scanned documents, drawings or graphic images. Fees are also being adjusted for several maps based on the size requested. The fees will be for external customers only. Such fees are necessary to recoup the cost for ink cartridges, depreciation, and maintenance on both the scanner and the plotter.

Proposed fees for the City of Great Falls Mapping and Addressing Division as stated in Resolution 10130. Bold fees are the revised or new fees.

A. Mapping Fees for City generated maps (external customers).

8 ½ x 11 Printed Map \$5.00 (Charge \$1.00 per copy after the first)  
11 x 17 Printed Map \$7.00 (Charge \$1.50 per copy after the first)  
City Parcel Base Map (36 or **42W**) \$20.00/**\$25.00**  
City Area Grid Map \$20.00  
Street Name & Address Guide Book \$45.00  
City Zoning Map (22 or **36W**) \$10.00/**\$20.00**  
Fire Districts Map (36 or **42W**) \$25.00/**\$30.00**  
City of Great Falls Aerial \$35.00\*  
City of Great Falls Shaded Relief \$35.00\*  
Special Map Request Price varies\*\*

B. Scanner Fees for copies of scanned drawing, documents or graphic images.

**B&W Drawing or Plans - Scan & Print \$0.50 / sq foot (Charge \$0.35 after the first)**  
**Color Drawing or Plans - Scan & Print \$1.50 / sq ft (Charge \$1.25 after the first)**  
**Color Graphic Image - Scan & Print \$4.00 / sq ft (Charge \$3.50 after the first)**  
**Color Graphic Image - Scan & Print \$8.00 / sq ft (Charge \$7.00 after the first)\***  
**Scan & Digital Copy to USB \$5.00 (for every 5 page increment)**  
**Special Scanning Request Price varies\*\***

(W) Width of paper

\*Printed on photo glossy paper

\*\*Price varies depending on size of the printed map and texture of the paper

printed on.

C. Addressing Fees.

1. A twenty dollar (\$20) fee for landowners to obtain a new address or an additional address on the property (per the owner's request).
2. A ten dollar (\$10) fee for reflective address numbers (per the owner's request) prepared by City staff.

**Concurrences:** The proposed fee is in alignment with other departments across the state.

**Alternatives:** The Commission could choose not to adopt Resolution 10130 to revise fees.

**Attachments/Exhibits:** Resolution 10130

**RESOLUTION NO. 10130**

**A RESOLUTION REVISING CITY OF GREAT FALLS' MAPPING  
& ADDRESSING DIVISION FEES, SUPERSEDING RESOLUTION 10067**

**WHEREAS**, § 7-6-4013, MCA, empowers municipalities to impose a fee for the provision of a service; and

**WHEREAS**, the Mapping & Addressing Division provides a service to the City of Great Falls and Cascade County that includes various types of mapping requests, scanned drawings, documents or graphic images, as well as verifying and assigning addresses for new or additional addresses on properties; and

**WHEREAS**, said services require staff time that includes driving to the structure to record the location using a GPS unit and to process and return the applications; and

**WHEREAS**, implementing an administrative fee will recover expenses, such as ink and/or toner and maintenance costs of the plotter and GPS equipment, as well as depreciation and upgrading plotter, scanner and GPS equipment and software, incurred in providing these services; and

**WHEREAS**, currently the county addressing is being contracted per the Address Coordinator with the City of Great Falls, and, therefore, at this time only the addresses assigned *within* the city limits of Great Falls shall be charged a fee.

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

Fees for the City of Great Falls Mapping & Addressing Division are hereby established as follows:

**A. Mapping Fees for City generated maps (external customers).**

8 ½ x 11 Printed Map	\$5.00 (Charge \$1.00 per copy after the first)
11 x 17 Printed Map	\$7.00 (Charge \$1.50 per copy after the first)
City Parcel Base Map (36 or 42W)	\$20.00/\$25.00
City Area Grid Map	\$20.00
Street Name & Address Guide Book	\$45.00
City Zoning Map (22 or 36W)	\$10.00/\$20.00
Fire Districts Map (36 or 42W)	\$25.00/\$30.00
City of Great Falls Aerial	\$35.00*
City of Great Falls Shaded Relief	\$35.00*
Special Map Request	Price varies**

B. Scanner Fees for copies of scanned drawing, documents or graphic images.

B&W Drawing or Plans - Scan & Print	\$0.50 / sq foot (Charge \$0.35 after the first)
Color Drawing or Plans - Scan & Print	\$1.50 / sq ft (Charge \$1.25 after the first)
Color Graphic Image - Scan & Print	\$4.00 / sq ft (Charge \$3.50 after the first)
Color Graphic Image - Scan & Print	\$8.00 / sq ft (Charge \$7.00 after the first)*
Scan & Digital Copy to USB	\$5.00 (for every 5 page increment)
Special Scanning Request	Price varies**

(W) Width of paper

\*Printed on photo glossy paper

\*\*Price varies depending on size of the printed map and texture of the paper printed on.

C. Addressing Fees.

1. A twenty dollar (\$20) fee for landowners to obtain a new address or an additional address on the property (per the owner's request).
2. A ten dollar (\$10) fee for reflective address numbers (per the owner's request) prepared by City staff.

**BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:**

The fees set forth herein shall become effective upon adoption, superseding the fees set forth in Resolution 10067.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this 1<sup>st</sup> day of March, 2016.

---

Bob Kelly, Mayor

ATTEST:

---

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

---

Sara R. Sexe, City Attorney