



City of Helena

ADMINISTRATIVE MEETING

February 7, 2024 - 4:00 PM

City - County Building Room 326 / Zoom Online Meeting; <https://us06web.zoom.us/j/87029183007>

AGENDA

1. **Call to Work Session, introductions**
2. **Commission comments, questions**
 - a. Discussion: City Manager Job Performance Review
3. **Recommendations from the Helena Citizens Council**
4. **City Manager's Report**
5. **Presentations**
 - a. Public Safety Service Level Presentation
 - b. State-Local Infrastructure Partnership Act Funding Proposal Review
6. **Department Reports**
 - a. Discuss commission appointment of a task force to develop policy recommendations around a housing strategy for Helena
 - b. Local Government Review 2024 Resolution Discussion
7. **Public Comment**
8. **Commission discussion and direction to the City Manager**
9. **Adjourn**

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Ellie Ray, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

Phone: (406) 447- 8490

TTY Relay Service 1-800-253-4091 or 711

Email: citycommunitydevelopment@helenamt.gov

Mailing Address & Physical Location: 316 North Park Avenue, Room 445, Helena, MT 59623.

City of Helena, Montana

01/05/2024

To: City Manager, Tim Burton

From: Jon Campbell, Fire Chief
Brett Petty, Police Chief
Cory Bailey, Assistant Chief of Police
Jacob Garcin, Public Information Officer
Amanda Opitz, Grants Administrator
Rebecca Docketer, City Attorney
Matthew Petesch, Deputy City Attorney
Sheila Danielson, Finance Director

Subject: Public Safety Service Level Presentation

Present Situation: A status quo budget does not fund current service level needs.

Background Information: In the last two years, both the Fire Dept. and the Police Dept. have undergone master planning/staffing study processes to analyze the current/future needs of the community in relationship to their personnel and capital resources. Staff have presented the results of those studies to the Commission. The master plan and staffing study have identified the need for more police and fire personnel, as well as a third fire station. The Commission is analyzing possible ways to fund these recommendations with the current budget constraints.

Proposal/Objective: Discuss options for addressing increasing demands for personnel and capital.

Advantage: N/A

Notable Energy Impact: N/A

Disadvantage: N/A

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** No recommendation at this time, informational only.

Public Safety Service Level Discussion

Prepared by

City Staff

Police Dept., Fire Dept., City Attorney's Office, Finance Dept., City Manager's Office



City of
Helena

Public Safety Service Level

Background

Presentations at December 13, 2023 and January 17, 2024 Administrative Meetings

Public Safety Needs

Police Department

- Conducted a staffing study with a consultant during 2022 and 2023. The study evaluated the needs of the Patrol Division and provided recommendations on the addition of Patrol Officers.
- Organized a Staffing Study Committee to review the entire Police Department operation and provided recommendations on additional staffing needs.

Fire Department

- Completed a comprehensive Master Plan in 2022 with a consultant.
- Organized a Planning Committee in 2023 to create an executive summary and provide key recommendations.



Public Safety – Personnel & Operation

Police Department

9 Officers (\$1,415,883 / year)

- 3 Call-Takers
- 3 Detectives (Internet Crimes Against Children, Violence Against Children, and General)
- 2 Community Resource Officers
- 1 Civilian Crash Investigator

Fire Department

15 Firefighters (\$1,622,475 / year)

Construction of Station 3 (\$6,896,406)



Fire Station 3

Financing Overview

	<u>Subtotal</u>	<u>Contingency (15%)</u>	<u>Total</u>
Fire Station (13500 sq ft)	\$5,062,500	\$759,375	\$5,821,875
Training Facility	\$375,000	\$56,250	\$431,250
Fire Station Equipment	\$500,000	\$75,000	\$575,000
Financing Costs			\$68,281
Total Estimated Project Costs	\$5,937,500	\$890,625	\$6,896,406

Facility Cost per Square Foot = \$375

Annual Debt Service Requirement (20 Year Term; 5% interest) \$557,800

Mills Required

	Total Cost	Debt Service	# of Mills Needed
Police Personnel and Operation	\$1,415,883	--	14.35
Fire Personnel and Operation	\$1,707,475	--	17.31
Total			31.66

	Total Cost	Debt Service	# of Mills Needed
New Fire Station	\$7,000,000	\$557,800	5.66
Total			5.66

Property Tax Impact

Personnel and Operation – Police & Fire

FY2024 Calculation

Current Market Value of Home	\$100,000	\$300,000	\$600,000
Taxable Rate: 1.35% of Current Taxable Value	\$1,350	\$4,050	\$8,100
Calculated Total Property Tax (31.66 Mills)	\$42.74	\$128.22	\$256.45

Section 7-6-4020 & Section 7-6-4030, MCA

Property Tax Impact

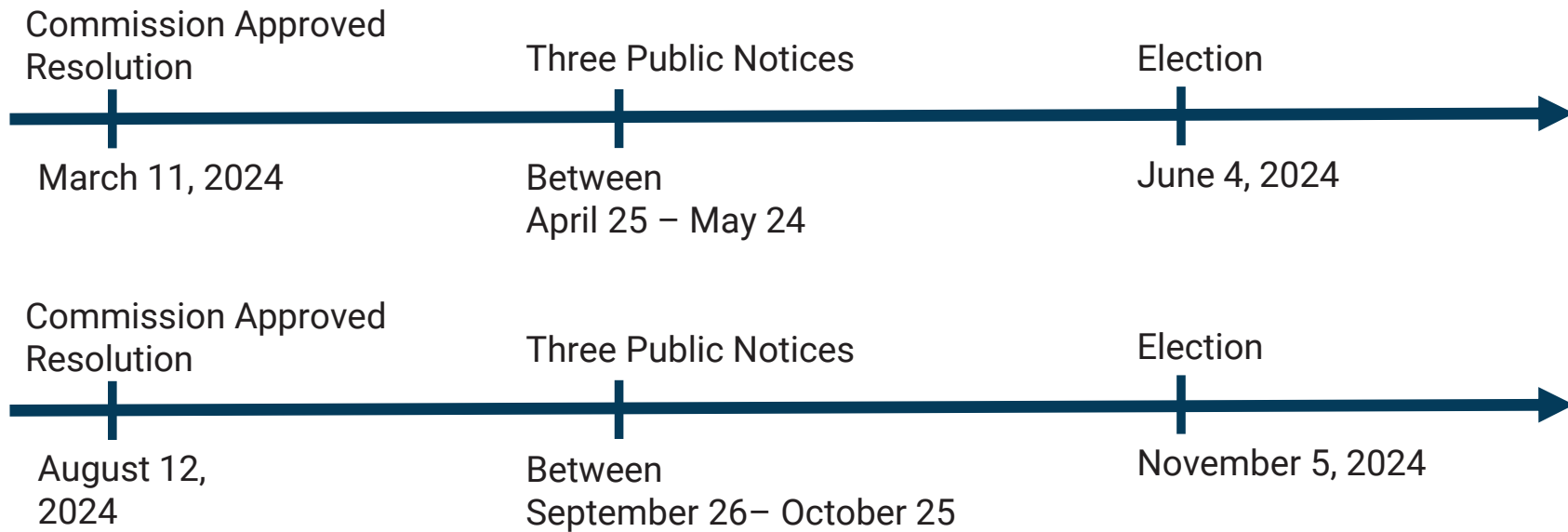
New Fire Station

FY2024 Calculation

Current Market Value of Home	\$100,000	\$300,000	\$600,000
Taxable Rate: 1.35% of Current Market Value	\$1,350	\$4,050	\$8,100
Calculated Total Property Tax (5.66 Mills)	\$7.64	\$22.91	\$45.81

Section 7-6-4020 & Section 7-6-4030, MCA

Election Timeline



City of
Helena

Draft Ballot Language

CITY OF HELENA, MONTANA
GENERAL OBLIGATION BOND ELECTION
NEW FIRE STATION
JUNE 4, 2024

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “BONDS—YES” if you wish to vote for the bond issue; if you are opposed to the bond issue, completely fill in the oval using a blue or black ink pen before the words “BONDS—NO.”

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to sell and issue general obligation bonds of the City in one or more series in the total principal amount of up to [Seven Million] and No/100 Dollars (\$[7,000,000].00) bearing interest at rates to be determined at the time of sale, payable semiannually over a term not to exceed twenty years for each series of bonds, for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs, and paying costs associated with the sale and issuance of the bonds?

If this bond proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$[7.64] in the first year, of \$300,000 would increase by \$[22.92] in the first year, and of \$600,000 would increase by \$[45.84] in the first year. An increase in property taxes may lead to an increase in rental costs.

☐ BONDS—YES
☐ BONDS—NO

CITY OF HELENA, MONTANA
MILL LEVY ELECTION
PUBLIC SAFETY SERVICES
JUNE 4, 2024

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “MILL LEVY—YES” if you wish to vote for the mill levy; if you are opposed to the mill levy, make an X or similar mark in the oval before the words “MILL LEVY—NO”.

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to levy permanently up to 31.66 mills per year, currently raising approximately \$3,203,832 annually, for the purpose of paying costs of public safety services, including operation and maintenance costs of the City police and fire departments, to include additional police department personnel and firefighters, equipment, and related public safety costs and expenses?

If this mill levy proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$42.74 per year, of \$300,000 would increase by \$128.22 per year, and of \$600,000 would increase by \$256.44 per year. An increase in property taxes may lead to an increase in rental costs.

☐ MILL LEVY—YES
☐ MILL LEVY—NO



Education vs. Advocacy

We cannot advocate for the PSML; but we can educate.

- May not use or permit the use of **public time, facilities, equipment, supplies, personnel, or funds** to solicit **support for or opposition to** the passage of a **ballot issue** unless the use is ... **properly incidental** to another activity required or authorized by law, such as the function of an elected public officer, the officer's staff, or the legislative staff in the **normal course of duties**. MCA 2-2-121(3)(a)
- It is unlawful for a public employee to **solicit support for or opposition to** a ballot issue **while on the job or at the place of employment**. MCA 13-35-226(4).

Education v. Advocacy

Do not use words:

"Vote for.."

"Oppose ..."

"Support ..."

"Elect ..."

"Defeat"

"Reject...."

Do not:

"Depict a ballot issue in a manner that is "susceptible of no reasonable interpretation other than as a call of passage or defeat of the ballot issue."



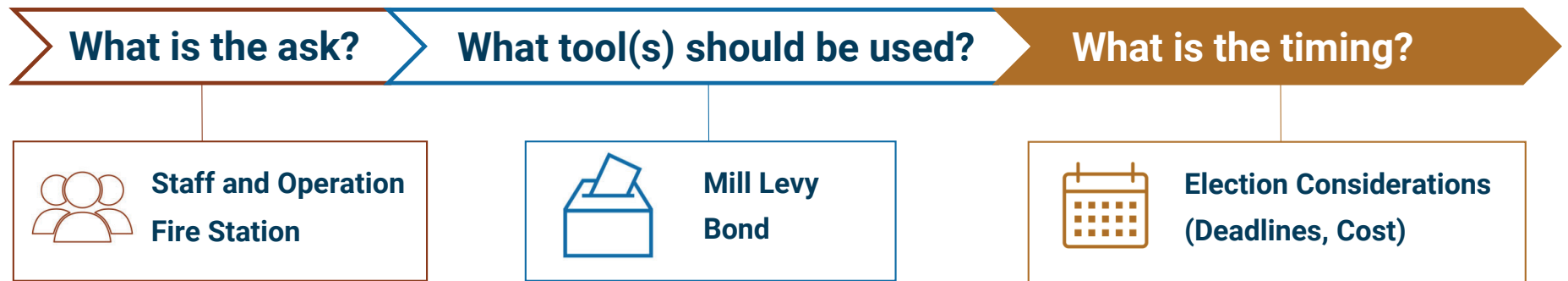
City of
Helena

Education v. Advocacy

Guidelines for Communication

- ✓ Just the Facts – but don't be afraid to let the facts tell the story
- ✓ Answer questions with facts
- ✓ Be Specific
- ✓ Don't use advocacy words
- ✓ Repetition
- ✓ Emphasize the choice they have with their vote

Next Steps



Questions & Discussion



City of
Helena

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and appointed Clerk of the Commission of the City of Helena, Montana (the “City”), hereby certify that the attached resolution is a true copy of Resolution No. _____ entitled: “A RESOLUTION OF THE CITY COMMISSION SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF HELENA, MONTANA, THE QUESTIONS OF (I) ISSUING GENERAL OBLIGATION BONDS OF THE CITY IN A TOTAL PRINCIPAL AMOUNT OF UP TO [SEVEN MILLION] AND NO/100 DOLLARS (\$[7,000,000].00) FOR THE PURPOSE OF PAYING COSTS OF ACQUIRING A SITE AND DESIGNING, CONSTRUCTING, FURNISHING, AND EQUIPPING THEREON A NEW FIRE STATION, TO INCLUDE A TRAINING FACILITY, AND PAYING COSTS ASSOCIATED WITH THE SALE AND ISSUANCE OF THE BONDS; AND (II) PERMANENTLY LEVYING MILLS TO PAY COSTS OF PUBLIC SAFETY SERVICES, INCLUDING OPERATION AND MAINTENANCE COSTS OF THE CITY POLICE AND FIRE DEPARTMENTS, TO INCLUDE ADDITIONAL POLICE DEPARTMENT PERSONNEL AND FIREFIGHTERS, EQUIPMENT, AND RELATED PUBLIC SAFETY COSTS AND EXPENSES” (the “Resolution”), on file in the original records of the City in my legal custody; that the Resolution was duly adopted by the City Commission at a meeting on March [11], 2024, and that the meeting was duly held by the City Commission and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Commission Members voted in favor thereof: _____; those Commissioners who voted against the same: _____.

WITNESS my hand and seal officially this [11th] day of March, 2024.

(SEAL)

Clerk of the Commission

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF HELENA, MONTANA, THE QUESTIONS OF (I) ISSUING GENERAL OBLIGATION BONDS OF THE CITY IN A TOTAL PRINCIPAL AMOUNT OF UP TO [SEVEN MILLION] AND NO/100 DOLLARS (\$[7,000,000].00) FOR THE PURPOSE OF PAYING COSTS OF ACQUIRING A SITE AND DESIGNING, CONSTRUCTING, FURNISHING, AND EQUIPPING THEREON A NEW FIRE STATION, TO INCLUDE A TRAINING FACILITY, AND PAYING COSTS ASSOCIATED WITH THE SALE AND ISSUANCE OF THE BONDS; AND (II) PERMANENTLY LEVYING MILLS TO PAY COSTS OF PUBLIC SAFETY SERVICES, INCLUDING OPERATION AND MAINTENANCE COSTS OF THE CITY POLICE AND FIRE DEPARTMENTS, TO INCLUDE ADDITIONAL POLICE DEPARTMENT PERSONNEL AND FIREFIGHTERS, EQUIPMENT, AND RELATED PUBLIC SAFETY COSTS AND EXPENSES

BE IT RESOLVED, by the City Commission (the “Commission”) of the City of Helena, Montana (the “City”) as follows:

Section 1. Recitals. It is hereby found, determined and declared as follows:

1.01. Authorization. The City is authorized pursuant to Section 7-7-4221, Montana Code Annotated, upon approval of the electorate of the City, to issue general obligation bonds pledging the general credit of the City for any purpose authorized by law, provided that such indebtedness will not cause the total indebtedness of the City to exceed 2.5% of the total assessed value of taxable property of the City, determined as provided in Section 15-8-111, Montana Code Annotated, ascertained by the last assessment for state and county taxes. In addition, pursuant to Section 7-7-4223, Montana Code Annotated, the Commission is authorized to call a bond election by adopting a resolution to that effect. The Commission is also authorized pursuant to Section 15-10-425, Montana Code Annotated, to increase its mill levies for a specific purpose by conducting a mill levy election as prescribed by law.

1.02. Proposed Project and Bonds. The Commission has determined that the demand for public safety services has increased and the current City facilities are inadequate to meet the demand. To address these deficiencies in the community, the Commission hereby determines there should be submitted to the qualified electors of the City the question of whether the Commission shall be authorized to sell and issue general obligation bonds of the City in one or more series to obtain funds for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs, and paying costs associated with the sale and issuance of the bonds, which bonds shall bear interest at rates to be determined at the time of sale, payable semiannually over a term not to exceed twenty years for each series of bonds, and subject to redemption as required by law.

It is the judgment of the Commission that up to \$[7,000,000].00 in principal amount of general obligation bonds will be necessary to carry out the purpose set forth above. It is also the judgment and determination of the Commission that such general obligation bonds may be issued in multiple series, each series payable during a term not to exceed twenty (20) years and subject to redemption as provided by law.

1.03. Debt Limitation. The Commission has determined that the issuance of general obligation bonds in the total principal amount of [Seven Million] and No/100 Dollars (\$[7,000,000].00) together with the outstanding principal amounts of all other general obligation indebtedness of the City will not cause the City to exceed its general obligation indebtedness limitation, which is currently calculated to be \$152,450,834 (i.e., 2.50% x \$6,098,033,385).

1.04. Mill Levy. In addition, the City Commission has determined that the City's current mill levy authority is inadequate to fund current and future public safety services necessary for a growing community. The Commission has therefore determined that it is in the best interest of the City to seek authority for a permanent mill levy increase to pay costs of public safety services, including operation and maintenance costs of the City police and fire departments, to include additional police department personnel and firefighters, equipment, and related public safety costs and expenses, by presenting to the voters a mill levy question.

Section 2. Calling of the Election. The Commission hereby calls and directs that an election be held in conjunction with the primary election on June 4, 2024, for the purpose of voting on the following questions:

Proposed General Obligation Bonds for New Fire Station

Shall the City Commission of the City of Helena, Montana (the "City") be authorized to sell and issue general obligation bonds of the City in one or more series in a total principal amount of up to [Seven Million] and No/100 Dollars (\$[7,000,000].00) bearing interest at rates to be determined at the time of sale, payable semiannually over a term not to exceed twenty years for each series of bonds, for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs, and paying costs associated with the sale and issuance of the bonds?

If this bond proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$[7.64] in the first year, of \$300,000 would increase by \$[22.92] in the first year, and of \$600,000 would increase by \$[45.84] in the first year. An increase in property taxes may lead to an increase in rental costs.

The Commission has determined that it is in the best interests of the City to seek authority for a permanent mill levy increase to fund current and future public safety services by presenting to the voters the following question:

Proposed Mill Levy for Public Safety Services

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to levy permanently up to 31.66 mills per year, currently raising approximately \$3,203,832 annually, for the purpose of paying costs of public safety services, including operation and maintenance costs of the City police and fire departments, to include additional police department personnel and firefighters, equipment, and related public safety costs and expenses?

If this mill levy proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$42.74 per year, of \$300,000 would increase by \$128.22 per year, and of \$600,000 would increase by \$256.44 per year. An increase in property taxes may lead to an increase in rental costs.

Section 3. Assumptions Underlying Tax Impact. As required by law, each of the bond question and mill levy question contains a tax impact statement. The tax impact statement regarding the bonds assumes that (i) the dollar amount raised by the levy of 1 mill is equal to the estimated dollar amount of 1 mill as set forth in the City’s fiscal year 2024 budget, (ii) the bonds are issued in one series and in the maximum principal amount set forth in the bond ballot question, (iii) the term of the bonds is 20 years, and (iv) the average annual interest rate on the bonds is 5.00%. The tax impact statement regarding the mill levy assumes that the dollar amount raised by the levy of 1 mill is equal to the estimated dollar amount of 1 mill as set forth in the City’s fiscal year 2024 budget.

Section 4. Conduct of Election. All qualified electors of the City shall be entitled to vote at the bond election and mill levy election. The Clerk of the Commission is hereby authorized and directed to give notice of the call and details of this election to the Lewis and Clark County Election Administrator promptly and in any event on or the before the date required by the Lewis and Clark County Election Administrator. The Lewis and Clark County Election Administrator is requested to give notice of the close of registration and thereafter prepare printed lists of the qualified electors in the City entitled to vote in the election in the City and to conduct the election in the form and manner prescribed by law.

Section 5. Notice of Election. The Clerk of the Commission or the Lewis and Clark County Election Administrator, as appropriate, is hereby authorized and requested to cause notice of the call and holding of the election to be given by publishing notice at least three times no earlier than 40 days and no later than 10 days before the election in the *Helena Independent-Record*, a newspaper of general circulation in Lewis and Clark County. The notice of election as published shall read substantially as shown on Exhibit A hereto (which is incorporated by reference and made a part hereof), with such additions or deletions or updates as are determined necessary or desirable.

Section 6. Forms of Ballots. The ballots shall be printed in substantially the following forms, with such additions or deletions or updates as are determined necessary or desirable:

FORM OF OFFICIAL BALLOT

CITY OF HELENA, MONTANA
GENERAL OBLIGATION BOND ELECTION
NEW FIRE STATION

JUNE 4, 2024

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “BONDS—YES” if you wish to vote for the bond issue; if you are opposed to the bond issue, completely fill in the oval using a blue or black ink pen before the words “BONDS—NO.”

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to sell and issue general obligation bonds of the City in one or more series in the total principal amount of up to [Seven Million] and No/100 Dollars (\$[7,000,000].00) bearing interest at rates to be determined at the time of sale, payable semiannually over a term not to exceed twenty years for each series of bonds, for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs, and paying costs associated with the sale and issuance of the bonds?

If this bond proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$[7.64] in the first year, of \$300,000 would increase by \$[22.92] in the first year, and of \$600,000 would increase by \$[45.84] in the first year. An increase in property taxes may lead to an increase in rental costs.

☐ BONDS—YES

☐ BONDS—NO

FORM OF OFFICIAL BALLOT

CITY OF HELENA, MONTANA
MILL LEVY ELECTION
PUBLIC SAFETY SERVICES

JUNE 4, 2024

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “MILL LEVY—YES” if you wish to vote for the mill levy; if you are opposed to the mill levy, make an X or similar mark in the oval before the words “MILL LEVY—NO”.

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☐ MILL LEVY—YES

☐ MILL LEVY—NO

Section 7. Notice to County Election Administrator. A copy of this Resolution will be provided to the Lewis and Clark County Election Administrator as soon as practicable after its adoption and approval in order to inform the Election Administrator of the details of the special election and the pertinent requests and authorizations as to the conduct of the special election.

Section 8. Reimbursement Expenditures.

(a) The United States Department of Treasury has promulgated final regulations governing the use of proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City for project expenditures paid by the City prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the “Regulations”) require that the City adopt a statement of official intent to reimburse an original expenditure not later than 60 days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds within 18 months (or three years, if the reimbursement bond issue qualifies for the “small issuer” exception from the arbitrage rebate requirement) after the later of (i) the date the expenditure is paid or (ii) the date the project is placed in service or abandoned, but (unless the issue qualifies for the “small issuer” exception from the arbitrage rebate requirement) in no event more than three years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the bonds.

(b) Other than (i) expenditures to be paid or reimbursed from sources other than the bonds, (ii) expenditures permitted to be reimbursed under the transitional provision contained in Section 1.150-2(j)(2) of the Regulations, (iii) expenditures constituting preliminary expenditures within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a “de minimus” amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures for a project within the scope of this resolution have been paid by the City before the date 60 days before the date of adoption of this resolution.

(c) The City reasonably expects to reimburse the expenditures made for costs of such a project out of the proceeds of bonds in an estimated maximum aggregate principal amount of up to \$[7,000,000] after the date of payment of all or a portion of the costs of such a project. All reimbursed expenditures shall be capital expenditures, a cost of issuance of the bonds or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations.

(d) As of the date hereof, there are no City funds reserved, allocated on a long-term basis or otherwise set aside (or reasonably expected to be reserved, allocated on a long-term basis or otherwise set aside) to provide permanent financing for the expenditures related to such a project, other than pursuant to the issuance of the bonds. The statement of intent contained in this resolution, therefore, is determined to be consistent with the City’s budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof.

(e) The Chief Financial Officer shall be responsible for making the “reimbursement allocations” described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the bonds to reimburse the source of temporary financing used by the City to make prior payment of the costs of the project. Each allocation shall be evidenced by an entry on the

official books and records of the City maintained for the bonds or the project and shall specifically identify the actual original expenditure being reimbursed.

[Balance of page intentionally left blank.]

PASSED, ADOPTED, AND APPROVED by the City Commission of the City of Helena, Montana, this 11th day of March, 2024.

Mayor

ATTEST:

Clerk of the Commission

(SEAL)

EXHIBIT A

NOTICE OF GENERAL OBLIGATION BOND ELECTION FOR NEW FIRE STATION AND MILL LEVY ELECTION FOR PUBLIC SAFETY SERVICES

CITY OF HELENA, MONTANA
JUNE 4, 2024

NOTICE IS HEREBY GIVEN by the City Commission (the “Commission”) of the City of Helena, Montana (the “City”), that pursuant to a resolution duly adopted at a meeting of the Commission on March [11], 2024, an election of the registered voters of the City will be held in conjunction with the primary election on June 4, 2024, for the purpose of voting on the following questions:

Proposed General Obligation Bonds for New Fire Station

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to sell and issue general obligation bonds of the City in one or more series in the total principal amount of up to [Seven Million] and No/100 Dollars (\$[7,000,000].00) bearing interest at rates to be determined at the time of sale, payable semiannually over a term not to exceed twenty years for each series of bonds, for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs, and paying costs associated with the sale and issuance of the bonds?

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Proposed Mill Levy for Public Safety Services

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to levy permanently up to 31.66 mills per year, currently raising approximately \$3,203,832 annually, for the purpose of paying costs of public safety services, including operation and maintenance costs of the City police and fire departments, to include additional police department personnel and firefighters, equipment, and related public safety costs and expenses?

If this mill levy proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$42.74 per year, of \$300,000 would increase by \$128.22 per year, and of \$600,000 would increase by \$256.44 per year. An increase in property taxes may lead to an increase in rental costs.

On Election Day, June 4, 2024, the polls shall be open between the hours of 7:00 a.m. and 8:00 p.m., and the polling places for the election shall be the normal polling places for City residents during a primary election. [To determine if polling places should be listed.]

Close of registration is May 6, 2024. Absentee ballots may be obtained at the office of the Lewis and Clark County Elections Office, 316 N. Park Avenue, Room 168, in Helena, Montana, from May 6, 2024 until 8:00 p.m. on Election Day.

Electors who miss the close of registration deadline may register late and vote in the election if the County Election Administrator receives and verifies the electors' voter registration information prior to 8 p.m. on June 4, 2024.

County Election Administrator

Publish: [May 3, May 10, and May 17, 2024]

City of Helena, Montana

1/22/2024

To: City Manager, Tim Burton

From: Amanda Opitz, Grants Administrator

Subject: State-Local Infrastructure Partnership Act Funding Proposal Review

Present Situation:

The legislative body must review proposals and hold a public hearing based on the recommended priority order of the proposals, which is then transmitted to the department of commerce with the city/towns application(s) due March 30, 2024. The Montana Department of Commerce shall then review the recommendations of the legislative body of the city and the content of the recommended application and determine whether the application complies with HB355. The Department of Commerce may not substitute its judgment for that of the legislative body of the city or town and cannot revise the recommended priority list.

The city has three proposals for consideration: a fire suppression system project at Fire Station 2, replacement of bioreactor mixers at the wastewater treatment plant, and replacement of ADA pedestrian ramps along City right-of-ways.

Background Information:

The State-Local Infrastructure Partnership Program is a state-funded program to help cities and towns fund the maintenance/repair of local government facilities on a partnership basis, with local governments supplying a cash match. This program was authorized during the 2023 legislative session via House Bill 355 (HB 355).

For the biennium beginning July 1, 2023, \$20 million was appropriated from the state's general fund to the Montana Department of Commerce to distribute funds as allocated to grant recipients awarded in compliance with HB 355 for eligible projects as recommended by each legislative body of a city or town.

The City of Helena's allocation is \$458,775. The City must provide a local cash match of no less than 25% of the total project cost. Projects receiving awards must be under contract by Dec. 31, 2024 and completed by Dec. 31, 2027.

Eligible projects include:

- Drinking water systems
- Wastewater treatment systems
- Fire suppression systems (if independent of a drinking water system)
- Streets
- Roads
- Bridges
- Landfills
- Streetlights
- Airports
- Public grounds and buildings
- Projects that expand existing water and wastewater treatment plants that are being operated at 90% of design capacity or greater

Priority must be given to projects that maintain or repair publicly owned drinking water systems, publicly owned wastewater treatment systems and municipal fire suppression systems that are independent of a water system.

Proposal/Objective:

Review and provide direction on a prioritization of city proposals for State and Local Infrastructure Partnership Act funding application to Dept. of Commerce.

Advantage:

City satisfies step toward accessing state funding.

Notable Energy Impact:

Energy impact depends on the Commission's direction for the prioritized list of proposals.

Disadvantage:

N/A

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Staff recommends the Commission discuss and provide a prioritized list of projects for consideration at a future a public hearing.

State-Local Infrastructure Partnership Act (SLIPA)



Prepared by Amanda Opitz, City Grants Administrator

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SLIPA

Overview



- State-funded program to help cities and towns fund the *maintenance/repair of local government facilities* on a partnership basis, with local governments supplying a cash match.
- The legislative body shall hold a public hearing on their recommendation for funding in priority order; staff submits this with the application(s) due March 30, 2024
- Eligible Projects:
 - Drinking water systems
 - Wastewater treatment systems
 - Fire suppression systems (if independent of a drinking water system)
 - Streets
 - Roads
 - Bridges
 - Landfills
 - Streetlights
 - Airports
 - Public grounds and buildings
 - Projects that expand existing water and wastewater treatment plants that are being operated at 90% of design capacity or greater

Helena's Allocation:

\$458,775

City must provide a local cash match of no less than 25% of the total project cost.
Projects must be under contract by Dec. 31, 2024, and completed by Dec. 31, 2027.

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Proposals



- Fire suppression, detection, alarm system for Fire Station 2
- Wastewater treatment plant bioreactor mixer replacement
- Replacement of deficient or non-compliant ADA pedestrian ramps

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Project: Fire Suppression at Fire Station 2

Overview

- Currently, Station 2 lacks a fire suppression, detection and alarm system

Benefits

- This project would enhance life safety for station occupants, provide early detection should a fire incident occur, increase likelihood of continued service in event of fire, minimize \$ loss and downtime from fire incident, and modernize station's fire protection capabilities.

Est. Total Project Cost:
\$250,000*

Match: \$62,500
(from Mill Levy capital and GF fund)

Funding Request:
\$187,500

*Early Estimate

Project: Wastewater Bioreactor Mixer Replacement

Overview

There are currently 18 bioreactor mixers in service at the wastewater treatment plant and all are over 20 years old (installed ~2000). The current mixers can require costly repair and maintenance and are due for replacement in FY 2027 per the Public Works Capital Improvement Plan.

Benefits

- Replacement of the old mixers with new variable frequency drive mixers will result in an energy savings of approximately \$20,000 per year.

Est. Total Project Cost:
\$381,000

Match: \$95,000
(from Wastewater Enterprise fund)

Funding Request:
\$381,000

Project: ADA Ramp Replacement

Overview

- The City of Helena has many deficient or non-compliant ADA ramps with current PROWAG/ADA standards. This project would provide additional replacements, separate from the work already budgeted in the current and next fiscal year.

Benefits

- This project will fund the replacement of around 100 deficient or non-compliant ADA pedestrian ramps.

Est. Total Project Cost:
\$458,775

Match: \$114,640
(from Gas Tax funds)

Funding Request:
\$458,775

Timeline



- ✓ 11/29/23 Meeting to solicit applications from depts.
- ✓ 1/17/24 Admin. Meeting
Staff presents proposals
- 2/7/24 Admin. Meeting
Commission discuss and establish a priority list
- 2/26/24 Commission Meeting
Public Hearing
- 3/30/24 Application(s) Deadline
App. & Priority List Submitted to DOC

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City of Helena, Montana

January 29, 2024

To: City Manager, Tim Burton

From: Commissioner, Sean Logan
Commissioner, Melinda Reed

Subject: Discuss commission appointment of a task force to develop policy recommendations around a housing strategy for Helena.

Present Situation: A Housing Task Force exists in the city, and a housing strategy was developed in 2019. An emergency housing working group formed in September 2023 and worked to propose options for emergency shelter prior to the onset of winter. The current groups do not advise on policy, and the housing strategy has not been updated since 2019.

Background Information: Commissioner Reed proposed a discussion about a commission appointed housing focused task force at the administrative meeting on January 17th, 2024. The commission had consensus to explore the idea of a commission level task force to complement the work of the existing housing working groups.

Proposal/Objective: Discuss a commission appointed task force to develop policy recommendations focused on housing. Consider categories for recommendation to the task force. Consider scope of the task force and possible objectives.

Advantage: N/A

Notable Energy Impact: N/A

Disadvantage: N/A

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** Recommending the appointment of a Task Force to propose policy recommendations around housing to be considered at a future public hearing.

City of Helena, Montana

January 17, 2024

To: Mayor Collins and the Helena City Commission

From: Dannai Clayborn, Clerk of the Commission

Subject: 2024 Local Government Review Resolution Discussion

Present Situation:

In Article XI, Section 9, of the Montana Constitution, and in MCA 7-3-171 et seq. a Voter Review of Local Government is established. The Constitutional and legislative mandates require each local government provide a mechanism for a local government review. The next Voter Review is set to be conducted in 2024. The Commission will be required to approve a resolution to call the election for the question of conducting a Local Government Review and to establish a Study Commission.

Background Information:

This process is required by law and the Montana Constitution. The last Voter Review occurred in 2014. In the 2014 election, the ballot measure calling the question to conduct the review did not pass by a margin of 44.98% (2,891 votes) to 55.02% (3,537 votes).

Since 1974 the City has adopted 5 resolutions, which would establish a study commission comprised of 5 members. In 2007, SB 550 passed the Montana Legislature and was codified under MCA 7-3-175. This statute ensured a funding mechanism must be identified for the Government Review and the ballot form and question was established, stating it must be submitted to the voters in the following form:

Vote for one:

[] FOR the review of the government of (insert name of local government) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (insert name of local government) and submit recommendations on the government.

[] AGAINST the review of the government of (insert name of local government) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (insert name of local government) and submit recommendations on the government.

No funding mechanism was identified as part of the election process prior to the 2014. However, in accordance with 7-3-175, Resolution 20067 identified one (1) mill as the funding source and determined the study commission should be comprised of 5 study commissioners.

The elections office provided the costs for the 2014 ballot for the last Local Government Review. The total election cost for the City was seven-thousand three hundred and eighty three dollars (\$7,383.00.) Eight-thousand dollars (\$8,000.00) has been placed in the FY24 Commission/Clerk budget to fund the single June ballot measure. The cost sharing methodology used by the Clerk & Recorder for ballots where multiple jurisdictions will be holding elections accounts for the mitigated cost for the June ballot. As noted in the 2023 Election cycle,

the costs incurred for holding an election have risen, and a contingency of 20% should be added to the current budget for an approximate total of nine-thousand dollars (\$9,000.00.) Some dollars remain in the primary and general election budget for FY24 following a limited ballot in the City's recent General Election which could account for the June ballot estimated cost delta.

The MSU Local Government Center (LGC) has provided a timeline and example budgets to assist local government's planning processes, should the measure pass. The dollar amount proposed in the draft resolution for the June ballot includes the recommended dollar amount by the LGC within their education materials. The proposed fifty-seven thousand dollars (\$57,000) would be appropriated for public outreach, education, and administrative costs for the fiscal year. These allocations are determined by the Study Commission as part of the budgeting process required by law in MCA 7-3-184. This dollar amount assumes the duties associated with facilitating the Commission will be absorbed by existing City Staff. In addition, twenty thousand dollars (\$20,000) would be placed in the Commission election line item to fund the general election of the Study Commissioners should the June primary ballot measure pass.

Alternatively, the Commission could choose to prescribe a levy as the funding source. The current mill levy rate is approximately \$98,000 per mill. Partial mills are allowed. All dollars associated with the mill(s) would be appropriated for use during the two-year process.

During the Government Review, the unexpended funds for the Study Commission do not revert to the General Fund at the end of the fiscal year but will be carried over for use in the following fiscal year. Upon the conclusion of Review process and after the termination of the Study Commission, all remaining funds will be absorbed by the General Fund.

Proposal/Objective:

The Lewis & Clark County Elections Office requires several months to prepare the operation and administration of a special ballot measure. A request has been made for the City Commission to adopt the required resolution for the Local Government Review by February 2024.

Staff requests the Commission determine the funding source and number of study commissioners to be established for the Local Government review by accepting the proposed resolution for the June Primary election. In addition, discussion and direction as to the level of public outreach and education by the City throughout the process will assist Staff in planning should the June measure pass.

Advantage:

A decision on the language within the Resolution pertaining to the Voter Review process permits the Elections office and Staff to plan appropriately for workload and financial impacts for the upcoming ballot measure and the associated administrative costs should the measure pass and a study commission is formed.

Notable Energy Impact:

N/A

Disadvantage:

None.

Notice of Public Hearing:

N/A

**Staff Recommendation/
Recommended Motion:**

Move to approve a resolution calling for the election on the question of conducting a Local Government Review and to establish a Study Commission to be held at the Primary election on June 4, 2024.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. _____

A RESOLUTION CALLING FOR AN ELECTION ON THE QUESTION OF CONDUCTING A LOCAL GOVERNMENT REVIEW AND ESTABLISHING A LOCAL GOVERNMENT REVIEW STUDY COMMISSION.

WHEREAS, Article XI, Section 9 of the Montana Constitution and Mont. Code Ann. §§ 7-3-171 et seq. require that each unit of local government conduct an election once every ten (10) years to determine whether the local government will undertake a local government review procedure; and

WHEREAS, in order to implement those Constitutional and legislative mandates, the Helena City Commission intends to call for an election, to be held on the primary election on June 4, 2024, on the question of conducting a Local Government Review and establishing a Local Government Review Study Commission.

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

Section 1. The Helena City Commission hereby calls for an election to be held on the primary election date of June 4, 2024, on the question of conducting a Local Government Review and establishing a Local Government Review Study Commission.

Section 2. If the electors of the City of Helena

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

affirmatively decide to conduct a Local Government Review and establish a Local Government Review Study Commission, a study commission comprised of 5 members shall be elected at the general election of November 5, 2024.

Section 3. Pursuant to Mont. Code Ann. § 7-3-175, the question of conducting a local government review shall be submitted to the electors in substantially the following form:

[] FOR the review of the government of the City of Helena and the establishment and funding, not to exceed fifty-seven thousand (57,000) dollars of a local government study commission comprised of five (5) persons to examine the government of the City of Helena and submit recommendations on the government.

[] AGAINST the review of the government of the City of Helena and the establishment and funding, not to exceed fifty-seven thousand (57,000) dollars of a local government study commission consisting of five (5) persons to examine the government of the City of Helena and submit recommendations on the government.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS DAY ____ OF JANUARY, 2024.

ATTEST:

MAYOR

CLERK OF THE COMMISSION