



City of Helena

ADMINISTRATIVE MEETING

June 25, 2025 - 4:00 PM

City - County Building Room 326 / Zoom Online Meeting; <https://zoom.helenamt.gov/j/36053471/publicmeetings>

AGENDA

1. **Call to Work Session, introductions**
 - a. Meeting Rules of Procedure
2. **Board & Committee Update**
 - a. Board Appointment Review
3. **Recommendations from the Helena Citizens Council**
4. **City Manager's Report**
5. **Commission comments, questions**
6. **Presentations**
 - a. Family Promise Proposal for Use of Community Aid Grant Allocation
 - b. City-County Board of Public Health Update
7. **Department Reports**
 - a. Discussion regarding possibility of introducing cost recovery billing, updating Resolution 19800, and reorganizing Ordinance 3141, Title 1, Chapter 7 into Title 13 of City Code.
 - b. Sustainability Story Map Update
 - c. City Curbside Recycling and Yard Waste Collection Discussion
 - d. Dedicate City owned property, Tract B and Tract C of Certificate of Survey No. 474847, as right-of-way.
 - e. Interlocal agreement establishing a City of Helena and Lewis and Clark County Heritage Preservation and Cultural Council.
8. **Public Comment**
9. **Commission discussion and direction to the City Manager**
10. **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, Anne Pichette, 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.

Rules of Procedure:

Good evening and welcome to the City of Helena City Commission Meeting. We appreciate your attendance and participation. To ensure our meetings are productive and respectful, we ask everyone to adhere to the following guidelines:

Decorum and Expectations:

- Please maintain respect towards the Commission, presenters, and other participants. All participants are expected to avoid using profanity or hostile language. Inappropriate behavior or continued disruptions may result in action by the Commission.

Zoom Participation Decorum:

- Please keep your microphone muted unless you are speaking to minimize background noise.
- Use the “Raise Hand” feature if you wish to speak and wait to be recognized by the chair.
- If available to you, please ensure your video is on if you are speaking, to maintain transparency and engagement.
- Participants joining by telephone may raise their hand by pressing *9 and mute/unmute themselves using *6.

Public Comment:

- Public comments will be recognized only during designated periods by the presiding officer.
- State your name for the record when recognized to speak.
- **Each speaker will be given two minutes to make their comments. At two minutes, you will be asked to begin wrapping up. Please keep comments respectful, concise, and non-repetitive.**
- Individuals may speak once per agenda item and during the general comment period at the end of the meeting.
- **Comments will first be taken from people present in the room, followed by online participants.**
- Online participants may also use the Q&A feature to submit written comments.
- **If you ask a question during public comment, it will be recorded but you likely will not receive an answer. The purpose of public comment is for you to share your thoughts on a topic, not ask questions to City staff.**
- Members of the Commission may ask clarifying questions during the comment period.
- **All comments will be recorded in the permanent record. Formal statements can be submitted via the General Public Comment form on the City’s website. Comments on public engagement pages and media are public records under MCA 2-6-1003.**

Montana’s Right to Participate and Right to Know Laws:

- In accordance with Montana’s right to participate law (MCA 2-3-103), the public is encouraged to engage in the decision-making process.
- The right to know law (MCA Article II Section 10) ensures that all meetings are open to the public and that records are accessible. We strive to maintain transparency and accountability in all our proceedings.

Public Meetings and Recordings:

- **Please be aware that all public meetings and recordings are considered public records. These records are accessible to the public at any time.**
- **By participating in this meeting, you acknowledge that your comments and participation will be part of the public record.**

Thank you for your cooperation and for contributing to a respectful and effective meeting.

June 25, 2025

TO: City Commissioners
FROM: Mayor Wilmot Collins
SUBJECT: Board Appointments

I am recommending the following board appointments:

**Helena Business Improvement
District**

Appointment of Lonnie Kamna to an interim term on the Helena Business Improvement District. Interim term expires October 31, 2027.

**Lewis & Clark County Heritage
Tourism Council**

Appointment of Tanya Hintz to a first term on the Lewis & Clark County Heritage Tourism Council. Term expires June 30, 2028.

*Appointees can reapply for full terms following the completion of the Interim Appointment.

City of Helena, Montana

06/18/2025

To:

Tim Burton, City Manager

From:

Amanda Opitz, City Grants Administrator
Renee Bauer, Executive Director Family Promise of Greater
Helena/Townsend/Broadwater County

Subject:

Family Promise Proposal for Use of Community Aid Grant Allocation

Present Situation:

On August 7, 2023 the Helena City Commission allocated a \$250,000 community aid grant to Family Promise via Resolution 20852. Since that time, Family Promise staff have developed a project to remodel their facility at 2814 N Cook St. in Helena into a 16-room shelter for unhoused women and families.

Background Information:

Family Promise of Greater Helena is a 501(c)(3) organization that provides emergency and in-program shelter, meals, support services, life skills training and trauma-informed services for families experiencing homelessness.

When Family Promise first applied for a Community Aid Grant in January 2023, their intended use for the funds was to acquire and rehabilitate a facility into a shelter. As a suitable property was not found, the organization opted to remodel their current facility.

In Spring of 2024, the Executive Directors of Good Samaritan Ministries and Family Promise informed the City of the intention to collaborate on a joint project that would co-locate services provided by Good Samaritan (Our Place peer-support program, a new women's shelter program called "Ruth's Place") and Family Promise's emergency shelter program at the Family Promise's location, 2814 N. Cook St.

In mid-April 2025, the City of Helena issued Family Promise the building permit for the remodel the 2814 N. Cook St. location, and construction began shortly thereafter.

On April 29, 2025 it was released to the press that Good Samaritan Ministries and Family Promise had decided to dissolve the partnership on their joint shelter project. Funding from the Montana Department of Commerce that was granted to Good Samaritan Ministries to support the joint-project was signed over to Family Promise to proceed with the women's shelter program.

Proposal/Objective:

Family Promise has provided the attached proposal for the City Commission's consideration for use of the \$250,000 allocation from Resolution 20852. City staff seek consensus to approve or disapprove the proposed scope and use of funds. Should the Commission approve, staff will draft an agreement with Family Promise to be voted on by the Commission at a future regular Commission meeting.

Advantage:

N/A

Notable Energy Impact:

N/A

Disadvantage:

N/A

Quasi-Judicial Item: False

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** N/A

Family Promise Project Proposal

Presentation to the City of Helena Commissioners

Final approval of project and dispersal of grant funds.

PROJECT DESCRIPTION

The project we are completing is the construction of a 16-room emergency shelter for homeless families and women. The project will involve the demolition of the back half of the current building and the construction of a new two-story shelter. The shelter will comply with all federal, state, and local Fair Housing requirements, city code, and ADA rooms will be available.

MISSION

Family Promise of Greater Helena has been operating since 2010. In the first 10 years of operations, we served approximately the same number of families annually. In 2020 we saw a dramatic increase in the number of families seeking assistance. Prior to 2020 we were able to serve every family that had need, since then we have needed a wait list for families seeking shelter. The waitlist has been consistently at 28 families. In 2021 because we saw the increasing numbers of families in need, our Board of Directors went through an intensive strategic planning process and determined that we could assist more families with a static shelter, along with utilizing our rotational shelter program. In 2022 we decided to move forward with construction of a 16 room shelter at the current site of our Day Center to better serve families experiencing homelessness.

STRATAGY

By constructing a 16 room shelter we will be better positioned to serve the current population of families seeking shelter and programing while transitioning to sustainable permanent housing and provide emergency shelter for single women.

NEED

Helena has several organizations that serve homeless populations. We are unique in that we only serve children and their families. Our program participants are required to attend case management where they are assisted with tools such as parenting classes, employment, budgeting, and housing search along with a vast variety of programs to assist them in finding safe stable and secure housing. Other programs in the community do not provide the depth of assistance, and the safety and security the children need to avoid further trauma.

POPULATION

We serve children and their families who are experiencing homelessness. We additionally have a prevention and diversion program to assist children and their families who are close to becoming homeless to address their vulnerable situation and rectify it. Our CRP program works with families that are vulnerable to CPS intervention to keep the family intact . All of the individuals in our programs are below low to moderate income levels.

USE OF FUNDS

The funding requested will be used to construct our new 16-room shelter on the property we already own. The shelter will have 16 sleeping rooms, a common gathering room, 3 bathrooms and laundry facility. The capacity of the building is 30 people per code.

NUMBER OF INDIVIDUALS SERVED

28 families annually in shelter using the current average stay, with an average of 3 children per family and 2 adults we anticipate serving 140 children and 46 adults per year in the new shelter, we will have expanded capacity to serve another 4 families in the rotational shelter that would add 20 children and 8 adults annually. If the housing market changes, we could increase the numbers served, but with lack of affordable housing currently our clients need to stay in the shelter program longer than in the first 10 years of operations.

PROJECT OVERVIEW

Family Promise of Greater Helena will construct a 16 room shelter on property they already own at 2814 N Cook St. in Helena MT. The project will involve demolition of the back half of the existing building and building a new two-story shelter.

The Shelter will be utilized by homeless families in the Family Promise program while transitioning into permanent housing. Additionally, the shelter will be utilized by homeless women as emergency shelter.

Construction may begin as soon as permits are approved, Ground Breaking is May 15 at 11 am The anticipated finish is December 2025.

Family Promise has assets of \$600,000 in the property and building currently there. We have secured an additional \$300,000 to date and have \$500,000. pending sources to complete the project along with the \$618,000. Department of Commerce funds awarded Family Promise.

Construction costs:

Total cost of project for completion per plans is \$1,268,000. This price includes all materials and labor for all phases of the project from demo to completion.

- Demo and haul away, excavation and concrete foundation: \$128,000
- Framing, windows, doors, siding and roof, exterior stairs: \$312,000
- Mechanicals including HVAC, plumbing, fire suppression, and electrical: \$198,000
- Insulation, drywall, FRP where indicated, flooring and paint (we will provide the additional service of making sure all existing parts of the structure get fresh paint, inside and out) \$142,000

- Parking spot with curbing, and landscaping: \$22,000
- Management, sanitation and temporary bathroom:\$135,000

Costs previously incurred:

CGW Architecture \$ 87,400.00

Parking lot purchase \$95,508.00

Environmental Inspection/ Asbestos testing GED \$3452.22

Building permits City of Helena \$10,218.71

Mergenthaler construction \$30,000.00

Mergenthaler Construction \$ 96000.00

Total expenditures to date: \$322578.93

BUDGET OVERVIEW / INCOME AND EXPENSES

ORGANIZATION NAME: Family Promise of Greater Helena

REVENUE SOURCE PROJECTIONS

List all Existing and Requested Funding Sources for this Project (grants, donations, internal funding)

	Estimated Funding for this Project/Program:
Requested Community Aid Grant Funding:	
Other Grants - list :	
• Department of Commerce	618,000.
• City of Helena	250,000.
•	
Donations/Other Fundraising	
• Fundraising	150,000.
•	
Internal/Self-Funding	
• Family Promise (grants)	250,000.
•	
Other- list :	
•	
•	
TOTAL	\$1,268,000

EXPENSES

PROGRAM/PROJECT OPERATING EXPENSES	Budget (PROPOSED):
Professional Fees/Contracted Services	20,000
Program/Office Materials	
Marketing/Printing	
Professional Development	
Supplies/Materials	
Other- list :	
Other- list :	
Other- list :	
Capital-Related Expenses (If applicable)	
Property Acquisition	97,000
Feasibility & Design	87,000
Engineering	
Construction	1,064,000
Post Construction	
TOTAL EXPENSES	\$1,268,000.

NOTE: Revenues and Expenses must balance.

Family Promise Shelter at 2814 N Cook St

Family Promise of Greater Helena

The mission of Family Promise of Greater Helena is to support children and their families as they overcome homelessness and become sustainability independent.

Scope of Work:

Shelter Policies - Draft Policies and Procedures 11/21/23

1. HOURS – WEATHER DEPENDENT CONDITIONS, affect our hours usually 7:00pm-7:00am.

2. Staffing requirements Family Promise's philosophy of service issues - peer support lead, trauma-informed care

3. **Admission Policy** – Participants must be clean and sober on admission and not have violent or crimes against children convictions

According to the National Alliance to End Homelessness, keys to effective emergency shelter include making it immediate, low-barrier and a housing-first approach. This means setting up shelter so that anyone experiencing homelessness can access shelter without prerequisites and eliminating sobriety requirements, among other barriers.

-Weapons will be locked up prior to entry into the program. Weapons include the following: guns, knives, pepper spray or other sprays, boards, sticks, rocks, broken glass, anything that in the decision of the admission staff identified as being able to be used as a weapon.

Admission Philosophy – Children and Family Shelter

Philosophy:

The Shelter provides specialized support services for individuals facing homelessness, mental illness, addictions, and other challenges. Operating from a low-barrier perspective, we welcome families without requiring sobriety or strict adherence to treatment plans. The Shelter offers diverse support options, breaking cycles of chronic homelessness through assertive interventions within a high-tolerance environment. However, individuals must be sober and drug free to enter the shelter.

Procedure

The Shelter welcomes Families who are homeless or at-risk of homelessness (unless previously banned due to severe violence or drug-related activities on the property). Every attempt will be made for women with children who are homeless for immediate shelter either at another agency or in a hotel until another option is made available.

Admission Procedure

Clients are informed about the Shelter and Family Promise services at Admission, emphasizing voluntary participation. To become a client, both staff and the individual must mutually agree on services, and a file is opened. The client must meet with the staff team, demonstrating awareness of their surroundings and willingness to participate. If not, staff may use discretion regarding admission, considering referrals to other agencies if needed. The orientation includes components of intake including a tour and an assessment within 24 hours of intake.

Exclusion clause: People who are not able to get in and out of bed and/or take care of their own hygiene needs.

Procedure: Client expectations will be read aloud to each client upon entry. This includes information that possession, use and distribution of alcohol or illegal drugs, or weapons is not allowed in the shelter.

Confidentiality policy: The Shelter cannot share personal information about you, or release any communication you make to staff, without your written or verbal consent, unless a report is otherwise required by law. Exceptions to this policy are reports of child abuse/neglect; reports of elder or vulnerable abuse; or if you are an imminent danger to yourself or others. You may waive your privilege of confidentiality by signing a "Release of Information" form which allows staff to speak to a designated individual and/or agency. You may revoke your authorization for release of information at any time.

Client Rights and Responsibilities

Policy:

[Women's Homeless Shelter Name] respects the rights and dignity of those it serves, maintaining a non-coercive environment. This Charter establishes the rights and responsibilities for clients, including the right to feel safe, progress through programs at their pace, and be considered for accommodation based on fair policies.

Procedure: Upon intake, clients are advised of their rights and responsibilities, and copies of the Charter are posted throughout the shelter. A client's grievances are reported in the Manager's Quarterly and Annual Reports.

Your rights include, but are not limited to:

- The right to treatment and to receive services in accordance with an assessment of your needs.

- The right to have program rules and expectations enforced consistently.
- The right to be treated with respect and dignity and to receive services that are free from harassment and coercion.
- The right to receive services in a non-discriminatory manner and the right to receive services that are respectful of and responsive to cultural and linguistic differences.
- The right to receive mental health services in the most appropriate and least restrictive or intrusive setting/service.
- The right to a current individualized treatment plan.
- The right to informed participation in establishing your treatment plan and to participate in service decisions.
- The right to periodic information concerning your condition and progress.
- The right to refuse any service or treatment (including medication) unless mandated by the law or court order and be informed about the consequences of refusal, which can include discharge.
- The right to be informed of any treatment or therapy, including physical and medical consequences and the right to refuse a component of treatment or therapy program, with the right to be informed of all alternatives.
- The right to have the opportunity to consult with independent specialists and counselors and to seek an outside psychiatric or psychological evaluation.
- The right to freedom from the use of language of an intimidating, degrading, or derogatory nature.
- The right to be free from abuse, neglect, harm and exploitation.
- The right to have disabilities accommodated as required by the **American with Disabilities Act**, section 504 of the Rehabilitation Act and the Human Rights Act (775 ILCS 5).
- The right to have assistance from an independent advocate when, in your opinion, your rights have been violated.

Discharge Policy and Procedure:

Policy

The Shelter ensures a respectful termination process for voluntary or involuntary discharges. Discharge may occur when the client achieves acceptance into another program, becomes housed, no longer wishes to stay, refuses to adhere to policies, or exceeds shelter resources.

Procedure:

A discharge checklist guides the process, including case planning, communication with referral entities, completing a discharge/aftercare plan, client satisfaction survey,

recording reasons for discharge in HMIS, making appropriate referrals, and entering a closing summary within 48 hours.

Involuntary Discharge

In extreme cases, the Shelter Manager may request involuntary discharge, with a hope attempt to link the client to appropriate services. An appeal process allows clients to express concerns involving the Executive Director if needed.

- Clients will be exited involuntarily for the following reasons:
- Violence or threatening behavior.
- Behavior that endangers health or safety of the client, residents or staff.
- Theft.
- Destruction of property.
- Clients are not able to be ambulatory enough to get in and out of bed on their own, as well
- as take care of bathroom and hygiene needs independently; or
- Clients have an infectious disease or appear to otherwise be ill and pose a threat to themselves and other clients.

Substance Use Policy

Policy

While substances are not allowed on the premises, the Shelter adopts a non-judgmental approach to meet clients "where they are" with substance abuse, focusing on harm reduction.

Staff will be trained on Narcan use, which is available at the shelter.

Procedure

Staff will ask for abstinence. Harm reduction plans are supported, addressing clients found using substances within the shelter with alternative solutions and referrals to maintain a safe environment. Using substances within the shelter will be cause for involuntary discharge.

Weapons Policy and Procedure

Policy

Weapons are not allowed, and staff determines what constitutes a weapon. Attempts to bring weapons result in immediate denial of service. Work tools and potentially harmful devices must be checked in and appropriately stored.

Procedure

Clients must tag and check in items requiring storage, and only the Shelter Supervisor or Site Manager may return items. A list of banned weapons and items requiring mandatory check-in is provided.

Storage of Possessions / Lockers / Cages / Bins

- Small storage lockers will be available for medication in a locked room. Clients will have access at any time with the staff support.

Violent Behavior Policy and Procedure

Policy

Clients engaging in violent or physically intrusive behavior will be asked to modify their behavior to ensure the safety of staff and clients. Unacceptable behavior includes hitting, throwing objects, verbal abuse, spitting, or any unwanted physical contact, sexist comments, remarks of a derogatory nature of any kind may be cause for involuntary termination.

Procedure

Staff will intervene, mediate conflicts, and prioritize common areas when tensions are high. In cases of violence, warnings (3) will be given to stop the behaviors. If the behaviors do not stop Helena Police Department will be called, pending on the severity of behavior, the client may be trespassed for a specific period of time or not allowed back to the shelter.

A warning will be verbal and noted on case notes and placed in their files.

Evictions Policy A series of three warnings, culminating in a final warning for threatening or unsafe behavior, will result in being trespassed with HPD. A clear time limit for the client to leave the building is provided at this time. Immediate eviction, involving trespassing with Helena Police Department, will occur for extremely threatening behavior towards staff or another client, drug use or violent behavior. If a client is too aggressive, angry, or out of control to leave the shelter independently, the Helena Police Department will be called to assist, and police can be summoned to escort the client from the premises.

Locker and area checks: Family Promise staff have the right to check these areas to ensure safety for all. Regular sleeping area checks are performed for both the Emergency and Healthy Transitions residents. This is not a thorough inspection; we will open the door and look in to be sure there are no health or safety issues and to ensure your room is in reasonable condition. You will always be informed of such an inspection and asked to attend.

Trespassing and Barriers Policy: If a client is unable to comply with the behavioral requirements of the shelter, especially if she cannot or will not follow conflict resolution procedures or is violent, she will be cited as trespassing and barred for a specified period with the Helena Police Department. After a client has been cited as trespassing or evicted, her file is assessed by staff to determine if a trespass period is necessary and, if so, the duration of the barring.

Spirituality Policy (Faith-Based) Clients are free to practice any religion or spiritual belief, or none at all. Staff will support clients with different beliefs by connecting them with organizations offering appropriate activities and services, to the best of their ability.

Complaints Policy and Procedure Feedback is essential. Shelter clients are provided with an opportunity to express concerns and/or complaints, to begin during the regular morning group. Staff will listen, consider, and provide a response. The procedure includes attempting resolution through active listening and conflict resolution skills. If issues persist, clients can escalate concerns to the program manager, Executive Director.

Conflict Resolution Policy: Living in a communal environment is challenging, and conflicts will arise. To maintain a safe shelter, all clients and staff are required to participate in mediated conflict resolution training. This process aims to prevent violence in the workplace and Shelter.

Grievances: We encourage you to attempt to resolve concerns with the person directly or to speak with your case manager about the issue. If you are not satisfied with the outcome of that discussion, you have the option of filing a formal grievance form. You may request a formal grievance form at any time.

Procedure:

- Clients attempt to resolve conflicts by talking calmly and directly.
- If unsuccessful, both parties meet with a Support Worker for mediation.
- Clients agree to abide by the solution or acknowledge potential relocation.
- Each person has a chance to express their perspective respectfully.
- Clients suggest compromises; if not possible, Shelter Workers propose solutions.
- If clients cannot compromise and disruptive behavior persists, one or both may be asked to leave, with an effort to find an alternate space.

Recommendations for Communal Living:

- Please keep the noise down after 8pm and before 8am.

- Be considerate of other residents when watching television or listening to music in the common areas.
- Children are not to be left without parental supervision in the communal spaces
- Please keep your personal belongings secure in your room. Lock valuables and medications in the appropriate location.
- Residents should keep their bedroom door locked whenever they are not in the room.
- Keep vehicles locked.
- Please clean up after yourself and your children to maintain the common areas.
- Laundry may be done at The Shelter, the Day Center or Our Place
- Our Place has a sign in sheet for laundry.
- Each individual is expected to keep their sleeping area clean, use trash receptacles, clean the bathrooms after each use i.e. clean after showers, wipe the mirror, brush clean the toilet, mop the floor, and wipe the sink. Supplies will be available in the bathroom to complete these cleaning tasks.

This shelter is your facility, help us to keep costs to a minimum with cleaning.

- For a multitude of reasons, it is recommended that residents keep sharing their circumstances, personal information, and resources to a minimum. This practice tends to help keep conflicts and misunderstandings low. Conflict and communication issues between residents do occasionally occur in the shelter. We encourage residents to try to respectfully resolve conflict among themselves. If you need help or suggestions, please contact staff to discuss conflict management and communication strategies. If the problem continues, you can request mediation to discuss the problem in a neutral, safe space.

The Shelter does not discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation, and age in the delivery of services to program participants or potential program participants. The Shelter follows rules and regulations in accordance with Federal and State laws. For more information on our policies or to file a civil rights complaint, please ask a staff member.

After-Hour Emergencies: For emergencies occurring outside of regular open hours 7:00pm-7:00am, holidays, or during the day, please call (406) 465-9467 You will be connected with an advocate who can help.

Privacy & Confidentiality Policy & Procedure: The Shelter values and protects client information confidentiality. Staff treat all discussions, client case records, and related materials as confidential. Admission requires verbal consent for sharing information via the HMIS platform. Clients can direct privacy concerns first to the Shelter Manager (and

if still needing to be addressed, ultimately to the Executive Director). The Shelter Manager serves as the information privacy officer.

Staff and Clients will sign a confidentiality form, at hire (employees) and at intake (clients).

Access to Client Files: Access is limited to authorized persons, including clients, legal guardians, and staff on a need-to-know basis. Additional off-site procedures ensure confidentiality, with minimal identifying information for off-site records. A release of information form must be signed by the client at discharge. All client files will be kept in a locked office and locked file cabinet.

Mandatory Reporting Policy for Children

Policy Statement: The Shelter is committed to ensuring the safety and well-being of all individuals within its premises, including children who may accompany clients. As part of this commitment, all staff members and volunteers are designated as mandatory reporters for child abuse and neglect in accordance with applicable laws and regulations.

Purpose:

The purpose of this policy is to establish guidelines for identifying and reporting suspected cases of child abuse or neglect that may come to the attention of staff or volunteers while providing services at The Shelter. Mandatory reporting is a legal and ethical obligation aimed at protecting the welfare of children.

Definitions: Child Abuse: Any act or failure to act that results in harm or risk of harm to a child's physical, emotional, or mental well-being. This includes, but is not limited to, physical abuse, emotional abuse, sexual abuse, and neglect.

Mandatory Reporter: Any staff member or volunteer of **Women's Homeless Shelter Name** who, by law, is required to report suspected cases of child abuse or neglect to the appropriate authorities.

Responsibilities:

Identification of Abuse or Neglect:

- Staff and volunteers should be vigilant and observant to signs of potential child abuse or neglect.

- Common indicators include unexplained injuries, changes in behavior, withdrawal, fear of certain individuals, inappropriate sexual knowledge or behavior, and signs of neglect such as poor hygiene or malnutrition.

Reporting Procedures:

- If a staff member or volunteer has reasonable cause to believe that a child is a victim of abuse or neglect, they are obligated to report their suspicions immediately to the appropriate local child protective services or law enforcement agency.
- The report should include all relevant details, such as the child's name, age, address, the nature of the suspected abuse or neglect, and any other pertinent information.

Confidentiality:

- All reports of suspected child abuse or neglect will be treated with the utmost confidentiality. Information will only be shared with individuals who have a need to know for the purpose of ensuring the safety and well-being of the child.

Immunity:

- Staff members and volunteers who make good faith reports of suspected child abuse or neglect are protected from any civil or criminal liability that might otherwise result from such reporting.

Training:

All staff members and volunteers will receive training on recognizing signs of child abuse and neglect, as well as the proper procedures for reporting. Training will be provided during the onboarding process and periodically thereafter.

Review and Updates:

This policy will be reviewed annually to ensure its effectiveness and compliance with current laws and regulations. Any necessary updates will be made promptly, and all staff members and volunteers will be informed of any changes.

Implementation:

This policy is effective as of January 2024 and is applicable to all staff members and volunteers at **[Women's Homeless Shelter Name]**. Failure to comply with mandatory reporting obligations may result in disciplinary action, up to and including termination.

Reports Made To Child Abuse Hotline **(1-866-820-5437)** through the Department of Public Health and Human Services. The facts that led the reporter to believe that the

child has suffered injury or willful neglect. Timing/Other Procedures Reports to be made promptly.

- If the concern is not life threatening, you can [contact APS online](#), or call 1 (844) 277-9300 to make a report or to find your area [APS office](#). (Note: These offices are only available during normal business hours, Monday through Friday, 8 am to 5 pm, except on holidays. For all emergencies, call 911.)

IT Policy & Procedures:

Access Codes and Passwords:

- Passwords are not to be shared. Guests will be assigned a password allowing them access to the internet, located on a different network than internal staff.

Computer Viruses:

- Periodic training or awareness programs for users to stay vigilant against phishing and other social engineering attacks.

Monitoring System Use:

- Monitoring is conducted to ensure the security of the system and protect against unauthorized access or activities.

Critical Incident Reports, Policy and Procedure:

Critical Incidents Policy:

- The purpose of documenting critical incidents is to learn from them and improve processes.
- It is important to maintain confidentiality and secure storage of critical incident reports.

Procedure:

- The Shelter team will meet within 24 hours to process incident reports together
- The team will meet to discuss the following:
 - Who was involved
 - What was the complaint or incident
 - What was the situation that led to the incident
 - How could the incident have been diverted
 - In the future what could be done differently to avoid the situation
 - What were the outcomes of the incident

Fire Procedures

Evacuation Process:

- The Fire alarm will automatically notify the local fire department.
- Gather clients and visitors at the safe designated location out of the building
- Once outside the building staff on duty will call roll
- No one will be allowed to enter the building until an all clear sign is given by the fire department personnel

False Alarm or Short-Term Evacuation:

- All present are to leave the building even if there is no visual smoke, but the alarm goes off.
- The Shelter manager will take roll to make sure all clients are accounted for.

Fire Exit Procedures:

- The facility has two exits (the front entrance on Cook Street Ave and the back side door off the alley) to be used in the case of an emergency exit. Pending on where the fire is located, staff will direct clients to the appropriate exit door and meeting location.
- Do not reenter the building until authorities designate that the building is safe.

Earthquake Procedure

Safety Process: To reduce your chances of being hurt, take the following actions:

DO NOT run outside or to other rooms during an earthquake. You are less likely to be injured if you stay where you are.

DROP down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.

COVER your head and neck (and your entire body if possible) underneath a sturdy table or desk. If there is no shelter nearby, get down near an

interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.

HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

- If possible, within the few seconds before shaking intensifies, quickly move away from glass, hanging objects, bookcases, china cabinets, or other large furniture that could fall. Watch for falling objects, such as bricks from fireplaces and chimneys, light fixtures, wall hangings, high shelves, and cabinets with doors that could swing open.
- If available nearby, grab something to shield your head and face from falling debris and broken glass.
- If you are in the kitchen, quickly turn off the stove and take cover at the first sign of shaking.
- If you are in bed, hold on and stay there, protecting your head with a pillow. You are less likely to be injured staying where you are. Broken glass on the floor can cause injuries if you walk or roll onto the floor.

DO NOT stand in a doorway. You are safer under a table. In modern houses, doorways are not stronger than any other part of the house. Doorways do not protect you from the most likely source of injury – falling or flying objects. Most earthquake-related injuries and deaths are caused by falling or flying objects (such as TVs, lamps, glass, or bookcases), or by being knocked to the ground.

Extended Evacuation:

If any of the incidents/events have caused the building an ongoing danger to return, the Shelter Manager will help transport clients and staff to another safe location. A return date to the shelter will be communicated as soon as possible.

First Aid Policy and Procedure

General:

- Never move an individual from the floor when hurt to prevent further injury
- Call 911
- Remove other clients from the immediate situation
- Complete a report by the end of the shift
- First Aid Training:
 - Staff will be trained annually or as required by the Red Cross
 - Training certificates will be kept in Family Promise Human Resource files at 311 Power Street.
- Applying First Aid:
 - Reinforce the importance of wearing protective gear.
 - Calling an Ambulance:
 - Provide clear criteria for when to call 911.
 - Specify details needed in the Critical Incident Form.

Shelter Client Death Procedure

Procedure:

- Call 911
- DO NOT move the client or touch anything in the vicinity of the body.
- Call additional staff members for support.
- Call the Shelter Manager.
- The Shelter Manager will initiate Critical Incident Debriefing for staff and clients, as soon as possible. The Shelter Manager will promptly notify the Executive Director. The Executive Director will report to the Board of Directors and the Advisory Committee, as soon as possible of the death.

Threat and Assault to Staff and Clients Policy and Procedure

Policy:

The Shelter encourages a team approach to defining, assessing, and addressing violence and the potential for violence. Violence includes physical or verbal actions that result in another person feeling intimidated, extremely uncomfortable, unsafe, threatened, or harassed. The staff is crucial in assessing each case. As with other unacceptable behaviors, Helena Police Department will be called for support, and the process of being trespassed will be enacted if necessary.

Staff will attend Crisis Intervention Training as soon as a class is available.

(Action) When possible, staff should use practiced words and phrases to redirect aggressive/violent behavior and create respect and empathy. However, at times direct action and intervention may be required. De Escalation is key.

(Post-Violent Incident Procedure) The following outlines several procedures to follow immediately after an act of violence in the workplace. Procedures may vary depending on the nature of the incident and will be discussed and carried out as a team.

Infectious Disease Outbreak Policy and Procedure

Policy:

Staff are responsible for protecting clients from infectious diseases to the best of their abilities. Staff are to be diligent in observing visible symptoms and asking questions to identify potential infections or other communicable diseases.

The Lewis and Clark Department of Health and Human Services will be called, and we will follow established best practices for responding to infectious diseases.

If wearing face masks is recommended by the Lewis and Clark Health Department, masks for staff and clients will be made available.

Procedure for an Outbreak

- Notify clients and post signs.
- Extra hand sanitizer will be left at the front desk to ensure an adequate supply.
- The following contact surfaces are to be cleaned with bleach and water (three tablespoons to one liter of water (1:45 strength) or disinfectant spray).

Critical Incidents Policy and Procedure:

- How to distinguish routine situations from critical incidents.
- Call the Shelter Manager or designate if you need support.

Threat and Assault to Staff and Clients Policy and Procedure

Policy:

Safe Stay Shelter encourages a team approach to defining, assessing, and addressing violence and the potential for violence in the workplace. Violence includes physical or verbal actions that result in another person feeling intimidated, uncomfortable, unsafe, threatened, or harassed. The staff and volunteer team are crucial in assessing each case.

When possible, staff should use practiced words and phrases to redirect aggressive/violent behavior and create respect and empathy. However, at times direct action and intervention may be required.

Family Promise staff and volunteers are never to be put in physical harm! When an unsafe situation arises, call Helena Police Department.

Post-Violent Incident Procedure

The following outlines several procedures to follow immediately after an act of violence in the workplace. Procedures may vary depending on the nature of the incident and will be discussed and carried out as a team.

Pest Control Policy and Procedure

A monthly spray will be considered. All personal items will be laundered prior to entering rooms at the Shelter.

Lice

- Encourage clients not to share personal items.
- Wash clothing and bedding separately in hot water.
- Treat with non-prescription shampoo.
- Clean the client's room thoroughly.
- Notify other shelter staff.

Scabies

- Similar steps as lice with additional caution.
- Occasionally antibiotics may be prescribed.
- Notify other shelter staff.

Bed Bugs

- Immediate contact with a licensed Pest Control Company.
- Follow Pest Control Company's instructions.
- Dispose of infested materials properly.
- Continue pest control treatments until resolved.

Workplace Safety – Housekeeping, Hygiene & Hazardous Materials Policy and Procedure

Housekeeping: Maintain high standards of housekeeping.

- Train staff and clientele in housekeeping procedures.
- Monitor implementation and effectiveness.
- Attention to biohazards in kitchens and bathrooms.
- Prevent cross-contamination.
- Clients responsible for washing linens.

Hazardous Materials

- Store hazardous materials in a designated locked location.
- Separate flammable materials in a ventilated space.
- Dispose of flammable materials after one year.
- Mark discard date upon opening.
- Train staff in WHIMS labels and Material Safety Data Sheets.
- Maintain an up-to-date inventory of hazardous materials.
- Provide protective equipment and clothing.

Poison Control

- Post local Poison Control Center number centrally
 - Maureen Ward - (406) 444-4126
 - PO Box 202951
 - 1400 Broadway, RM C303
 - Helena, MT 59620
- Include the Emergency/Fire Safety Plan.

Staffing Policy and Procedure

- All shifts will have two staff on duty.

Staff Training Policy and Procedure

Policy

The Shelter is committed to providing a comprehensive staff training and development program to enhance the skills and abilities of its employees. This initiative aims to ensure that employees are well-equipped to fulfill their job responsibilities, fostering the empowerment of clients and addressing diverse needs or diverse ages.

Procedure

Staff Development:

- All staff will take the training recommended by Family Promise National.
- First Aid/CPR
- Crisis Response Training
- Mental Health First Aid
- Ongoing training occurs through monthly supervision for Peer supports
- Attendance at required training is documented, with no exemptions granted. Employees unable to attend are scheduled for the next available opportunity.

- Records of pre-Family Promise employment training and in-service training are stored in employee personnel files at Family promise Human Resources Office at 311 Power Street

Responsibilities:

- The Shelter Manager is responsible for ensuring that employees receive appropriate and current training in vital areas, including health and safety, policies and procedures, universal precautions, first aid, and non-violent communication. The Manager evaluates the shelter's training requirements, ensuring ongoing relevance and effectiveness.
- Completing monthly reports to stakeholders: Executive Director (also reviewed at Board meetings), other entities requesting the report.
- Shelter manager will work with grant writers and ED to locate funding sources, to include United Way staff of Lewis and Clark County

New Employees:

- All new employees undergo staff orientation before beginning work.
- Required training must be completed within the first month of employment.
- The Manager clearly identifies all applications for funds for directed training.

This policy and procedure framework establishes a commitment to continuous learning and development, ensuring that staff members are well-prepared and knowledgeable in their roles. The ongoing assessment of training needs reflects a dedication to maintaining high standards and adapting to evolving requirements. Regular evaluations contribute to the refinement of the training program, aligning it with the organization's goals and the dynamic nature of the shelter's services.

Building Maintenance Policy and Procedure

Policy

Family Promise and The Shelter staff are dedicated to maintaining its property and premises in a state of good repair, ensuring compliance with all legal requirements. The organization is committed to prompt action when repairs or maintenance are necessary to create a safe and secure environment.

Procedure

Responsibilities:

- The Shelter Manager is responsible for overseeing property upkeep and maintenance and delegating these responsibilities.
- Key responsibilities include maintaining facility safety and security, conducting monthly Shelter Manager's inspections, performing nightly site tours for perimeter/security checks, and executing preventive work site maintenance, and morning exterior inspections around the building for debris to ensure a clean for programming and our neighbors
- The Shelter Supervisor keeps records of maintenance work, including inventory management of equipment and tools.
- Copies of all building keys and a list of security codes are kept in the shelter manager's office in a locked location.
- Transportation is of a minimum as the shelter is an evening and overnight stay. In the event medical transportation is needed, call 911.

Repairs & Renovations:

- Emergencies, hazards, and critical health issues are addressed immediately, while routine work is tackled within one week, or as soon as contractors are available. Shelter manager designated staffing team will discuss the Emergencies, hazards, and critical health issues as to closing or remaining open.
- The annual budget accounts for regular maintenance, prioritized for swift completion once damage is noticed.
- Repairs and renovations must be reviewed with ED as soon as possible
- Staff and clients are required to report any damage or loss of property promptly to the Shelter Manager. An incident report will be completed and kept in appropriate files.

Parking Procedure:

- The shelter has minimal parking available. With a parking ticket, a few cars will be allowed to park in the lot.
- **Money storage**

Policy:

As clients [Women's Homeless Shelter Name], residents are offered the choice to safeguard their money or valuables. In order to minimize the risk of theft and potential conflicts, shelter staff actively encourage clients to secure their valuable possessions.

Procedure:

Clients are provided with the option to securely store their money in designated locking lockers, as with medications. Access to the safe is limited to the shelter manager or designee with the client in attendance during business hours. If the Shelter Manager is present on-site, a client opting to secure their money will be given an envelope for storage. The client is directed to document their name and the current balance on the envelope, with both the Shelter Manager and the client initialing to verify the accuracy of the recorded balance.

When a client wishes to access their money, the Shelter Manager should be promptly notified. Subsequently, the Manager will provide the client with the envelope, and both parties will record the updated balance on the envelope, confirming the new balance through their initials.

This policy and procedure are designed to uphold the security of clients' money throughout her stay at the shelter. By implementing a secure and regulated process for handling and accessing money, the shelter aims to foster transparency and mitigate the risk of disputes. The active involvement of the Shelter Manager in overseeing these transactions serves as an additional layer of accountability, safeguarding the financial interests of both the clients and the shelter.

Medication Policy & Procedure

Policy:

This policy delineates the guidelines for self-administration of prescription medications by clients at the shelter. The shelter is responsible for securely storing prescription drugs prescribed to clients in a locked cabinet, accessible only to the designated client. Clients are expected to manage their medication administration. The procedure aims to ensure a safe and standardized approach to medication storage and distribution.

Procedure:

Medication Ownership:

- Medications are considered the property of the client.
- Medications will be stored only in the following condition: in vial or dosette format, labeled with the client's name, pharmacy, and physician.

Storage:

- Each client's medication will be stored in an individual labeled locker within a locked cupboard or drawer in a designated location.
- Access to a refrigerator is available for medications requiring refrigeration.

Disposal:

- Medications for a shelter client not present for one week will be returned to the pharmacy marked "for disposal."
- Errors in dosage noticed by staff or clients will result in immediate return of the dosette to the pharmacy and an incident report will be completed by the staff and client.

Mixed Pills:

- Vials of multiple mixed pills will be accepted for storage until the pharmacy can dispense and package them correctly. Mixed pills will be returned to the pharmacy for proper disposal.

Staff Responsibility:

- Staff are not responsible for ensuring clients' adherence to the medication regimen, but they should use judgment and notify the Shelter Manager of any concerns.

Client Guidelines for Self-Administration:

Self-Administration:

- Clients will administer medication according to the prescription's time, route, and frequency.
- Clients may keep the days' worth of medication, labeled with name, date, and medication, in an envelope.

On-Person Medications:

- Clients may keep specific medications on their person if fellow client safety is not compromised, including Nitro-glycerine spray/tablets, Epi-pen, skin creams, inhalers, and Narcan. Other medications require appropriate medical documentation.

Staff Guidelines for Self-Administration:

Materials and Privacy:

- Staff will provide clients with necessary materials for self-administration and, if needed, a private space for administration.

Medication Administration Record (MAR): Staff are not able to administer medication.

Miscellaneous:

Services We Can Provide:

- 24 Hour Crisis Lines
- Responding to victims of domestic violence and sexual assault

- Safe Shelter
- Referrals for Crisis Counseling; Emotional Support
- Information and Referrals
- Case Management; Advocacy
- Legal Advocacy
- Order of Protection Referral
- Professional Therapy Referrals
- Community Education and Outreach
- Support Group Including Educational Groups

Other Information:

- Helena Housing Authority: hha.mt.org - sign-up for housing wait-list online
Office of Public Assistance: apply.mt.gov - apply for Medicaid, SNAP, & TANF online
Good Samaritan Ministries and Thrift Store
- Pure View Health Care

Contact Numbers:

- The Friendship Center: 442-6800
- Friendship Center Crisis Line: 442-6800– after-hours
- Shelter - 1st Floor: 430-1345
- Shelter - 2nd Floor: 430-1346
- Non-Emergency Police: 442-3233
- Food Share: 443-3663
- Child Abuse Hotline: 800-422-4453
- MT Mental Health Warmline: 877-688-3377
- Suicide Prevention Lifeline: 988
- Center for Mental Health: 443-7151
- Pure View Health Center: 457-0000
- Helena Indian Alliance: 442-9244
- Office of Public Assistance: 888-706-1535
- Helena Housing: 442-7970
- Career Training Institute: 443-0800
- Early Childhood Services Bureau: 444-1788
- Good Samaritan: 442-0780
- Montana Legal Services: 800-666-6899

Wi-Fi Network:

Password:

Feel free to have your mail sent to: 2914 N Cook Streer, Helena MT 59602

To be Posted: Shelter Rules

Shelter Rules

1. Use of illegal drugs - on or off site - is not acceptable. Illegal drugs include substances that are illegal to purchase or possess, or prescription medications that were NOT prescribed for you. If you have a substance abuse or addiction issue, staff can assist you in obtaining treatment and/or support. If we suspect that you are using

illegal drugs, we reserve the right to require you to submit to a drug test to remain in shelter. Staff additionally reserve the right to conduct room searches outside of weekly room checks if there is reason to believe that illegal drugs may be present in your room. If illegal drugs are found, they will be turned over to law enforcement.

2. Consumption or storage of alcohol and marijuana is not permitted in the shelter. Many residents are in recovery and having drugs or alcohol in shelter is triggering.

3. No weapons are permitted in shelters. Violence, threats of violence, and abusive behavior toward your children or other residents is not acceptable in shelter.

4. Smoking and/or open flames are not permitted in the shelter at any time. Designated smoking areas are located outside the shelter. Please dispose of butts in the provided receptacles. Smoking marijuana is not permitted in the designated smoking areas or in the shelter. Candles, incense, and Scentsy products are not permitted in the shelter.

5. Visitors are not permitted in the shelter for reasons of security, safety, and confidentiality.

6. **children are to be with their parent (s) at all times.** Your children are your responsibility – do not leave them unattended at any time. This is a liability issue and is not negotiable. If you need to step out of the room or area you must ask another parent in the program (over the age of 18) to watch your child and he/she must agree. Never assume that your children are being watched – always verify who is present and in charge of your children in your absence.

7. As of this writing dogs are not permitted in the shelter. Please pick up all the poop and put in the outside garbage. If your dog becomes a problem, we may work with you to house your dog at the Lewis and Clark Humane Society.

8. Individuals providing rides must meet you and drop you off in front of the building on Cook St.

9. If you are having a crisis please speak with staff and ask for assistance.

10. You must consistently stay in shelter. Repeatedly staying somewhere else indicates that you have another safe place to live. Please let staff know if you will not be staying in shelter for the night so we know you are safe. If you are not staying here consistently, we will need to open your room to someone who does not have another option.

Shelter Agreements

Name

Date of stay

I understand that my Goals will be reviewed each morning or evening and that if I am not making progress toward my goals or I am not staying consistently in shelter, I may be asked to leave the program within a designated time of the review.

I understand that the services provided through the program are designed to assist me in getting to the next step of recovery, mental health support, continued programming within the community or beyond, housing, to create an independent life that is free of violence and abuse.

I understand that I must accept responsibility for my own success and that the program staff will not enable me to be unhealthy or make decisions that put me at risk of harm or legal action against me.

I understand that for my safety and the safety of others, violence and abusive behaviors cannot be tolerated.

Illegal drug use and the consumption or storage of alcohol and marijuana in the shelter is not allowed.

I understand that my goodness of fit for The Shelter may be evaluated by staff at any point during my stay. If it is determined that I am not a good fit for shelter services, I may be asked to leave the program.

I understand that I will be asked to leave immediately if I present any health or safety concerns to the shelter, other residents, or staff.

I understand that all Shelter staff members are mandated reporters of child abuse and neglect.

Signature

Date

Copies: Client, and Shelter client file

For immediate release: April 29, 2025

Family Promise of Greater Helena moves forward with family shelter despite loss of strategic partner

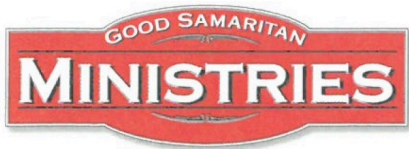
Family Promise of Greater Helena will continue on the mission to construct and operate a shelter for homeless children and their families despite the loss of support from strategic partner Good Samaritan Ministries, the social justice arm of the Diocese of Helena and Helena's four Catholic parishes.

The Executive Director of Family Promise, Renee Bauer states: "We are moving forward despite the loss of our strategic partner. We have met with our governmental grant partners and are restructuring those grants with Family Promise as the sole entity. We will make the shelter a reality and serve those in need. Our promise for the last fifteen years and into the future, is to help Helena's children and their families overcome homelessness and become sustainably independent. The new shelter will provide another avenue for us to serve families in crisis".

The shelter building permit was recently received and demolition at the site has begun. Groundbreaking for the new facility will begin in the very near future.

Family Promise will continue their long-standing relationships with Good Sam's and other like-minded community organizations in the work of helping families in need.

Bauer expressed her thankfulness of the trust in and confidence of the local non-profit: "We are always humbled and grateful for the support of our community, donors, and volunteers in service to others".



Good Samaritan Ministries Announces Withdrawal from Ruth's Place Partnership, Focuses on Strengthening Core Programs

Helena, MT – Good Samaritan Ministries (GSM) today announced its decision to step back from its partnership with Family Promise of Greater Helena, Inc. in the development of Ruth's Place, an overnight shelter for women at 2814 N. Cook St., Helena. While expressing regret for this difficult choice, GSM remains hopeful that a strategic pause to refocus on its current programs will strengthen the organization, enabling it to seize future opportunities to expand services and better serve the Helena community.

In late 2023, GSM applied for an Emergency Shelter Facility Grant (ESFG) to establish a women's shelter, partnering with Family Promise to create a viable proposal. On June 4, 2024, the Montana Department of Commerce awarded a "pass-through" of that funding to Family Promise to fund the construction of Ruth's Place, with GSM entering a five-year agreement to operate shelter space. Following developments in leadership and a comprehensive internal review, GSM determined that its current financial and personnel constraints necessitate a focus on stabilizing existing operations, leading to the termination of the agreement, effective May 21, 2025.

"We deeply regret stepping back from Ruth's Place, a project we envisioned with Family Promise to further serve women in need," said Dan Bartleson, Acting Director of GSM. "This pause allows us to strengthen our core programs, ensuring we continue current services and emerge as a robust partner ready to expand in the future. We wholeheartedly support Family Promise's leadership in advancing Ruth's Place and are confident in their ability to bring this vital shelter to our community."

Family Promise is moving forward with Ruth's Place, leveraging the ESFG to construct a facility that will provide safe, overnight shelter for women. GSM has coordinated with Family Promise, and the Montana Department of Commerce to ensure a smooth transition, with Family Promise exploring options to continue the shelter's operations as required by the grant.

GSM is committed to its mission of compassionate service through programs like the Good Samaritan Thrift Store, Assistance Ministry, the operation of Our Place drop in and Peer Support Center, and a Street Outreach program. By prioritizing operational stability, GSM aims to build capacity for future collaborations that address homelessness, recovery, and that support vulnerable populations in Helena.

For more information about GSM's programs or to support our mission, please contact Good Samaritan Acting Director, Dan Bartleson at (406) 475-0308 or visit goodsamaritanhelena.org.

About Good Samaritan Ministries

Good Samaritan Ministries is a Helena-based nonprofit dedicated to serving the community through outreach, support programs, and the Good Samaritan Thrift Store. Committed to compassion and service, GSM is refocusing its efforts to ensure long-term impact for those in need.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. 20852

A RESOLUTION ALLOCATING ADDITIONAL GENERAL FUND SAVINGS CREATED FROM ACCEPTING UNITED STATES TREASURY STATE AND LOCAL RECOVERY GRANT FUNDS AND DECLARING ALL GRANT FUNDS AS REVENUE LOSS USED FOR GENERAL GOVERNMENT SERVICES

WHEREAS, The United States Congress passed The American Rescue Plan Act of 2021 allocating \$350 billion for states, municipalities, counties, tribes, and territories, including \$130 billion for local governments;

WHEREAS, on June 9, 2021 the City of Helena's Local Government Certification Form for Non Entitlement Units requesting Local Fiscal Recovery Funds was approved by Montana State Financial Services Division, a division of Montana State Department of Administration;

WHEREAS, in Fiscal Year 2021, the city received its first tranche of Local Fiscal Recovery Funds in the amount of four million two hundred thirty thousand five hundred eighty-six dollars and eight cents (\$4,230,586.08) and in Fiscal Year 2022 received its second tranche of Local Fiscal Recovery Funds in the amount of four million two hundred forty-three thousand three hundred ten dollars and twenty one cents (\$4,243,310.21) for a grand total of grant funds received of eight million four hundred eighty-six thousand six hundred twenty dollars and forty-three

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20852

cents (\$8,486,620.43);

WHEREAS, the United States Department of the Treasury issued its final rule governing spending guidelines for the American Rescue Plan Fiscal Recovery Funds Program that increased flexibility to create the most impact for communities and went into effect on April 1, 2022;

WHEREAS, in April 2022 and April 2023 the city fulfilled its annual compliance reporting responsibilities for State and Local Recovery Funds and declared eight million four hundred eighty-six thousand six hundred twenty dollars and forty-three cents (\$8,486,620.43) of grant funds received as revenue loss for the provision of general government services in accordance with the United States Treasury final rule guidelines which created General Fund savings;

WHEREAS, the Helena City Commission held several public meetings with the city staff and the public and has solicited community public comment to guide their decisions on how to allocate the General Funds savings;

WHEREAS, the Helena City Commission passed Resolution No. 20782 which allocated five million two hundred twenty-three thousand seven hundred twenty dollars (\$5,223,720) of General Fund

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20852

Savings for internal projects;

WHEREAS, the Helena City Commission passed Resolution No. 20788 which allocated four hundred sixty-four thousand (\$464,000) of General Fund Savings for internal projects.

WHEREAS, the Helena City Commission passed Resolution No. 20802 which allocated one million nine hundred and seventy-three thousand dollars (\$1,973,000) of General Fund savings for priority community-based projects/obligations identified as follows:

1. One million five hundred and eighty thousand dollars (\$1,580,000) for the Our Redeemer's Housing Project brought by the Rocky Mountain Development Council via the City's Community Aid grant application process.
2. Two hundred and fifty thousand dollars (\$250,000) for the Community Food Resource Center project brought by Helena Food Share via the City's Community Aid grant application process.
3. One hundred and forty-three thousand dollars (\$143,000) for the Wildfire Risk Assessment & Education project brought by Tri-County Fire Safe Working Group via the City's Community Aid grant application process.
4. Adjust the allocation to the Fire Department for the

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

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replacement of the Type VI wildland fire truck from two hundred thousand dollars (\$200,000) down to forty-seven thousand dollars (\$47,000) to provide for new water tank and pump equipment and cover the insurance deductible for the loss of the vehicle, and return one hundred and fifty-three thousand dollars (\$153,000) back to the City General Fund cash reserves; and

WHEREAS, the Helena City Commission passed Resolution No. 20828 which allocated two hundred and three thousand dollars (\$203,000) of General Fund Savings to cover costs associated with operating Last Chance Splash municipal pool for the 2023-2024 seasons.

WHEREAS, the Helena City Commission has come to a consensus to distribute an additional one million twenty thousand and six hundred dollars (\$1,020,600) of General Fund Savings for community-based and city projects identified as follows:

1. One hundred twenty thousand dollars (\$120,000) for the development of a comprehensive recreation plan.
2. Fifty thousand dollars (\$50,000) community aid grant for the Kay's Kids program.
3. Twenty-six thousand dollars (\$26,000) community aide grant to Exploration Works.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20852

4. Two thousand dollars (\$2,000) community aide grant to the Last Chance Pow Wow organization.

5. Two hundred fifty thousand dollars (\$250,000) community aide grant to Family Promise.

6. One hundred thirty-four thousand and six hundred dollars (\$134,600) community aide grant to Good Samaritan Ministries.

7. Ninety-eight thousand dollars (\$98,000) for the purchase and installation of a public restroom in the downtown Business Improvement District.

8. Two hundred forty thousand dollars (\$240,000) for city facility solar project(s).

9. One hundred thousand dollars (\$100,000) as a contingency for funding homeless solutions.

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

Section 1. The City Commission will allocate one hundred twenty thousand dollars (\$120,000) for the development of a comprehensive recreation plan.

Section 2. The City Commission will allocate fifty thousand dollars (\$50,000) as a community aid grant for the Kay's Kids

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20852

program.

Section 3. The City Commission will allocate twenty-six thousand dollars (\$26,000) as a community aide grant to Exploration Works.

Section 4. The City Commission will allocate two thousand dollars (\$2,000) as a community aide grant to the Last Chance Pow Wow organization.

Section 5. The City Commission will allocate two hundred fifty thousand dollars (\$250,000) as a community aide grant to Family Promise.

Section 6. The City Commission will allocate one hundred thirty-four thousand and six hundred dollars (\$134,600) as a community aide grant to Good Samaritan Ministries.

Section 7. The City Commission will allocate ninety-eight thousand dollars (\$98,000) for the purchase and installation of a public restroom in the downtown Business Improvement District.

Section 8. The City Commission will allocate two hundred forty thousand dollars (\$240,000) for city facility solar project(s).

Section 9. The City Commission will allocate one hundred

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

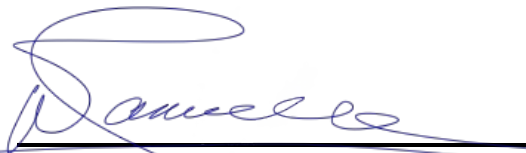
Resol. 20852

thousand dollars as a contingency for the purpose of funding
homeless solutions.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 7TH DAY OF AUGUST 2023.



CLERK OF THE COMMISSION


MAYOR



City of
Helena

Community Aid Grant Funding Application

APPLICATION DEADLINE: JANUARY 20, 2022 4:00 PM MST

Funds must be obligated by December 31, 2024

Funds must be expended by December 31, 2026

Instructions:

Application must be completed in full to be considered.

Required attachments, brochures, or other materials should be attached in the section provided below.

Eligibility:

Eligible applicants include certified 501c3 nonprofit organizations seeking funding for programs/projects located within [City of Helena limits](#). Funds are available one-time only for programs/projects that provide long-term community impact and must not be used for ongoing operating or personnel expenses. Funds will not be disbursed to outside organizations to improve city-owned assets. Additionally, funds will not be disbursed to programs/projects that:

- Promote or advocate any political or religious belief;
- Promote or solicit for:
 - Purchase or use of tobacco products;
 - Purchase, use or consumption of alcoholic beverages;
 - Commercial transactions for pornography or sexually explicit goods or services and/or;
 - Advocate violence or discrimination against individuals or group

Funds must be committed by 2024 and spent by 2026.

Priority Areas:

The City Commission is looking to fund projects that fall under the following priority areas:

Priority 1:
Programs/Projects
Benefitting
Vulnerable
Populations

Priority 2:
Public Health &
Safety

Priority 3:
Programs/Projects
That Improve
Quality of Life

Priority 4:
Economic
Development

▼ REQUIRED ATTACHMENTS

- ☒ IRS Letter Certifying 501c3 status
- ☒ Most recent 990 filing
- ☒ List of Board of Directors
- ☒ Proposal including Scope of Work
- ☐ Plans, specs, maps or other supplemental information, attach if required for your project
- ☒ Implementation & Sustainability Plan

ATTACH REQUIRED DOCUMENTS

2023 Jan ARPA City Application.pdf

FP Financial Management Policies July 26,2021.docx

▼ GENERAL INFORMATION

1. Name of Project/Program:

Family Promise of Greater Helena Center for Hope

2. Organization Name:

Family Promise of Greater Helena

3. Address:

PO Box 939

4. Primary Contact Person:

Renee Bauer

5. Title:

Executive Director

6. Phone:

4064659467

7. EMail:

director@familypromisehelena.org

8. If applicable: Federal Tax Identification Number:

27-2482216

8a. If applicable: Federal Unique Entity ID Number:

Provide Organizational Mission Statement/Purpose:

The mission of Family Promise of Greater Helena is to support children and their families as they overcome homelessness and become sustainability independent.

▼ PROPOSAL OVERVIEW - Funds Requested Must Match Budget Overview Sheet

Provide a one sentence summary of proposed program/project:

Develop a emergency shelter for families in the Helena Community, that provides programs and services to assist families reach independent stability in safe and secure environment.

In which Commission priority area(s) does the proposed program/project fit?

- ☒ Priority 1: Programs/Projects that Benefit Vulnerable Populations
- ☒ Priority 2: Public Health & Safety
- ☒ Priority 3: Programs/Projects that Improve Quality of Life
- ☒ Priority 4: Economic Development

Funds Requested

750000.00

Total Project Cost

1711580.00

Project/Program Start Date:

7/1/2023

Project/Program End Date:

12/15/2024

PROPOSAL DETAILS

(Please limit to 750 words and attach under Required Attachments Section above)

I. **PROGRAM/PROJECT APPROACH** - include the following details, as applicable:

1. Briefly describe the program/project for which you are requesting funds. **Note: Funds are available one-time only for programs/projects that provide long-term community impact and must not provide funding for ongoing operating of personnel expenses.**
2. Describe the need for your program/project.
3. Identify any other organizations in Helena that address this need.
4. Describe your level of collaboration with other agencies on this project.
5. Specifically, what will you use Community Aid Grants funds for?
6. Who will benefit and how?
7. How will you prevent the duplication of benefits to end users?
8. How many individuals/families will be served by the program/project?

II. PROJECT OUTCOMES

1. Describe in detail your readiness to proceed with this program/project providing clear steps that illustrate how you will achieve success.
2. Describe two anticipated measurable outcomes for your proposed project/program.

III. DESCRIBE THE ORGANIZATION'S AUDITING AND FISCAL CONTROLS

1. Briefly describe your organization's fiscal oversight/internal controls to minimize opportunities for fraud, waste, and mismanagment.
2. How will your organization plan to account for and report on the granted funding to the City of Helena?

IV. CONTINGENCY PLAN

1. Does this application for funds make up the major or sustaining funding source for your program/project?
2. If your grant request is not fully funded, what adjustments are you prepared to make? Will the program/project move forward?

V. PROJECT BUDGET

1. Briefly explain project revenues and expenses related to this proposal. This should match with the Budget Overview Sheet.
2. Be specific about how Community Aid Grant dollars would be spent.

▼ BUDGET OVERVIEW / INCOME AND EXPENSES

Organization Name

Family Promise of Greater Helena

REVENUE SOURCE PROJECTIONS

List all Existing and Requested Funding Sources for this Project (grants, donations, internal funding)

Click the + icon if additional lines are needed.

Funding Source	\$ Amount	Is Funding Committed? Y/N
Community Aid Grant Request	750000.	N
Washington Foundation	150000.	N
Gianforte Foundation	150000.	N
Fundraisers and capitol campaign	400000.	N
Internal funding for ongoing operations	261580.	Y

TOTAL

1711580.00

EXPENSES

PROGRAM/PROJECT OPERATING EXPENSES	BUDGET (PROPOSED)
Professional Fees/Contracted Services	150000.00
Program/Office Materials	4000.00
Marketing/Printing	
Professional Development	
Supplies/Materials	4000.00

ADDITIONAL PROGRAM/PROJECT OPERATING EXPENSES	BUDGET (PROPOSED)
Utilities, insurance, etc..	24000.
Staff	100000.

CAPITAL-RELATED EXPENSES (If Applicable)	BUDGET (PROPOSED)
Property Acquisition	750000.
Feasibility and Design	200000.
Engineering	
Construction	84600
Post Construction	
Contingency	30% \$394980.

TOTAL EXPENSES

1711580.00

NOTE: Revenues and Expenses must balance.

THE APPLICANT CERTIFIES:

1. The information submitted to the City of Helena ("City") in this application, and substantially in connection with the application, is true and correct.
2. The applicant is in compliance with applicable laws, regulations, ordinances and orders that may have an adverse material impact on the project. Adverse material impacts include, but are not limited to, lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity or inadequate capital to complete the project.
3. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases or financing arrangements with its other creditors that could have an adverse material impact on the project.
4. The applicant must disclose, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.

THE APPLICANT UNDERSTANDS:

1. The City is not responsible for costs associated with preparing applications.
2. These grant funds are available on a one-time only for programs/projects that provide long-term community impact and must not provide funding for ongoing operating or personnel expenses.
3. Eligible applicants include certified 501(c)3 organizations looking to receiving funding for programs/projects located within City of Helena limits.
4. Funds will not be disbursed to programs or project that:
 1. Promote or advocate any policital or religious belief;
 2. Promote or solicit for:
 1. Purchase or use of tobacco products;
 2. Purchase, use or consumption of alcoholic beverages;
 3. Commercial transactions for pornography or sexually explicit goods or services and/or;
 4. Advocate violence or discrimination against individuals or groups
5. Funds will not be disbursed to outside entities to improve city-owned assets.
6. This application and other materials submitted become the property of the City of Helena and may be subject to release to the public pursuant to Mont. Const. art. II, § 9 and Mont. Code Ann. § 2-6-1001 et. seq.
7. The City reserves the right to change any terms prior to entering into an agreement with the successful respondent.
8. The City reserves the right to reject any or all applications, readvertise, to waive any irregularities in the applications, and to accept the proposal that best benefits the City. The City reserves the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.
9. Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution.
10. Programs/Projects selected to receive funding must have funds committed by Dec. 31, 2024 and spent by Dec. 31, 2026.

I certify that the requested funding will be used for a project/program within the limits of the City of Helena

☒ YES

☐ NO

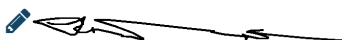
I certify that the requested funding will not be used to improve City-owned assets.

☒ YES

☐ NO

Signature

Date



1/20/2023

PRINTED NAME:

Renee Bauer

TITLE OF APPLICANT

Executive Director

ORGANIZATION NAME

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 26 2010

FAMILY PROMISE OF GREATER HELENA
INC
C/O VALERIE A BALUKAS
111 N LAST CHANCE GULCH 3B
HELENA, MT 59601

Employer Identification Number:
27-2482216
DLN:
17053161329030
Contact Person:
RENEE RAILEY NORTON ID# 31172
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 2, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

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FAMILY PROMISE OF GREATER HELENA

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

Form **990-EZ**Department of the Treasury
Internal Revenue Service

Short Form

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except private foundations)

▶ Do not enter social security numbers on this form, as it may be made public.

▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

OMB No. 1545-0047

2021Open to Public
Inspection**A** For the 2021 calendar year, or tax year beginning , 2021, and ending ,**B** Check if applicable: **C**

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

FAMILY PROMISE OF GREATER HELENA, INC
 PO BOX 939
 HELENA, MT 59624

D Employer identification number

27-2482216

E Telephone number

(406) 465-9467

F Group Exemption
Number ▶**G** Accounting Method: ☒ Cash ☐ Accrual Other (specify) ▶**I** Website: ▶ WWW.FAMILYPROMISEHELENA.ORG**J** Tax-exempt status (check only one) — ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527**H** Check ☒ if the organization is not
required to attach Schedule B
(Form 990).**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total
assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ 199,819.**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I. ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	189,442.
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	
	4	Investment income	4	11.
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:		
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	6b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	10,366.
6c	Less: direct expenses from gaming and fundraising events	6c		
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	10,366.	
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less: cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	199,819.	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	94,078.
	13	Professional fees and other payments to independent contractors	13	2,435.
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	596.
	16	Other expenses (describe in Schedule O) See Schedule O	16	77,670.
	17	Total expenses. Add lines 10 through 16	17	174,779.
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	25,040.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	230,905.
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V. ☐ See Sch O ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If 'Yes,' provide a detailed description of each activity in Schedule O.		X
34 Were any significant changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions.		X
35 a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		X
b If 'Yes' to line 35a, has the organization filed a Form 990-T for the year? If 'No,' provide an explanation in Schedule O.		
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If 'Yes,' complete Schedule C, Part III.		X
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N.		X
37 a Enter amount of political expenditures, direct or indirect, as described in the instructions. 37 a 0.		
b Did the organization file Form 1120-POL for this year?		X
38 a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		X
b If 'Yes,' complete Schedule L, Part II, and enter the total amount involved. 38 b 0.		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9.	39 a 0.	
b Gross receipts, included on line 9, for public use of club facilities.	39 b 0.	
40 a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 0. ; section 4912 0. ; section 4955 0.		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I.	40 b	X
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958.	0.	
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization.	0.	
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T.	40 e	X
41 List the states with which a copy of this return is filed None		

42 a The organization's books are in care of DONNA CHURCH Telephone no. (406) 465-9467 Located at PO BOX 939 HELENA MT ZIP + 4 59624		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42 b	X
If 'Yes,' enter the name of the foreign country		
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c At any time during the calendar year, did the organization maintain an office outside the United States?	42 c	X
If 'Yes,' enter the name of the foreign country		

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here ☐ N/A
and enter the amount of tax-exempt interest received or accrued during the tax year. **43** N/A

	Yes	No
44 a Did the organization maintain any donor advised funds during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ.		X
b Did the organization operate one or more hospital facilities during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ.		X
c Did the organization receive any payments for indoor tanning services during the year?		X

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I.

	Yes	No
46		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI.

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II.

	Yes	No
47		X

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E.

48		X
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49a Did the organization make any transfers to an exempt non-charitable related organization?

49a		X
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b If 'Yes,' was the related organization a section 527 organization?

49b		
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50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over \$100,000.

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000.

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A.

☒ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer

Date

DONNA CHURCH
Type or print name and title

Treasurer

Paid Preparer Use Only

Print/Type preparer's name

Preparer's signature

Date

Check ☐ if self-employed

PTIN

Terry Atwood

Terry Atwood

P00801958

Firm's name **▶ ATWOOD ACCOUNTING SERVICES, LLC**

Firm's address **▶ 110 E. Lyndale Ave**

Firm's EIN

▶ 37-1546135

Family Promise of Greater Helena

February 2020-January 2021

Randal Rake, Chair
Sami Pack-Toner, Vice Chair
Donna Church, Treasurer
Nicole Reibe, Secretary
Mary Larsen, Past Chair

<p>Sami Pack-Toner St. Paul's UMC 448 Third Street Marysville, MT 59640 406-925-0306 cell spack-toner@stpaulshelena.org</p> <p style="text-align: right;"><i>January 2021</i></p>	<p>Randal Rake Helena Youth Soccer Association 1817 Lodgepole Road Helena, MT 59601 475-4739 randalrake@gmail.com</p> <p style="text-align: right;"><i>January 2022</i></p>	<p>Joe Mitchell State Farm Insurance 5645 Falcon Road Helena, MT 59602 701-866-9609 cell 443-0867 work joe@sfmitchell.com</p> <p style="text-align: right;"><i>January 2023</i></p>
<p>Ryan Stavens Exit Realty 406-465-3038</p> <p style="text-align: right;"><i>January 2023</i></p>	<p>Chad Adams Browning Kaleczyc Berry & Hoven P.O. Box 1697 Helena, MT 59624 443-6820 work 461-1306 cell chad@bkbh.com</p> <p style="text-align: right;"><i>January 2022</i></p>	<p>Sandy Ashley St Marys Church sndashley@gmail.com</p> <p style="text-align: right;"><i>January 2024</i></p>
<p>Nicole Riebe Montana Assoc. of Realtors 329 Washington Street Helena, MT 59601 441-4862 work riebene@gmail.com</p> <p style="text-align: right;"><i>January 2021</i></p>		<p style="text-align: right;"><i>January 2023</i></p>
<p>Mary Larsen Helena Public Schools, Retired 1015 N. Davis Helena, MT 59601 431-4929 cell larsenmary3@gmail.com</p> <p style="text-align: right;"><i>January 2021</i></p>		<p>Holly Bixby State Bar of Montana 2194 Billings Avenue Helena, MT 59601 406-740-1552 hollyrayb54@gmail.com</p> <p style="text-align: right;"><i>January 2023</i></p>
<p>Glenda Oldenburg DPHHS, Retired 3771 Sparrow Drive Helena, MT 59602 366-4509 oldenburg.bg@gmail.com</p> <p style="text-align: right;"><i>January 2021</i></p>	<p>Donna Church Veterans Benefit Administration 1981 Oro Fino Gulch Helena, MT 59601 439-6811 Donna3439@msn.com</p> <p style="text-align: right;"><i>January 2022</i></p>	<p style="text-align: right;"><i>January 2021</i></p>

02/1/2020

Proposal

Family Promise of Greater Helena (FPGH) is a 501(c)(3) organization incorporated in Montana that engages families with children to overcome the perils of homelessness to achieve the goal of sustainable independence. This goal is accomplished by providing emergency and in-program shelter, meals, support services, life skills training and trauma informed trainings. As an organization providing services for over 10 years in the Helena community, FPGH consists of staff and an active Board of Directors complimented by the numerous volunteers and local businesses that help provide support to families in need.

Program/ Project approach

1 Emergency Shelter and Services: Family Promise Center of Hope, programing and shelter is a natural evolution for Family Promise of Greater Helena. Our organization has been providing emergency shelter and transition services locally for over 10 years. Using the one-time American Rescue Plan Act (ARPA) funding administered through the City of Helena, Family Promise intends to acquire an existing property in Helena Montana to launch a full-service shelter for residents who are seeking permanent housing and experiencing homelessness. This program will be a natural transition that enhances our current rotational shelter program where we safely housed and transitioned 24 families in 2021 and 91 families and 204 children in 2022, while serving 55 families in the Prevention and Diversion program. While the families work toward permanent housing, participants are provided: a safe and secure environment; treated with dignity and respect; food and clothing; case management; employment assistance; transportation assistance; and instructional programming. Life issues and housing navigation are addressed in a consistent manner by a professional staff while providing resources for mental and physical health issues.

2 In 2019, Lewis and Clark County recorded over \$4.3M in medical services for the homeless population and over \$1.7M in law enforcement costs. With appropriate planning, interagency collaboration, and fiscally responsible programs; we can decrease the unsheltered population by providing necessary services that cost effectively assist our most vulnerable citizens in successfully achieving sustainable independence.

3 God's Love Emergency Shelter has a total of 41 beds. During dangerous cold weather they can sleep an additional 25 on the dining room floor, for a total of 66 beds. During COVID, Good Samaritan Ministries (GSM) has utilized several local hotels for short term emergency lodging, as guests seek and wait for permanent housing options. Their program has averaged 15 rooms per month. Funds for this expensive temporary, but successful option, will be depleted by July of 2022. Lewis and Clark County in cooperation with Elkhorn Community Organizations Active in Disasters (COAD) offers quarantine lodging at local hotels for unsheltered residents who test positive for COVID. The highest capacity experienced in this program has been 4 rooms. At best, Helena's emergency lodging capacity is 85 beds. The 2021 Point in Time Survey (January 2021) identified 131 unsheltered residents in Helena. This leaves approximately 46 residents unsheltered, usually outdoors during cold winter nights. During 2021 FPGH had 24 families

sheltered and in programing with 30 additional families participating in our Prevention and Diversion program. As of March 2022, Family Promise has 3 families in the shelter program with 10 families on the waitlist who are unsheltered in the Helena area. The Helena Community School District estimates there are 400 children currently homeless.

4. Family Promise of Greater Helena has many partners, for the Center of Hope we will partner with Good Samaritan Ministries for programing and shared overflow space allowing them to shelter their clients more cost effectively. We partner with St Mary's Church, St Paul's, Life Covenant, First Christian Church, St Johns, St Peter, Our Redeemers, South Hills Church of Christ, Covenant United Methodist, Church of Jesus Christ Latter Day Saints, St Cyril, Helena Alliance, Presbyterial Church, and Carroll College. We work with Our Place, the Helena Indian Alliance, United Way of Lewis and Clark County, Center for Mental Health, Parents as Teachers, Child Care Connect, Greg Daily- Circle of Security, Veteran's organizations, St Peters Health Helena Housing, Pureview, Salvation Army, Food Share, Pads for Paws, Pet Smart, Farm to Table.

5 Community Aid Grant Funds will be used to acquire and rehabilitate a facility into a shelter for Children and their families experiencing homelessness. The shelter/ Center for Hope will have laundry, bathing, kitchen, and daycare spaces along with individual rooms for families.

6 Children and their families experiencing homelessness will be the primary beneficiaries. If overflow space is available housing will be contracted to Good Samaritan Ministries for the families and individuals they serve.

7 Our program serves families with children. Other agencies in the community do not specifically serve families. Our 24 month follow up on the families is longer than any other agency in the community. We partner with other agencies for services if needed. We utilize HMIS and attend weekly case conferencing meetings with numerous other agencies to prevent duplication of services, we additionally work with Connect program.

8 We will serve not less than we did in 2022, which was 91 families and 204 children consistently in the future. With expanded facilities we anticipate a fifty percent increase in families served.

II Project Outcomes

1 Our Board of Directors completed and in-depth strategic planning in 2021. We have been planning program and facilities expansion since September 2021 and doing facilities research, market analysis, discussions with various contractors about their readiness to assist with rehabs. Preliminary zoning and covenant research, and other necessary information gathering to be positioned to move rapidly. We have future programing outlined, created partnerships with other agencies, specifically Good Samaritan Ministries, and Child Care Connections. We have ongoing partnerships with 16 Churches and Carroll college.

2 The Center of Hope program's success will provide a springboard for further services to address the needs of the unsheltered in our community. Transitional housing, tiny houses, and affordable housing developments are all needed in our area. Clearly demonstrated, a community pays a far higher price to not address these needs than to take positive action do so. Additional outcomes will be the reduction of families living on the streets or in unsheltered situations. An emergency shelter facility for the community to utilize in disaster or emergency situations. Children not forced to change schools or quit formal education due to instability, less pressure on Law enforcement, health systems, social services, and an opportunity for community engagement for residents to do meaningful volunteer work that has measurable outcome thus building community spirit.

III Auditing and Fiscal Controls

1 Family Promise of Greater Helena has a fiscal policy that is strictly adhered to. The Board and Staff of FPGH will uphold financial policies and procedures that support its mission and capacity to deliver service by protecting the assets of the organization, responsibly managing its accounts, engaging and monitoring the performance of qualified financial managers and accountants, and ensuring the integrity of its internal control structure. To this end, all financial transactions will be conducted under conditions that ensure full compliance with applicable Federal and State statutes and regulations regarding FPGH's non-profit status, operational transparency, fiscal accountability, and the absence of conflict of interest or the appearance of a conflict of interest. Good financial practices also assure our donors that FPGH uses their gifts for the purposes for which they were intended (financial policies attached)

2 We employ an independent CPA for oversight of our accounting. We will perform internal audits for the period during which ARPA funds are used. We will provide monthly or quarterly accounting and report to the City on expenditures.

IV Contingency Plan

1 This application for funds encompasses a majority of funds for the physical infrastructure necessary for our expansion. The funds applied for are not for operating funds.

2 If not fully funded, FPGH will continue to operate at the level we currently do which is inadequate for the needs in the community.

V Project Budget

1 The purchase/ long term lease and rehabilitation of an existing building is estimated at \$950,000. With purchase/ acquisition at \$750,000. and \$200,000. for the feasibility and design for the building. The budget includes \$366,600. In operations and programing costs. For a total of \$1,711,580. Which includes a 30% contingency for cost overrun. Revenues will be from: ARPA funds \$750,000. Capitol campaign: \$500,000 Grants and fundraising: \$400,000.

2 Community aid grant funds will be spent on acquisition/ long term lease and rehabilitation of the facility.

Budget

NOTE: Difference columns in table will show if actual went over estimated amounts. Red numbers show went over (negative) and black shows under numbers (positive).

NOTE: Difference columns in table will show if actual went over estimated amounts. Red numbers show went over (negative) and black shows under numbers (positive).									
Area			Itemized Cost (\$)				Total Cost (\$)		
Area	Items	Quantity	Estimated	Actual	Difference	Estimated	Actual	Difference	
acquisition, upgrades to facility		1	\$750,000.00		\$750,000.00	\$750,000.00	\$0.00	\$750,000.00	
		1	\$200,000.00		\$200,000.00	\$200,000.00	\$0.00	\$200,000.00	
Feasibility Design									
Operating	staff, utilities, insurance	1	\$366,600.00		\$366,600.00	\$366,600.00	\$0.00	\$366,600.00	
Other									
Subtotal			\$1,316,600.00	\$0.00	\$1,316,600.00	\$1,316,600.00	\$0.00	\$1,316,600.00	
Unexpected Costs (add 30% estimated)			\$394,980.00			\$394,980.00			
Total costs			\$1,360,130.59			\$1,711,580.00			

Programming costs

NOTE: Difference columns in table will show if actual went over estimated amounts. Red numbers show went over (negative) and black shows under numbers (positive).

Area	Items	Quantity	Itemized Cost (\$)			Total Cost (\$)		
			Estimated	Actual	Difference	Estimated	Actual	Difference
staff		2	\$50,000.00		\$50,000.00	\$100,000.00	\$0.00	\$100,000.00
contract	Contract with GSM for programming/ case management	1	\$150,000.00		\$150,000.00	\$150,000.00	\$0.00	\$150,000.00
office	office equipment/ computers, desks, printers, etc	2	\$4,000.00		\$4,000.00	\$8,000.00	\$0.00	\$8,000.00
Utilities and misc	Monthly utilities, insurance, etc..	12	\$2,000.00		\$2,000.00	\$24,000.00	\$0.00	\$24,000.00
		1			\$0.00	\$0.00	\$0.00	\$0.00
		2			\$0.00	\$0.00	\$0.00	\$0.00
		5			\$0.00	\$0.00	\$0.00	\$0.00
		1			\$0.00	\$0.00	\$0.00	\$0.00
		1			\$0.00	\$0.00	\$0.00	\$0.00
		1			\$0.00	\$0.00	\$0.00	\$0.00
		35			\$0.00	\$0.00	\$0.00	\$0.00
		2			\$0.00	\$0.00	\$0.00	\$0.00
		1			\$0.00	\$0.00	\$0.00	\$0.00
		4			\$0.00	\$0.00	\$0.00	\$0.00
		2			\$0.00	\$0.00	\$0.00	\$0.00
		1			\$0.00	\$0.00	\$0.00	\$0.00
		1			\$0.00	\$0.00	\$0.00	\$0.00
Subtotal			\$206,000.00	\$0.00	\$206,000.00	\$282,000.00	\$0.00	\$282,000.00
Unexpected Costs (add 30% estimated)			\$61,800.00			\$84,600.00		
Total costs			\$206,000.00			\$366,600.00		

1. Community Sustainability**A. Housing Navigation, Mental Health, Medical Support**

A robust network of landlords and existing housing options will be compiled into a database to be utilized to house families graduating from our program. Mental health and medical support will be utilized from existing options within the community and region. Currently Purview is most frequently utilized by our clients and we will maintain an excellent working relationship with them for services. We will develop a MOU with Purview to offer clinic hours at our facility.

B. City & County Co-operation, Law Enforcement Referrals

Law enforcement will be notified anytime a client violates the law. We have a robust screening process that includes background checks and drug testing upon intake, with subsequent random drug testing for participants. This due diligence will continue.

C. Concerned Residents, Non-profit Partners, Veterans Services, Faith Community

We produce a quarterly newsletter to keep the community informed about happenings. We will broaden the circulation of the newsletter, keep website current and enhance our social media presence to disseminate information to the community.

2. Organizational Sustainability**A. Adequate, professional staffing & supervision, built on our existing success****B. Clear Structure, Rules and policies for Participants, Utilizing a Co-ordinated Entry System****C. Our faith-based community volunteer base will continue to have key involvement: Our current volunteers will continue to serve as overnight hosts at the center, assuring at least 2 trained individuals are on site for monitoring twenty-four hours per day. Our volunteers will continue to provide food and meals to the residents of the facility.**

3. Financial Sustainability

A. \$750,000. ARPA launch funds: facility with lodging.

B. Estimated Annual Operating Cost of \$350,000.00.

C. Potential funding from local taxes on cannabis, Grants, and FPGH fundraising

Financial sustainability is always a top concern.

Our financial future is based on the following annual revenue streams that are both historic and new opportunities developing by increased facility capacity and program expansions:

○	\$55,000	Income from the Day Care at the facility
○	\$36,500	Income from room rental with other agencies
○	\$50,000	Washington Foundation
○	\$30,000	Gianforte Foundation,
○	\$30,000	Oro Y Plata Foundation
○	\$50,000	Family Promise National Organization
○	\$20,000	Montana Healthcare Foundation
○	\$2,500	St Paul's Endowment
○	\$7,500	EFSP
○	\$5,000	Greater Helena Gives
○	\$20,000	Sustaining congregations annually
○	\$20,000	Fall and Spring mailing donation asks
○	\$50,000	Individual donors
○	\$45,000	Comfort Food Challenge
○	\$10,000	Holiday Concert
○	\$25,000	United Way Board Member has committed annually
	\$456,500	Annual Total



Financial Management Policies

July 26, 2021

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Family Promise of Greater Helena FINANCIAL MANAGEMENT POLICIES

Purpose

Family Promise of Greater Helena (FPGH) is a Montana non-profit under federal 501 (c)(3) statutes and is committed to protecting and using its assets for its mission. The Board and Staff of FPGH will uphold financial policies and procedures that support its mission and capacity to deliver service by protecting the assets of the organization, responsibly managing its accounts, engaging and monitoring the performance of qualified financial managers and accountants, and ensuring the integrity of its internal control structure. To this end, all financial transactions will be conducted under conditions that ensure full compliance with applicable Federal and State statutes and regulations regarding FPGH's non-profit status, operational transparency, fiscal accountability, and the absence of conflict of interest or the appearance of a conflict of interest. Good financial practices also assure our donors that FPGH uses their gifts for the purposes for which they were intended.

1. Compliance with Federal, State, and Local Tax Laws

FPGH will file an annual return of IRS Form 990 with the Internal Revenue Service and will comply with all State and local financial reporting requirements.

2. Finance Committee

The Finance Committee will include the Treasurer, Board Chairperson, Executive Director and other Board members appointed at the discretion of the Chairperson.

The Finance Committee will review and update, as necessary, the Financial Management Policies. All updates and changes to these policies will be presented to and approved by the Board of Directors.

The Finance Committee of the Board will be responsible for monitoring the overall financial activities of FPGH. The functions and responsibilities of the Finance Committee will include, but not necessarily be limited to:

- recommending the annual budget to the Board
- ensuring that reliable financial records are maintained
- ensuring that complete and straightforward financial reports are prepared and submitted to the Board on a timely basis
- reviewing financial reports, budgets and projections of future expenditures
- ensuring adequate controls to safeguard assets, including policies against unauthorized use of funds, purchase of adequate insurance and sound investment strategies

3. Accounting Firm and Professional Financial Service Providers

FPGH will maintain a contract with an independent accounting firm for the regular operation of its financial business and will monitor their performance in fulfilling their contract for bookkeeping and payroll services.

4. Agreed-Upon Procedures

FPGH will engage an independent accountant periodically, but no less than every 3 years. The public accountant will perform selected agreed-upon procedures for the purpose of verifying whether FPGH accounting and financial management procedures are being followed when processing financial transactions and for other purposes

specified by the Finance Committee of the Board at the time of the engagement. The Finance Committee will be responsible for ensuring periodic financial reviews.

5. Bank Accounts

To ensure the greatest protection of the financial resources entrusted to FPGH, all cash will be retained in accounts at established financial institutions that are insured by the Federal Deposit Insurance Corporation.

All accounts will be in the name of FPGH, and may be further denominated to describe the purpose for which the funds are used.

6. Bank Reconciliation

All bank statements will be reviewed in a timely manner by the accounting firm. Bank reconciliations will occur within 30 days of the close of the month and will be retained in the files of the accounting firm, along with the bank statements.

7. Basis of Accounting

FPGH's financial statements will be prepared in accordance with Generally Accepted Accounting Principles (GAAP).

8. Retention of Financial Documents

FPGH will retain all financial data/documents for a minimum of seven years, in accordance with IRS guidelines, unless a longer retention period is required by a funding source or other applicable law.

9. Budget

The budget will be prepared by the Finance Committee of the Board and submitted for approval to the Board of Directors prior to the start of each fiscal year. The budget will be revised during the year only if approved by the Board of Directors. The annual budget should be an accurate reflection of programmatic and infrastructure goals for the coming year.

10. Financial Reporting

Family Promise Director will ensure that the accounting firm is provided copies of receipts for **all** expenses for the prior month, by the 5th of the following month. Receipts will reflect date of purchase, item description, where purchased and have the associated cost code budget category annotated. This will ensure that the accounting firm has sufficient information needed to report expenses by budget category.

The accounting firm will ensure that supporting records are maintained in sufficient detail to prepare FPGH's financial reports (annually: financial statements, the annual budget, and federal returns; monthly: trial balance, financial status report, invoices to FPGH's funding sources, and cost summaries & analyses).

FPGH accounting firm will prepare monthly financial reports (Profit & Loss Detail, Profit & Loss vs Actual, Balance Sheet, check register, and Treasure's Report) – no later than the 12th after the close of the prior month, sending them to the FP Treasurer and Director.

The Executive Director and Treasurer will review the financial reports and the Treasurer will summarize FPGH's financial position by presenting the reports to the full Board of Directors at each Board Meeting.

11. Authority to Sign Contracts

As part of its normal operations, FPGH may enter into two types of contracts. One type of contract will commit FPGH to purchase certain services or materials from an outside party. The second type will obligate FPGH to perform a service or to supply materials to an outside party.

The Executive Director is authorized to execute in the name of FPGH deeds, mortgages, bonds, contracts, and other instruments authorized by the Board of Directors.

12. Contributions, Events, Grants

FPGH will register annually, as required, with the Montana Secretary of State and will file an annual statement to affirm that it is authorized to solicit contributions.

Both pledges and contributions will be recognized according to Generally Accepted Accounting Principles (GAAP). Contributions in a form other than cash will be measured at the fair value of the items received.

Contributions are considered to be available for unrestricted use unless specifically restricted by the donor or by the Board.

Income and contributions received at events will be accepted under the supervision of the event manager and with two persons at all times to manage ticket sales, event sales, and income and donations.

Restricted grant funds will be deposited into the general operating account and posted using class coding to determine each restricted account's cash flow. An accounting of restricted grants will be given to the Executive Director whenever requested and to the Treasurer every month as part of the end of the month reports.

All contributions, gifts and grants will be entered into a data base and will be acknowledged as soon as possible with a letter that contains FPGH's official Tax ID number.

13. Receipts: Deposits, Cash and Checks - Until deposited, all cash receipts and checks will be maintained in a secure place.

Deposits - All deposits (cash and check) receipts will be regularly compared with the deposit receipts received from the bank.

Cash - FPGH will record cash receipts completely and accurately to prevent the diversion of cash assets. Special safeguards will be exerted over cash receipts.

- Two persons must be present to count all cash contributions at donor events and both must sign the deposit ticket.
- Cash deposits must then be deposited intact and at the first opportunity.

Checks – FPGH will record checks received timely and accurately. Safeguards will be exerted over checks until a deposit can be made.

- Checks and money orders will be restrictively endorsed immediately with a stamp or by hand if necessary.
- At a minimum, all checks will be deposited every two weeks.
- Copies of checks and deposit tickets will be forwarded to the accounting firm, Treasurer and data entry person within two business days of deposit.

14. Authorize Payments, Incidental Expenses, Checks, Debit Card and Disbursements

It is the policy of FPGH to keep **no petty cash fund**.

Authorized Payments - With approval of the annual budget, the Board of Directors will be considered to have authorized payment for:

- Insurance
- Invoices for routine maintenance
- Utilities to include the day center phone and
- Incidental expenses up to the \$500.00 daily limit.

Incidental Expenses - include miscellaneous office supplies, pet supplies, guest needs, Day Center supplies, gasoline for the van or other similar needs. Incidental expenses may not exceed \$500.00 per day, whether paid by check or debit card.

Checks – The Board authorizes the Executive Director to sign manual checks of up to \$500.00.

- Manual checks – The Executive Director will maintain a check log and will ensure that all checks are accounted for, and will match disbursement records regularly.

Debit Card – The debit card may be used only for incidental expenses. The debit card may not be used for cash withdrawals.

The Executive Director is provided with a debit card for incidental purchases as authorized in this section. The debit card will remain in the possession of the Executive Director, but on occasion, may be used by the Family Advocate. Only the Executive Director or in his/her absence, the Board Chairperson may authorize the use of the debit card.

Whenever the debit card is used to make a purchase, the user must obtain a receipt, mark on it the purpose of the purchase and provide it to the Executive Director together with any other pertinent documentation of the expenditure for later submission to the accounting firm. Receipts marked with the purpose of the purchase and associated budget category must be provided to the accounting firm NLT the 5th of the month for expenses incurred the prior month.

Housing assistance (hotel costs, rental deposit, first/last mo rent) for both graduating and non-housed guests is excluded from the \$500.00 incidental expense limit. Receipts marked with the purpose and associated budget category must be provided to the accounting firm NLT the 5th of the month for expenses incurred the prior month.

Regular Monthly Bills & Invoice submission to accounting firm - Prior to submitting a bill or invoice for processing, the Executive Director (or her/his designee) will review the invoice for an authorizing signature, correct calculation of costs and accurate coding, and matching of a purchase order, if any, and attach other back-up documentation to invoice, as applicable. These will be submitted to the accounting firm and Treasurer twice a month so they can be processed and paid by the due date, and if no due date, within 30 days of the date of the invoice, unless a delay is authorized by the Board.

Reimbursement requests are to be approved and submitted through the accounting firm for payment.

- Staff reimbursement requests are to be approved by the Executive Director or Treasurer.
- Executive Director expense reimbursement requests will need to be submitted to the Board Chair or Treasurer for approval, before submission to the Accounting firm for payment.

15. Purchasing

FPGH will ensure that goods and services are acquired at fair and reasonable prices and the highest personal standards of conduct are maintained in all relationships with vendors, suppliers and subcontractors.

FPGH will conduct all procurement transactions in a manner that maximizes opportunities, increases quality, and reduces the cost of purchase. FPGH reserves the right to reject any bids or offers, if deemed to be in its best interest

The Executive Director will perform and present to the Board for action on any:

- Purchase over \$3,000 – A price or cost analysis will be performed in connection with every individual purchase.
- Purchase over \$10,000 - All initial contracts, subcontracts, consulting agreements and purchase orders will be competitively bid unless there is an emergency situation. Where feasibility and timing allows, three bids will ideally be obtained.

Capital Expenses - Approval for capital expenses will be given through a formal vote by the FP Board.

All property, whether purchased by or donated to FPGH, belongs to FPGH and title vests with FPGH.

No Conflict of Interest: All directors, employees, or agents who participate in the selection or acceptance of a contract for equipment, materials, supplies, or services must comply with FPGH's conflict of interest policy that states that no director, employee, or agent will participate in the selection or acceptance of a contract involving a conflict of interest without the approval of the Board.

No Receipt of Gratuities: No director, employee, or agent shall solicit or accept gratuities, favors, or anything of value from contractors, potential contractors, or parties to agreements with FPGH.

16. Credit Card or Credit Account - FPGH does not currently have a credit card.

If a credit card or credit account is authorized by the Board, such credit will only be used for FPGH-related expenditures. The outstanding balance of credit purchases will not exceed \$2,000.

The Executive Director or other authorized users of FPGH credit cards will ensure that the following occur.

- At the time of purchase, the cardholder will obtain a receipt and copies of any other pertinent documentation of the expenditure for later submission to the accounting firm.
- Monthly credit card statements will be mailed to Family Promise of Greater Helena, P.O. Box 939, Helena, MT 59624
- The Executive Director will identify each charge and submit to the accounting firm with supporting documentation.
- Unless otherwise determined by the Treasurer, monthly credit card statements will be kept current and paid in a timely manner.

17. Gifts

No Receipt of Gratuities: No director, employee, or agent shall solicit or accept gratuities, favors, or anything of value from contractors, potential contractors, or parties to agreements with FPGH.

FPGH strongly discourages the giving or receipt of any gifts between any staff member and any client, vendor or service provider, but in the event a gift is proposed to be made, approval must be secured in advance from the Executive Director. Staff members may only accept inexpensive gifts of minimum value, or of an advertising and promotional nature. Gifts that do not fit this category must be returned or given to FPGH for disposition.

Employees may not give nor receive any lavish or expensive entertainment of \$50 or more in value, but occasional normal and customary social business amenities are permitted.

When an employee is asked to make or accept a payment or gift in any form prohibited by this policy, he/she should report the matter to the Executive Director immediately.

FPGH is legally prohibited from offering, promising, or bestowing money, gifts, loans, rewards, services, use of facilities, lavish or extensive entertainment, or other favors to a government official or employee with a view toward influencing or inducing such official or employee to use his/her influence to affect an action or decision.

Employees may not offer, give, or promise to offer or give, directly or indirectly, any money, gratuities or other thing of value of \$50 or more, to any U.S., Commonwealth or local government employee with current or possible responsibility for an award to FPGH.

18. Internal Controls

FPGH will employ several safeguards (as described in this policy) to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

19. Segregation of Duties

FPGH's financial duties will be distributed as follows to help ensure protection from fraud and error.

- The Board Chairperson, Treasurer and Executive Director will be authorized to sign checks.
- Reimbursements for the Executive Director will be submitted to and authorized by either the Board Chairperson or Treasurer **prior** to being submitted to the accounting firm for payment.
- All electronic payments through the bank will be identified by the person initiating the transaction and can be viewed by the Treasurer, Executive Director and accounting firm.
- The accounting firm will keep the books in QuickBooks®. The Executive Director and Treasurer will be able to request all QuickBooks® details by requesting reports from the accounting firm.
- Check stock and other banking material will be locked in a cabinet at the accounting firm except for a single check book in the possession of the Executive Director.



Report to the Helena City Commission

Drenda Niemann, Health Officer

June 25, 2025

Legislative Update:

(Lobbying and advocacy performed by our statewide organization, Confluence Public Health Alliance)

- Maintained state funding for foundational public health services.
- HB 853 passed to revise fees for licensed establishments. Fees had not been updated since 2009 and only contributed to about 17% of the overall cost associated with our licensed establishment program.
- Succeeded in opposing many bills aimed to rollback immunization, Montana Clean Indoor Air Act, and sanitation protections.
- Supported behavioral health bills to authorize a certified community behavioral health clinic model and provide funding for suicide prevention.
- Supported the reauthorization of Medicaid Expansion to ensure over 4,000 county residents who were enrolled in expanded insurance coverage maintained benefits and access to health care.

2025 Community Health Improvement Plan (CHIP):

- Document available on our website: [Community Health Improvement Plan](#)
- CHIP is a collective impact agenda to improve the health of residents in the county.
- Led by the Healthy Together Steering committee with over 100 community members participating in the facilitated sessions.
- Priorities: Behavioral Health, Chronic Disease, and Housing – based on data collected and presented in the [2024 Community Health Assessment](#) which included a door-to-door survey conducted last summer resulting in 339 completed surveys in the 5-county area.
- 2022 CHIP final wrap-up progress report and 2025 CHIP unveiling scheduled for **July 30th from 2-5pm** at St. Peter's Health Education Center.

Funding:

- FY26 budget presented to the County Commission for approval.
 - Maintaining foundational public health services with a balanced budget.
 - A 90-day reserve was achieved.
 - Fully funded Capital Improvement Plan (CIP).
 - A small contingency of funds set aside for expected and unexpected loss of federal funding.
- 37% of the health department's overall revenue comes from federal grants.
 - Loosing federal funding would impact programs like suicide prevention, substance misuse prevention, evidence-based home visiting, and Women, Infants, and Children Supplemental Nutrition Program.
 - Chronic disease and immunizations funding has already been significantly reduced.
- Goals: 1) maintain as many foundational public health services as possible with the financial resources we have available; and 2) continue to advocate for adequate funding to improve and protect the health of all residents in Lewis and Clark County.

Community Connectedness / Preparedness

- We are working on a plan to increase community connectedness especially during times of crisis to ensure community members who have special needs can more easily be identified and assisted as needed. Looking for community partners, like the Helena Citizens Council, to join our planning team. Planning timeline through the first part of 2026, implementation next Spring.

City of Helena, Montana

6/3/2025

To: Joint Commission

From: City Manager Tim Burton, Fire Chief Jon Campbell, Open Lands Manager Brad Langsather

Subject: Update on Open Lands Management, Fuels, Wildland Fire Response

Present Situation: Fuel Reduction Projects continue, Quad County Fire Plan updated, Fire Dept. and mutual aid partners preparing for the season

Background Information: This is an information only session to provide updates and respond to questions

Proposal/Objective: City staff propose providing this session as part of the annual updating process

Advantage: For our elected officials to have first hand update from the departments involved in open land management and fire response

Notable Energy Impact: n/a

Disadvantage: n/a

Notice of Public Hearing: n/a

**Staff Recommendation/
Recommended Motion:** n/a

Helena Fire Department Cost Recovery

Jon Campbell,
Fire Chief



Introduction



- Costs Continue to go up
 - Fleet
 - Utilities
 - IT&S
 - Inflation
 - Personnel/OT
- Cost Recovery
 - Supports the General Fund by recuperating costs incurred from incident responses

Funding Mechanisms: Taxes Versus Fees

- Taxes
 - Emergency Response
- Fees
 - Plan Review
 - HazMat Response/ Event Standby
 - Resolution 19800, 2010
 - Ordinance Violations



Options for Fees for Service

- Motor Vehicle Accidents
 - Fluid Spill
- Vehicle Fires
- False Alarms
- Gas Line Break
- Specialized Rescues
- EMS non-transport
- Others?



Who Could be Billed? Responsible Parties



- Motor Vehicle Accidents
 - Insurance
- Vehicle Fires
 - Insurance
- False Alarms
 - Property Owner/Contractor
- Gas Line Break
 - Contractor
- Specialized Rescues
 - Responsible Party
- Hazardous Materials Transporter
 - Responsible Party
- EMS non-transport
 - Responsible Party
- Others?

Communities Utilizing Cost Recovery

- Missoula
- Great Falls
- Kalispell
- Bigfork
- Columbus



Budget Impact Estimate

<i>Items</i>	<i>Incidents per Year</i>	<i>Percent Collected Amt. Billed</i>	<i>Totals</i>
MVA (with fluids on ground)	91	90% @ \$520	= \$42,588
MVA (no fluids on ground)	91	30% @ \$520	= \$14,196
Vehicle Fires	8	20% @ \$605	= \$968
Landing Zones	0	60% @ \$2,100	= \$0
Fires	11	60% @ \$500	= \$3,300
Hazardous Conditions	195	60% @ \$700	= \$81,900
Special Rescue	84	60% @ \$400	= \$20,160
SUBTOTAL COLLECTED \$163,112			
TOTAL RETURNED TO THE FIRE DEPARTMENT (per year) \$127,227			



Potential Impacts

- New CAD at 911 and RMS with HFD interface improvements enhance data collection reliability
- Motor Vehicle Insurance costs are related to credit history and claim likelihood more so than cost recovery billing
- Some communities are only billing for non-resident addressees
- Requires additional data collection during incidents
- Incorporate Billing Vendor in Record Management System
- Others?



Potential Next Steps

- Commission Direction
- Status Quo or Move Forward
 - Draft Ordinance/Resolution for cost recovery
 - Update Resolution 19800?
 - Request for Qualifications
 - Presentation from Vendor?
 - Incorporate Billing Vendor in Record Management System
- Others?



Questions?



RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. 19800

A RESOLUTION ESTABLISHING FEES TO PROVIDE A DEDICATED FIRE UNIT AT SPECIAL EVENTS AND COST RECOVERY AT HAZARDOUS MATERIAL EVENTS

WHEREAS, the Helena Fire Department periodically provides a dedicated standby fire unit at special events, and technician-level capabilities and equipment at hazardous material events that exceed statutory requirements; and

WHEREAS, the apparatus costs and overtime firefighter salaries for the dedicated fire unit and cost recovery for hazardous material events should be established on a regular basis to recover the actual costs incurred; and

WHEREAS, it appears to be in the best interests of the City of Helena and its citizens that fees be established for these purposes; and

WHEREAS, a public hearing was held on this matter on the 20th day of December, 2010, in the Commission Chambers in the City-County Building at 316 North Park Avenue in Helena, Montana.

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

Section 1. The City Commission hereby establishes the fees shown below for staffed, dedicated fire units for users requesting standby service for special events or for cost recovery at a

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. No. 19800

hazardous materials event. The fees will be paid into the City of Helena=s General Fund to offset the apparatus cost, expended equipment costs, and overtime firefighter salaries, including benefits, insurance, and workers' compensation.

<u>Apparatus</u>	<u>Fee</u>
Command Trailer	\$ 40.00/hour
Hazmat Trailer	\$ 50.00/hour
Hazmat Trailer Tow Vehicle	\$ 25.00/hour
Structural Type 1 Engine	\$102.00/hour
Aerial Tower	\$178.00/hour
Wildland Type VI Engine	\$ 52.00/hour
EMS Squad	\$ 50.00/hour
Fire Prevention Van	\$ 25.00/hour

<u>Personnel</u>	<u>Fee</u>
Fire Operations (4 personnel @ \$42/hr. with a minimum time of 2 hours)	\$168.00/hour
EMS Operations (2 personnel @\$42/hr. with a minimum time of 2 hours)	\$ 84.00/hour
Hazmat Operations (\$42/hr. for each Hazmat tech, based on incident need, with a minimum of 2 hours)	\$ 42.00/hour
Fire Prevention Operations (\$42/hr. with number of personnel based on incident need, with a minimum of 2 hours)	\$ 42.00/hour

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. No. 19800

Materials

Replacement costs for expended hazardous materials equipment that cannot be reused or reclaimed, plus shipping costs

Fee

Market cost at time of replacement

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 20th DAY OF DECEMBER, 2010.

/S/ James E. Smith
MAYOR

ATTEST:

/S/ Debbie Havens
CLERK OF THE COMMISSION



Emergency Incident Recovery Forecast

While we cannot make guarantees for cost recovery,
the following is an estimated forecast.

HELENA FIRE DEPARTMENT (MT)

<i>Items</i>	<i>Incidents per Year</i>	<i>Percent Collected</i>	<i>Amt. Billed</i>	<i>Totals</i>
MVA (with fluids on ground)	91	90%	@ \$520 =	\$42,588
MVA (no fluids on ground)	91	30%	@ \$520 =	\$14,196
Vehicle Fires	8	20%	@ \$605 =	\$968
Landing Zones	0	60%	@ \$2,100 =	\$0
Fires	11	60%	@ \$500 =	\$3,300
Hazardous Conditions	195	60%	@ \$700 =	\$81,900
Special Rescue	84	60%	@ \$400 =	\$20,160
SUBTOTAL COLLECTED				\$163,112

TOTAL RETURNED TO THE FIRE DEPARTMENT (per year)	\$127,227
---	------------------

This forecast is only accurate if you bill all of these runs.

**** Emergency Incident Billing typically takes up to two years for a full "At Plan" ramp up, therefore be advised Year 1 revenue may be as much as 50% lower than the ongoing revenues.***

**** This forecast is highly dependent on the client providing adequate billing data to enable us to meet our normal collection rates. This will be reinforced during training.***

Based on Data from: 2023
Forecast Prepared on: 10/24/2023

FEE SCHEDULE

INCIDENT RATE	DESCRIPTION
Rescue Rate 1: \$150.00	MVC, no rescue tools used, less than .5 hours on scene
Rescue Rate 2: \$500.00	MVC, no rescue tools used, up to 1 hour on scene
Rescue Rate 3: \$1500.00	MVC, no rescue tools used, greater than 1 hour on scene
Rescue Rate 4: \$650.00	MVC, rescue tools used, less than 1 hour on scene
Rescue Rate 5: \$1650.00	MVC, rescue tools used, greater than 1 hour on scene
Rescue Rate 6: \$750.00	MVC involving extrication, less than 1 hour on scene
Rescue Rate 7: \$1750.00	MVC involving extrication, greater than 1 hour on scene
Motor Vehicle Fire: \$500.00	Extinguishment of motor vehicle fire
Gas Line Break 1: \$500	On scene less than 1 hour
Gas Line Break 2: \$1000.00	On scene longer than 1 hour
Hazmat 1: \$300.00	Spills less than 10 gallons requiring use of absorbent, on scene less than .5 hour
Hazmat 2: \$750.00	Spills greater than 10 gallons requiring use of absorbent, on scene up to 1 hour. \$750.00 for each additional hour
False alarms: \$250.00	Each incident after 3 rd false alarm

Pintler Billing Services recommends this fee schedule based on historically what is paid out by most insurance coverage plans. This is a suggested starting point but can be customized to fit the different needs and demographics of each unique agency.

ORDINANCE NO: _____

AN ORDINANCE ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES BY THE FIRE DEPARTMENT FOR SERVICES PROVIDED/RENDERED BY/FOR THE **CITY OF OR TOWN OF OR VILLAGE OF OR FPD (NAME)**.

WHEREAS, the emergency and non-emergency services response activity to incidents continues to increase each year; Environmental Protection requirements involving equipment and training, and Homeland Security regulations involving equipment and training, creating additional demands on all operational aspects of the fire department services; and

WHEREAS, the fire department has investigated different methods to maintain a high level of quality of emergency and non-emergency service capability throughout times of constantly increasing service demands, where maintaining an effective response by the fire department decreases the costs of incidents to insurance carriers, businesses, and individuals through timely and effective management of emergency situations, saving lives and reducing property and environmental damage; and

WHEREAS, raising real property tax to meet the increase in service demands would not be fair when the responsible party(s) should be held accountable for their actions; and

WHEREAS, the City Council of the **XXX** desires to implement a fair and equitable procedure by which to collect said mitigation rates and shall establish a billing system in accordance with applicable laws, regulations and guidelines; Now, Therefore

BE IT ORDAINED BY THE CITY COUNCIL OF THE **XXX:**

SECTION 1: The **XXX** shall initiate mitigation rates for the delivery of emergency and non-emergency services by the fire department for personnel, supplies and equipment to the scene of emergency and non-emergency incidents as listed in “EXHIBIT A”. The mitigation rates shall be based on actual costs of the services and that which is usual, customary and reasonable (UCR) as shown in “EXHIBIT A”, which may include any services, personnel, supplies, and equipment and with baselines established by addendum to this document.

SECTION 2: A claim shall be filed to the responsible party(s) through their insurance carrier. In some circumstances, the responsible party(s) will be billed directly.

SECTION 3: The fire department’s City Council may make rules or regulations and from time to time may amend, revoke, or add rules and regulations, not consistent with this Section, as they may deem necessary or expedient in respect to billing for these mitigation rates or the collection thereof.

SECTION 4: It is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Ordinances of the City Council.

SECTION 5: This Ordinance shall take effect thirty days (30) from the date of adoption as permitted by law.

SECTION 6: The Mitigation Rates lists in Exhibit A will increase annually based on the annual percentage increase in the Consumer Price Index (CPI), as developed by the Bureau of Labor Statistics of the U.S. Department of Labor. Rate adjustments will occur on the anniversary date of this ordinance/resolution to keep the fire department's cost recovery program in conformity with increasing operating expenses.

THE ABOVE WAS PASSED

Yea _____

Nay _____

Certified by the Clerk: _____

Signature: _____

Name (printed): _____

Title: _____

Date: _____

EXHIBIT A

MITIGATION RATES BASED ON PER HOUR

The mitigation rates below are average “billing levels”, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department’s actual burdened labor costs and not just a firefighter’s wage. These include wages, retirement, benefits, workers comp, etc.

MOTOR VEHICLE INCIDENTS

Level 1 - \$618.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level”. This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$705.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – CAR FIRE - \$860.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,859.00

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$567.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual,

customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

HAZMAT

Level 1 - \$999.00

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$3,566.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.

Level 3 – \$8,420.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$391.00 per HAZMAT team.**

FIRES

Assignment - \$568.00 per hour, per engine / \$711.00 per hour, per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common “billing level”. This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire department has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

ILLEGAL FIRES

Assignment - \$568.00 per hour, per engine / \$711.00 per hour, per truck

When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS

Level 1

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common “billing level”. This occurs almost every time the fire department responds to a water incident.

Billed at \$583 plus \$70 per hour, per rescue person.

Level 2

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Billed at \$1,170 plus \$70 per hour, per rescue person.

Level 3

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Billed at \$2,897 plus \$70 per hour per rescue person, plus \$140 per hour per HAZMAT team member.

Level 4

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACK COUNTRY OR SPECIAL RESCUE

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

Minimum billed \$583 plus \$70 per hour, per rescue person. Additional rates of \$583 per hour per response vehicle and \$70 per hour per rescue person.

CHIEF RESPONSE

This includes the set-up of Command and providing direction of the incident. This could include operations, safety, and administration of the incident.

Billed at \$356 per hour.

MISCELLANEOUS / ADDITIONAL TIME ON-SCENE

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$568 per hour.

Truck billed at \$771 per hour.

Command at \$356 per hour

Miscellaneous equipment billed at \$427.

MITIGATION RATE NOTES

The mitigation rates above are average “billing levels” for one hour of service, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department’s “actual personnel expense” and not just a firefighter’s basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.

City of Helena, Montana

06/25/2025

To: Tim Burton, City Manager

From: Jake Garcin, Public Information Officer

Subject: Sustainability Projects StoryMap

Present Situation: City staff will present the new Sustainability Projects StoryMap to the Commission.

Background Information: The City's Public Works Department led the creation of a new Sustainability Projects StoryMap in ArcGIS. The goal of the new platform is to highlight City-wide efforts in Sustainability. The StoryMap will be connected to the City website for public use after the presentation.

Proposal/Objective: N/A

Advantage: N/A

Notable Energy Impact: N/A

Disadvantage: N/A

Quasi-Judicial Item: False

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** N/A

City of Helena, Montana

06/18/2025

To:

Tim Burton, City Manager

From:

Ryan Leland, City Public Works Director
Pete Anderson, City Solid Waste Superintendent

Subject:

City Curbside Recycling and Yard Waste Collection Discussion

Present Situation:

The curbside recycling contract with Helena Recycling is expiring in January 2026, and by State Law the city must reissue a request for proposal (RFP). The Strategic Plan for Waste Reduction recommends the city to ultimately implement a universal curbside recycling and yard waste collection program. The plan indicates that there will be substantial cost and time to implement a universal curbside recycling collection program. The Integrated Solid Waste Master Plan (ISWMP) recommends staying with the current subscription based curbside recycling collection system and implement a yard waste collection program.

Background Information:

Helena City Commissions, dating back 40+ years, have distinguished themselves in waste reduction. The timeline, below, reflects decisions the City of Helena have made to increase waste reduction. City of Helena Waste Reduction Timeline:

1988: City curbside recycling services begin with the City Solid Waste Blue Bag Program.

2007: Formation of the Helena Climate Change Task Force. Action Plan was developed recommending the city adopt the EPA goal of recycling 35% of discarded material by 2020.

2015: City Curbside Blue Bag program discontinued. The City issues an RFP for a curbside recycling program to include temporarily managing and subsidizing the program with a tiered subsidy reduction plan. Helena Recycling is awarded the curbside recycling contract.

2017: Formation of the Citizens Conservation Board.

2022: The City Strategic Plan for Waste Reduction.

2025: The City of Helena and Lewis & Clark County Integrated Solid Waste Master Plan.

The Strategic and Master Plan recommendations that are achievable and measurable to increase the City's diversion rate given existing staffing levels, fiscal impacts, public input and infrastructure/equipment requirements are yard waste collection and continue the subscription based curbside collection.

The ISWMP also recommends a City universal curbside yard waste collection program. The Strategic Plan for Waste Reduction and the ISWMP recommended yard waste collection as the initial city curbside program. This selection was due in part to the existing city and county yard waste processing system, infrastructure and equipment. The current collection program involves residents and commercial accounts dropping grass/branch material off at the City of Helena Transfer Station

to be chipped and hauled to the Lewis and Clark County Landfill where it is processed into compost. Staff is seeking City Commission consensus to explore the implementation of a seasonal City universal curbside yard waste collection program.

Proposal/Objective:

Discuss and give direction to staff on curbside recycling and green waste collection program.

Advantage:

Staff will be able to explore a seasonal City universal curbside yard waste collection program towards the City's solid waste reduction. The ISWMP listed several advantages such as a universal system in combination with a season service helps to keep overall fees lower, as well as increasing participation and diversion rates and decreasing traffic congestion at the Transfer Station. Commission consensus opens the door for staff to thoroughly explore, create, and present a seasonal City universal curbside yard waste program. The framework will be a tool staff could use to build upon and expand future city curbside programs.

Notable Energy Impact:

n/a

Disadvantage:

None noted

Quasi-Judicial Item:

False

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Continue the subscription based curbside recycling and start the implementation a yard waste collection program.

City of Helena, Montana

June 25, 2025

To: Mayor Collins and the Helena City Commission

From: Assistant City Attorney Matthew Petesch

Subject: Dedicate City owned property, Tract B and Tract C of Certificate of Survey No. 474847, as right-of-way.

Present Situation: The City owns Tract B and Tract C shown on Certificate of Survey No. 474847. Patrick Hoy and Robin Suzor would like the City to dedicate Tract C as right-of-way to create legal and physical access to their proposed Lot 9A.

Background Information: The City owns Tract B and C shown on Certificate of Survey No. 474847. Patrick Hoy and Robin Suzor own Lots 7, 8, 9 in Block 10 of the Joseph Cox Addition to the City of Helena. Hoy and Suzor desire to create Lot 8A and Lot 9A as shown on the Certificate of Survey attached hereto as Exhibit A. The boundary line relocation will cause Lot 9A to not have legal and physical access, because it will not front a City right-of-way. Hoy and Suzor requested that the City dedicate Tract C as right-of-way for the purpose of creating legal and physical access for Lot 9A. Tract A on Certificate of Survey No. 474847 was a similarly situated piece of City property along South Rodney Street that was dedicated as right-of-way. Dedicating Tract B and Tract C as right-of-way is consistent with the designation of Tract A. City Public Works and Transportation have been contacted about this proposal and do not object.

Proposal/Objective: Hold a hearing at the next regular City Commission meeting to consider a resolution dedicating Tract B and Tract C of Certificate of Survey No. 474847 as right-of-way.

Advantage: N/A

Notable Energy Impact: N/A

Disadvantage: N/A

Notice of Public Hearing: N/A

**Staff Recommendation/
Recommended Motion:** Consider moving forward with a hearing to consider a resolution dedicating Tract B and Tract C of Certificate of Survey No. 474847 as right-of-way.

4019

CERTIFICATE OF SURVEY FOR THE CITY OF HELENA OF THOSE PARCELS DESCRIBED IN M BOOK 11, PAGE 9241, LEWIS AND CLARK COUNTY, MONTANA

TRACT A

A tract of land in the east half of the northeast quarter of the southeast quarter of Section 36, Township 10 North, Range 4 West, P.M.M., Lewis and Clark County, Montana more particularly described as follows:

Commencing at the south 1/16 corner between Section 36, Township 10 North, Range 4 West and Section 31, Township 10 North, Range 3 West, a brass cap; then N 88°01'16" W, 5.70 feet to a point; then N 23°29'50" E, 41.29 feet along the east right-of-way line of Contract Street to a point; then N 88°01'16" W, 53.80 feet to a cross on a stone on the west right-of-way line of Contract Street, the POINT OF BEGINNING; then N 88°01'16" W, 161.40 feet along the south line of Lot 4, Block 9 of the Joseph Cox Addition to the City of Helena to an iron pin on the east right-of-way line of Rodney Street; then S 23°29'50" W, 19.70 feet along the east right-of-way line of Rodney Street projected to an iron pin; then S 88°15'07" E, 161.66 feet to an iron pin; then N 23°29'50" E, 19.00 feet along the west right-of-way line of Contract Street projected to the point of beginning.

The tract contains 2,905 square feet. This description is intended to describe that parcel referred to under "firstly" in the description found in M Book 11, Page 9241 on file at the Lewis and Clark County Clerk and Recorder's Office.

TRACT B

A tract of land in the east half of the northeast quarter of the southeast quarter of Section 36, Township 10 North, Range 4 West, P.M.M., Lewis and Clark County, Montana more particularly described as follows:

Commencing at the south 1/16 corner between Section 36, Township 10 North, Range 4 West and Section 31, Township 10 North, Range 3 West, a brass cap; then N 88°01'16" W, 5.70 feet to a point; then N 23°29'50" E, 41.29 feet along the east right-of-way line of Contract Street to a point; then N 88°01'16" W, 271.70 feet to an iron pin on the west right-of-way line of Rodney Street, the POINT OF BEGINNING; then N 88°01'16" W, 148.43 feet along the south line of Lot 6, Block 10 of the Joseph Cox Addition to the City of Helena to an iron pin on the east right-of-way line of the alley; then S 23°29'50" W, 23.40 feet along the east right-of-way line of the alley, projected to an iron pin; then S 89°03'18" E, 149.52 feet to an iron pin; then N 23°29'50" E, 20.50 feet along the west right-of-way line of Rodney Street projected to the point of beginning.

The tract contains 3,031 square feet. This description is intended to describe that parcel referred to under "secondly" in the description found in M Book 11, Page 9241 on file at the Lewis and Clark County Clerk and Recorder's Office.

LEGEND

- IRON PIN FOUND, 5/8" REBAR WITH YELLOW PLASTIC CAP MARKED "DITTO, 29155".
- IRON PIN FOUND, 5/8" REBAR WITH YELLOW PLASTIC CAP MARKED "RIES 41255".
- IRON PIN SET THIS SURVEY, 5/8" X 18" REBAR WITH YELLOW PLASTIC CAP MARKED "BUCHER, 4548ES".
- "X" CROSS CUT IN STONE.
- (R1) PARENTHESES INDICATE ORIGINAL PLAT DISTANCES OF "JOSEPH COX ADDITION TO HELENA".
- (R2) PARENTHESES INDICATE ORIGINAL PLAT DISTANCES FROM CERTIFICATE OF SURVEY NUMBER 458772/T.

NOTES

THE BASIS OF BEARING IS THE 1/16 LINE FROM C-E-SE 1/64 CORNER OF SECTION 36 TO S 1/16 CORNER ON THE TOWNSHIP LINE BETWEEN RANGE 3 AND 4 WEST.

PURPOSE OF SURVEY

The purpose of survey is to "provide material evidence not appearing on any map filed with the county clerk and recorder or contained in the records of the United States Bureau of Land Management." (Section 76-3-404 (1) (a) M.C.A.). No new parcels are created by this survey.

City Manager
City Engineer

On this _____ day of _____ in the year _____ before me, _____, known to me to be the person personally appeared _____, whose name is subscribed to the within instrument, and acknowledged to me that he executed the same.

Notary Public for the State of Montana

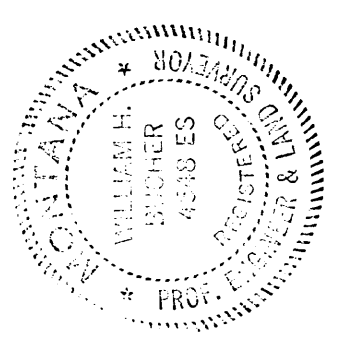
Residing at _____, Montana
My Commission expires _____

CERTIFICATE OF SURVEY

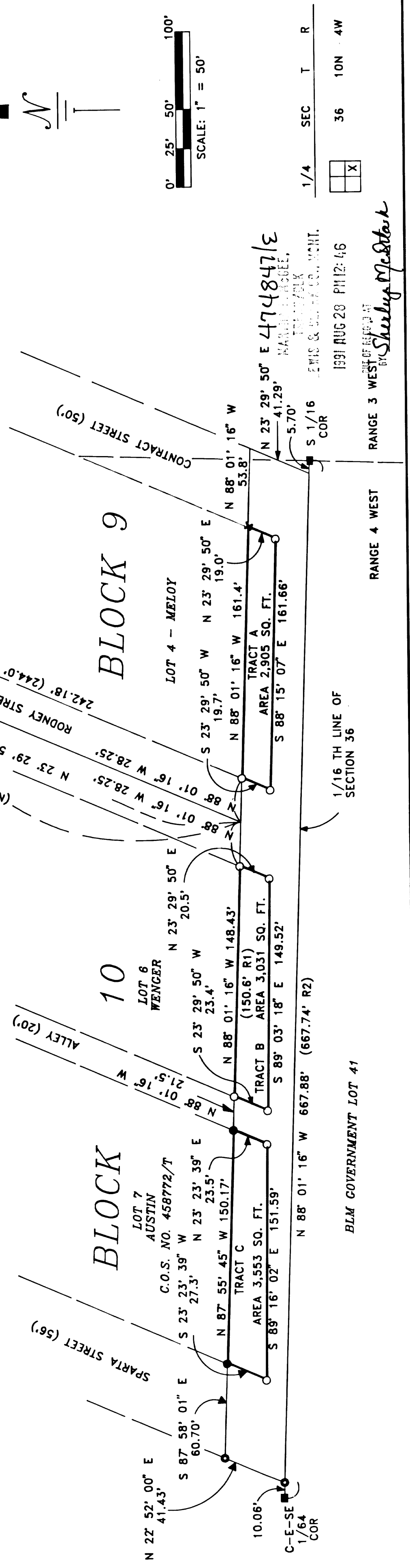
I, William H. Bucher of Helena, Montana hereby certify that this survey was performed under my supervision in June 1991, that monuments were set, that this plat conforms to the work on the ground, and that this plat was prepared in accordance with M.C.A. 76-3-101 through M.C.A. 76-3-614.

Dated this 21st day of August, 1991.

William H. Bucher
William H. Bucher
Montana Registration No. 4548ES



John Wilson
Reviewing Land Surveyor
Mont. Reg. No. 2105-S
Reviewed 8/26/91
Date



BLM GOVERNMENT LOT 41

1/4 SEC T R
36 10N 4W
X
1991 AUG 28 PM 12:46
EMIS & BUREAU OF LAND MGMT.
SHERIDAN, MONT.
RANGE 3 WEST
SHERIDAN, MONT.

CERTIFICATE OF SURVEY

FOR: PATRICK HOY & ROBIN SUZOR

PURPOSE: TO AMEND LOTS 7, 8, AND 9 IN BLOCK 10 OF JOSEPH COX ADDITION TO THE CITY OF HELENA MONTANA TO CREATE LOTS 8A AND 9A.

LEGEND

- ⊙ SET. 5/8" REBAR W/Y.P.C. TRIPLE R 12450LS
- FND 1/2" REBAR 2915 S YPC
- ◇ FND BRASS CAP S 1/16 CORNER OR AS NOTED
- CALCULATED POINT

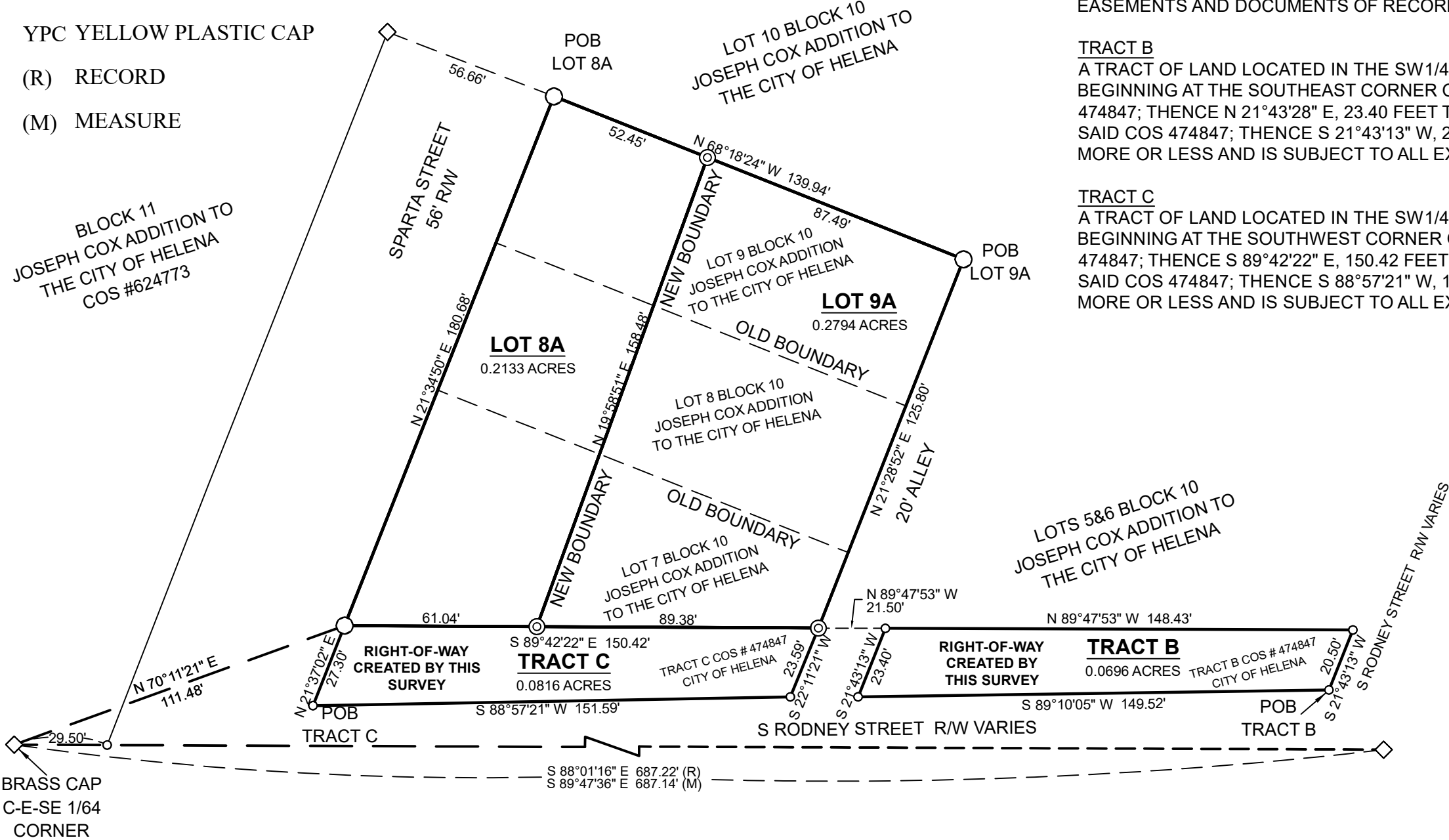
POB POINT OF BEGINNING

AC ALUMINUM CAP

YPC YELLOW PLASTIC CAP

(R) RECORD

(M) MEASURE



LOT 8A

A TRACT OF LAND LOCATED IN THE SW 1/4 OF SECTION 36, TOWNSHIP 10 NORTH, RANGE 4 WEST, P.M.M, LEWIS AND CLARK COUNTY, MONTANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF LOT 9 IN BLOCK 10 OF THE JOSEPH COX ADDITION TO THE CITY OF HELENA; THENCE S 68°18'24" E, 52.45 FEET ALONG THE NORTHERLY BOUNDARY OF SAID OT 9; THENCE S 19°58'51" W, 158.48 FEET TO THE NORTH BOUNDARY OF LOT B OF COS 474847; THENCE N 89°42'22" W, 61.04 FEET ALONG THE NORTH LINE OF SAID LOT B; THENCE N 21°34'50" E, 180.68 FEET; ALONG THE EASTERLY RIGHT-OF-WAY OF SPARTA STREET TO THE POINT OF BEGINNING. THE TRACT OF LAND CONTAINS 0.2133 ACRES, MORE OR LESS AND IS SUBJECT TO ALL EXISTING EASEMENTS AND DOCUMENTS OF RECORD AS SHOWN ON THIS SURVEY.

LOT 9A

A TRACT OF LAND LOCATED IN THE SW 1/4 OF SECTION 36, TOWNSHIP 10 NORTH, RANGE 4 WEST, P.M.M, LEWIS AND CLARK COUNTY, MONTANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF LOT 9 IN BLOCK 10 OF THE JOSEPH COX ADDITION TO THE CITY OF HELENA; THENCE S 21°28'52" E, 125.80 FEET TO THE NORTHEAST CORNER OF LOT B OF COS 474847; THENCE N 89°42'22" W, 89.38 FEET ALONG THE NORTH BOUNDARY OF SAID LOT B; THENCE S 19°58'51" E, 158.48 FEET TO THE SOUTH BOUNDARY OF LOT 10 BLOCK 10 OF THE JOSEPH COX ADDITION; THENCE S 68°18'24" E, 87.49 FEET TO THE POINT OF BEGINNING. THE TRACT OF LAND CONTAINS 0.2794 ACRES, MORE OR LESS AND IS SUBJECT TO ALL EXISTING EASEMENTS AND DOCUMENTS OF RECORD AS SHOWN ON THIS SURVEY.

TRACT B

A TRACT OF LAND LOCATED IN THE SW 1/4 OF SECTION 36, TOWNSHIP 10 NORTH, RANGE 4 WEST, P.M.M, LEWIS AND CLARK COUNTY, MONTANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF TRACT B OF COS 474847 FOR THE CITY OF HELENA; THENCE S 89°10'05" W, 149.52 FEET TO THE SOUTHWEST CORNER OF SAID TRACT B OF SAID COS 474847; THENCE N 21°43'28" E, 23.40 FEET TO THE NORTHWEST CORNER OF SAID TRACT B OF SAID COS 474847; THENCE S 89°47'53" E, 148.43 FEET TO THE NORTHEAST CORNER OF TRACT B OF SAID COS 474847; THENCE S 21°43'13" W, 20.50 FEET ALONG THE WEST RIGHT-OF-WAY OF SOUTH RODNEY STREET TO THE POINT OF BEGINNING. THE TRACT OF LAND CONTAINS 0.0696 ACRES, MORE OR LESS AND IS SUBJECT TO ALL EXISTING EASEMENTS AND DOCUMENTS OF RECORD AS SHOWN ON THIS SURVEY.

TRACT C

A TRACT OF LAND LOCATED IN THE SW 1/4 OF SECTION 36, TOWNSHIP 10 NORTH, RANGE 4 WEST, P.M.M, LEWIS AND CLARK COUNTY, MONTANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF TRACT C OF COS 474847 FOR THE CITY OF HELENA; THENCE N 21°37'02" E, 27.30 FEET TO THE NORTHWEST CORNER OF SAID TRACT C OF SAID COS 474847; THENCE S 89°42'22" E, 150.42 FEET TO THE NORTHEAST CORNER OF SAID TRACT C OF SAID COS 474847; THENCE S 22°11'21" W, 23.59 FEET TO THE SOUTHEAST CORNER OF TRACT C OF SAID COS 474847; THENCE S 88°57'21" W, 151.59 FEET ALONG THE WEST RIGHT-OF-WAY OF SOUTH RODNEY STREET TO THE POINT OF BEGINNING. THE TRACT OF LAND CONTAINS 0.0816 ACRES, MORE OR LESS AND IS SUBJECT TO ALL EXISTING EASEMENTS AND DOCUMENTS OF RECORD AS SHOWN ON THIS SURVEY.

EXEMPTION LOTS 8A & 9A

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE DIVISION OF LAND SHOWN ON THIS CERTIFICATE OF SURVEY IS EXEMPT FROM REVIEW AS A SUBDIVISION IN ACCORDANCE WITH THE PROVISIONS OF SECTION 76-3-207(1)(a) OF MCA, AS THIS IS A RELOCATION OF COMMON BOUNDARY LINES BETWEEN ADJOINING PROPERTIES. THE PURPOSE OF THIS SURVEY IS ALSO FOR THE AGGREGATION OF PARCELS OR LOTS WHEN A CERTIFICATE OF SURVEY OR SUBDIVISION PLAT SHOWS THAT THE BOUNDARIES OF THE ORIGINAL PARCELS HAVE BEEN ELIMINATED AND THE BOUNDARIES OF A LARGER AGGREGATE PARCEL ARE ESTABLISHED. A RESTRICTION OR REQUIREMENT ON THE ORIGINAL PLATTED LOT OR ORIGINAL UNPLATTED PARCEL CONTINUES TO APPLY TO THOSE AREAS, AS STATED IN 76-3-207(1)(f), MCA. THE AREA THAT IS BEING REMOVED FROM ONE TRACT OF RECORD AND JOINED WITH ANOTHER TRACT OF RECORD IS NOT ITSELF A TRACT OF RECORD. SAID AREA SHALL NOT BE AVAILABLE AS A REFERENCE LEGAL DESCRIPTION IN ANY SUBSEQUENT REAL PROPERTY TRANSFER AFTER THE INITIAL TRANSFER ASSOCIATED WITH THE AMENDED PLAT ON WHICH SAID AREA IS DESCRIBED, UNLESS SAID AREA IS INCLUDED WITH OR EXCLUDED FROM ADJOINING TRACTS OF RECORD. 24.183.1104(1)(f)(iii)(C), ARM

EXEMPTION TRACTS B AND C

TRACTS B AND C ARE EXEMPT FROM REVIEW AS A SUBDIVISION IN ACCORDANCE WITH THE PROVISIONS OF SECTION 76-3-103(17)(a) MCA, BECAUSE "TRACT OF RECORD" MEANS AN INDIVIDUAL PARCEL OF LAND, IRRESPECTIVE OF OWNERSHIP, THAT CAN BE IDENTIFIED BY A DESCRIPTION INDEPENDENT OF ANY OTHER PARCEL OF LAND, USING DOCUMENTS ON FILE IN THE RECORDS OF THE COUNTY CLERK AND RECORDER'S OFFICE.

DEQ EXEMPTION LOTS 8A & 9A

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT LOTS 8A AND 9A IS EXEMPT FROM DEQ REVIEW IN ACCORD WITH ARM 17.36.605(2)(a), BECAUSE THIS IS A NEWLY CREATED PARCEL WITHOUT EXISTING FACILITIES FOR WATER SUPPLY, WASTEWATER DISPOSAL, OR SOLID WASTE DISPOSAL AND WATER SUPPLY, WASTEWATER DISPOSAL, OR SOLID WASTE DISPOSAL FACILITIES WILL NOT BE CONSTRUCTED ON THE PARCEL.

DEQ EXEMPTIONS TRACTS A AND B

TRACTS B AND C ARE EXEMPT FROM DEQ REVIEW IN ACCORD WITH MCA 76.3.103(17)(a), BECAUSE THIS IS AN EXISTING PARCEL THAT IS A TRACT OF RECORD.

DATE _____, 20____.

PATRICK HOY

ROBIN SUZOR

ON THIS _____ DAY OF _____, 20____, PATRICK HOY AND ROBIN SUZOR PERSONALLY APPEARED BEFORE ME AND DID HEREIN EXECUTE THE ABOVE INSTRUMENT FOR THE PURPOSES STATED.

LEWIS & CLARK COUNTY, MONTANA

NOTARY'S SEAL/STAMP

NOTARY PUBLIC FOR THE STATE OF MONTANA

PRINTED NAME
NOTARY PUBLIC FOR THE STATE OF _____
RESIDING AT _____
MY COMMISSION EXPIRES: _____, 20____

CERTIFICATE OF COUNTY TREASURER

I HEREBY CERTIFY, PURSUANT TO SECTION 76-3-207 (3) OF MCA, THAT ALL REAL PROPERTY TAXES AND SPECIAL ASSESSMENTS ASSESSED AND LEVIED ON THE LAND DESCRIBED ON THIS CERTIFICATE OF SURVEY ARE PAID IN FULL.

GEO CODE 05-1887-36-4-03-01-0000

TAX CODE 3084

DATED THIS _____ DAY OF _____, 2023.

TREASURER, LEWIS & CLARK COUNTY, MONTANA

CERTIFICATE OF EXAMINING LAND SURVEYOR

REVIEWED FOR ERRORS AND OMISSIONS IN CALCULATIONS AND DRAFTING THIS _____ DAY OF _____, 2023 PURSUANT TO SECTION 76-3-611(2)(a), MCA.

EXAMINING LAND SURVEYOR
LICENSE No. _____

COS'S / PLATS USED

COS 458772-T

COS 3132126

JOSEPH COX ADDITION PLAT

BASIS OF BEARING:

GEODETIC NORTH BASED ON GPS OBSERVATION

JOB No. 4905

DRAFTED BY: JR,RC,IR

DATE: MAY 2, 2025

CERTIFICATE OF PLAT APPROVAL

THE CITY COMMISSION OF HELENA LEWIS AND CLARK COUNTY, HEREBY APPROVES THIS PLAT:

MAYOR, CITY OF HELENA
DATED THIS _____ DAY OF _____, 20____

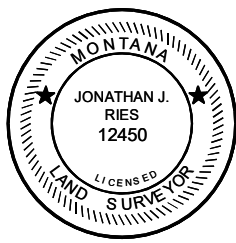
CITY ENGINEER, CITY OF HELENA
DATED THIS _____ DAY OF _____, 20____

COMMUNITY DEVELOPMENT DIVISION, CITY OF HELENA
DATED THIS _____ DAY OF _____, 20____

CITY CLERK, CITY OF HELENA
DATED THIS _____ DAY OF _____, 20____

CITY MANAGER, CITY OF HELENA
DATED THIS _____ DAY OF _____, 20____

CERTIFICATE OF LAND SURVEYOR



JONATHAN J. RIES P.L.S. (12450LS)
PROFESSIONAL LAND SURVEYOR



TRIPLE R SURVEYING, INC

P. O. BOX 2201 EAST HELENA, MT. 59635

40' 0 40'
GRAPHIC SCALE - FEET

1/4	SEC.	T.	R.
<input checked="" type="checkbox"/>	36	10N	4W

P.M. MONTANA,
LEWIS & CLARK COUNTY

DOCUMENT NUMBER: _____

City of Helena, Montana

06/10/2025

To:

Tim Burton, City Manager

From:

Christopher Brink, Community Development Director

Subject:

Interlocal agreement establishing a City of Helena and Lewis and Clark County Heritage Preservation and Cultural Council.

Present Situation:

The most recent interlocal agreement establishing a heritage preservation and cultural tourism development council ("the HTC") was approved by the City of Helena and Lewis and Clark County in 2012. Since that time, the function and operation of the HTC has evolved and has outlived that agreement.

Background Information:

There have been at least two iterations of an interlocal agreement centered around Historic Preservation and Heritage Tourism, 1989 and 2012. Each interlocal, as with the one being proposed, sets out roles and responsibilities and duties of a Historic Preservation Officer as well as an advisory body, the "City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council (HTC). With changes over the past decade, both to City and County administration and policy, a new interlocal is being proposed that reflects these changes.

Proposal/Objective:

To consider, by both the City Commission and County Board of Commissioners, a new interlocal agreement and agree to and enter into said agreement.

Advantage:

A new interlocal recognizes changes in city and county administration and policy and aligns the historic preservation programs of both jurisdictions.

Notable Energy Impact:

NA

Disadvantage:

Conflicts will continue relative to management, funding, and roles and responsibilities of all parties listed in the existing interlocal agreement.

Quasi-Judicial Item:

False

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Consider an updated and revised Interlocal Agreement Establishing a City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council.

2025 INTERLOCAL AGREEMENT ESTABLISHING A CITY OF HELENA AND LEWIS AND CLARK COUNTY HERITAGE PRESERVATION AND CULTURAL TOURISM DEVELOPMENT COUNCIL

WHEREAS, Title 7, Chapter 11, MCA, permits local government units to make the most efficient use of their powers by enabling them to cooperate with other local government units on a basis of mutual advantage, to efficiently provide services and facilities in accordance with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, the above-referenced statute provides that an interlocal agreement may be adopted by authorization and approval by the governing bodies of the parties to said agreement; and

WHEREAS, the City of Helena, Montana, hereinafter referred to as the "City," and the County of Lewis and Clark, Montana, hereinafter referred to as the "County," are both public agencies of the State of Montana; and

WHEREAS, in 2012 the City and County entered into an interlocal agreement for creation of a Lewis and Clark County Heritage Preservation and Tourism Development Council; and

WHEREAS, the City and County deem it to be in their best interests to repeal the prior interlocal agreement and supersede it with a new agreement as follows:

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereby - resolve to repeal the existing Agreement and establish the City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council, hereinafter referred to as the "Heritage Tourism Council":

1. DEFINITIONS:

- A. The County is the fiscal agent for the Council and will hereinafter be referred to as "**Fiscal Agent**".
- B. The Lewis and Clark County Board of Commissioners and the Helena City Commission, acting in concert through a joint resolution to establish the Council shall hereinafter be referred to as the "**Commissions**".

- C. The Director of the Lewis and Clark County Community Development and Planning Department and the Director of the City of Helena Community Development Department shall hereinafter be referred to, collectively, as “**Directors**” or individually as “**Director**”.
- D. Under the direct supervision of the Lewis and Clark County Community Development and Planning Director, and in collaboration in matters related to the City of Helena with the City’s Community Development Director, an employee may be assigned to coordinate the day-to-day activities of the Council who will be hereinafter referred to as the as the “**Heritage Preservation Officer**”. The hiring and employment of the Heritage Preservation Officer shall be under the current policies of the Lewis and Clark County Human Resources Office, in collaboration with the City of Helena Human Resources Director. and shall be based on the availability of funding dedicated for such a purpose. The Heritage Preservation Officer is specifically charged with the following duties and responsibilities:
1. To serve as staff to the Council and supervise other staff of the Council.
 2. To show a demonstrated interest, competence or knowledge of Historic Preservation and Heritage Tourism.
 3. To assist with local Historic Preservation and Heritage Tourism programs, local surveys, archive projects, exhibits, planning activities and projects; advise and provide assistance to government agencies and the public; and otherwise insure, to the extent practicable, that the duties and responsibilities delegated by the Commissions are carried out.
 4. To keep the Commissions informed of Council operations, problems, procedures and other factors which would bear on the service and performance of the Council.
 5. To act as liaison and contact for the Council with various boards and departments within the City and County governments, as well as other governmental entities.
 6. To review and provide comment on development within the historic districts and any development affecting historic properties and Heritage Tourism as requested and directed by the Directors and/or the Chief Administrative Officer of Lewis and ClarkCounty and the City Manager of the City of Helena.
 7. To meet with the Commissions as requested, and report to the Commissions.
 8. To perform other work as requested by the Commissions that is appropriate under the terms and conditions of this agreement.
- E. Sites, districts, routes of travel, objects, structures, places, artifacts, activities, or collections with demonstrable cultural, artistic, architectural, folkway, historic,

prehistoric, or traditional qualities significant to Lewis and Clark County shall hereinafter be referred to as **"Heritage and Cultural Tourism Resources"**.

F. Activities that serve to promote and protect heritage and cultural tourism resources for public access shall hereinafter be referred to as **"Heritage Tourism"**.

G. Activities that serve to research, recognize, and protect Heritage and Cultural Tourism Resources shall hereinafter be referred to as **"Historic Preservation"**.

2. PURPOSE OF AGREEMENT: This agreement is made and entered into by the City and County to establish the "City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council," also known as the "Heritage Tourism Council," hereinafter referred to as the "Council".

The Council shall perform the following functions for the City and County:

- A. Act in an advisory capacity on all matters related to Heritage Tourism and Historic Preservation within the City, in alignment with the City of Helena Charter and City Commission policies related to advisory boards and commissions.
- B. Act in an advisory capacity on all matters related to Heritage Tourism and Historic Preservation within the County, in alignment the County's policies related to advisory boards and commissions.
- C. Promote the preservation of historic and prehistoric sites, structures, objects, buildings and historic districts by addressing historic preservation issues at the local level and integrating them into local, state, and federal planning and decision-making processes.
- D. Identify Heritage and Cultural Tourism Resources including archival and historical collections and house, protect and make those resources directly under the Council's care accessible to the public.
- E. Conduct for the Commissions a Heritage Preservation and Cultural Tourism program in accordance with Montana Code Annotated Title 90-1-160 through 90-1-164 and 90-1-167 through 90-1-169 so that the Commissions recognize, promote and protect Heritage Preservation and Cultural Tourism Resources.
- F. Provide record keeping and related services for the operation of the Council, including minutes in accordance with MCA 7-1-201.
- G. Develop and implement a policy (or policies) for the efficient and effective operation of the Council.
- H. To review and provide comment on development within the historic districts and any development affecting historic properties and Heritage Tourism as requested by the Commissions. Other duties are to ensure compliance with the requirements of the certified local government program as defined in MCA Title

90-1-168 in a manner that also insures the promotion of public health, safety, morals, convenience, order and general welfare for the sake of efficiency and economy in the process of community development.

- I. To serve in an advisory capacity to the local governing bodies establishing said Council, and to all land use boards duly appointed by the Commissions.
- J. To advise and cooperate with local historical groups, economic development organizations, tourism development organizations, and artistic and cultural groups and institutions.
- K. To cooperate in close mutual alliance with and otherwise support the projects, programs and initiatives of a membership organization devoted to heritage preservation and cultural tourism and whose membership is open to all citizens of the City and County.
- L. To prepare a City and/or County heritage and cultural tourism promotion and development plan as provided for in MCA 90-1-164.
- M. To contract as a provider of heritage preservation and cultural tourism services specifically requested of the Council including activities required by the Commissions by ordinance, regulation, procedure, or statute.
- N. To encourage the participation of youth and educational institutions and groups in Council activities.
- O. To report to the Commissions as requested and at other times when deemed necessary by the Council.
- P. Through the hiring process, act in an advisory capacity, in the selection of or assignment of any person to be designated as the Heritage Preservation Officer.
- Q. To operate the Council and coordinate with the Heritage Preservation Officer to accomplish the goals of the Council.
- R. To solicit input on a regular basis from other groups or organizations who have an interest in the Council and the services provided by the Council.
- S. To review, recommend and keep the Commissions informed of any situations of circumstances which might reduce the services, capability, or performance level of the Council.
- T. To draft for Commissions review and approval by-laws for its operation and governance.

3. DURATION: This Agreement is effective upon execution and continues until such time as either party hereto terminates this Agreement by the method hereinafter prescribed. This Agreement remains in effect until termination by withdrawal of

either party hereto, by resolution of its governing body and after the giving of ninety (90) days advance written notice to the other party.

- 4. ADMINISTRATION OF THE COUNCIL:** The Fiscal Agent shall provide all necessary administrative and accounting functions for the Council in accordance with the adopted by-laws and other applicable laws and ordinances.
- 5. FINANCING AND BUDGET:** The Council shall be maintained by a combination of funding sources deemed necessary by the Commissions, including but not limited to General Funds, Federal grants and programs, and state grant awards. Based on a yearly work plan, the Council shall recommend to the Commissions activities to be undertaken each fiscal year and included in the overall fiscal agent's budget process. The City Commission and the County Commission may proportionally obligate funds for the maintenance of the Council and overall Historic Preservation Program. The Commissions may authorize funds to be provided at the discretion of the Commissions. The County will be responsible for the fiscal management of grant awards.

DATED THIS ____ day of _____, 2025

CITY OF HELENA, MONTANA

BY _____
Wilmot Collins, Mayor

ATTEST:

BY _____
Dannai Clayborn, Clerk of the Commission

LEWIS AND CLARK COUNTY
BOARD OF COUNTY COMMISSIONERS

BY _____
Candace Payne, Chair

ATTEST:

BY _____
Amy Reeves, Clerk of the Board

~~2012~~**2025** INTERLOCAL AGREEMENT ESTABLISHING A
CITY OF HELENA AND LEWIS AND CLARK COUNTY HERITAGE
PRESERVATION AND CULTURAL TOURISM DEVELOPMENT
COUNCIL

WHEREAS, Title 7, Chapter 11, MCA, permits local government units to make the most efficient use of their powers by enabling them to cooperate with other local government units on a basis of mutual advantage, to efficiently provide services and facilities in accordance with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, the above-referenced statute provides ~~that~~that an interlocal agreement may be adopted by authorization and approval by the governing bodies of the parties to said agreement; and

~~and~~

WHEREAS, the City of Helena, Montana, hereinafter referred to as the "City," and the County of Lewis and Clark, Montana, hereinafter referred to as the "County," are both public agencies of the State of Montana; and

WHEREAS, in ~~1989~~2012 the City and County entered into an interlocal agreement for creation of a ~~Helena~~/Lewis and Clark ~~Historic~~County Heritage Preservation ~~Commission~~and Tourism Development Council; and

WHEREAS, the City and County deem it to be in their best interests to repeal the prior interlocal agreement and supersede it with a new agreement as follows:

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereby - resolve to repeal the existing Agreement and establish the City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council, hereinafter referred to as the "Heritage Tourism Council":

~~resolve to repeal the existing Agreement and establish the Lewis and Clark County Heritage Preservation and Tourism Development Council.~~

1. DEFINITIONS:

A. The County is the fiscal agent for the Council and will hereinafter be referred to as "**Fiscal Agent**".

B. ~~An~~ The Lewis and Clark County Board of Commissioners and the Helena City Commission, acting in concert through a joint resolution to establish the Council shall hereinafter be referred to as the "Commissions".

C. The Director of the Lewis and Clark County Community Development and Planning Department and the Director of the City of Helena Community Development Department shall hereinafter be referred to, collectively, as "Directors" or individually as "Director".

~~B.~~ Under the direct supervision of the Lewis and Clark County Community Development and Planning Director, and in collaboration in matters related to the City of Helena with the City's Community Development Director, an employee may be assigned to coordinate the day-to-day activities of the Council

~~C.D.~~ _____ who will be hereinafter referred to as the as the "Heritage Preservation Officer." The ~~appointment~~ hiring and employment of the Heritage Preservation Officer ~~is at~~ shall be under the ~~discretion~~ current policies of the Lewis and Clark County ~~Commission and~~ Human Resources Office, in collaboration with the City of Helena City Commission and Human Resources Director. and shall be based on the availability of funding dedicated for such a purpose. The Heritage Preservation Officer is specifically charged with the following duties and responsibilities:

1. To serve as staff to the Council and supervise other staff of the Council.
2. To show a demonstrated interest, competence or knowledge of Historic Preservation and Heritage Tourism.
3. To assist with local Historic Preservation and Heritage Tourism programs, local surveys, archive projects, exhibits, planning activities and projects; advise and provide assistance to government agencies and the public; and otherwise insure, to the extent practicable, that the duties and responsibilities delegated by the Commissions are carried out.
4. To keep the Commissions informed of Council operations, problems, procedures and other factors which would bear on the service and performance of the Council.

5. To act as liaison and contact for the Council with various boards and departments within the City and County governments, as well as other governmental entities.
6. To review and provide comment on development within the historic districts and any development affecting historic properties and Heritage Tourism as requested and directed by the Directors and/or the Chief Administrative Officer of Lewis and Clark County and the City Manager of the City of Helena.
7. To meet with the Commissions ~~on a regular basis~~ as requested, and report to the Commissions ~~as deemed appropriate by the Council.~~
8. To perform other work as ~~required~~ requested by the Commissions ~~and the Council~~ that is appropriate under the terms and conditions of ~~these Bylaws~~ this agreement.

~~D. The Lewis and Clark County Board of Commissioners and the Helena City Commission, acting in concert through a joint resolution to establish the Council shall hereinafter be referred to as the Commissions."~~

- E. Sites, districts, routes of travel, objects, structures, places, artifacts, activities, or collections with demonstrable cultural, artistic, architectural, folkway, historic, prehistoric, or traditional qualities significant to Lewis and Clark County shall hereinafter be referred to as ~~"Heritage and Cultural Tourism Resources."~~ "Heritage and Cultural Tourism Resources."
- F. Activities that serve to promote and protect heritage and cultural tourism resources for public access shall hereinafter be referred to as ~~"Heritage Tourism."~~ "Heritage Tourism."
- G. Activities that serve to research, recognize, and protect Heritage and Cultural Tourism Resources shall hereinafter be referred to as ~~"Historic Preservation."~~ "Historic Preservation."

2. PURPOSE OF AGREEMENT: This agreement is made and entered into by the City and County to establish the "City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council," also known as the ~~"Lewis & Clark Heritage Development Tourism Council,"~~ hereinafter referred to as the "Council".

~~hereinafter referred to as the "Council."~~ The Council shall perform the following functions for the City and County:

- A. Act in an advisory capacity on all matters related to Heritage Tourism and Historic Preservation within the City, in alignment with the City of Helena Charter and City Commission policies related to advisory boards and commissions.
- B. Act in an advisory capacity on all matters related to Heritage Tourism and Historic Preservation within the County, in alignment the County's policies related to advisory boards and commissions.
- ~~A.C.~~ _____ Promote the preservation of historic and prehistoric sites, structures, objects, buildings and historic districts by addressing historic preservation issues at the local level and integrating them into local, state, and federal planning and decision-making processes.
- ~~B.D.~~ _____ Identify Heritage and Cultural Tourism Resources including archival and historical collections and house, protect and make those resources directly under the Council's care accessible to the public.
- ~~C.E.~~ _____ Conduct for the Commissions a Heritage Preservation and Cultural Tourism program in accordance with Montana Code Annotated Title 90-1-160 through 90-1-164 and 90-1-167 through 90-1-169 so that the Commissions recognize, promote and protect Heritage Preservation and Cultural Tourism Resources.
- ~~D.F.~~ _____ Provide record keeping and related services for the operation of the Council, including minutes in accordance with MCA 7-1-201.
- ~~E.G.~~ _____ Develop and implement a policy (or policies) for the efficient and effective operation of the Council.
- ~~F.H.~~ _____ To review and provide comment on development within the historic districts and any development affecting historic properties and Heritage Tourism, as requested by the Commissions. Other duties are to ensure compliance with the requirements of the certified local government program as defined in MCA Title 90-1-168 in a manner that also insures the promotion of public health, safety, morals, convenience, order and general welfare for the sake of efficiency and economy in the process of community development.

~~G.I.~~ To serve in an advisory capacity to the local governing bodies establishing said Council, and to ~~the Helena/Lewis and Clark County Consolidated Planning Board, the Helena Zoning Commission, the Helena Board of Adjustment, and other related bodies~~ all land use boards duly appointed by the Commissions.

~~H.J.~~ To advise and cooperate with local historical groups, economic development organizations, tourism development organizations, and artistic and cultural groups and institutions.

~~I.K.~~ To cooperate in close mutual alliance with and otherwise support the projects, programs and initiatives of a membership organization devoted to heritage preservation and cultural tourism and whose membership is open to all citizens of the City and County.

~~programs and initiatives of a membership organization devoted to heritage tourism and historic preservation and whose membership is open to all citizens of the City and County.~~

~~J.L.~~ To prepare a City and/or County heritage and cultural tourism promotion and development plan as provided for in MCA 90-1-164.

~~K.M.~~ To contract as a provider of ~~historic~~ heritage preservation ~~or heritage and cultural~~ tourism services specifically requested of the Council including activities required by ~~local municipalities within the County~~ Commissions by ordinance, regulation, procedure, or statute.

~~A. To operate any facilities and manage any properties or Heritage and Cultural Tourism Resources assigned to the Council by the Commissions or otherwise acquired by the Council as approved by the County.~~

~~L.N.~~ To encourage the participation of youth and educational institutions and groups in Council activities.

~~B. To review and recommend an annual budget for the Council consistent with the County's guidelines, and make recommendations to the Commissions on the budget.~~

~~M.O.~~ ~~O.~~ To report to the Commissions ~~on an annual basis~~ as requested and at other times when deemed necessary by the Council.

~~P.—To review all grants and to allocate~~ Through the funds hiring process, act
in ~~accordance with~~ an advisory capacity, in the ~~County's guidelines.~~

~~N.P.~~ To advise on the assignment selection of or assignment of any ~~staff~~ person
to be designated as the Heritage Preservation Officer.

~~Q.Q.~~ To operate the Council and coordinate with the Heritage
Preservation Officer to accomplish the goals of the Council.

~~P.R.~~ To solicit input on a regular basis from other groups or organizations
who have an interest in the Council and the services provided by the
Council.

~~Q.S.~~ To review, recommend and keep the Commissions informed of any
situations of circumstances which might reduce the services, capability, or
performance level of the Council.

~~Q.—To acquire~~ draft for Commissions review and ~~dispose of any real or personal~~
~~property, including, without limitation, any Heritage and Cultural Tourism Resources, within the~~
~~confines of grant awards or other legally established responsibilities.~~

~~P.T. To establish and maintain Bylaws~~ approval by-laws for its operation and
governance.

3. ~~3.~~ DURATION: This Agreement is effective upon execution and continues until
such time as either party hereto terminates this Agreement by the method
hereinafter prescribed. This Agreement remains in effect until termination by
withdrawal of either party hereto, by resolution of its governing body and after
the giving of ninety (90) days advance written notice to the other party.

4. ADMINISTRATION OF THE COUNCIL: The Fiscal Agent shall provide all necessary
administrative and accounting functions for the Council in accordance with the
adopted ~~Bylaws~~ by-laws and other applicable laws and ordinances.

- 4. FINANCING AND BUDGET:** The Council shall be maintained by ~~federal~~a combination of funding sources deemed necessary by the Commissions, including but not limited to General Funds, Federal grants and programs, and state grant awards. ~~The~~Based on a yearly work plan, the Council shall ~~determine the activities to be provided by the grants and~~
5. ~~shall make recommendations~~recommend to the Commissions ~~for those activities. Neither to~~be undertaken each fiscal year and included in the overall fiscal agent's budget process. The City Commission ~~not~~and the County Commission ~~shall be required to~~may proportionally obligate funds for the maintenance of the Council ~~and overall Historic Preservation Program~~. The Commissions may authorize funds to be provided at the discretion of the Commissions. The County will be responsible for the fiscal management of grant awards.

~~DATED this 10th day of April, 2012.~~



Debbie Havens
DEBBIE HAVENS, City Clerk

CITY OF HELENA, MONTANA

BY

James E. Smith
JAMES E. SMITH, Mayor

LEWIS AND CLARK COUNTY
BOARD OF COUNTY COMMISSIONERS

By

Andy Hunthausen
ANDY HUNTHAUSEN, Chair

ATTEST:

By Paulette DeHart
PAULETTE DEHART, Clerk and Recorder

DATED THIS _____ day of _____, 2025

CITY OF HELENA, MONTANA

BY _____

Wilmot Collins, Mayor

ATTEST:

BY _____

Dannai Clayborn, Clerk of the Commission

LEWIS AND CLARK COUNTY
BOARD OF COUNTY COMMISSIONERS

BY _____

Candace Payne, Chair

ATTEST:

BY

Amy Reeves, Clerk of the Board