



# **Cascade County Public Works Department** **Annual Report for CY 2013**

**Brian K. Clifton, Director**



## **Introduction**

The intent of this report is to provide a yearly update as to the operations within the Public Works Department. Specifically, the history, the divisions, employees, past performance, and upcoming goals as a way of sharing the inner workings of the department.

## **Public Works Department History**

In 2010, the Board of County Commissioners created a Public Works Department and moved the Weed Department, Mosquito Department, Superintendent of County Buildings Department, Buildings Maintenance Department, Road Department, Bridge Department, Radio & Communications Department and Planning Department under the umbrella of Public Works. Brian Clifton was the successful candidate hired as Cascade County's first Public Works Director. Over the course of the next two years, the new department underwent significant restructuring and reorganization. All of the departments which were originally placed under Public Works were restructured and renamed as divisions within the Public Works Department. A Fleet Maintenance Division was created to oversee all of the maintenance of the Public Works Department fleet of equipment which combined the mechanics and machinists from the Road Division and the Weed and Mosquito Divisions into one division. Robert Wilson became the Superintendent of the Fleet Maintenance Division. Next, the Weed Division and the Mosquito Division managers were reduced in force and combined to create one division, the Weed & Mosquito Division. Ryan Arkoudas was the successful candidate to become the new division manager. The Superintendent of County Buildings and the Building Maintenance Divisions, which were previously co-directed by Brian Clifton and Kerry Saunders, were combined into one division and Kerry Saunders was named the Superintendent of the Building Maintenance Division. The Planning Division remained the same and Susan Conell was named the Director of the Planning Division replacing Brian Clifton who was previously Planning Director. Finally, the Road Division and Bridge Division were combined and Rick Schutz became the Superintendent of the newly combined Road & Bridge Division. This reorganization and restructuring left the Public Works Department with five divisions.

In the last half of November of 2013, the Board of Commissioners separated the buildings and facilities responsibilities from the events responsibilities within the Expo Park. The newly formed Expo Park Maintenance Division became part of the Public Works Department and consists of a Division Superintendent, Rick Cole, and ten (10) laborers under his direction. This now brings the Public Works Department to a total of six (6) divisions.

## Public Works Administration

### Staff Duties

The Public Works Administration is responsible for the overall policies, procedures, budget, and personnel of all of the divisions within the department. The administration is made up of four (4) employees; one (1) Director, one (1) Accounting Technician, and two (2) Administrative Assistants.

The Public Works Director is **Brian Clifton**. Brian began with Cascade County on July 11, 1994 in the City-County Health Department as a Registered Sanitarian. In 2003 he transferred into the Planning Department as a Senior Planner and became the Planning Director in 2007. He was then hired as the Public Works Director in January of 2010. As the Public Works Director, Brian oversees all day-to-day operations in each of the divisions within Public Works as well as still coordinating special projects assigned to him by the Board of County Commissioners.

The Public Works Accounting Technician is **Gayle Fellows**. Gayle was hired with Cascade County on May 19<sup>th</sup>, 1986. Gayle is in charge of accounts payable (for Fleet Maintenance Division, Road and Bridge Division and the Weed and Mosquito Division), accounts receivable, yearly budget (for all of the Public Works Divisions) and some data entry for Fleet Maintenance's work orders.

The first of the two Administrative Assistants is **Nadine Thares**. Nadine was hired with Cascade County on October 17<sup>th</sup>, 1994. Nadine was re-located from the Public Works office to the Planning office as the Administrative Assistant in September 2012 and has assumed various responsibilities there. She has eighteen (18) years of experience with the Road & Bridge Division and with her background knowledge of being able to read maps, understanding the road systems and her familiarity of the roads has been an asset for the Planning Division.

The second of the Administrative Assistants is **Angella Feeler**. Angella was hired on January 2<sup>nd</sup>, 2013. Angella is the Administrative Assistant at the Public Works office. Her responsibilities include (but are not limited to): entering timecards for the Road & Bridge division, Building Maintenance, SOCB, and the Expo Park laborers; bill payment in Logos for Building Maintenance, Planning, SOCB, Junk Vehicle, and Water Operations; monthly inter-service billing for SOCB; data entry in PubWorks for Fleet Maintenance, Road & Bridge and Building Maintenance, and data entry for the Weed & Mosquito Division for the seasonal spraying season.

## **Special Projects**

Every year brings new challenges and projects to the commissioners in which they forward to Public Works to oversee such as environmental cleanups, remodeling of existing facilities, new construction, or just oddities that do not fall under any one department's purview. These projects are then organized, coordinated, and completed by Public Works. This year's projects have included but are not limited to the following:

Horse Track Sand Haul  
Grandstand Repair  
Courthouse Remodel  
Expo Park Division Incorporation  
CCHD Parking Lot Lighting  
Public Works Stockett Shop Raising  
Public Works Simms Shop Raising

## Wind Generator

In 2008, as part of the new construction of the public works facility on Vaughn South Frontage Road, the Board of County Commissioners approved the installation of a 50kW Wind Generator. The wind generator was installed for multiple reasons including, the promotion of wind energy in the county, a tool to be utilized in studying wind energy efficiency, and an alternate source of energy to assist with reducing energy costs in the new public works facility. The total “turn key” cost of installation for the generator was \$195,169.80. In 2012, additional maintenance work to the facility was completed by Moodie Implement totaling \$6754.78 bringing the total cost of the project to date to \$201,924.58. The following is a summary of data since the installation of the wind generator.



Year	kWh Used	Total Paid	Average Amount Per kWh Cost	Generated kWh	x per/kWh cost	Total Value of Generated Energy
2008	53200	\$6,831.94	0.1284	33846.50	0.1284	\$ 4,345.89
2009	147680	\$15,895.80	0.1076	63998.10	0.1076	\$ 6,886.20
2010	189600	\$17,231.29	0.0909	58654.00	0.0909	\$ 5,330.61
2011	190960	\$22,442.82	0.1175	73187.20	0.1175	\$ 8,601.42
2012	211760.00	\$25,175.92	0.1189	40332.90	0.1189	\$ 4,795.14
2013	269440.00	\$31,794.14	0.1180	16417.20	0.1180	\$ 1,937.24
					<b>Total</b>	\$ 29,959.25
<hr/>						
<b>Total Value Generated</b>	<b>/Years</b>	<b>Avg Value per Year</b>	<b>Total Project Cost to Date</b>	<b># Years Buy Back</b>		
\$29,959.25	5.6	\$5,349.87	\$205,895.78	38.49		



## **Building Maintenance Division**

(Includes Building Maintenance, Superintendent of County Buildings [SOCB], Water Distribution)

### Staff Duties

The Building Maintenance Division of Public Works is responsible for maintaining all of the county buildings except for Montana Expo Park and the Sheriff's Office. The staff is made up of one (1) Division Superintendent, one (1) Chief Engineer, one (1) Assistant Engineer, seven (7) Custodians, one (1) Painter and one (1) Carpenter, for a total of twelve (12) employees.

The division manager, **Kerry Saunders**, oversees all operations within the division. Kerry was hired by the county on December 18<sup>th</sup>, 1997 and became the co-director of the department in 2009. Kerry was then promoted to the division Superintendent in 2010. Kerry's job duties include but are not limited to: monitor budget (for Building Maintenance, SOCB and Water Operation); assist the Public Works Director to recruit, screen and hire staff (as needed); authorize and notify Alarm Service regarding users on/off system; complete payroll updates (annually and as needed); monitor and approve timecards via Kronos Time Keeper (bi-weekly); approve/deny leave requests; meet with Chief Engineer daily; meet with staff during shift change daily; supervise staff; arrange training for staff (as needed &/or as opportunities arise); order or purchase supplies and materials for custodial use and/or maintenance issues; order or purchase tools and office supplies; respond to alarm or other emergency call-outs at the Courthouse, Annex, Health Dept., Executive Plaza Offices, Water Stations, Juvenile Detention Center (nights, weekends & holidays as required); monitor & maintain Courthouse Security Systems; snow removal (up to and including: shoveling sidewalks, steps, entryways, operate snow auger and possibly plow snow); create inter-service bills and forward to appropriate departments or staff; coordinate work between county staff, contractors, and technicians; receive and assign Work Order Requests; Special Projects; Water Station coin collection; record coin-counter readings from each Water Station; deposit coins immediately following collection; answer maintenance calls for Water Stations; maintain and repair Water Stations.



The Chief Engineer is **Steve Highwood**. Steve has been with the county since May 17<sup>th</sup>, 1978. Steve has many jobs and duties he oversees within the division. Including: maintains heating, cooling and other mechanical systems for various county buildings; responsible for safety in mechanical and maintenance areas; maintains water station locations and regularly collects coins from those sites accompanied by Kerry (or another staff member); mows and trims lawns; cares for landscaping; clears snow from parking lots, sidewalks, steps and entryways for county

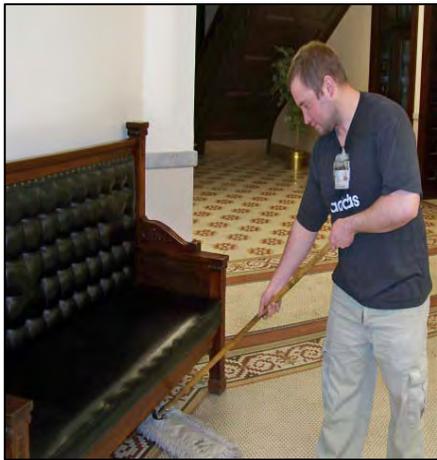
facilities; orders and purchases supplies and equipment as needed with appropriate authorization; inspects facilities to ensure they are maintained, clean and safe; maintains entry key systems for various county buildings and assigns keys to authorized staff; accompanies and assists contractors or vendors providing services and goods to various county buildings; moves equipment and furniture as needed; performs duties of custodian (including cleaning and maintenance duties at county buildings on an as-needed basis); is available for emergency call-outs.

The Assistant Engineer is **Shawn Jackson**. Shawn has been with the county since May 29<sup>th</sup>, 2001. Shawn generally works the evening shift from 4:00pm until 12:30am; mainly focusing on the 3<sup>rd</sup> floor of the Courthouse and assisting wherever else needed. Shawn's job duties include: supervises custodial employees; insures that work schedules and work assignments are followed and enforced; maintains heating, cooling and other mechanical systems for various county buildings; responsible for after-hours security of various county buildings; responsible for safety in mechanical and maintenance areas; performs duties of custodian including cleaning and maintenance duties of county buildings; inspects facilities to ensure they are maintained, clean and safe; report and makes suggestions to supervisors regarding condition of buildings or grounds; lawn maintenance; clears snow from parking lots, sidewalks, steps and entryways; preforms routine inspection and maintenance of mechanical systems and safety and security systems; maintains a clean and safe workplace for staff, residents and the public; substitutes and assumes duties for daytime engineer as required; is available for call-outs for various county facilities.

**Lawrence (Larry) Stimac**, is a custodian who was hired October 14<sup>th</sup>, 2008. Larry is one of the evening custodians, working the 4:00pm until 12:30am shift; mainly working and maintaining the 1<sup>st</sup> floor of the Courthouse but does help out wherever needed. Larry's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Daniel (Dan) Winney** is a custodian, who has been with county since February 8<sup>th</sup>, 2010. Dan primarily works a mid-day shift from 11:30am until 8:00pm and assists in three (3) different buildings, the 2<sup>nd</sup> floor of the Courthouse, City County Health Department North-West (CCHD-NW), and the Department of Emergency Services (DES). Dan's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots,

sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.



**James Walker** is a custodian, who has been with county since August 13<sup>th</sup>, 2010. James primarily works the evening shift from 4:00pm until 12:30am in the Executive Plaza, which entails: Motor Vehicle office, County Attorney's offices, Clerk & Recorder's offices, Planning offices and Accounting offices. James's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and

woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Vernon (Vern) Green** is a custodian, who has been with the county since August 30<sup>th</sup>, 2010. Vern works a mid-day shift at the Juvenile Detention Center (JDC) from 11:30am until 8:00pm. The four areas within JDC Vern focuses on are the Kitchen, Low Side, High Side and the Middle (office area). Vern's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Drew Heineman** is a custodian, who has been employed with the county since July 5<sup>th</sup>, 2011. Drew works the evening shift from 4:00pm until 12:30am, working in CCHD. Drew's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Dinah Standley** is a custodian, who has been employed with the county since November 21<sup>st</sup>, 2011. Dinah works the evening shift from 4:00pm until 12:30pm; she mainly focuses on the Courthouse Annex and will assist in the courthouse as needed. Dinah's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**John Fry** is a custodian, who has been employed with the county since November 19<sup>th</sup>, 2012. John works the evening shift from 4:00pm until 12:30am, working primarily in Aging Services (including the Bus Barn) and City County Health Department (CCHD). John's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

We have two (2) county employees in the Superintendent of County Buildings (SOCB) Division of Building Maintenance, Brad Lins and Timothy (Tim) Roberts.

The first of the categories in SOCB is the Painter position, which is currently held by **Brad Lins**. Brad was hired with the county on November 16<sup>th</sup>, 2009. Brad works in and around each of the buildings within the county depending on what projects are in operation. Brad's job duties include: performs interior and exterior painting on a variety of building materials including but not limited to: plaster, drywall, wood, stucco, concrete, masonry, iron and other raw materials; work will take place as new construction, remodeling, refurbishing and repair; performs wall preparation and repairs including but not limited to: perfa-taping, sanding & finishing, smooth & decorative plaster work; performs cabinet and furniture finishing including but not limited to: wood preparation, staining, sealing & finishing; performs sign work including but not limited to: layout & fabrication of signs, removal, replacement & installation of posts and signs; performs striping and marking of county roadways and railroad crossings; work locations include but are not limited to: variety of new & existing county buildings, fabrication shop, paint booth, on-site locations of bridges, culverts & other outdoor venues; maintains inventory of standard signs, hardware and posts; maintain & repair painting equipment and tools; orders & purchases needed supplies & equipment with appropriate authorization; maintains a clean and safe workplace for staff, residents and the public.

The second of the categories in SOCB is the Carpenter position, which is currently held by **Tim Roberts**. Tim has been employed with the county since March 8<sup>th</sup>, 2010. Much like Brad, Tim works in and around each of the buildings within the county depending on the various projects being worked on. Tim's work duties include: performs rough & finish carpentry for both interior & exterior (this includes but is not limited to: demolition of existing interior walls, ceilings and floors; construction of interior walls, ceilings, floors, including installation of framing, drywall, doors, windows & suspended ceilings; installation & repair of exterior building materials, including: siding, roofing, soffits, stairs, windows & doors); designs & fabricates cabinetry, counters, and desks using traditional & modern materials; repairs a variety of furniture including but not limited to: modern furnishings & antique furniture; hangs cabinets, pictures, bulletin & drawing boards, & wall files; repairs walls, doors and windows including but not limited to drywall, hardware, glazing; installs door hardware including but not limited to knobs & locksets, doorstops and kick-downs; constructs concrete forms, pours & finishes small concrete pads & other concrete projects; patches concrete as needed; operates, maintains & repairs carpentry shop equipment & tools; maintains clean and safe workplace for staff, residents and the public.

## Work Codes Report

The report is capable of tracking the number of hours spent doing various custodial duties. By creating this Task Code spreadsheet and entering these codes in the PubWorks program, we can now accurately track and show how many hours are being used to maintain various buildings doing these custodial duties.

**Building Maintenance's 2013 Work Code Report**

Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs
Hol	County Paid Holiday	592	3.2%	7190	Water Station Call Out	28.42	0.2%
Leave	Vacation/Comp/Sick Leave Used	1492.28	8.0%	7200	Water Station Coin Collection	89.63	0.5%
7000	Trash	2325.35	12.4%	7210	Water Station Maintenance	26	0.1%
7010	Vacuum	2782.13	14.9%	7220	Irrigation Repair	103.61	0.6%
7020	Sweeping (Floors/Sidewalks)	281.03	1.5%	7230	Electric Repairs	34.98	0.2%
7030	Dry Mopping	224.34	1.2%	7240	Top to Down Cleaning	191.1	1.0%
7040	Wet Mopping	1276	6.8%	7250	Boiler Maintenance	200.45	1.1%
7050	Cleaning Restrooms	1451.56	7.8%	7260	Cooling Maintenance	151.73	0.8%
7060	High Dusting	46.62	0.2%	7270	Paperwork/Timesheets	526.68	2.8%
7070	Dusting	294.41	1.6%	7280	Wash/Scrub Walls	35.81	0.2%
7080	Hard Floor Cleaning	82.37	0.4%	7290	Stair Cleaning	52.64	0.3%
7090	Carpet Cleaning	88.42	0.5%	7300	Building Service Call-Out	19.89	0.1%
7100	Glass Cleaning (Indoor)	410.36	2.2%	7310	Building Opening Procedures	146.56	0.8%
7110	Glass Cleaning (Outdoor)	235.25	1.3%	466	Fuel/Supplies	133.11	0.7%
7120	Strip Waxing	32.7	0.2%	447	Mowing/Weed Control	553.74	3.0%
7130	Light Fixtures Maintenance (Change out ballasts/bulbs)	114.46	0.6%	483	Travel Time	272.93	1.5%
7140	Cleaning Light Fixtures	51.08	0.3%	513	Snow/Ice Removal	221.38	1.2%
7150	HVAC Service	254.88	1.4%	742	Employee Training/Meetings	94.23	0.5%
7160	Fixture(s) Cleaning	665.48	3.6%	785	Building Repair/Maintenance	438.92	2.3%
7170	Plumbing	80.32	0.4%	787	Shop & Yard Cleanup	10.34	0.1%
7180	Dusting Blinds	32.25	0.2%	912	Vehicle Repair Costs	4.33	0.0%

<b>Total Hours Available</b>	<b>16,089</b>	<b>Total Hours used:</b>	<b>16089.1</b>	<b>Percentage:</b>	<b>100.0%</b>
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2013 Building Maintenance's Time Breakdown		
Holiday Hours	592	4%
Sick Hours	694.53	4%
Vacation Hours	797.75	5%
Comp Hours	0	0%
Total Hours Worked	14004.82	87%
<b>Total</b>	<b>16089.1</b>	<b>100%</b>

# Water Station Report (CALENDAR YEAR 2013)

## WATER DISTRIBUTION STATIONS 2013 ANNUAL REPORT

WEST DISTRIBUTION STATION- 1605 8th Ave NW											
Month	Start Meter	End Meter	Total	Total	Total	Total	Information from GF City water bill				
	Cubic Feet	Cubic Feet	Gallons	Quarter Count	Gallons/Quarter	Income	Total Payment to City of GF	Date From	Date To	Cubic Feet Usage	Gallon Conversion
Jan	0	0	0	5141	0	\$ 1,285.25	\$ 6,919.80	1/7/2013	2/3/2013	30000	224400
Feb	245130	499242	1900758	4288	443	\$ 1,072.00	\$ 2,096.76	2/4/2013	3/3/2013	1002	7495
March	499242	533300	254754	5068	50	\$ 1,267.00	\$ 475.78	2/18/2013	3/17/2013	27	202
April	0	10962	81996	2375	35	\$ 593.75	\$ 604.21	3/18/2013	4/5/2013	37000	276760
May	10962	279758	2010594	39388	51	\$ 9,847.00	\$ 1,212.55	4/5/2013	5/7/2013	82000	613360
June	279758	380773	755592	35600	21	\$ 8,900.00	\$ 1,517.06	5/7/2013	6/10/2013	103000	770440
July	380773	527276	1095842	11251	97	\$ 2,812.75	\$ 1,691.26	6/10/2013	7/9/2013	116000	867680
Aug	527276	650844	924289	9343	99	\$ 2,335.75	\$ 1,947.86	7/15/2013	8/18/2013	96000	718080
Sept	650844	756,131.00	787547	7542	104	\$ 1,885.50	\$ 1,947.86	8/19/2013	9/15/2013	138000	1032240
Oct	756131	842,600.20	646790	6278	103	\$ 1,569.50	\$ 1,342.86	9/16/2013	10/20/2013	90000	673200
Nov	842600.2	914611.5	538645	5123	105	\$ 1,280.75	\$ 1,195.46	10/21/2013	11/17/2013	79000	590920
Dec	914611.5	993458.1	589773	5704	103	\$ 1,426.00	\$ 1,195.46	11/18/2013	12/15/2013	79000	590920
<b>TOTAL</b>			<b>9586578</b>	<b>137101</b>	<b>70</b>	<b>\$ 34,275.25</b>	<b>\$ 22,146.92</b>			<b>851029</b>	<b>6365697</b>
NORTH DISTRIBUTION STATION- 1400 36th Ave NE											
Month	Start Meter	End Meter	Total	Total	Total	Total	Information from GF City water bill				
	Cubic Feet	Cubic Feet	Gallons	Quarter Count	Gallons/Quarter	Income	Total Payment to City of GF	Date From	Date To	Cubic Feet Usage	Gallon Conversion
Jan	57503	90503	246840	2533	97	\$ 633.25	\$ 418.07	1/21/2013	2/17/2013	3100	23188
Feb	90503	121503	231880	1964	118	\$ 491.00	\$ 405.27	2/18/2013	3/17/2013	30,000	224400
March	121503	157489	269175	3768	71	\$ 942.00	\$ 635.67	3/7/2013	4/5/2013	48000	359040
April	157489	165910	62989	1595	39	\$ 398.75	\$ 848.66	4/15/2013	5/19/2013	63000	471240
May	165910	304623	1037573	31900	33	\$ 7,975.00	\$ 1,161.33	5/20/2013	6/16/2013	85000	635800
June	304623	382289	580942	26936	22	\$ 6,734.00	\$ 1,228.33	6/17/2013	7/14/2013	90000	673200
July	382289	490821	811819	8310	98	\$ 2,077.50	\$ 1,310.73	7/15/2013	8/18/2013	96,000	718080
Aug	490821	575262	631619	6496	97	\$ 1,624.00	\$ 1,322.13	8/19/2013	9/15/2013	97,000	725560
Sept	575262	654539	592992	5684	104	\$ 1,421.00	\$ 987.13	9/16/2013	10/20/2013	72,000	538560
Oct	654539	714192	446204	4248	105	\$ 1,062.00	\$ 705.73	10/21/2013	11/17/2013	51000	381480
Nov	714192	761161.5	351332	3371	104	\$ 842.75	\$ 638.73	11/18/2013	12/15/2013	46000	344080
Dec	761161.5	804752.5	326061	2729	119	\$ 682.25					0
<b>TOTAL</b>			<b>5589426</b>	<b>99534</b>	<b>56</b>	<b>\$ 24,883.50</b>	<b>\$ 9,661.78</b>			<b>681100</b>	<b>5094628</b>
SOUTH WATER STATION- 1100 21st Ave S											
Month	Start Meter	End Meter	Total	Total	Total	Total	Information from GF City water bill				
	Cubic Feet	Cubic Feet	Gallons	Quarter Count	Gallons/Quarter	Income	Total Payment to City of GF	Date From	Date To	Cubic Feet Usage	Gallon Conversion
Jan	180631	275558	710054	7752	92	\$ 1,938.00	\$ 6,940.33	1/7/2013	2/3/2013	41200	308176
Feb	275558	347906	541163	8087	67	\$ 2,021.75	\$ 980.54	2/4/2013	3/3/2013	5655	42299
March	347906	352324	33047	6962	5	\$ 1,740.50	\$ 6,686.89	3/4/2013	3/31/2013	5084	38028
April	0	12432	92991	2981	31	\$ 745.25	\$ 560.98	4/1/2013	5/5/2013	43000	321640
May	12432	204198	1434410	36432	39	\$ 9,108.00	\$ 1,259.82	5/6/2013	6/2/2013	93000	695640
June	204198	321734	879169	38036	23	\$ 9,509.00	\$ 1,501.02	5/15/2013	6/18/2013	111000	830280
July	321734	490215	1260238	15091	84	\$ 3,772.75	\$ 2,065.82	7/1/2013	8/4/2013	153,000	1144440
Aug	490215	620512	974622	10067	97	\$ 2,516.75	\$ 2,291.62	8/5/2013	9/1/2013	170,000	1271600
Sept	620512	730877	825530	8197	101	\$ 2,049.25	\$ 1,527.82	9/2/2013	10/6/2013	113,000	845240
Oct	730877	820414	669737	6720	100	\$ 1,680.00	\$ 1,125.82	10/7/2013	11/3/2013	83000	620840
Nov	820414	896587.7	569779	5438	105	\$ 1,359.50	\$ 1,233.02	11/4/2013	12/1/2013	91000	680680
Dec	896587.7	980550.6	628042	6267	100	\$ 1,566.75					0
<b>TOTAL</b>			<b>8618782</b>	<b>152030</b>	<b>57</b>	<b>\$ 38,007.50</b>	<b>\$ 26,173.68</b>			<b>908939</b>	<b>6798864</b>
<b>GRAND TOTAL</b>			<b>23794787</b>	<b>388665</b>	<b>60.92</b>	<b>\$ 97,166.25</b>	<b>\$ 57,982.38</b>	<b>1/7/2013</b>		<b>2441068</b>	<b>18259189</b>
Check					61.22	97166.25					

Notes

1. Total payment to the city is not for water only, it includes fire hydrant, and sewer for the south and west water station. The north water station is on a drainfield.

**SOCB Work Code Report**  
(CALENDAR YEAR 2012)

Tim and Brad worked on several projects within the county, working throughout all of the buildings. Public Works laborers assist in these projects on occasions. All of these hours are then tracked in the SOCB's total hours accrued.

Overall the breakdown shows how many hours were accumulated in the various assignment codes for the projects worked on.

SOCB's 2013 Work Code Report									
Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs		
6100	Sheet rocking	96.5	2.3%	6250	General Repair	231.75	5.6%		
6110	Cementing	0	0.0%	6260	Cosmetics Hanging, Mounting, etc.	21.5	0.5%		
6120	Siding	5	0.1%	6270	Priming, Painting, Staining	1024.25	24.6%		
6130	Framing	161.5	3.9%	6280	Mudding/Taping/Texturing	188	4.5%		
6140	Insulating	25	0.6%	6290	Wall Paper	0	0.0%		
6150	Cabinetry	172	4.1%	466	Fuel & Supplies	2	0.0%		
6160	Roofing	7	0.2%	485	Flagging, Road Traffic	0	0.0%		
6170	Finish Work	314.25	7.6%	519	Repair from County Work	0	0.0%		
6180	Ceiling	0	0.0%	522	Repair/maintain/installation of Traffic Signs (Not Construction)	12.75	0.3%		
6190	Flooring	0	0.0%	526	Painting (striping/markings)	6	0.1%		
6200	Demolition	242.75	5.8%	742	Occupational/Safety Training/Employee Meeting	11	0.3%		
6210	Preparation: Sanding, filling, masking, caulking, puttying, grinding, drilling, etc.	120	2.9%	787	Shop & Yard Cleanup	48.25	1.2%		
6220	Bidding/Assessments/Sub. Oversight/Billing/Paperwork	301.5	7.2%	Leave	Vacation/Sick/Leave	853.75	20.5%		
6230	Planning/Drafting	4.5	0.1%	Hol	County Paid Holiday	160	3.8%		
6240	Transporting Materials/Equip	150.75	3.6%						
<b>Total Hours Available</b>		<b>4160</b>		<b>Total Hours used:</b>		<b>4160</b>		<b>Percentage:</b>	<b>100.0%</b>

Painter:															
Date	Timeclock hours	Vacation/Comp	Sick/Leave	Holiday	Billable Depts	Non-Billable Depts	Signage	Carp Shop	Billable %	Non-Billable %	Signage %	Carp Shop %	Leave %	Total %	
January	196	0	8	16	0	148.75	2.75	20.75	0.0%	75.8%	1.4%	10.6%	12%	100%	
February	162	8	0	8	0	141.5	0	4.5	0.0%	87.3%	0.0%	2.8%	10%	100%	
March	170	10.5	4.5	0	0	141.75	4.25	9	0.0%	83.4%	2.5%	5.3%	9%	100%	
April	215	0	59.75	0	0	84.5	0	70.25	0.0%	39.4%	0.0%	32.8%	28%	100%	
May	185	3	3.25	10	153.75	2	4.75	8.25	83.1%	1.1%	2.6%	4.5%	9%	100%	
June	160	10	10	0	127.75	8.75	0	3.5	79.8%	5.5%	0.0%	2.2%	13%	100%	
July	190	30	3.5	10	142.75	0	0	3.75	75.1%	0.0%	0.0%	2.0%	23%	100%	
August	170	0	125.75	0	43.25	0	0	1.25	25.4%	0.0%	0.0%	0.7%	74%	100%	
September	170	0	160	10	0	0	0	0	0.0%	0.0%	0.0%	0.0%	100%	100%	
October	181	8	77	8	32.5	14	0	41.5	18.0%	7.7%	0.0%	22.9%	51%	100%	
November	174	40	16	16	81.25	13.5	0	7.25	46.7%	7.8%	0.0%	4.2%	41%	100%	
December	177	8	2	8	148.25	0.25	0	10.5	83.8%	0.1%	0.0%	5.9%	10%	100%	
Totals	2150	117.5	469.75	86	729.5	555	11.75	180.5	34%	26%	1%	8%	31%	100%	

Carpenter:															
Date	Timeclock Hours	Vacation/Comp	Sick/Leave	Holiday	Billable Depts	Non-Billable Dept	Carp Shop	Billable %	Non-Billable %	Carp Shop %	Leave %	Total %			
January	184	0	0	16	48	114	6	26.1%	62.0%	3.3%	8.7%	100%			
February	160	4	0	8	23.5	124.5	0	14.7%	77.8%	0.0%	7.5%	100%			
March	168	0	3	0	13	147	5	7.7%	87.5%	3.0%	1.8%	100%			
April	191	40	22	0	4	123.5	1	2.1%	64.8%	0.5%	32.5%	100%			
May	189	0	69.5	10	2	54.25	53.25	1.1%	28.7%	28.2%	42.1%	100%			
June	134	0	0	0	4.5	11	118.5	3.4%	8.2%	88.4%	0.0%	100%			
July	190	37	10	10	0	28	105	0.0%	14.7%	55.3%	30.0%	100%			
August	169	10	10	0	32	10	107	18.9%	5.9%	63.3%	11.8%	100%			
September	168	0	10	10	0	83	65	0.0%	49.4%	38.7%	11.9%	100%			
October	180	16	0	8	5	96	55	2.8%	53.3%	30.6%	13.3%	100%			
November	163	16	3	16	24	52.5	51.5	14.7%	32.2%	31.6%	21.5%	100%			
December	176	8	8	8	67	0.5	84.5	38.1%	0.3%	48.0%	13.6%	100%			
Totals	2071.5	131	135.5	86	223	844.25	651.75	0.107651	41%	31%	17%	100%			

## Expo Park Maintenance Division

### Staff Duties

The Expo Park Maintenance Division is responsible for maintaining the Expo Park buildings and grounds. In the division there are ten (10) employees, consisting of one (1) Division Superintendent and (9) laborers.

The division superintendent is **Rick Cole**. Rick was hire with Cascade County on June 27<sup>th</sup>, 2005. Rick's job duties include but are not limited to overseeing maintenance of facilities, laborers; event monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public. On a daily basis Rick oversees the Expo Park crew and assigns various task sheets to ensure efficient time management of his team.

**Charles (Ed) Herman**, a laborer, was hired with Cascade County on May 23<sup>rd</sup>, 2005. Ed's job responsibilities include but are not limited to: event monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**James McDermand**, a laborer, was hired with Cascade County on April 13<sup>th</sup>, 2009. James' job responsibilities include but are not limited to: even monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Melvin Brown**, a laborer, was hired with Cascade County on May 26<sup>th</sup>, 2009. Melvin's job responsibilities include but are not limited to: even monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and

polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Brandon Caldwell**, a laborer, was hired with Cascade County on November 12<sup>th</sup>, 2009.

Brandon's job responsibilities include but are not limited to: even monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Brandon Hassell**, a laborer, was hired with Cascade County on January 22<sup>nd</sup>, 2010. Brandon's job responsibilities include but are not limited to: even monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Christopher Buck**, a laborer, was hired with Cascade County on January 10<sup>th</sup>, 2013.

Christopher's job responsibilities include but are not limited to: even monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**James Mason**, a laborer, was hired with Cascade County on February 2<sup>nd</sup>, 2013. James' job responsibilities include but are not limited to: even monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways;

maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Bruce Klick**, a laborer, was hired with Cascade County on November 25<sup>th</sup>, 2013. Bruce's job responsibilities include but are not limited to: even monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Joseph Winfield**, a laborer, was hired with Cascade County on December 6<sup>th</sup>, 2013. Joseph's job responsibilities include but are not limited to: even monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; wash windows; cleans walls and woodwork; cleans and sanitized restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

### Staff Report (CALENDAR YEAR 2013)

Since adding the Expo Park into Public Works; Brian, Angella & Rick created an updated daily timesheet for the laborers to use to track various efficiencies on the various job duties done by the crew.

The following is a copy of timesheet task codes that the laborer crew is now using for their timesheets.

# Task Codes

Code	Name	Code	Name	Code	Name
7000	Trash	7250	Boiler Maintenance	5130	Event Monitoring
7010	Vacuum	7260	Cooling Maintenance	5140	Forklift Operations
7020	Sweeping	7270	Paperwork/Timesheets	5150	Stall Clean-up
7040	Wet Mopping	7280	Wash/Scrub Walls		
7050	Cleaning Restrooms	7290	Stair Cleaning (Sweep/Mop/Vacuum)		
7060	High Dusting	7300	Building Service Call-Out		
7070	Dusting	7310	Building Opening/Closing Procedures		
7080	Hard Floor Cleaning	5000	Install Riot Barricades		
7090	Carpet Cleaning	5010	Stage (Set-up &/or Tear Down)		
7100	Glass Cleaning Inside (Window Cleaning)	5020	Sound Wing (Set-up/Tear-Down)		
7110	Glass Cleaning Outside (Window Cleaning)	5030	Tables/Chairs (Set-up/Tear- Down)	447	Mowing/Weed Control (Lawn Maintenance)
7130	Light Fixtures - Changing out Ballasts/Bulbs	5040	Water Dirt	461	Move Equipment
7140	Cleaning Light Fixtures	5050	Work Dirt	466	Fuel Fill-Up &/or Supplies Pick-up
7150	HVAC Service	5060	Carpentry	483	Travel Time
7160	Fixture(s) Cleaning- Counters/Tables	5070	Set Basketball Floor	513	Snow/Ice Removal
7170	Plumbing	5080	Welding	742	Occupational/Safety Training/Employee Meeting
7180	Dusting Blinds	5090	Set Jersey &/or A-Frame Barriers	785	Building Repairs/Maintenance (moving furniture/fixtures)
7220	Irrigation Repair	5100	Set-up Pipe & Drape	787	Shop/Yard Cleanup
7230	Electric - Repairs	5110	Tear-Down Pipe & Drape	912	Repair Costs/Vehicle Maintenance
		5120	Stock Panels (Set-up/Tear Down)		

2014 Expo Park's Laborer's Work Code Report

Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs
Hol	County Paid Holiday		0.0%	7190	Water Station Call Out		0.0%	5080	Welding		0.0%
Leave	vacation/Comp/Sick Leave Use		0.0%	7200	Water Staion Coin Collection		0.0%	5090	Set Jersey &/or A-frame		0.0%
7000	Trash		0.0%	7210	Water Station Maintenance		0.0%	5100	Pipe/Drape Set-Up		0.0%
7010	Vacuum		0.0%	7220	Irrigation Repair		0.0%	5110	Pipe/Drape Tear-Down		0.0%
7020	Sweeping (Floors/Sidewalks)		0.0%	7230	Electric Repairs		0.0%	5120	Stock Panels (Set-up/Tear		0.0%
7030	Dry Mopping		0.0%	7240	Top to Down Cleaning		0.0%	5130	Event Monitoring		0.0%
7040	Wet Mopping		0.0%	7250	Boiler Maintenance		0.0%	5140	Forklift Operations		0.0%
7050	Cleaning Restrooms		0.0%	7260	Cooling Maintenance		0.0%	5150	Stall Clean-up		0.0%
7060	High Dusting		0.0%	7270	Paperwork/Timesheets		0.0%				0.0%
7070	Dusting		0.0%	7280	Wash/Scrub Walls		0.0%				0.0%
7080	Hard Floor Cleaning		0.0%	7290	Stair Cleaning		0.0%				0.0%
7090	Carpet Cleaning		0.0%	7300	Building Service Call-Out		0.0%	447	Mowing/Weed Control		0.0%
7100	Glass Cleaning (Indoor)		0.0%	7310	Opening/Closing Procedures		0.0%	461	Move Equipment		0.0%
7110	Glass Cleaning (Outdoor)		0.0%	5000	Install Riot Barricades		0.0%	466	Fuel Fill-up &/or Supplies Pick-up		0.0%
7120	Strip Waxing		0.0%	5010	Stage (Set-up &/or Tear Down)		0.0%	483	Travel Time		0.0%
7130	Light Fixtures Maintenance (Change out ballasts/bulbs)		0.0%	5020	Sound Wind (Set-up &/or Tear Down)		0.0%	513	Snow/Ice Removal		0.0%
7140	Cleaning Light Fixtures		0.0%	5030	Tables/Chairs (Set-up &/or Tear- Down)		0.0%	742	Occupational/Safety/Training/ Employee Meetings		0.0%
7150	HVAC Service		0.0%	5040	Water Dirt		0.0%	785	Building Repairs/Maintenance		0.0%
7160	Fixture(s) Cleaning		0.0%	5050	Work Dirt		0.0%	787	Shop/Yard Cleanup		0.0%
7170	Plumbing		0.0%	5060	Carpentry		0.0%	912	Repair Costs/Vehicle		0.0%
7180	Dusting Blinds		0.0%	5070	Set Basketball Floor		0.0%				0.0%

Total Hours Available	18,720
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Total Hours used:	0
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Percentage:	0.0%
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2014 Expo Park's Laborer Time Breakdown		
Holiday Hours		0%
Sick Hours		0%
Vacation Hours		0%
Comp Hours		0%
Total Hours Worked		0%
Total		0%

Since adding the Expo Park into the Public Works Department, we are going to track the hour break down for the laborers.

Below is a sample of how it will be filled in by calendar year.

Calendar Year: 2014											
Month	Timeclock hours	Vacation/Comp	Sick/Leave	Holiday	Building Maintenance	Event(s)	Building Mntc %	Event(s) %	Leave %	Total %	
January	0									0%	
February	0									0%	
March	0									0%	
April	0									0%	
May	0									0%	
June	0									0%	
July	0									0%	
August	0									0%	
September	0									0%	
October	0									0%	
November	0									0%	
December	0									0%	
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0%</b>	

## Fleet Maintenance Division

### Staff Duties

The Fleet Maintenance division is responsible for maintaining the county vehicles and equipment. In the division there are nine (9) employees, consisting of one (1) Division Superintendent, (1) Purchasing Agent, (1) Lead Mechanic, (1) Shop Assistant/Parts Runner and five (5) Mechanics.

The division superintendent is **Robert (Bob) Wilson**. Bob was hired with Cascade County on March 8<sup>th</sup>, 2010. Bob's responsibilities include but are not limited to: directly assists the Public Works Director with the day-to-day management and oversight of all vehicle maintenance activities within the County Shops; oversees the actions of mechanics, welders and technicians in carrying out major, minor, and preventative maintenance, engine/transmission overhaul, body repair/refinishing, road recovery, and vehicle servicing programs; oversees vehicle preparation for daily service dispatching; monitors budget expenditures and will have purchasing authority up to a set limit to be determined by the director; actively manage the down vehicle line and coordinate parts requirements; track, monitor and investigate road calls daily to identify the cause.

The purchasing agent for the Public Works Department is **Gloria Braucht**. Gloria was hired on February 17<sup>th</sup>, 2009 with the county working in the Planning office; she was transferred to the Public Works office in September 2012 and then took on the responsibilities of her current position as purchasing agent in January 2013. Gloria's job duties include: tracking fuel logs for the Road & Bridge vehicles; oversees the purchases of parts and supplies for the county; controls inventory; maintains the stock room, and oversees the safety program for public works.

The Lead Mechanic for the Fleet division is **Jesse Voss**. Jess was hired November 27<sup>th</sup>, 2000. Jesse's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines. Jesse also assists the division manager (Bob) with the overseeing of the day-to-day operations in the Fleet Maintenance Division.



The shop assistant and parts runner is **(Bernard) Neil Leeper**. Neil was first hired by the Weed Division on May 18<sup>th</sup>, 2009 and transferred to the Fleet Maintenance Division in July 2010. Neil's job duties include but are not limited to: the cleanliness of the Public Works shop facilities; assists the shop superintendent (Bob) with maintaining the Public Works facilities; runs for parts and supplies ordered/needed by the county.

**Scott McCallum**, a mechanic, was hired with Cascade County on June 21<sup>st</sup>, 1997. Scott's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.

**Aaron McKay**, a mechanic, was hired with the county on March 19<sup>th</sup>, 2008. Aaron's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines. Aaron is also the main fabricator/welder in the Public Works Shop as well as assists when needed as a mechanic.



**Bryan Brundage**, a mechanic, originally hired with the Expo Park on April 13<sup>th</sup>, 2009 and transferred to the Fleet Maintenance division on June 26<sup>th</sup>, 2010. Bryan's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.

**Dan Bronec**, a mechanic, was hired with the county on July 25<sup>th</sup>, 2013. Dan's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.

**Andrew Scollin**, a mechanic, was hired with the county on September 26<sup>th</sup>, 2013. Andrew's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.



## Capital Improvement Plan for Light-Duty Vehicles

### Public Works Light Duty Vehicles Capital Improvement Plan

ID#	Description of Existing Vehicle	Proposed 2014	Actual 2014	Projected 2015	Projected 2016
405	1997 GEO TRACKER (SILVER)			\$23,500.00	
408	1999 CHEVROLET VENTURE VAN (RED)			\$25,000.00	
703	2004 FORD TAURUS			\$23,500.00	
505	1977 Chevy 1T Flatbed	\$25,000.00	\$0.00	\$25,000.00	
535	1999 GMC Surburban 1500			\$25,000.00	
5100	1995 Chevy 1/2T Crew Cab			\$25,000.00	
1126	1989 Chevy 3/4T Crew Cab 4x4 (blue Burnham))			\$26,500.00	
1129	1997 Chevy 3500 1T 4x4 (Laborers Red)			\$26,500.00	
309	2004 CHEVROLET IMPALA			\$23,500.00	
323	2000 CHEV SUBURBAN			\$23,500.00	
302	2007 FORD F150 TRUCK			\$41,000.00	
311	2004 FORD CROWN VICTORIA			\$41,000.00	
312	2003 CHEVROLET IMPALA			\$41,000.00	
322	2007 FORD F150 TRUCK			\$41,000.00	
351	2007 FORD F150 TRUCK			\$41,000.00	
326	2007 FORD F150 TRUCK			\$41,000.00	
332	2001 FORD F150			\$23,500.00	
336	2002 FORD F150 TRUCK			\$23,500.00	
3115	1994 Chevy 3500 (Dually)			\$26,500.00	
3121	1996 Chevy 3500 4x4 Flatbed Spray truck			\$26,500.00	
3126	1995 Chevy 3500 4x4 Flatbed Spray Truck			\$26,500.00	
701	2003 DODGE DURANGO	\$25,000.00	\$0.00		\$23,500.00
409	2000 FORD TAURUS (WHITE)				\$23,500.00
410	1999 FORD CONTOUR (TAN)				\$23,500.00
508	1991 Chevy Pick-up 2WD				\$25,000.00
516	1992 DODGE 1/2TN PU				\$25,000.00
206	1996 DODGE DAKOTA (DARK BLUE)				\$23,500.00
605	2007 Ford 1Ton Van				\$25,000.00
4112	1995 Chevy 3500 (dually)				\$25,000.00
1148	2004 F350 Flatbed 2WD				\$25,000.00
340	2003 FORD ECONOLINE VAN	\$50,000.00	\$0.00		\$50,000.00
310	2005 FORD EXPLORER				\$23,500.00
317	2000 CHEV 1 TON TRK				\$25,000.00
303	2008 F150 TRUCK				\$41,000.00
319	2006 FORD F150CS				\$41,000.00
328	2007 FORD F150 TRUCK				\$41,000.00
335	2007 FORD F150 TRUCK				\$41,000.00
344	2008 F150 TRUCK				\$41,000.00
355	2008 F150 TRUCK				\$41,000.00
3116	1997 Chevy 3500 4x4 Flatbed Spray Truck				\$26,500.00
3124	1997 Chevy 3500 4x4 Flatbed Spray Truck				\$26,500.00
3127	1997 Chevy 3500 4x4 Flatbed Spray Truck				\$26,500.00
601	2014 Chevy Equinox w/ Cage	\$25,000.00	\$24,283.00		
603	2014 Chevy Equinox w/ Cage	\$25,000.00	\$24,283.00		
301	2014 Ford Police Interceptor Utility w/ Decals	\$45,000.00	\$39,507.41		
313	2014 Ford Police Interceptor Utility w/ Decals	\$45,000.00	\$39,507.41		
325	2014 Ford Police Interceptor Utility w/ Decals	\$45,000.00	\$39,507.41		
327	2014 Ford Police Interceptor Utility w/ Decals	\$45,000.00	\$39,507.41		
330	2014 Ford Police Interceptor Utility w/ Decals	\$45,000.00	\$39,507.41		
334	2014 Ford Police Interceptor Utility w/ Decals	\$45,000.00	\$39,507.41		
349	2006 GMC Yukon	\$25,000.00	\$0.00		
5103	2014 4x4 F150 Extended Cab w/ 6.5' Bed	25000	24178.89		
201	2014 Chevy Equinox	25000	22882		
9131	2014 4x4 F250 Extended Cab w/ 6.75' Bed	25000	25475.82		
1122	2014 4x4 F250 Cab & Chassis	25000	22808.82		
1125	2015 4x2 F450 Reg. Cab w/ 9' dump bed	25000	37552.76		
2100	2014 4x4 F450 Dually Crew Cab & Chassis	25000	42883.3		
306	2014 Chevy Equinox	25000	22882		
342	2014 Ford E-350 w/ Transport Cage and Light Package	50000	44464.57		
343	2014 Ford Expedition EL	25000	32979.02		
346	2014 Chevy Equinox	25000	22882		
348	2014 Chevy Equinox	25000	22882		
401	2014 Chevy Equinox	25000	22882		
402	2014 Chevy Equinox	25000	22882		
503	2014 Chevy Equinox	25000	22882		
5104	2015 4x4 F-450 Cab & Chassis Dually Long Frame	35000	32902.76		
5106	2015 4x4 F450 Cab & Chassis Dually Long Frame	35000	32902.76		
1001	2014 4x4 F250 Extended Cab w/ 8' Bed	25000	25599.82		
6101	2014 4x4 F150 Extended Cab w/ 6.5' Service Bed	25000	24178.89		
3110	2014 4x4 F350 Cab and Chassis Dually	25000	25359.72		
3112	2014 4x4 F350 Cab and Chassis Dually	25000	25359.72		
3114	2014 4x4 F350 Cab and Chassis Dually	25000	25359.72		
3122	2014 4x4 F350 Cab and Chassis Dually	25000	25359.72		
7102	2014 4x4 F150 Extended Cab w/ 6.5' Bed	25000	24178.89		
7103	2014 4x4 F150 Extended Cab w/ 6.5' Bed	25000	24178.89		
5101	2014 4x4 F150 Extended Cab w/ 6.5' Bed	25000	24178.89		
202	2014 Chevy Equinox	25000	22882		
702	2014 Chevy Equinox	25000	22882		
4104	2014 4x4 F150 Extended Cab w/ 6.5' Bed	25000	24178.89		
4106	2014 4x4 F350 Cab and Chassis Dually	25000	25359.72		
1108	2014 Ford F250 4x4 Cab & Chassis	25000	22808.82		
1127	2014 4x4 F250 Extended Cab w/ 8' Bed	35000	25599.82		
324	2014 Chevy Equinox	25000	22882		
3120	2014 4x4 F350 Cab and Chassis Dually	25000	25359.72		
3125	2014 F350 4x4 Cab and Chassis Dually (long frame)	25000	25535.76		
	Sub Total		\$1,183,176.15	\$619,500.00	\$643,000.00
	Trade Ins		-38300		
	Decals		-3450		
	<b>2014 Approved Bids</b>		<b>\$1,141,426.15</b>		

## Planning Division

The By-laws adopted by the Cascade County Planning Board state that, "The regular meeting held on the third Thursday (amended to Tuesday) in January shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving annual reports of officers, staff, committees, and for such business that may arise" (Article IV; Section 1(c)). This report is prepared in response to that requirement.

On October 10, 1973, the Board of Cascade County Commissioners passed a Resolution of Intention to create a County Planning Board. Following a public hearing and receiving no protests, the resolution forming the Cascade County Planning Board was passed November 19, 1973. On January 22, 1974, the Cascade County Planning Board held their first meeting. The Board has continued to meet regularly since that time.

The Cascade County Development Plan (Comprehensive Plan/Master Plan/Growth Policy) was adopted by the Cascade County Commission in 1979, amended in 1982, 1998 and again in 2006.

In 2003, the State of Montana Legislature amended the laws regarding development plans. Through the passing of Senate Bill 326, all governing bodies which have a current development plan may revise it following the procedures in Chapter 1, Title 76, Part 6, of the Montana Code Annotated (MCA).

The Growth Policy, the old comprehensive plan, is a guide to address the community needs and direction that the County Commissioners want to implement and protect. Generally, these are updated routinely every five years or so.

### Staff Duties

The County Planning Director is responsible for all the various branches within the Planning Division, and directly accomplishes those duties with staff assistance.

**Susan Conell** was originally hired in August 2006 as a Planner for Cascade County. She is from Fresno, California where she gained over five years experience. She was active in the COPPS program, which encouraged inter-governmental responses to common problems. She worked especially close with the Sheriff Department and the Health Department for resolving problem properties. She graduated from San Joaquin Delta College in Stockton, CA in 1990 with an A.A. in Natural Science. She attended CSU Fresno with a semester abroad in New Zealand before graduating from Humboldt State University in 1995 with a BA in Geography with a minor in Geology.

Since coming to Cascade County, she has worked her way up, first as the Senior Planner (July 2008) and then to the position of "Interim Planning Director" in February 2010 after Brian Clifton who had been with Cascade County Planning office since June of 2003 took the new position of Public Works Director.

Susan was the successful applicant when the Planning Director position was formally opened up in August of 2010. She is responsible for reviewing subdivisions, administering the zoning regulations, floodplain program and zoning permits, county park land, and various other duties. She assists in the everyday planning duties as needed, which include processing the zone changes, subdivision applications, and special use permits. She presents re-zone and subdivision requests before both the Planning Board and the County Commissioners. She reviews the Certificates of Survey prior to filing for accuracy and completeness as well as participates in the pre-application meetings with developers and property owners. She also assists the public with zoning questions, explaining zoning uses and processes as well as investigating alleged violations. She is also busy with attending meetings and developing stronger community relationships with her counterparts as well as the community. Together with her staff, they perform all duties requested as well as any additional duties assigned by the Cascade County Commissioners. She has been active with the co-ordination of members of the Joint Land Use Study (JLUS) & the Vibrant Futures Program. County Commissioner Joe Briggs and Susan did an outreach visit to six other counties that have missile silos within their boundaries. Each Commissioner was given an individual opportunity to ask what their questions and concerns regarding the relationship of the JLUS and their counties' participation. There has been additional work and meetings that have led us to a final document to that was released in early spring 2012. There were many community meetings regarding the findings of the study throughout the missile counties. The meetings were held in Lewistown, Simms, Great Falls, Fort Benton, and Choteau. Susan enjoys being a part of the planning office in Montana. She just completed 13 years in the world of Planning!

**James (Jim) Ekberg** was hired with Cascade County on August 5<sup>th</sup>, 2013. After high school, Jim enlisted in the U.S. Navy as a Machinists Mate in September 1989. He completed Machinists Mate and Nuclear Power training and reported aboard the nuclear submarine USS City of Corpus Christi (SSN 705) in September 1991. Jim remained aboard SSN 705 until he attended Broadened Opportunity for Officer Selection and Training (BOOST) nine months later. Jim attended Worcester Polytechnic Institute (WPI) from 1993 – 1997 where he earned a bachelor's degree in Civil (Environmental) Engineering. Following graduation and commissioning, Jim completed Nuclear Power training and transferred to the Civil Engineer Corps. He subsequently reported to Civil Engineer Corps Officer School in Port Hueneme, California, in May of 2001. Jim's first duty station as a Civil Engineer Corps Officer was at Naval Air Station, Keflavik, Iceland, from 2001-2004. While in Iceland, he served as the Public Works Department Environmental Officer overseeing all environmental aspects of projects and issues on the base. He managed a staff of 17 and a budget of \$3.5 million dollars annually. From 2004-2006, Jim was a company officer in Naval Mobile Construction Battalion FOUR where he deployed twice to Iraq in direct support of Operation Iraqi Freedom. After leaving NMCB FOUR, Jim attended the University of Florida where he received a Master of Engineering degree in 2007. He then accepted an assignment as the Facilities Engineering Acquisition Division (FEAD) Director at SUBASE Groton, CT, from 2007-2010. While assigned there, Jim managed a staff of 37 and was responsible for the planning and execution of more than 200 base improvement projects, valued at over \$120M. Jim's final assignment in the U.S. Navy was a joint services billet in Afghanistan with various U.S. Special Forces units from July 2010 until he retired in Great Falls, MT, on June 1, 2013.

**Don Simms** was hired with Cascade County on June 17<sup>th</sup>, 2013. Don began his professional career as a Peace Corps Volunteer writing grants and teaching English in Bulgaria. While in Bulgaria Mr. Sims met an urban planner and learned what an interesting career planning was, he learned that planners get to work in a community towards the goal of creating desirable environment through zoning and land use

planning. Mr. Sims attended the Urban and Regional Planning Masters' Program Eastern Washington University where he studied the administrative framework of planning in typical western towns. Mr. Sims created an internship for himself in Coeur d' Alene, Idaho's Planning Department. After graduating in 2008 Mr. Simms moved to Missoula and supplemented his Master's with a Professional GIS Certificate. In 2010 – 2011 Mr. Sims returned to the Peace Corps, this time working in the Philippines creating flood assessment maps and doing flood awareness talks for local governments on the island of Negros.

**Greg Avent** has been with the county since October of 1998. He provides the planning division with technical assistance in the areas of cartography, surveying, road construction inspection and approval, floodplain management, computer expertise, and in providing exhibits for staff reports and oral presentations. Greg also assists with issuing the location conformance permits. His past experience with Montana Department of Transportation has been an asset with his understanding of the road maps, recordation of easements, etc. Greg attended a national floodplain school in Maryland during September of 2003. With our KIP 3000 scanning/copier, Greg has been busy scanning the Certificates of Survey and Plats for eventual electronic mail readiness. He has scanned thousands of documents in our office. It makes it very useful to realtors, surveyors, title companies and attorneys that would rather receive the information electronically than come in for a paper copy. He is much appreciated by both staff and the community that he helps.

**Frank Tuss**, retired Cascade County Sheriff's Lieutenant, maintains and supervises Cascade County Parks. Should an issue arise, Frank is on top of it to take care of it promptly. He has been assisting in this position for eight (8) years.

**Jim Shillingburg** has been with the County since 2004 and with planning since 2008. His role and success with the community decay program has been very complementary with our zoning. By addressing the junk vehicles and the yards with 'visible' outdoor storage, it assists other staff members by saving time with zoning violations. He is able to communicate well with the citizens and still get results. He has taken on a larger role of verifying violations in the field and does a large share of his work out in the field.

### **CERTIFICATES OF SURVEY**

Of our many customer services, one of the less visible responsibilities of the Cascade County Planning staff is the review of certificates of survey and plats. Under the provisions outlined in the MCA, certain divisions of land are not subdivisions, but are subject to the Subdivision and Platting Act's surveying requirements. Title 76, Chapter 3, MCA outlines these exemptions. A review meeting is held for each of the proposed certificates of survey with members from the City-County Health Department, the Clerk & Recorder's Office, and the Planning Division staff as well as the Attorney's office and City of Great Falls' Planning Office Staff when available. Time is spent reviewing the exempted certificates of survey and guiding the surveyors on the appropriate submittal prior to the Clerk and Recorder's Office filing the surveys.

In 2013, seventy-eight (78) certificates of survey (two in the City of Great Falls, the other seventy-six (76) in the County) were filed at the Clerk and Records office after being reviewed by our COS review group.

**PLAT ROOM**

In addition to seventy-eight (78) certificates of survey filed for the county jurisdiction, three (3) plats were under the city jurisdiction to be cataloged and recorded in our files by our Mapping Technician, Greg Avent. There was two (2) minor subdivision filed and three (3) major subdivisions. There were twelve (12) additional Boundary adjustments, three (3) aggregation of lots, and two (2) correctional plats. Duplicates of all certificates of survey and plats filed at the Clerk and Records are provided to our office as well. These represent all of the activity within the County of Cascade, including the incorporated areas. The plat room material has been helpful to people of many walks of life; including landowners, potential land buyers, realtors, title companies, surveyors, consultants, researchers, to name a few!

Not only are there maps but there are old records of right of ways, historical aerial photos over time, corner recordation for locations of surveyor pins. With our resources on hand, we are able to reproduce in a large format many of these items when required.

**PLATS FILED IN 2013**

<i>Plats Category</i>	<i>Number Reviewed</i>
<i>Relocation of Common Boundary Lines (76-3-207(1)(a,d,e)</i>	<i>8</i>
<i>Aggregate lots</i>	<i>3</i>
<i>Correction of Errors</i>	<i>2</i>
<i>Major subdivision</i>	<i>3</i>
<i>Minor subdivision</i>	<i>2</i>
<b><i>PLATS FILED IN 2013</i></b>	
<b><i>COUNTY</i></b>	<b><i>19</i></b>
<b><i>CITY</i></b>	<b><i>28</i></b>

<i>Certificate of Survey Categories</i>	<i>Number Reviewed</i>
<i>Boundary Adjustment</i>	<i>24</i>
<i>Court Ordered (76-3-201)</i>	<i>1</i>
<i>Mortgage Exemption (76-3-201)</i>	<i>2</i>
<i>Agricultural Exemption (76-3-207(1)(c))</i>	<i>2</i>
<i>Create State Owned Parcel</i>	<i>1</i>
<i>Family Conveyance (76-3-207 (1)(b))</i>	<i>12</i>
<i>Retracement of Existing Parcel</i>	<i>17</i>
<i>Correction of Errors</i>	<i>5</i>
<i>Retracement of Highway Right of Ways</i>	<i>5</i>
<i>Cemetery Lots</i>	<i>1</i>
<i>Aggregate Parcels</i>	<i>1</i>
<i>Utility or Access Easements</i>	<i>4</i>
<i>Parcel for Lease</i>	<i>1</i>
<i>TOTAL</i>	<i>76</i>

### **SUBDIVISION ACTIVITY**

Subdivision activity can often times go unnoticed in the actual amount of time and preparation that is spent by staff on proposals that never come to fruition. A pre-application meeting is held for each of the proposed subdivisions with the developer, surveyor, engineer, representatives of the City-County Health Department, and members of our planning staff. Time is spent reviewing the proposed projects and providing developers with information pertinent to their plans. The following numbers do not begin to reflect those meetings since many do not go forward with their project.

Minor Subdivisions, creating five lots or fewer and Major Subdivisions, creating six lots or more, are reviewed by both Staff and the Planning Board with recommendations forwarded to the Board of County Commissioners for preliminary approval action. Once the commissioners have approved the preliminary plat, the developer must satisfy the conditions set forth by the commissioners. When the developer has completed the required conditions, the subdivision is reviewed and given final approval by the county commissioners.

In 2013 Planning Staff revised the Cascade County's Subdivision Regulations. The new Cascade County Subdivision Regulations were adopted by the County Commissioners on October 22, 2013 by Resolution #13-82. With the newly adopted subdivision regulations, a much more thorough review for each application is necessary. This review requires more of staff's time and research to make sure that the process and application is comprehensive. It necessitates additional requirements on the developer as well which generates further questions for staff.

A minor industrial subdivision was processed this year. It is located off the Manchester exit on I-15.

The other 3 lot minor subdivision was residential subdivision. The three major subdivisions were all residential.

<b>Year</b>	<b># of Minor</b>	<b># of Major</b>	<b>Total Lots</b>
<b>2002</b>	<b>4</b>	<b>0</b>	<b>30</b>
<b>2003</b>	<b>4</b>	<b>4</b>	<b>138</b>
<b>2004</b>	<b>8</b>	<b>6</b>	<b>94</b>
<b>2005</b>	<b>21</b>	<b>3</b>	<b>98</b>
<b>2006</b>	<b>11</b>	<b>10</b>	<b>136</b>
<b>2007</b>	<b>15</b>	<b>14</b>	<b>275</b>
<b>2008</b>	<b>6</b>	<b>9</b>	<b>174</b>
<b>2009</b>	<b>4</b>	<b>5</b>	<b>63</b>
<b>2010</b>	<b>6</b>	<b>2</b>	<b>39</b>
<b>2011</b>	<b>10</b>	<b>2</b>	<b>84</b>
<b>2012</b>	<b>6</b>	<b>2</b>	<b>60</b>
<b>2013</b>	<b>2</b>	<b>3</b>	<b>49</b>

**COMMUNITY DECAY, LITTER, AND JUNK VEHICLE ORDINANCES**

In September 1985 the Board of County Commissioners adopted a County Community Decay Ordinance. The program that developed around the ordinance is one that works to maintain standards of appearance, and removal of blight and decay in the County. The County Commissioners originally placed the program in the City-County Health Department Solid Waste Division.

In 2007, the Solid Waste Division was transferred under the oversight of the Road Division. In August of 2008, the Solid Waste Division was privatized and the Community Decay Ordinance, Junk Vehicle Ordinance, and a newly created Littering Ordinance were put under the Planning Division for inspection and compliance.

Jim Shillingburg joined our office in August 2008 as the Code Enforcement Technician. He has a background in business, real estate, finance and marketing and retired from the corporate world in 2003. Jim’s responsibilities include the enforcement of the State of Montana Junk Vehicle Program, Cascade County Community Decay program and the Litter ordinance. Jim also provides enforcement assistance for other members of the Planning Division. Beginning in 2008, the Community Decay Supervisor could issue NTA’s (Notices to Appear) for those individuals who chose not to comply with the Litter ordinance making 2011 a busy year as the program was in full swing. The word was out to the citizens of Cascade County and they were busy taking advantage of the new programs. Jim has gone to court with the more persistent and less cooperative cases and has found much success. The

success of one such case in particular was a topic of a large newspaper article on the cleanup of a persistent problem.

In the first six months of 2010 there wasn't a working ordinance due to its being re-written to meet certain legal issues. The process for ticketing was revised after the Courts decided the County should not be the appropriate reporting party. Therefore, the numbers of warnings and notice to appear citations went down. Jim may only process complaints received from the community members. In 2011, there were some changes in the process that were implemented.

Due to the success of the program, over time, the number of complaints have gradually decreased. In 2013 there were one hundred thirty-five (135) inspections to verify neighbors' concerns. Of those, seventy-five (75) cleaned up after receiving a letter, and fifty-five (55) were determined to not be in violation. Jim has had seventeen (17) letters of warning and eighteen (18) notices to appear.

<b>YEAR</b>	<b>COMPLAINTS FIELD INSPECTED</b>	<b>WARNING LETTERS (1<sup>st</sup> Notice)</b>	<b>NOTICES TO APPEAR</b>	<b>INITIAL LETTER COMPLIANCE</b>	<b>VERIFIED COMPLIANCE</b>
<b>2010</b>		37	6		31
<b>2011</b>	120	51	14	40	37
<b>2012</b>	150	19	6	15	15
<b>2013</b>	135	17	18	17	17

<b>2013 Community Decay Compliance</b>	
1 <sup>st</sup> Notice of Violation Sent	17
Notice to Appear Sent Out	18
Court Appearance	31
Trial	6

We have seen the number of junk vehicles continue to decrease. As the price of steel has escalated, many people have willing taken in their vehicles for the scrap price. As long as the vehicles are being removed, it will continue to benefit the community. In 2013 Cascade County had one (1) junk vehicle sent to the County yard for disposal. Jim received 48 junk vehicle complaints in 2013.

**COUNTY ZONING**

The County Planning Division regulates all zoning activity in the county exclusive of the incorporated communities of Belt, Neihart, Cascade, and Great Falls. The Zoning Regulations use a hybrid of the former zoning regulations along with a permitting system to verify new projects meet the appropriate land use and development standards.

Portions of the Zoning Regulations were rewritten to reduce some ambiguity on definitions and some zoning processes. These sections were 1, 8, 11, and 14. New fees for some of the Zoning applications

were revised to reflect the actual costs of staff processing times and legal notices. These changes were adopted by the County Commissioners on October 23, 2007 after much discussion with the public, staff and the planning board.

In 2009, Staff undertook re-writing and updating our Zoning Regulations. Many work sessions were conducted as well as a survey to those properties that would be affected by a change for the unincorporated towns to a Multi/Mixed Use Zone. This change, which was adopted by Resolution 09-82 on August 25, 2009, will allow those communities to support a local business in their town's hub center by right rather than requesting a special use permit. Allowing a second (2<sup>nd</sup>) residence per lot has been allowed in some zone districts where they can meet health department requirements as well as setbacks in their zone district.

In 2012, Staff to refine the Zoning Regulations and submitted those changes to the Planning Board for review. On December 18, 2012, County Commissioners approved a new set of Zoning Regulations. These changes combined the Flood Road Zoning Regulations within the county regulations rather than a separate document and adding the Military Overlay District which places height limitations for building construction over 50, 150 and 500 feet tall in certain areas. A Variance may be necessary if there are conflicts over height restrictions with the Military Overlay District. Throughout 2013 the Planning Office has used the new Zoning Regulations and found them to be more functional and easier to understand than past zoning regulations.

This year our office processed or began processing three re-zoning applications. The Commissioners denied one re-zone application from SR-1 to Agriculture. A second applicant attempted a re-zone from SR-1 to Commercial, but had to withdraw the application when the parcel was foreclosed on. At the end of the year the Planning Division was processing two re-zone applications one on Stuckey Road to change a parcel from Commercial to Light Industrial so a future leasee can use the parcel to store chemicals, while the other was requesting a change from Agricultural to Rural Residential 5 acre minimums.

Location/Conformance Permits are issued for structures prior to construction on parcels throughout the county. These permits are issued once the location of all structures and the conformance of the structures with the Cascade County Zoning Regulations have been met. In 2013, one-hundred forty six (146) of these permits were issued by staff. When permits are not obtained prior to construction, violation notices are sent out. Several violations were remedied with the assistance of the Cascade County Civil Attorney's office.

Special Use permits are also issued by our office. These are permits that require extra scrutiny by the staff and require public hearings. Special Use permit public hearings are heard before the Zoning Board of Adjustment (ZBOA). The ZBOA hears the staff report presenting the application material, listens to the applicant's proposal, conducts a public hearing to listen to proponents and opponents, and then can approve the application, deny the application, or approve the application with conditions. This year, the department had nine (9) special use permit applications approved by the Zoning Board of Adjustment.

Fireworks permits for selling fireworks in the county during the 4<sup>th</sup> of July and year end celebrations in December are also reviewed and issued by the Planning Division. These require a county fireworks permit as well as a location/conformance permit. Staff inspects each firework stand prior to allowing them to open up. A follow-up inspection ensures that they have been promptly removed. In 2013, twenty-eight (28) permits were issued for the sale of fireworks.

### **ZONING BOARD OF ADJUSTMENTS**

The Zoning Board of Adjustment (ZBOA) is a five member board that makes decisions on Special Use permits, Variances, and Appeals of the Zoning Administrator's decisions. A meeting is called when an application is received and all notifications have been completed. The members are appointed by the County Commissioners.

As mentioned earlier, there were nine (9) special use permit as well as four (4) variance requests this year (one was postponed until 2014 at the last minute). The Zoning Board of Adjustment (ZBOA) had two positions expire the end of December. One member resigned in 2013, leaving a total of three vacant positions. The Commissioners asked for applicants to these boards and they have been filled.

In 2014, the Zoning Board of Adjustment members are:

1. Tim Wilkinson, term to expire 12/31/15
2. Jim Edwards, term to expire 12/31/15
3. Brian Ruckman, term to expire 12/31/14
4. Bill Austin, term to expire 12/31/14; and
5. Stuart Boylan, term to expire 12/31/14.

### **COMMUNITY TRANSPORTATION ENHANCEMENT PROGRAM**

The Community Transportation Enhancement Program (CTEP) is a reimbursement program administered by the Montana Department of Transportation (MDT). For eligible, approved projects, MDT will reimburse local governments for work performed according to State and Federal guidelines. The County Planning Division processes the CTEP applications. They will be reviewed by the Planning Board and recommendations forwarded. Applications are reviewed by the Commissioners for final approval. Typically, these projects extend over a couple of years before completion. 2013 was the final year of the CTEP Program because the Transportation Budget replaces it with a new program.

There are two on-going active projects, Montana Railroad Museum and the renovation of the Cascade County Courthouse's Roof. The roof project will help to prevent/mitigate future leaks that could impact Courthouse proceedings and the integrity of the structure itself.

### **FLOODPLAIN REGULATIONS**

On February 15, 1980, the Cascade County Planning Staff began to administer Floodplain Regulations within its jurisdictional area. In January 1984 the Planning Director was designated Floodplain Administrator for all of the unincorporated areas of Cascade County. Changes in Federal and State laws required that local floodplain regulations be amended in 1991 and March 12, 2013. The regulations taking effect in 2013 increased the Floodplain Permit fees from \$100.00 to \$250.00 due to the increased workload caused, by the amendments.

In 1991 Cascade County was one of only a few Montana communities that were accepted into the Federal Emergency Management Agency's (FEMA) Community Rating System (CRS) program. As a result, Cascade County citizens required to purchase flood insurance receive a 5% reduction in those insurance rates. The CRS Program requires renewal annually. As part of our participation in the program, staff continues to provide assistance on floodplain matters to the general public, real estate agents, appraisers, insurance agents, and lending institutions.

In 2013 work was completed with FEMA to update digital Flood Insurance Rate Maps (FIRM) which will allow us to obtain the maps digitally for overlaying upon existing parcels. We are further along in the process now with the paper copies available to the public. For Cascade County, most properties are not impacted negatively. The County participated in co-hosting a meeting at the City of Great Falls with an Open House for the public to answer their various questions as well as host several speakers from the State and FEMA.

At the 2013 Cascade County Fair, both City & County Planning Staff showed off an exhibit created by the State of Montana's DNRC that exhibited how floodplains work. We ran the floodplain demonstration booth for people attending the fair. We also fielded questions about floodplain issues. Over 1000 people were contacted through this venue.

New County Floodplain Regulations were adopted by the County on February 15, 2002 and again with Resolution 13-19 on March 19<sup>th</sup>, 2013. They were rewritten because of new digital FIRM (d-firms) maps produced by FEMA. Cascade County officially adopted the d-firms on March 19, 2013.

We have been using a new GIS program with zoning and flooding layers that has simplified our work efforts in those fields. Tom Mital, in the GIS department, was able to combine the zoning maps with flooding maps which has helped make our work much quicker and more accurate. Thank you Tom for your innovative ideas and work!

FEMA has also begun offering the 100-year floodplain maps to the public with a KML file that opens within the Computer Application Google Earth. Now anyone with access to a Computer can download the files from FEMA's website and see where the floodplain is all over the USA. Staff has installed these layers on Google Earth and use them in combination with the paper maps we have laminated in our filing system.

This year was a relatively calm year as far as flooding. The Sun River, the Missouri, Belt Creek and the Sand Coulee in particular were all causing havoc in their respective areas in 2011. Areas in and around

Great Falls, Belt, and Sun River were especially hit hard. In a matter of days, the floods were very wide spread because of the flat topography. Many people scrambled to get insurance to only find there was a waiting period of 30 days before they were insured! Our staff was part of those in the community documenting the extent of the flooding. In our office, we have a hundred plus photos of the damage and extent of the flooding. Hundreds of miles were traveled accessing and documenting the damage by the flooding event.

Susan attended a FEMA school in Maryland in 2008. The class was Managing Floodplain Development through the National Flood Insurance Program. The value of learning about flood issues throughout the United States is hard to place a price on. The lessons of Katrina, Sandy, and other hard hit areas show the value of the floodplain permitting process. In September of 2010 Susan attended training on the CRS (Community Rating System). Cascade County's two new planners, Don Sims and Jim Ekberg will each have opportunities to attend the classes on "Managing Floodplain Development through the National Flood Insurance Program" at FEMA School in 2014.

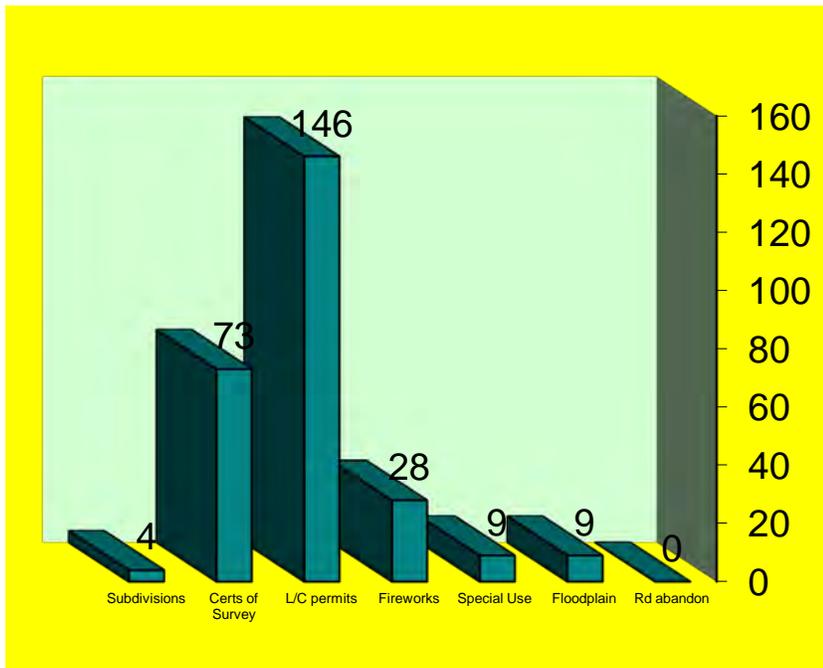
Our levee systems protect several areas that fall within the jurisdiction of the City of Great Falls, Cascade County as well as the levee districts such as Vaughn and Sun River. In the past, the Army Corp of Engineers would re-certify and stand behind the integrity of the levees and 'sign off' to that affect to FEMA. FEMA has recently re-studied the area and are producing d-firm maps, a digital flood insurance rate map. With the changes on the maps, and without Army Corp engineers re-certifying the levees, it places many properties at jeopardy of much higher flood insurance rates.

There has been much concern over the certification of the existing levees. Provisional Accredited Levees (PAL's) were signed and allows each district to have additional time to re-certify their levees. This remains unchanged in 2013.

The annual AM/FM (flood conference in 2013) was held in Bozeman. Susan benefited from the seminars. As we are exposed to floodplain issues more frequently than previous years, our understanding continues to increase with our attendance.

We continue to see the community members apply for floodplain permits. Nine (9) floodplain permits were issued in 2013. Inspections are done before and after for confirmation of compliance to their floodplain permits. With our flooding in 2011, most of the Community recognizes the need and value for a permit and that is rewarding. Our office was able to assist several homeowners with their flooding issues, such as BFE (Base Flood Elevations) determinations and flood insurance rate increases, several of these ended with good results. The County Floodplain Administrator is responsible for processing, and approving or denying all floodplain permits in the County. Susan Conell assists on the legal requirements of noticing and processing of those permits.

## **SUMMARY OF ACTIVITIES**



## Road & Bridge Division

### Staff Duties

The Road & Bridge Division is responsible for maintaining county roads and bridges. Within the division the employees cover many aspects of the roads and bridges including: clearing roads of snow, debris clean-up, regravels roads, repair any damages from County work, change out signing, and build (or remove) snow fences.

The Division is made up of twenty-seven (27) employees: One (1) Division Superintendent, six (6) Laborers, six (6) Teamsters and fourteen (14) Operators.

The Road & Bridge Division Superintendent is **Rick Schutz**; he was first hired as the Assistant Road Foreman October 19<sup>th</sup>, 2009. He then applied and accepted his current position as Division Manager August 31, 2012. Rick's job duties include (but are not limited to): responsible for the planning and execution of road, shop, and bridge maintenance activities including organizing labor, materials, and equipment, and analyzing engineering data such as traffic count reports, road and bridge plans, bridge inspection reports, and perform needed maintenance in order to maintain bridge and roadways; oversees performance of workers in their day-to-day duties and assists in budget preparation by analyzing work needs and related costs Public Works Director; also assists in the development, writing, and enforcement of effective departmental work policies and procedures for road & bridge maintenance; conducts follow-up final inspections of all approaches for compliance; maintains an organized, safe and health work and shop environment, ensuring strict compliance with all safety, security, cleanliness, environmental, and HAZMAT/OSHA regulations.

**James Anderson** is a Teamster and was hired August 5<sup>th</sup>, 2013. As an teamster James' job duties include (but are not limited to): operation of tractor-trailer units consisting of belly dumps for hauling of hot mix asphalt and various road construction and maintenance aggregates; flatbed and lowboy transport for moving of various equipment and supplies; tandem dump trucks are also used for hauling of asphalt and aggregates; as well as larger material such as riprap (large rock); trucks are also converted to snowplow sander units during winter months to keep roadways clear of snow and ice.



**Joe Antonich** is an Operator and was hired September 25, 2006.

Joe mainly works out of our Monarch Shop and maintains Area 6. As an operator Joe's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts;

excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**John Ball** is a Leadman Operator and was hired August 28, 1989. As an operator John's job duties include (but are not limited to): operation of multiple pieces of heavy equipment, overseeing the truck drivers, assisting with the distribution and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Robert (Bob) Burrows** is an Operator and was hired May 5<sup>th</sup>, 2008. Bob mainly works out of the Public Works Shop and maintains Area 10. As an operator Bob's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Jared Dake** is an Operator with the Crushing Crew and was hired on November 30<sup>th</sup>, 1998. Currently the Crushing Crew is working in the Standley Pit, they started there June 2013. As a Crushing Crew Operator, Jared's job duties include (but are not limited to): operating gravel crushing equipment; responsible for operation of aggregate crushing equipment consisting of one (1) cone and one (1) jaw crusher, product conveyors, and feed trap; stripping topsoil and overburden then raw material is mined and fed to crusher with dozer and front end loader; finished product is then stockpiled or loaded onto trucks for transport to job sites.

**Robert Engum** is an Operator and was hired January 5<sup>th</sup>, 2004. Robert primarily works out of the Old Bridge Barn Shop in Great Falls and maintains Area 3. As an operator Robert's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Curt Feldbrugge** is an Operator and was hired June 20<sup>th</sup>, 2011. Curt primarily works out of the Stockett Shop and maintains Area 4. As an operator Curt's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert

installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Bill Hill** is an Operator and was hired October 6<sup>th</sup>, 2008. Bill primarily works out of the Old Bridge Barn Shop in Great Falls and maintains Area 7. As an operator Bill's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Todd Horn** is a Teamster and was hired April 9<sup>th</sup>, 2007. As a teamster Todd's job duties include (but are not limited to): operation of tractor-trailer units consisting of belly dumps for hauling of hot mix asphalt and various road construction and maintenance aggregates; flatbed and lowboy transport for moving of various equipment and supplies; tandem dump trucks are also used for hauling of asphalt and aggregates; as well as larger material such as riprap (large rock); trucks are also converted to snowplow sander units during winter months to keep roadways clear of snow and ice.

**Marty Kohut** is an Operator and was hired June 30<sup>th</sup>, 2003. Marty primarily works out of the Hound Creek/Ulm Shop in Ulm and maintains Area 8. As an operator Marty's job duties include (but are not



limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Dallas McKay** is an Operator and was hired March 16<sup>th</sup>, 2003. Dallas primarily works out of the Simms Shop and maintains Area 1. As an operator Dallas's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of

various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging

footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Kevin Morgan** is a Leadman Operator for the Crushing Crew and was hired on March 16<sup>th</sup>, 1993. Currently the Crushing Crew is working in the Standley Pit, they started there June 2013. As an operator for the Crushing Crew, Kevin's job duties include (but are not limited to): operating gravel crushing equipment; responsible for operation of aggregate crushing equipment consisting of one (1) cone and one (1) jaw crusher, product conveyors, and feed trap; stripping topsoil and overburden then raw material is mined and fed to crusher with dozer and front end loader; finished product is then stockpiled or loaded onto trucks for transport to job sites.

**Vance Morrison** is an Operator and was hired March 10, 2008. Vance primarily works out of the Sun River Shop and maintains Area 2. As an operator Vance's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Bruce Neill** is an Operator and was hired January 5<sup>th</sup>, 1977. Bruce primarily works out of the Belt-Armington Shop and maintains Area 5. As an operator Bruce's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Matt Pepos** is an Operator and was hired December 13, 1993. Matt primarily works out of the Cascade Shop and maintains Area 7. As an operator Matt's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Norberto Ramos** is a Laborer and was hired June 18<sup>th</sup>, 2012. As a laborer Norberto's job duties include (but are not limited to): responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; perform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for

traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

**Anthony (Tony) Rucinsky** is a Laborer and was hired with the County on December 5, 2012 with the Expo Park and transferred to the Road Division on November 18, 2013. As a laborer Tony's job duties include (but are not limited to): responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; preform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

**Rory Rusk** is a Laborer and was hired with the County on April 1<sup>st</sup>, 2009 with the Expo Park and transferred to the Road Division on November 18, 2013. As a laborer Rory's job duties include (but are not limited to): responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; preform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

**Ronald (Ron) Schrader** is a Teamster and was first hired on October 4, 2004. As a teamster Ron's job duties include (but are not limited to): operation of tractor-trailer units consisting of belly dumps for hauling of hot mix asphalt and various road construction and maintenance aggregates; flatbed and lowboy transport for moving of various equipment and supplies; tandem dump trucks are also used for hauling of asphalt and aggregates; as well as larger material such as riprap (large rock); trucks are also converted to snowplow sander units during winter months to keep roadways clear of snow and ice.

**John Siller** is a Leadman Laborer, hired August 30<sup>th</sup>, 1993. As the leadman, John oversees the laborer crew. As a laborer John's job duties include (but are not limited to): responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; preform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

**Richard (Rich) Snider** is a Teamster and was first hired on June 15<sup>th</sup>, 1997 with the Cascade County Solid Waste and then transferred to Road and Bridge Division October 4<sup>th</sup>, 2004. As a teamster Rich's job duties include (but are not limited to): operation of tractor-trailer units consisting of belly dumps for hauling of hot mix asphalt and various road construction and maintenance aggregates; flatbed and

lowboy transport for moving of various equipment and supplies; tandem dump trucks are also used for hauling of asphalt and aggregates; as well as larger material such as riprap (large rock); trucks are also converted to snowplow sander units during winter months to keep roadways clear of snow and ice.



**Steve Standley** is a Teamster and was hired July 18<sup>th</sup>, 2011. As a teamster Steve's job duties include (but are not limited to): operation of tractor-trailer units consisting of belly dumps for hauling of hot mix asphalt and various road construction and maintenance aggregates; flatbed and lowboy transport for moving of various equipment and supplies; tandem dump trucks are also used for hauling

of asphalt and aggregates; as well as larger material such as riprap (large rock); trucks are also converted to snowplow sander units during winter months to keep roadways clear of snow and ice.

**Roger Thompson** is an Operator with the Crushing Crew and was hired September 13<sup>th</sup>, 2010. As a Crushing Crew operator Roger's job duties include (but are not limited to): operating gravel crushing equipment; responsible for operation of aggregate crushing equipment consisting of one (1) cone and one (1) jaw crusher, product conveyors, and feed trap; stripping topsoil and overburden then raw material is mined and fed to crusher with dozer and front end loader; finished product is then stockpiled or loaded onto trucks for transport to job sites.

**Joseph (Joe) Urick** is a Laborer and was hired June 27<sup>th</sup>, 2005. As a laborer Joe's responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; preform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

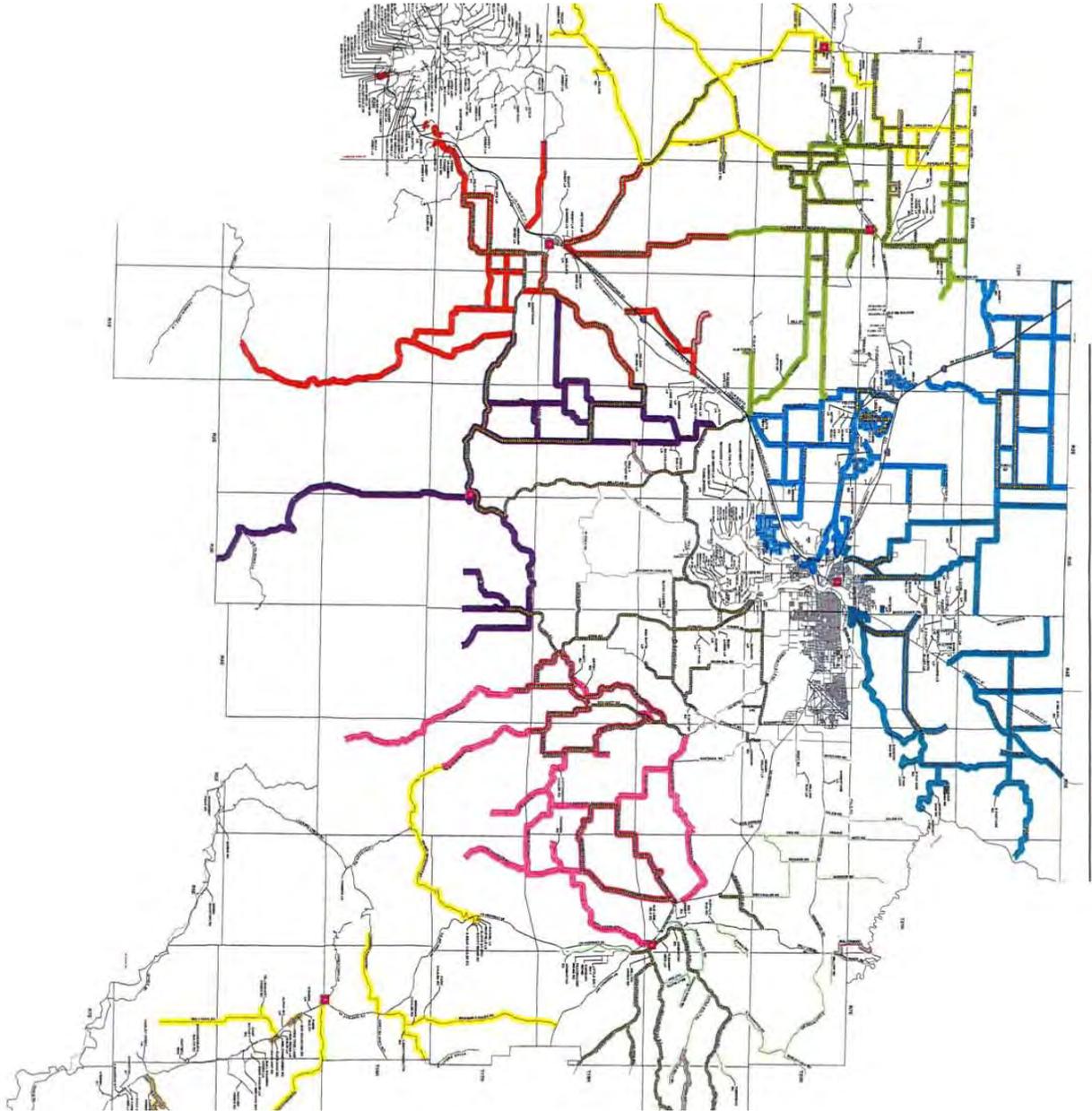
**Jonathan (John) Wegner** is a Laborer and was first hired on September 27<sup>th</sup>, 2010 with the Expo Park and has transferred to the Road and Bridge Division on February 11<sup>th</sup>, 2013. As a laborer John's responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; preform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

Capital Improvement Plan  
(Demonstrating the next 3-years for heavy duty equipment)

<b>PUBLIC WORKS HEAVY DUTY EQUIPMENT CAPITAL IMPROVEMENTS PLAN</b>					
ID#	Description	Proposed 2014	Actual 2014	Projected 2015	Projected 2016
1419	2006 Cat 163H Motor Grader (Stockett)	\$165,000.00	\$175,500.00		
1421	2006 cat 163H Motor Grader (Hound Creek)	\$165,000.00	\$176,000.00		
1414	2005 160H Motor Grader (Simms)			\$180,000.00	
1416	2005 160H Motor Grader (Great Falls)			\$180,000.00	
1415	2006 160M Motor Grader (Great Falls So)	\$165,000.00	\$169,000.00		
1423	2008 140M Motor Grader (Great Falls No)				\$165,000.00
1418	2008 140M AWD Motor Grader (Manchester)				\$165,000.00
1422	2008 160M Motor Grader (Sun River)				\$165,000.00
2500	1991 John Deere Loader/Backhoe			\$175,000.00	
1203	2007 Peterbilt	\$ 50,000.00	\$ 49,750.00		
1206	2007 Peterbilt	\$ 50,000.00	\$ 49,750.00		
1202	1998 Freightliner-Green				\$100,000.00
	2013 from MAQI	\$ 23,430.00			
1302	1973 Freuhauf Double Gate	\$ 42,000.00	\$ 41,500.00		
1301	1979 Freuhauf Double Gate			\$ 42,000.00	
1300	1985 Midland Single Gate				\$ 50,000.00
1560	1958 Bros Roller	\$ 30,000.00		\$ 45,000.00	
5201	1975 GMC 6000 Wrecker-Twin Broom				\$ 75,000.00
524	1989 Hyster Forklift			\$ 42,000.00	
	2013 Monroe Sander				\$ 25,000.00
	Tarco Windy 100 Leaf Loader-Curb Side Pick Up			\$ 32,000.00	
531	1990 Toro Groundsmaster 345			\$ 25,000.00	
	Genie Manlift GS3232			\$ 25,000.00	
	Tractor 2wd, (JD2755 or equivalent)			\$ 40,000.00	
		\$690,430.00	\$661,500.00	\$786,000.00	\$745,000.00

## District Area Map

Cascade County has been divided up into 10 Maintenance Areas. With personal assigned to various areas, maintenance is provided more effectively.



## Gravel Operations Report

(Including Gravel Crushed and Miles Graveled, Calendar Year 2013)

During calendar year 2013 the gravel crushing crew crushed a total of 65,574 yards. The gravel crushing started the year at the Jackson Pit, and we opened the Standley Pit in June 2013. At both pits, both 1-inch and 1 ½-inch gravel were crushed.

Estimated Price for 1.0" Gravel	Actual	Including	Including
	<u>Crushing Time</u>	<u>Employee Time</u>	<u>Employee Time w/o Travel</u>
Yards/Hour	18.75	12.71	15.25
Employee Salary Costs (2.88 emp average \$30.86/hr)	\$73,523.33	\$108,474.13	\$90,387.71
Loader Equipment Costs (FEMA \$52/hr each)	\$86,034.00	\$126,932.00	\$105,768.00
Jackson Pit Royalty (to Landowner)= \$0.0 (County's pit)	\$0.00	\$0.00	\$0.00
Standley Pit Royalty (to landowner)= \$50,000 for 5 acres	\$50,000.00	\$50,000.00	\$50,000.00
Royalty (to State of MT)= \$0.025/yard	\$1,163.53	\$1,163.53	\$1,163.53
Crusher Equipment Operating Costs (O&M Costs)	\$90,352.25	\$90,352.25	\$90,352.25
Price/Yard 1" minus	\$6.47	\$8.10	\$7.26
Price/Ton 1" minus	\$4.31	\$5.40	\$4.84

Estimated Price for 1.5" Gravel	Actual	Including	Including
	<u>Crushing Time</u>	<u>Employee Time</u>	<u>Employee Time w/o Travel</u>
Yards/Hour	21.5	16.7	19.4
Employee Salary Costs	\$27,357.39	\$35,226.69	\$30,227.37
Loader Equipment Costs	\$30,732.00	\$39,572.00	\$33,956.00
Jackson Pit Royalty (to Landowner)	\$0.00	\$0.00	\$0.00
Standley Pit Royalty (to Landowner)	\$50,000.00	\$50,000.00	\$50,000.00
Royalty (to State of MT)= \$0.025/yard	\$475.83	\$475.83	\$475.83
Crusher Equipment Operating Costs	\$32,274.51	\$32,274.51	\$32,274.51
Price/Yard	\$7.40	\$8.28	\$7.72
Price/Ton	\$4.93	\$5.52	\$5.15

<b>Total Yards Crushed</b>	<b>65,574</b>
<b>Total Cost Per Yard</b>	<b>\$8.19</b>

During 2013, the Road & Bridge Division spent time on eleven (11) county roads getting them reshaped and graveled.

2013 Roads Graveled	
Road	Miles Completed
Briggs	2
Collins (Ulm)	6
Airport Bench	1.5
Schleagal	2
Polish	1.5
Black Horse Lake Rd.	1.5
Bootlegger Lateral	0.3
Armstong	1
Sheep Creek/Chestnut Valley	7
Hastings	2.5
Upper Milligan	6.3
Total	31.6
Total Cost	\$635,200.23
Cost per Mile	\$20,101.27

### Work Codes Report

The Road and Bridge Division employees turn in a daily timesheet with work codes for hours to be analyzed leading to improved efficiency. The work codes range from area maintenance, holiday hours, repairing damage from county work, sick leave, etc.

## Road & Bridge 2013 Work Code Report

Code	Description	# of Hrs	% of Total Wkly Hrs	Code	Description	# of Hrs	% of Total Wkly Hrs
Hol	Paid Holiday	2476	5.43%	472	Bridge Component Repair/Replacement	45	0.10%
Leave	Sick/Vaca/Comp Used	6903	15.14%	483	Travel Time/Other	552.75	1.21%
				484	Detour Signing/Installation	28	0.06%
411	Hand Patch: Durpatcher or Cold Mix	1908	4.19%	485	Flagging, Road Traffic	442.5	0.97%
412	Blade Patch: Hot Mix (hauling/laying/rolling)	3092	6.78%	486	Erosion Control	28.5	0.06%
413	Blading/Grading Maintenance	6376.5	13.99%	489	Crushing Gravel: 1"	849	1.86%
415	Gravel Patching (Shoulders/Corner Radius/etc)	167.5	0.37%	490	Crushing Gravel: 1.5"	268.75	0.59%
416	Digouts: Gravel or Pavement	18	0.04%	491	Crushing Gravel: 3"	0	0.00%
417	Area Maintenance Inspection	1430.75	3.14%	492	Travel Time/Crusher Crew	708.5	1.55%
418	Pulverize - Hammermill	0	0.00%	493	Reclaim Pit: Crusher	43	0.09%
422	Crush Top Surface Re-Gravel	7654	16.79%	494	Stripping Pit	10	0.02%
423	Subgrade- Pit Run	398.5	0.87%	495	Feeding Crusher	874.75	1.92%
424	Chip Sealing	0	0.00%	496	Prospect for Gravel	7	0.02%
429	Wet/Roll/Compact Gravel Roads	2135.75	4.69%	497	Stockpile Rock: Pushing up Piles	1048	2.30%
435	Reshaping Existing Roads (Shoulders/Ditches/Crowns)	684	1.50%	498	Stockpile Gravel	48	0.11%
437	Rock Slide Removal	20	0.04%	499	Moving & Setting up Crusher Equipment	138.75	0.30%
438	Pull Stuck Equipment Out	10	0.02%	512	Erect/Remove Snow Fences	846.5	1.86%
442	Drainage Ditching &/or Culvert Installation	588.5	1.29%	513	Sanding/Plowing Ice Removal	4930	10.81%
446	R.O.W.	0	0.00%	514	Sweeping	291	0.64%
447	Mowing/Weed Control	729	1.60%	515	Right of Way Fence	250.5	0.55%
458	RipRap Installation	212	0.47%	517	Mix Sand & Salt	33	0.07%
454	Install Guard Rails	137	0.30%	519	Repair Damage from County work (mailboxes, shrubs, etc)	3.5	0.01%
457	Debris Removal: Animals, Branches, Garbage, etc	973.75	2.14%	522	Repair/Maintain/Install new Traffic Signs (Not Construction)	657	1.44%
461	Move Equipment	988	2.17%	526	Painting (striping/markings)	36	0.08%
463	Cold Overlay/Milling	18	0.04%	614	Flood: Pumping Water	0	0.00%
464	Gravel Hauling/Inventory	312	0.68%	742	Occupational/Safety Training/Employee Meeting	608.25	1.33%
465	Sand Hauling/Inventory	549.5	1.21%	784	Site Maintenance: Grading	0	0.00%
466	Fuel & Supplies	636.25	1.40%	785	Building Repairs/Maintenance	971.5	2.13%
468	Lead Pay	929	2.04%	787	Shop & Yard Cleanup	620	1.36%
471	Bridge Inspection	15.5	0.03%	912	Repair Costs: Assisting Mechanic	1263.25	2.77%
		29983.5	65.77%			15603	34.23%

Total of Hrs Available	45586	2013 Total of Hrs Worked	45586.5	2013 Total Percentage	100.00%
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2013 Road & Bridge Time Breakdown		
Holiday Hours	2476	5%
Sick Hours	2780	6%
Vacation Hours	3212.25	7%
Comp Hours	910.75	2%
Total Hours Worked	36207.5	79%
Total	45586.5	100.00%

## Pavement Preservation Report

(Calendar Year 2013)

One of the many tasks the Operators and Laborers do for the County is maintain/preserve the paved roads.

Roads Overlaid in 2013		
Road	Tons	Miles
Ulm West	987	0.6
Collins, Ulm	186	0.25
Gibson Flats	2029	1.1
26th Street	870	0.86
33rd Ave South	1044	1
Eaton Ave	732	0.5
River North (Black Eagle)	1197	2
52nd Street North	360	0.15
Central West	876.02	0.35
Mclver	3574.1	1.65
31st Street NW	124	0.1
<b>Total</b>	<b>11979.12</b>	<b>8.56</b>
<b>Total Cost</b>	<b>\$778,580.46</b>	
<b>Cost per Mile</b>	<b>\$90,955.66</b>	

During the summer of 2013, Cascade County Road Division had a contract with United Materials to have roads chip sealed.

2013 Chip Sealing	
Road	Contract Price
Rainbow Dam & Gibson Flats Area	\$195,950.00
Mclver	\$72,178.60
<b>Total</b>	<b>\$268,128.60</b>
<b>Total Miles Chip Sealed</b>	<b>2.75</b>
<b>Cost per Mile</b>	<b>\$97,501.31</b>

	Total Cost	Miles Completed
Overlaying	\$778,580.46	8.56
Chip Sealing	\$268,128.60	2.75
<b>Total</b>	<b>\$1,046,709.06</b>	<b>11.31</b>
<b>Cost per Mile</b>	<b>\$92,547.22</b>	

A few of the materials used for the preservation are tack oil, hot patch mix, cold patch mix, and chips.

Materials/Supplies used in 2013	
3/8 inch Chips	11.50 Tons
5/8 inch Hot Mix	2.00 Tons
Cold Patch	266.75 Tons
MC70 Tack Oil	6,685.00 gallons
Patching Emulsion	1,940.00 gallons

## Weed & Mosquito Division

### Staff Duties

The Weed and Mosquito divisions have a combined thirty-five (35) employees. Of these employees four (4) are full time, leaving thirty-one (31) as seasonal/temporary employees. Of the full-time employees, one (1) is the Division Manager and three (3) field supervisors who work in both Weed and Mosquito areas.

The Weed & Mosquito Division Superintendent is **William (Will) Patterson**. Will completed his higher education by receiving two (2) degrees; a Bachelor of Science, Recreation Management/Resource Management from the University of Montana and a Bachelor of Arts, Criminology from the University of Southern Maine. Will has an extensive background in management (and staff supervision), grant writing, finance, employee training, operations/leadership, and purchasing (inventory control). Will was hired with Cascade County on April 29, 2013. Will's job duties include but are not limited to: perform complex supervisory, administrative and professional work in noxious weed control, mosquito vector and nuisance control; planning, organizing and directing various programs of the Weed and Mosquito Division; overseeing the Cascade County Weed Control Board in accordance with standards and general policies established by the Board of County Commissioners; establish and maintain close cooperative working relationships with Board of County Commissioners, Public Works Director, Finance Director, Human Resource Director, Health Department, supervisors, division employees and the general public.

**Norma Borgstom** is a field supervisor in the Weed and Mosquito Division. Norma first began working for Cascade County on June 1, 1998 for the summer spray season. She returned every summer until in the 2011 Weed & Mosquito season, when she accepted a full time supervisor position. Norma's job duties include (but are not limited to): maintaining the chemical shed, mosquito application equipment and spray equipment; control of all chemicals as required by law (and label); county wide weed and mosquito surveillance; training, supervision and direction of all seasonal personnel for the division; ensure all vehicle and mechanical equipment maintenance is completed for the safety of all crew members.



**Maury Stewart** is a field supervisor in the Weed & Mosquito Division. Maury first began working for the county May 19<sup>th</sup>, 2008 for the summer spray season. He returned every summer until in the 2011 Weed & Mosquito season, when he accepted a full time

supervisor position. Maury's job duties include (but are not limited to): maintaining the chemical shed, mosquito application equipment and spray equipment; control of all chemicals as required by law (and label); county wide weed and mosquito surveillance; training, supervision and direction of all seasonal personnel for the division; ensure all vehicle and mechanical equipment maintenance is completed for the safety of all crew members.

**Mike Mazzealli** is a field supervisor in the Weed and Mosquito Division. Mike first started working for the county on May 27<sup>th</sup>, 1975, returning for the 1976 & 1977 spray seasons. He then returned for another spray season on May 2<sup>nd</sup>, 1988; and again on May 20<sup>th</sup>, 1993 this time returning every spray season. In the 2011 Weed & Mosquito season, Mike accepted a full time supervisor position. Mike's job duties include (but are not limited to): maintaining the chemical shed, mosquito application equipment and spray equipment; control of all chemicals as required by law (and label); county wide weed and mosquito surveillance; training, supervision and direction of all seasonal personnel for the division; ensure all vehicle and mechanical equipment maintenance is completed for the safety of all crew members.

The thirty-one (31) remaining employees for the 2013 spraying season were: Mike Stafne, Dick Johnson, Keely Young, Montana White, Robert Thoroughman, Mike Lathrop, Cody Smith, Jim Westermeyer, Gavin McClain, Mark Yaeger, Anthony Germann, Cody Permann, Bridger Brennan, Zachary Harsh, Aaron Johnson, Carl Johnson, Teresa Kennerly, Cameron Oswood, Tyson Patterson, Shay Stainsby, Garrett Swandal, JW Swiney, Jerry Thigpen, Loren Edwards, Benjamin Harris, Shane Lindland, Jacob O'Lexey, Matthew Patterson, Rai Hahn, Terry Hering, Terry Swartz.

For seasonal/temporary sprayers, their job duties include but are not limited to: performs semi-skilled duties in the operation and maintenance of spraying equipment; mix and apply herbicides according to label specifications; keep detail records of work activities and chemical applications; report equipment failures and problems to supervisor; operate trucks, motor driven sprayers and two-way radios; ensure proper use of safety equipment.

### **2013 CONTRACT SPRAYING**

<b>MONTH</b>	<b># of CONTRACTS</b>	<b>REVENUE</b>
<b>MAY</b>	<b>9</b>	<b>\$11,865.08</b>
<b>JUNE</b>	<b>45</b>	<b>\$25,613.80</b>
<b>JULY</b>	<b>36</b>	<b>\$31,049.13</b>
<b>AUGUST</b>	<b>31</b>	<b>\$20,421.35</b>
<b>SEPTEMBER</b>	<b>4</b>	<b>\$1,105.91</b>
<b>OCTOBER</b>	<b>3</b>	<b>\$1,388.68</b>
<b>TOTAL</b>	<b>128</b>	<b>\$91,443.95</b>

## Weed Spraying Report

(Calendar Year 2013)

2013 Cascade County ROW Summary											
Vehicle Hours	Man Hours	Platoon 2,4-D QTS	Picoram 22k QTS	Tordon 22k QTS	Escort XP OZ	Perspective OZ	Milestone FL/OZ	RazorPro QTS	Alligare9 QTS		
177.93	334.84	101.4	11.59	79.75	50.72	4.6	0	0	70.43		
171.89	342.78	81.26	12.56	63.7	44.2	16	61.6	3.3	70.75		
71.58	119.77	78.25	14.75	70.48	24.47	1.75	28.5	0	54.65		
205.25	396.25	112.3	6.5	69.64	55.15	0	33.5	0	111.1		
244.5	463	138.2	20.7	114.5	84.6	0	0	0	121.2		
118.75	229.5	46.1	1.4	43.4	26.87	0	17.8	0	45.25		
361.78	674.3	244.59	39.75	192.14	203.09	26.6	41.6	0	223.66		
221.1	424.15	167.35	15.6	125.15	99.48	0	0	0	114.08		
263.93	456	126.93	17.85	307.28	81.74	18.9	0	0	103.87		
155.46	290.18	102.26	17.13	107.4	47.94	7.7	98.1	0	66.33		
Vehicle Hours	Man Hours	Platoon 2,4-D QTS	Picoram 22k QTS	Tordon 22k QTS	Escort XP OZ	Perspective OZ	Milestone FL/OZ	RazorPro QTS	Alligare9 QTS		
1992.17	3730.77	1198.64	157.83	1173.44	718.26	75.55	281.1	3.3	981.32		

2013 Cascade County Weed Spraying Control Summary										
Acres	Vehicle Hours	Man Hours	Platoon 2,4-D QTS	Picloram 22k QTS	Tordon 22k QTS	Escort XP OZ	Perspective OZ	Milestone FI/OZ	RazorPro QTS	Alligare90 QTS
77.15	76	141.25	51.17	8.5	33.77	36	106	75	5.6	61.97
25.21	492.77	928.2	456.69	69.84	395.54	271.4	119.9	554.1	0	282.96
56.55	56.85	94.7	48.95	32.6	14.95	20.61	4.7	82.7	0	61.5
71.65	138.6	274.75	72.85	16.35	50.85	36.7	57.6	67.2	0	71.65
61.45	240.912	444.55	242.9	128.2	86.4	164.81	157.3	830.37	2.6	250.34
Acres	Vehicle Hours	Man Hours	Platoon 2,4-D QTS	Picloram 22k QTS	Tordon 22k QTS	Escort XP OZ	Perspective OZ	Milestone FI/OZ	RazorPro QTS	Alligare90 QTS
92.01	1005.132	1883.45	872.56	255.49	581.51	529.52	445.5	1609.37	8.2	728.42

Mosquito Spraying Report  
(Calendar Year 2013)

JTES	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36
2	5	8	10	22	20	13	19	24	8	10	4	3	
181	363	411	551	2090	2068	1960	1809	2835	1230	655	249	101	
0	0	0	0	0	0	0	0	0	1	2	1	0	
0	0	8	3	9	10	18	25	14	11	7	0	0	
0	0	0	0	0	0	0	0	0	0	0	0	0	
0	7	17	24	29	28	29	26	31	24	12			
0	2	4	10	11	0	0	0	0	0	0			
0	5	10	8	8	43	28	29	23	17	11	7	0	
0	0	0	0	1	0	0	3	1	3	1	2	0	
2	9	11	7	1	8	22	20	34	12	4	9	2	
0	0	0	0	0	0	1	0	2	0	0	0	1	



2013 Human West Nile Virus Cases			
Cascade County			
Age Groups			Number
0-19			0
20-29			0
30-39			1
40-49			0
50-59			0
60-69			0
70-79			0
80-89			0
90 & Above			0
<b>Total</b>			<b>1</b>
<b>Deaths</b>			<b>0</b>
Mosquito Surveillance			
Pools tested w/RAMP			148
<b>POSITIVE POOLS</b>			<b>4</b>
Animal Surveillance			
Equine Cases			3
Wild Birds			0

## Budget

### Cascade County Montana Budget Worksheet Report

Account Number	Description	2013 Amended Budget
<b>Fund:</b> 1000 - General		
<b>Department:</b> 213 - Building Maintenance		
	<b>Department Total: 213 - Building Maintenance</b>	<b>\$538,744.00</b>
<b>Department:</b> 352 - Superintendent of Buildings		
	<b>Department Total: 352 - Supt of Buildings</b>	<b>\$176,814.00</b>
<b>Department:</b> 353 - Radio Communication		
	<b>Department Total: 353 - Radio Communication</b>	<b>\$70,351.00</b>
<b>Fund:</b> 2110 - Road		
<b>Department:</b> 207 - Public Works Administration		
	<b>Department Total: 207 - Public Works Administration</b>	<b>\$481,873.00</b>
<b>Department:</b> 218 - Road		
	<b>Department Total: 218 - Road</b>	<b>\$4,184,107.00</b>
<b>Fund:</b> 2111 - Road		
<b>Department:</b> 218 – Road Materials		
	<b>Department Total: 218 – Road Materials</b>	<b>\$164,000.00</b>
<b>Fund:</b> 6051 – Fleet Maintenance		
<b>Department:</b> 221 - Fleet Maintenance		
	<b>Department Total: 221 - Fleet Maint.</b>	<b>\$2,666,022.00</b>
<b>Fund:</b> 2140 - Weed Control		
<b>Department:</b> 243 - Weed Control		

**Department Total: 243 - Weed Control \$653,698.00**

Fund: 2200 - Mosquito Control

Department: 231 - Mosquito Control

**Department Total: 231 - Mosquito Control \$477,394.00**

Fund: 2250 - Planning

Department: 257 - Planning

**Department Total: 257 - Planning \$293,581.00**

Fund: 2820 – Gasoline Tax

Department: 266 Gasoline Tax

**Department Total: 2820 – Gasoline Tax \$198,556.00**

Fund: 4015 - Public Works Capital Project

Department: 484 - Public Works Capital Improvement

**Fund Expenditure Total: 4015 - Public Works Capital Project \$702,930.00**

Fund: 5210 - Water Operating

Department: 223 - Water Distribution

**Department Total: 223 - Water Distribution \$72,675.00**

Fund: 2210 - Parks

Department: 279 - Parks M & O

**Department Total: 279 - Parks M & O \$10,018.00**

Fund: 2830 - Motor Vehicle Disposal

Department: 273 - Motor Vehicle Disposal

**Department Total: 273 - Motor Vehicle Disposal \$86,153.00**

**Net Grand Totals: \$10,776,946.00**