



# **Cascade County Public Works Department** **Annual Report for CY 2014**

**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 (PWD) 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.

In 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. Cascade County's Public Works Department currently consists of six (6) divisions.

In March of 2014, a Deputy Director of Public Works position was created to assist the Director in the management of the six (6) divisions, special projects and other managerial duties associated with the department. Jim Ekberg, formerly of the Planning Division, was hired as the first Deputy Director.

## 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 five (6) employees; one (1) Director, one (1) Deputy Director, one (1) Accounting Technician, one (1) Communications 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 Deputy Director is **James (Jim) Ekberg**. Jim was hired by Cascade County on August 5<sup>th</sup>, 2013, as a Planner. After high school, Jim enlisted in the U.S. Navy where he proudly served our county for 24 years. After working in the Planning Division for eight (8) months, Jim was hired as the Public Works Deputy Director. As the Deputy Director, Jim works closely with the director to oversee all day-to-day operations in each of the divisions within Public Works as well as assisting with special projects assigned to the director by the Board of County Commissioners.

The Public Works Accounting Technician is **Gayle Fellows**. Gayle began 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 Public Works Communications Technician is **Jon Glinsmann**. Jon began with Cascade County on May 23<sup>rd</sup>, 1988. Jon is responsible for the installation, maintenance, and repair of all communications equipment in county facilities, county vehicles and non-county agencies serving Cascade County. Additionally, he oversees all vendor work on communications equipment used by Cascade County. He is a tremendous asset to Cascade County with his in-depth knowledge of portable radios and telephone systems used by county employees.

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

Courthouse Roof  
County Phone System Upgrade  
DES Fuel Station Removal  
Courthouse Annex Asbestos Remediation  
ExpoPark Grandstand Repairs  
ExpoPark Racetrack Upgrades  
ExpoPark Infield Water System Upgrade  
ExpoPark Marquee Sign





## **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, eight (8) Custodians, one (1) Painter and one (1) Carpenter, for a total of thirteen (13) 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, becoming a co-director in 2009. Kerry was then promoted to Building Maintenance 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. 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; performs 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.

**Melissa Peterson** is a custodian who was hired April 19<sup>th</sup>, 2002. Melissa works at the Public Works Facility, working 8:00am to 6:30pm (Monday – Thursday). Melissa'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; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; provides laundry service; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; snow removal from sidewalks and entryways; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**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. 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 the county since February 8<sup>th</sup>, 2010. Dan works a mid-day shift from 11:30am until 8:00pm or evening shift from 4:00pm until 12:30am. 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 the county since August 13<sup>th</sup>, 2010. James works a mid-day shift from 11:30am until 8:00pm or evening shift from 4:00pm until 12:30am. James' job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes 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 from 11:30am until 8:00pm or evening shift from 4:00pm until 12:30am. 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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. 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 12:30am. 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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.

**Jared Davis** is a custodian who has been employed with the county since December 22<sup>nd</sup>, 2014. Jared works the evening shift from 4:00pm until 12:30am. Jared'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; washes windows; cleans walls and woodwork; cleans and sanitizes 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) section of the Building Maintenance Division, Timothy (Tim) Roberts and Larry Evaro.

The first of the categories in SOCB is the Carpenter position, which is currently held by **Tim**



**Roberts.** Tim has been employed by the county since March 8<sup>th</sup>, 2010. 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.

The second of the categories in SOCB is the Painter position, which is currently held by **Larry Evaro**. He has been employed by the county since April 7<sup>th</sup>, 2014, starting as the painter on December 8<sup>th</sup>, 2014. Much like Tim, Larry works in and around each of the buildings within the county depending on what projects are in operation. Larry'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.

## 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 2014 Work Code Report							
Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs
Hol	County Paid Holiday	778	4.2%	7190	Water Station Call Out	20.01	0.1%
Leave	Vacation/Comp/Sick Leave Used	1679.59	9.0%	7200	Water Staion Coin Collection	109.66	0.6%
7000	Trash	2409.6	12.9%	7210	Water Station Maintenance	14.99	0.1%
7010	Vacuum	3047.22	16.3%	7220	Irrigation Repair	43.66	0.2%
7020	Sweeping (Floors/Sidewalks)	324.6	1.7%	7230	Electric Repairs	69.23	0.4%
7030	Dry Mopping	363.89	1.9%	7240	Top to Down Cleaning	2409.6	12.9%
7040	Wet Mopping	1365.6	7.3%	7250	Boiler Maintenance	231.52	1.2%
7050	Cleaning Restrooms	1628.31	8.7%	7260	Cooling Maintenance	146.41	0.8%
7060	High Dusting	72.87	0.4%	7270	Paperwork/Timesheets	610.04	3.3%
7070	Dusting	330.73	1.8%	7280	Wash/Scrub Walls	103.48	0.6%
7080	Hard Floor Cleaning	38.44	0.2%	7290	Stair Cleaning	124.21	0.7%
7090	Carpet Cleaning	78.45	0.4%	7300	Building Service Call-Out	12.5	0.1%
7100	Glass Cleaning (Indoor)	499.41	2.7%	7310	Bldg Open/Close Procedures	164.59	0.9%
7110	Glass Cleaning (Outdoor)	142.9	0.8%	7320	Security Patrol/Ground Ck.	95.05	0.5%
7120	Strip Waxing	16.08	0.1%	7330	Work Done Inspections	47.76	0.3%
7130	Light Fixtures Maintenance (Change out ballsts/bulbs)	91.14	0.5%	466	Fuel/Supplies	177.14	0.9%
7140	Cleaning Light Fixtures	21.96	0.1%	447	Mowing/Weed Control	504	2.7%
7150	HVAC Service	262.3	1.4%	483	Travel Time	314.39	1.7%
7160	Fixture(s) Cleaning	522.29	2.8%	513	Snow/Ice Removal	314.61	1.7%
7170	Plumbing	85.58	0.5%	742	Employee Training/Meetings	312.15	1.7%
7180	Dusting Blinds	31.01	0.2%	785	Building Repair/Maintenance	341.12	1.8%
7190	Water Station Call Out	20.01	0.1%	787	Shop & Yard Cleanup	165.48	0.9%
7200	Water Staion Coin Collection	109.66	0.6%	912	Vehicle Repair Costs	14.57	0.1%
<b>Total Hours Available</b>		<b>20,121</b>		<b>Total Hours used:</b>	<b>20121.15</b>	<b>Percentage:</b>	<b>100.0%</b>
<b>2014 Building Maintenance's Time Breakdown</b>							
Holiday Hours		778	3.9%				
Sick Hours		895.59	4.5%				
Vacation Hours		784	3.9%				
Comp Hours		0	0.0%				
Total Hours Worked		17663.41	87.8%				
Total		20121	100.0%				

# Water Station Report (CALENDAR YEAR 2014)

## WATER DISTRIBUTION STATIONS 2014 ANNUAL REPORT

WEST DISTRIBUTION STATION- 1605 8th Ave NW				Information from GF City water bill							
Month	Start Meter Cubic Feet	End Meter Cubic Feet	Total Gallons	Total Quarter Count	Total Gallons/Quarter	Total Income	Total Payment to City of GF	Date From	Date To	Cubic Feet Usage	Gallon Conversion
Jan	993458	1066853	548995	3413	161	\$ 853.25	\$1,101.65	12/16/2013	1/19/2014	72,000	538560
Feb	1066853	1132211	488878	4569	107	\$ 1,142.25	\$1,007.85	1/20/2014	2/16/2014	65,000	486200
March	1132211	1205375	547267	4281	128	\$ 1,070.25	\$1,034.65	2/17/2014	3/16/2014	67,000	501160
April	1205375	1286932	610046	6193	99	\$ 1,548.25	\$1,235.65	3/17/2014	4/20/2014	82,000	613360
May	1286932	1383419	721723	6452	112	\$ 1,613.00	\$1,300.80	4/21/2014	5/18/2014	84,000	628320
June	1383419	1486175	768615	7624	101	\$ 1,906.00	\$1,731.26	5/19/2014	6/15/2014	113,000	845240
July	1486175	1630169	1077075	8864	122	\$ 2,216.00	\$1,604.36	6/16/2014	7/20/2014	104,000	777920
Aug	1630169	1747620	878533	9114	96	\$ 2,278.50	\$2,381.86	7/21/2014	8/17/2014	159000	1189320
Sept	1747620	1,849,586	762706	6433	119	\$ 1,608.25	\$1,463.36	8/18/2014	9/14/2014	94,000	703120
Oct	1849586	1,957,326	805895	8165	99	\$ 2,041.25	\$1,547.96	9/15/2014	10/19/2014	100,000	748000
Nov	1957326	2037874	602499	5433	111	\$ 1,358.25	\$1,576.16	10/20/2014	11/16/2014	102,000	762960
Dec	2037874	2121889	628432	6095	103	\$ 1,523.75	\$1,280.06	11/17/2014	12/14/2014	81,000	605880
<b>TOTAL</b>			<b>8440664</b>	<b>76636</b>	<b>110</b>	<b>\$ 19,159.00</b>	<b>\$ 17,265.62</b>			<b>1123000</b>	<b>8400040</b>
						19159.00					
NORTH DISTRIBUTION STATION- 1400 36th Ave NE				Information from GF City water bill							
Month	Start Meter Cubic Feet	End Meter Cubic Feet	Total Gallons	Total Quarter Count	Total Gallons/Quarter	Total Income	Total Payment to City of GF	Date From	Date To	Cubic Feet Usage	Gallon Conversion
Jan	804752	850276	340520	2109	161	\$ 527.25	\$598.53	12/16/2013	1/19/2014	43,000	321640
Feb	850276	889219	291294	2830	103	\$ 707.50	\$558.33	1/20/2014	2/16/2014	40,000	299200
March	889219	928892	296754	2608	114	\$ 652.00	\$571.73	2/17/2014	3/16/2014	41,000	306680
April	928892	983613	409313	3535	116	\$ 883.75	\$652.13	3/17/2014	4/20/2014	47,000	351560
May	983613	1059053	564291	5119	110	\$ 1,279.75	\$840.08	4/21/2014	5/18/2014	59,000	441320
June	1059053	1139499	601736	5543	109	\$ 1,385.75	\$1,278.34	5/19/2014	6/15/2014	89,000	665720
July	1139499	1248886	818215	6596	124	\$ 1,649.00	\$1,080.94	6/16/2014	7/20/2014	75,000	561000
Aug	1248886	1325315	571689	5997	95	\$ 1,499.25	\$1,745.64	7/21/2014	8/17/2014	122,000	912560
Sept	1325315	1386100	454672	3916	116	\$ 979.00	\$869.44	8/18/2014	9/14/2014	60,000	448800
Oct	1386100	1397469	85040	1099	77	\$ 274.75	\$728.44	9/15/2014	10/19/2014	50,000	374000
Nov	1397469	1430688	248478	2328	107	\$ 582.00	\$108.04	10/20/2014	11/16/2014	6,000	44880
Dec	1430688	1463960	248875	2313	108	\$ 578.25	\$545.14	11/17/2014	12/14/2014	37,000	276760
<b>TOTAL</b>			<b>4930876</b>	<b>43993</b>	<b>112</b>	<b>\$ 10,998.25</b>	<b>\$ 9,576.78</b>			<b>669000</b>	<b>5004120</b>
						10998.25					
SOUTH WATER STATION- 1100 21st Ave S				Information from GF City water bill							
Month	Start Meter Cubic Feet	End Meter Cubic Feet	Total Gallons	Total Quarter Count	Total Gallons/Quarter	Total Income	Total Payment to City of GF	Date From	Date To	Cubic Feet Usage	Gallon Conversion
Jan	980550	1062468	612747	3576	171	\$ 894.00	\$1,072.22	12/2/2013	1/5/2014	79,000	590920
Feb	1062468	1132780	525934	4598	114	\$ 1,149.50	\$1,018.62	1/6/2014	2/2/2014	75,000	561000
March	1132780	1207835	561411	4386	128	\$ 1,096.50	\$1,192.82	2/3/2014	3/2/2014	88,000	658240
April	1207835	1281258	549279	5068	108	\$ 1,267.00	\$884.62	3/3/2014	4/6/2014	65,000	486200
May	1281258	1373372	689013	6017	115	\$ 1,504.25	\$1,039.55	4/7/2014	5/4/2014	76,000	568480
June	1373372	1487376	852750	7169	119	\$ 1,792.25	\$1,043.60	5/5/2014	6/1/2014	73,000	546040
July	1487376	1626811	1042974	8980	116	\$ 2,245.00	\$1,551.20	6/2/2014	7/6/2014	109,000	815320
Aug	1626811	1744720	881959	8928	99	\$ 2,232.00	\$1,750.60	7/7/2014	8/3/2014	123,000	920040
Aug							\$2,242.10	8/4/2014	8/31/2014	158,000	1181840
Sept	1744720	1837336	692768	5437	127	\$ 1,359.25	\$1,241.00	9/1/2014	10/5/2014	87,000	650760
Oct	1837336	1923459	644200	6255	103	\$ 1,563.75	\$1,128.20	10/6/2014	11/2/2014	79,000	590920
Nov	1923459	1994586	532030	4701	113	\$ 1,175.25	\$1,241.00	11/3/2014	11/30/2014	87,000	650760
Dec	1994586	2070154	565249	4940	114	\$ 1,235.00	\$1,001.30	12/1/2014	1/4/2015	70,000	523600
<b>TOTAL</b>			<b>8150313</b>	<b>70055</b>	<b>116</b>	<b>\$ 17,513.75</b>	<b>\$ 16,406.83</b>			<b>1169000</b>	<b>8744120</b>
						17513.75					
<b>GRAND TOTAL 2014 CY</b>			<b>21521852</b>	<b>190684</b>	<b>112.85</b>	<b>\$ 47,671.00</b>	<b>\$ 43,249.23</b>			<b>2961000</b>	<b>22148280</b>
Check					112.87	47671.00	\$ 4,421.77	Net gain/loss			
<b>GRAND TOTAL 2013 CY</b>			<b>23794787</b>	<b>388665</b>	<b>60.92</b>	<b>97166.25</b>	<b>\$ 57,982.38</b>			<b>2441068</b>	<b>18259189</b>
							\$ 39,183.87	Net gain/loss			

**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.

Operational costs for CY2014 included a total of \$5480.94 in labor & equipment for coin collection; \$462.44 in labor & equipment for station call outs; and \$418.34 in Water Station Maintenance which includes equipment, parts & labor. With \$6,361.72 in Water Station Maintenance costs and a net gain of \$4,421.77, the stations operated at a -\$1939.95 this calendar year.

**SOCB Work Code Report**  
(CALENDAR YEAR 2014)

The carpenter and painter 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 2014 Work Code Report								
Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs	
6100	Sheet rocking	24.5	0.6%	6250	General Repair	261.5	6.3%	
6110	Cementing	0	0.0%	6260	Cosmetics Hanging, Mounting, etc.	0	0.0%	
6120	Siding	64.5	1.6%	6270	Priming, Painting, Staining	387.25	9.3%	
6130	Framing	351.5	8.4%	6280	Mudding/Taping/Texturing	1	0.0%	
6140	Insulating	9	0.2%	6290	Wall Paper	0	0.0%	
6150	Cabinetry	203	4.9%	466	Fuel & Supplies	7	0.2%	
6160	Roofing	5	0.1%	485	Flagging, Road Traffic	6.75	0.2%	
6170	Finish Work	396.75	9.5%	519	Repair from County Work	0	0.0%	
6180	Ceiling	0	0.0%	522	Repair/maintain/installation of Traffic Signs (Not Construction)	0	0.0%	
6190	Flooring	0	0.0%	526	Painting (striping/markings)	0	0.0%	
6200	Demolition	51	1.2%	742	Occupational/Safety Training/Employee Meeting	6.75	0.2%	
6210	Preparation: Sanding, filling, masking, caulking, puttying, grinding, drilling, etc.	14.75	0.4%	787	Shop & Yard Cleanup	93.03	2.2%	
6220	Bidding/Assessments/Sub. Oversight/Billing/Paperwork	425.25	10.2%	Leave	Vacation/Sick/Leave	1583.5	38.1%	
6230	Planning/Drafting	6.5	0.2%	Hol	County Paid Holiday	160	3.8%	
6240	Transporting Materials/Equip	102	2.5%					
<b>Total Hours Available</b>		<b>4160</b>	<b>Total Hours used:</b>		<b>4160.53</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	185	8	8	16	113.5	2.5	0	37.25	61.3%	1.3%	0.0%	20.1%	17%	100%
February	161	8.75	16.75	8	122.75	0	0	4.5	76.4%	0.0%	0.0%	2.8%	21%	100%
March	164	0	137.5	0	14	0.75	4	8	8.5%	0.5%	2.4%	4.9%	84%	100%
April	176	0	176	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	100%	100%
May	176	0	168	8	0	0	0	0	0.0%	0.0%	0.0%	0.0%	100%	100%
June	168	0	168	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	100%	100%
July	184	0	176	8	0	0	0	0	0.0%	0.0%	0.0%	0.0%	100%	100%
August	168	0	168	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	100%	100%
September	176	0	168	8	0	0	0	0	0.0%	0.0%	0.0%	0.0%	100%	100%
October	184	0	184	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	100%	100%
November	160	0	136	24	0	0	0	0	0.0%	0.0%	0.0%	0.0%	100%	100%
December	184	0	111.5	8	63.5	0	0	1	34.5%	0.0%	0.0%	0.5%	65%	100%
<b>Totals</b>	<b>2086.25</b>	<b>16.75</b>	<b>1617.75</b>	<b>80</b>	<b>313.75</b>	<b>3.25</b>	<b>4</b>	<b>50.75</b>	<b>15%</b>	<b>0%</b>	<b>0%</b>	<b>2%</b>	<b>82%</b>	<b>100%</b>

Carpenter:

Date	Timeclock Hours	Vacation/Comp	Sick/Leave	Holiday	Billable Depts	Non-Billable Dept	Carp Shop	Billable %	Non-Billable %	Carp Shop %	Leave %	Total %
January	177	8	0	16	12	18.5	122.5	6.8%	10.5%	69.2%	13.6%	100%
February	160	32	8.5	8	17.5	24.5	69.5	10.9%	15.3%	43.4%	30.3%	100%
March	167	32	3	0	57.5	12	62	34.5%	7.2%	37.2%	21.0%	100%
April	178	24	10	0	26	12.25	105.75	14.6%	6.9%	59.4%	19.1%	100%
May	174	8	0	8	17.5	51	89.5	10.1%	29.3%	51.4%	9.2%	100%
June	168	0	8	0	108	20.5	31.5	64.3%	12.2%	18.8%	4.8%	100%
July	186	8	4	8	89	19	58	47.8%	10.2%	31.2%	10.8%	100%
August	168	0	2	0	7	44.5	114.5	4.2%	26.5%	68.2%	1.2%	100%
September	168	0	6	8	24	17	113	14.3%	10.1%	67.3%	8.3%	100%
October	184	0	12	8	35	22	107	19.0%	12.0%	58.2%	10.9%	100%
November	160	16	0	24	74.5	7	38.5	46.6%	4.4%	24.1%	25.0%	100%
December	184	20	4	8	39	28	85	21.2%	15.2%	46.2%	17.4%	100%
<b>Totals</b>	<b>2073.5</b>	<b>148</b>	<b>57.5</b>	<b>88</b>	<b>507</b>	<b>276.25</b>	<b>996.75</b>	<b>0.244514</b>	<b>13%</b>	<b>48%</b>	<b>14%</b>	<b>100%</b>

## Expo Park Maintenance Division

### Staff Duties

The Expo Park Maintenance Division is responsible for maintaining the Expo Park buildings and grounds. The division consists of ten (10) employees; one (1) Division Superintendent and (9) laborers.

The division superintendent is **Rick Cole**. Rick was hired by 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 by 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 by 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 by 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 by 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 by 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 by 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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 (Jim) Patton**, a laborer, was hired by Cascade County on March 24, 2014. Jim'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; washes windows; cleans walls and woodwork; cleans and sanitizes 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.

**Robin Atkison**, a laborer, was hired by Cascade County on July 21, 2014. Robin was originally hired as a temporary worker during the fair and continued on with the Cascade County Parks position when that opened up. Robin then transferred into the Expo Park Maintenance Laborer Division when the Park's season closed. Robin'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; washes windows; cleans walls and woodwork; cleans and sanitizes 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 2014)

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

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	584	3.1%	7250	Boiler Maintenance	8	0.0%	5110	Pipe/Drape Tear-Down	164.75	0.9%
Leave	Vaca/Comp/Sick Leave Used	475.5	2.5%	7260	Cooling Maintenance	1	0.0%	5120	Stock Panels (Set-up/Tear	1171.75	6.3%
									Down)		
7000	Trash	1725.83	9.2%	7270	Paperwork/Timesheets	574.42	3.1%	5130	Event Monitoring	1392.14	7.4%
7010	Vacuum	175.75	0.9%	7280	Wash/Scrub Walls	9.5	0.1%	5140	Forklift Operations	509.25	2.7%
7020	Sweeping (Floors/Sidewalks)	582	3.1%	7290	Stair Cleaning	28.75	0.2%	5150	Stall Clean-up	506.7	2.7%
7030	Dry Mopping	10.5	0.1%	7300	Building Service Call-Out	2.25	0.0%	5160	Bleachers (Moving/Setting)	170	0.9%
7040	Wet Mopping	204	1.1%	7310	Opening/Closing Procedures	858.56	4.6%				0.0%
7050	Cleaning Restrooms	1542.25	8.2%	7320	Security Patrol (Prop/Grounds)	21.5	0.1%				0.0%
7060	High Dusting	2.75	0.0%	7330	Work Done Inspection	13.75	0.1%				0.0%
7070	Dusting	24.75	0.1%				0.0%				0.0%
7080	Hard Floor Cleaning	396.78	2.1%	5000	Install Riot Barricades	40	0.2%				0.0%
7090	Carpet Cleaning	4	0.0%	5010	Stage (Set-up &/or Tear Down)	144.5	0.8%	447	Mowing/Weed Control	557	3.0%
7100	Glass Cleaning (Indoor)	36.5	0.2%	5020	Sound Wind (Set-up &/or Tear	41	0.2%	461	Move Equipment	621.75	3.3%
7110	Glass Cleaning (Outdoor)	20.75	0.1%	5030	Tables/Chairs (Set-up &/or Tear-Down)	1004.25	5.4%	466	Fuel Fill-up &/or Supplies	161.5	0.9%
									Pick-up		
7130	Light Fixtures Maintenance (Change out ballst/bulbs)	18.85	0.1%	5040	Water Dirt	108.25	0.6%	468	Lead-Man Pay	72.5	0.4%
7140	Cleaning Light Fixtures	2	0.0%	5050	Work Dirt	486.25	2.6%	483	Travel Time	11	0.1%
7150	HVAC Service	584	3.1%	5060	Carpentry	279	1.5%	513	Snow/Ice Removal	301.22	1.6%
7160	Fixture(s) Cleaning	20.75	0.1%	5070	Set Basketball Floor	156.25	0.8%	742	Occupational/Safety/Training/	232.5	1.2%
									Employee Meetings		
7170	Plumbing	263.75	1.4%	5080	Welding	53.75	0.3%	785	Building Repairs/Maintenance	1152.5	6.2%
7220	Irrigation Repair	227	1.2%	5090	Set Barriers (Jersey/A-Frame)	58.25	0.3%	787	Shop/Yard Cleanup	445.75	2.4%
7230	Electric Repairs	153.75	0.8%	5100	Pipe/Drape Set-Up	237	1.3%	912	Repair Costs/Vehicle	148	0.8%

Total Hours Available	18,800
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Total Hours used:	18800
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Percentage:	100.0%
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2014 Expo Park's Laborer Time Breakdown		
Holiday Hours	584	3%
Sick Hours	154.5	1%
Vacation Hours	278.25	1%
Comp (& Other) Hours	20.75	0%
Total Hours Worked	17762.5	94%
Total	18800	100%

## Fleet Maintenance Division

### Staff Duties

The Fleet Maintenance division is responsible for maintaining the county vehicles and equipment. In the division there are ten (10) employees, consisting of one (1) Division Superintendent, (1) Purchasing Agent, (1) Lead Mechanic, (1) Shop Assistant/Parts Runner and six (6) Mechanics.

The division superintendent is **Robert (Bob) Wilson**. Bob was hired by 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 has purchasing authority up to a set limit to be determined by the director; actively manages the down vehicle line and coordinates parts requirements; tracks, monitors and investigates road calls daily to identify the cause.

The purchasing agent for the Public Works Department is **Gloria Braucht**. Gloria was hired by Cascade County on February 17<sup>th</sup>, 2009, working in the Planning office; she was transferred to the Public Works Facility 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 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: cleans the Public Works Facility; 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 by 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.

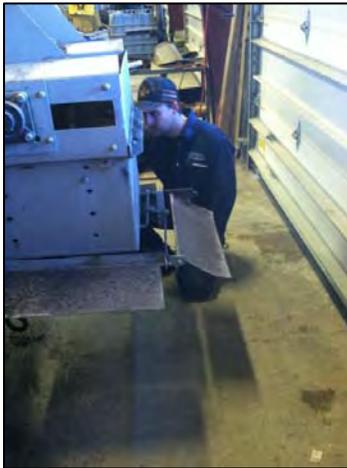


**Aaron McKay**, the Leadman for the Mechanics and the shop, was hired by the county on March 19<sup>th</sup>, 2008. Aaron's job duties include but are not limited to: all aspects of maintenance and

repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines. Additionally, Aaron is the main fabricator/welder in the Public Works Shop assisting when needed as a mechanic.

**Bryan Brundage**, a mechanic, was first hired by Expo Park on April 13<sup>th</sup>, 2009, transferring 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 by 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 by 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.

**Tony Lutke**, a mechanic, was hired by the county on April 28<sup>th</sup>, 2014. Tony'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.

**Cole Martin**, a mechanic, was hired by the county on May 12<sup>th</sup>, 2014. Cole'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.

# Staff Report (CALENDAR YEAR 2014)

## Emplyee Accumulative Report

Time period	Light Duty Veh.			Heavy Duty Off Road Equip			Heavy Duty On Hwy. Trucks			County Facility Repairs			Shop Work Vehicle and Repair			fabrica- tion Tool Repair			Shop Clean Parts (Neil) Pick-up (leaper)		
	Hrs worked	Available hrs	(%) FTE	Hrs worked	Available hrs	Percentage	Hrs worked	Available hrs	Percentage	Hrs worked	Available hrs	Percentage	Hrs worked	Available hrs	Percentage	Hrs worked	Available hrs	Percentage	Hrs worked	Available hrs	Percentage
January (2013)	174.5	1055.99	0.33	187.75	1055.99	1.00	443	1055.99	4.23%	50	1055.99	4.73%	56	1055.99	0.30	3.30%	144	1055.99	0.77	13.64%	
February (2013)	193.25	1001.25	1.18	277.75	1001.25	1.39	286	1001.25	1.75	28.58%	136.5	1001.25	0.77	42	1001.25	0.25	4.0%	125.5	1001.25	0.77	12.58%
March (2013)	415	1111.25	2.52	219.75	1111.25	1.30	310	1111.25	0.28	1.21%	13.5	1111.25	0.02	4	1111.25	0.02	0.36%	139	1111.25	0.82	12.51%
April (2013)	307.75	1142	1.70	289.5	1142	1.63	245	1142	1.37	21.28%	321	1142	0.68	29	1142	0.16	2.4%	183	1142	1.03	15.94%
May (2013)	297	991	1.34	159.5	991	0.87	240	991	1.30	24.22%	56.25	991	0.31	13.25	991	0.07	1.34%	211	991	1.15	21.29%
June (2013)	297.5	921.5	1.60	184.25	921.5	1.14	337.5	921.5	2.10	36.63%	7	921.5	0.04	1	921.5	0.01	0.11%	180	921.5	0.99	17.36%
July (2013)	199.5	1061	1.13	241.25	1061	1.48	309.5	1061	1.50	29.17%	38.5	1061	0.24	48	1061	0.30	4.52%	176	1061	1.08	16.58%
August (2013)	206.75	1107	1.16	282.25	1107	1.47	345	1107	1.33	31.17%	29.75	1107	0.17	33.75	1107	0.19	3.05%	285	1107	1.15	18.52%
Sept. (2013)	195.75	975.25	1.22	227.5	975.25	1.42	305	975.25	1.91	31.27%	16.5	975.25	0.10	8	975.25	0.05	0.83%	133.5	975.25	0.83	13.68%
October (2013)	204.25	1120	1.12	315.75	1120	1.75	316.5	1120	1.74	28.28%	1	1120	0.01	38.5	1120	0.21	3.44%	161.5	1120	0.89	14.42%
November (2013)	150.75	895	0.90	190.25	895	1.13	273	895	3.43	64.27%	1	895	0.01	1.5	895	0.01	0.88%	152	895	0.31	16.96%
December (2013)	283.25	1124.5	1.59	178.25	1124.5	0.99	273	1124.5	1.51	24.28%	4.5	1124.5	0.03	11.5	1124.5	0.06	1.02%	162	1124.5	0.90	14.41%
<b>SUBTOTAL(2013)</b>	<b>2880.3</b>	<b>12506</b>	<b>1.37</b>	<b>2683.8</b>	<b>12506</b>	<b>1.30</b>	<b>3983.8</b>	<b>12506</b>	<b>1.97</b>	<b>30.41%</b>	<b>465.5</b>	<b>12506</b>	<b>0.22</b>	<b>287.5</b>	<b>12506</b>	<b>0.14</b>	<b>2.53%</b>	<b>1951.5</b>	<b>12506</b>	<b>0.84</b>	<b>15.66%</b>
January (2014)	305.25	1132.5	1.63	286.5	1132.5	1.53	386.3	1132.5	2.08	34.11%	5.5	1132.5	0.03	11	1132.5	0.05	0.77%	124	1132.5	0.66	10.95%
February (2014)	238	1009.5	1.45	330.75	1009.5	2.01	179	1009.5	1.06	17.33%	5.75	1009.5	0.03	0	1009.5	0.00	0.00%	107.5	1009.5	0.65	10.68%
March (2014)	286.75	1012	1.80	330	1012	2.07	213.5	1012	1.34	21.10%	13	1012	0.08	3	1012	0.02	0.30%	133.5	1012	0.84	13.19%
April (2014)	472	1077.75	2.85	139	1077.75	0.83	179.5	1077.75	1.08	16.66%	16.5	1077.75	0.10	16.5	1077.75	0.01	0.09%	130.5	1077.75	0.78	11.11%
May (2014)	466.5	1254.5	2.72	204	1254.5	1.19	366.75	1254.5	0.10	23.22%	3	1254.5	0.02	0	1254.5	0.00	0.00%	144	1254.5	0.84	11.48%
June (2014)	372.25	1340.75	2.11	568.75	1340.75	1.17	204	1340.75	1.21	16.44%	17	1340.75	0.10	2.5	1340.75	0.01	0.07%	137	1340.75	0.81	11.04%
<b>Monthly Averages</b>	<b>4881</b>	<b>19322.7</b>	<b>1.83</b>	<b>4170.75</b>	<b>19322.7</b>	<b>1.36</b>	<b>5512.8</b>	<b>19322.7</b>	<b>1.65</b>	<b>26.86%</b>	<b>576.25</b>	<b>19322.7</b>	<b>0.16</b>	<b>305</b>	<b>19322.7</b>	<b>0.05</b>	<b>1.53%</b>	<b>2728</b>	<b>19322.7</b>	<b>0.88</b>	<b>14.53%</b>

Hours Worked : 18224      Avail. Hours : 19323      FTE : 5.78      % : 9.08%

Fleet Maintenance Division      Report on seven employees

# Employee Accumulative Report

Time period	Light Duty Veh.			Heavy Duty Off Road Equip			Heavy Duty On Hwy. Trucks			County Facility Repairs			Shop Work Vehicle and			Fabrication Tool Repair			Shop Clean and (Neil Parts Pick-up Leeper)					
	Hrs worked	Available hrs	(8) FTE	Hrs worked	Available hrs	(8) FTE	Hrs worked	Available hrs	(8) FTE	Hrs worked	Available hrs	(8) FTE	Hrs worked	Available hrs	(8) FTE	Hrs worked	Available hrs	(8) FTE	Hrs worked	Available hrs	(8) FTE			
July (2014)	379.25	1341.75	2.03	28.77%	157.25	1341.75	0.84	11.72%	339	1341.75	1.82	25.27%	362.75	1341.75	1.94	27.04%	1.5	1341.75	0.01	0.11%	301	1341.75	0.54	7.53%
August (2014)	356.25	1169.75	2.10	30.46%	200.5	1169.75	1.18	17.14%	298	1169.75	1.76	25.48%	58.5	1169.75	0.35	5.00%	3	1169.75	0.02	0.26%	135.5	1169.75	0.80	11.98%
Sept. (2014)	308	1248	1.74	24.68%	336	1248	1.90	26.92%	331.5	1248	1.87	26.56%	189	1248	1.07	15.14%	28	1248	0.16	2.24%	165	1248	0.33	13.22%
October (2014)	355.25	1256.25	1.91	28.88%	246.25	1256.25	1.33	19.60%	386.75	1256.25	2.14	31.58%	2	1256.25	0.01	0.14%	40.5	1256.25	0.22	3.22%	145	1256.25	0.78	11.54%
November (2014)	190	881.25	1.16	21.56%	314.75	881.25	1.92	35.72%	241	881.25	1.47	27.35%	2.5	881.25	0.02	0.28%	0	881.25	0.00	0.00%	95.75	881.25	0.59	10.87%
December (2014)	171.75	1261.52	0.89	13.61%	269	1261.52	1.39	21.32%	452	1261.52	2.33	35.88%	6	1261.52	0.03	0.48%	0	1261.52	0.00	0.00%	253.5	1261.52	0.79	12.17%
<b>Totals/Averages</b>	<b>1760.5</b>	<b>7158.52</b>	<b>1.64</b>	<b>24.49%</b>	<b>1523.75</b>	<b>7158.52</b>	<b>1.43</b>	<b>22.07%</b>	<b>2058.25</b>	<b>7158.52</b>	<b>1.90</b>	<b>28.88%</b>	<b>620.75</b>	<b>7158.52</b>	<b>0.57</b>	<b>8.07%</b>	<b>73</b>	<b>7158.52</b>	<b>0.07</b>	<b>0.97%</b>	<b>795.75</b>	<b>7158.52</b>	<b>0.74</b>	<b>11.15%</b>

Accumulative: Hour Worked : 6832    Avail. Hours : 7159    FTE : 6.34    % : 93.36%

## Capital Improvement Plan for Light-Duty Vehicles

PUBLIC WORKS LIGHT DUTY EQUIPMENT CAPITAL IMPROVEMENTS PLAN					
ID#	Description	Proposed 2015	Actual 2015	Projected 2016	Projected 2017
408	1999 CHEVROLET VENTURE VAN (RED)	\$25,000.00	\$22,378.00		
410	1999 FORD CONTOUR (TAN)	\$23,500.00	\$22,378.00		
703	2004 FORD TAURUS	\$23,500.00	\$22,378.00		
505	1977 Chevy 1T Flatbed	\$25,000.00	\$26,498.04		
535-2	1999 GMC Surburban 1500	\$25,000.00	\$26,498.04		
5105	1974 Chevy 3/4T Service Truck	\$35,000.00	\$56,967.00		
4112	1995 Chevy 3500 (dually)	\$25,000.00	\$28,102.00		
2220	GMC 7000 Dump Truck w/ 15' Bed	\$42,000.00	\$46,962.56		
302	2007 FORD F150 TRUCK	\$41,000.00	\$42,047.68		
309	2004 CHEVROLET IMPALA	\$23,500.00	\$22,378.00		
311	2004 FORD CROWN VICTORIA	\$41,000.00	\$42,047.68		
322	2007 FORD F150 TRUCK	\$41,000.00	\$42,047.68		
312	2003 CHEVROLET IMPALA	\$41,000.00	\$42,047.68		
323	2000 CHEV SUBURBAN	\$23,500.00	\$22,378.00		
326	2007 FORD F150 TRUCK	\$41,000.00	\$42,047.68		
332	2001 FORD F150	\$23,500.00	\$22,378.00		
336	2002 FORD F150 TRUCK	\$23,500.00	\$22,378.00		
351	2007 FORD F150 TRUCK	\$41,000.00	\$42,047.68		
3115	1994 Chevy 3500 (Dually)	\$26,500.00	\$28,102.00		
3123	1990 Chevy 3500 (dually)	\$26,500.00	\$28,102.00		
701	2003 DODGE DURANGO			\$23,500.00	
405	1997 GEO TRACKER (SILVER)			\$23,500.00	
409	2000 FORD TAURUS (WHITE)			\$23,500.00	
508	1991 Chevy Pick-up 2WD			\$25,000.00	
516-1	1992 DODGE 1/2TN PU			\$25,000.00	
206	1996 DODGE DAKOTA (DARK BLUE)	\$23,500.00	\$22,378.00		
602	2007 Ford 1Ton Van			\$25,000.00	
1126	1989 Chevy 3/4T Crew Cab 4x4 (blue Burnham))			\$25,000.00	
1129	1997 Chevy 3500 1T 4x4 (Laborers Red)			\$25,000.00	
1148	2004 F350 Flatbed 2WD			\$25,000.00	
303	2008 F150 TRUCK			\$41,000.00	
310	2005 FORD EXPLORER			\$23,500.00	
317	2000 CHEV 1 TON TRK			\$25,000.00	
319	2006 FORD F150 TRUCK			\$41,000.00	
328	2007 FORD F150 TRUCK			\$41,000.00	
335	2007 FORD F150 TRUCK			\$41,000.00	
340	2003 FORD ECONOLINE VAN			\$50,000.00	
344	2008 F150 TRUCK			\$41,000.00	
355	2008 F150 TRUCK			\$41,000.00	
3121	1996 Chevy 3500 4x4 Flatbed Spray truck			\$26,500.00	
3116	1997 Chevy 3500 4x4 Flatbed Spray Truck			\$26,500.00	
3126	1995 Chevy 3500 4x4 Flatbed Spray Truck			\$26,500.00	
3127	1997 Chevy 3500 4x4 Flatbed Spray Truck			\$26,500.00	
412	2005 CHEVROLET VAN (WHITE)				\$35,000.00
414	2005 DODGE CARAVAN (BLUE)				\$25,000.00
7104	2002 Chevy 2500 4X4				\$25,000.00
506	1994 FORD F250				\$25,000.00
503	2009 Ford Fusion				\$25,000.00
5100	1995 Chevy 1/2T Crew Cab				\$25,000.00
203	1997 FORD F150 PU (WHITE)				\$23,500.00
535	2006 FORD EXPEDITION				\$35,000.00
4107	2002 GMC 2500HD 4x4 Spray Truck				\$25,000.00
4109	2002 GMC 2500HD 4x4 Spray Truck				\$25,000.00
1128	1990 Crew Cab 4x4 (fence truck)				\$26,500.00
1141	2004 F350 Flatbed 2WD				\$25,000.00
1143	2004 F350 Flatbed 2WD				\$25,000.00
1144	2004 F350 Flatbed 2WD				\$25,000.00
308	2013 FORD INT. SUV				\$45,000.00
314	2008 F150 TRUCK				\$45,000.00
318	2012 FORD POLICE INTERCEPTOR				\$45,000.00
339	2013 FORD INTERCEPTOR				\$45,000.00
356	2008 F150 TRUCK				\$45,000.00
361	2008 F150 TRUCK				\$45,000.00
432	2014 Chevy Equinox				\$25,000.00
		Sub Total	\$672,541.72	\$671,000.00	\$665,000.00
		Trade Ins	-\$51,650.00		
		2015 Approved Bids	\$620,891.72		

## Planning Division

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 2014, the commissioners adopted an updated growth policy which underwent a significant rewrite. Population trends, economic conditions, and local services show a positive trend for growth in Cascade County. New to the growth policy is a section under Conditional Development Areas called the Military Height Zones Conditional Development Areas as well as the Military Runway Accident Potential Zones. Details about developing in these areas are covered in the Cascade County Zoning Regulations.

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's Department and the Health Department in resolving issues with "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 and a minor in Geology.

Since coming to Cascade County, Susan has worked her way up through the ranks, first as the Senior Planner (July 2008) and then to the position of "Interim Planning Director" in February 2010 when Brian Clifton (who had been with Cascade County Planning office since June of 2003) accepted the new position of Public Works Director. Susan was the successful applicant when the Planning Director position was formally filled 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 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 coordination 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 fourteen (14) years in the world of Planning!

**Don Sims** 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.

**Charlie Stanfield** was hired with Cascade County on July 14<sup>th</sup>, 2014 as a Planner. Charlie is originally from High Point, North Carolina, and attended the University of North Carolina at Chapel Hill, graduating in May 2014. He received a Bachelor of Arts in Environmental Studies with a minor in City and Regional Planning. In the spring of 2013, Charlie interned with the Triangle Transit Authority in Durham, NC, where he performed a transit delay study for bus routes that were consistently running late. In the spring of 2014, Charlie interned with the Triangle J Council of Governments in Durham, NC, where he created a GIS database used for predicting areas of future growth in the region.

**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 nine (9) years but Frank has decided to make 2014 his last season with the county.

**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 2014, sixty-five (65) Certificates of Survey (six in the City of Great Falls, one in the Town of Belt and the other fifty-eight (58) in the County) were filed at the Clerk and Recorders office after being reviewed by our COS review group.

### **PLAT ROOM**

In addition to sixty-five (65) Certificates of Survey filed for the county jurisdiction, thirty-nine (39) plats (twenty-five (25) plats were under the city jurisdiction and fourteen (14) in the County) were cataloged and recorded in our files by our Mapping Technician, Greg Avent. There were four (4) minor subdivisions filed and one (1) major subdivision. There were four (4) additional Boundary adjustments, two (2) aggregations of lots, and three (3) correctional plats. Duplicates of all certificates of survey and plats filed at the Clerk and Recorders 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 2014

<i>Plats Category</i>	<i>Number Reviewed</i>
<i>Relocation of Common Boundary Lines (76-3-207(1)(a,d,e))</i>	<i>4</i>
<i>Aggregate lots</i>	<i>2</i>
<i>Correction of Errors</i>	<i>3</i>
<i>Major subdivision</i>	<i>1</i>
<i>Minor subdivision</i>	<i>4</i>
<b>PLATS FILED IN 2014</b>	
<b>COUNTY</b>	<b>14</b>
<b>CITY</b>	<b>25</b>

<i>Certificate of Survey Categories</i>	<i>Number Reviewed</i>
<i>Boundary Adjustment</i>	<i>16</i>
<i>Court Ordered (76-3-201)</i>	<i>4</i>
<i>Mortgage Exemption (76-3-201)</i>	<i>2</i>
<i>Agricultural Exemption (76-3-207(1)(c))</i>	<i>1</i>
<i>&gt;160 Acres</i>	<i>3</i>
<i>Create State Owned Parcel</i>	<i>0</i>
<i>Family Conveyance (76-3-207 (1)(b))</i>	<i>10</i>
<i>Retracement of Existing Parcel</i>	<i>16</i>
<i>Correction of Errors</i>	<i>4</i>
<i>Retracement of Highway Right of Ways</i>	<i>1</i>
<i>Cemetery Lots</i>	<i>0</i>
<i>Aggregate Parcels</i>	<i>0</i>
<i>Utility or Access Easements</i>	<i>1</i>
<i>Parcel for Lease</i>	<i>0</i>
<b>TOTAL</b>	<b>58</b>

## **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.

During the 2013 Legislative Session, Senate Bill (SB) 324, which regulated buildings created for rent or lease, was passed. This includes structures that operate as rental recreational camping vehicles, mobile home parks, and storage sheds. Section 6 was removed from the 2013 Subdivision Regulations Draft and a separate document was created to address SB 314 changes. These regulations are built on the State of Montana's Community Technical Assistance Program's model regulations; the minimum number of buildings for an exemption is taken from Flathead County's Buildings for Lease or Rent Regulations.

Five minor residential subdivisions were processed this year (four filed). One major subdivision application was started but was pulled by the applicant to allow for additional information to be added to the packet.

<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>
<b>2014</b>	<b>5</b>	<b>0</b>	<b>12</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.

Jim may only process complaints received from the community members. In 2014, there were some changes to the process. This year, Cascade County abandoned the "graveyard" site for junk vehicles and implemented a "direct haul" era; direct haul is a way to eliminate junk vehicle holding facilities. When a vehicle is received by the Junk Vehicle Program Director and verified that it is a junk vehicle, the program director will contact a hauler and have the junk vehicle immediately hauled to the facility dictated by the State Junk Vehicle Program. The hauler that has been selected by the State to receive the direct haul vehicles for Cascade County is Pacific Steel and Recycling. The former "graveyard" site was cleaned up and cleared of contaminated soil in 2014.

Due to the success of the program, over time, the number of complaints have gradually decreased. In 2014 there were one hundred twenty-eight (128) inspections to verify neighbors' concerns regarding junk vehicles and community decay issues. Of those, seventy-seven (77) cleaned up their property after receiving a letter (one removed a junk vehicle), and fifty (50) were determined to not be in violation. Jim issued nine (9) letters of warning and eight (8) notices to appear.

<b>2014 Community Decay Compliance</b>	
1 <sup>st</sup> Notice of Violation Sent	44
Notice to Appear Sent Out	8
Court Appearance	10
Trial	8

<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>2014</b>	128	9	8	29	20

We have seen the number of junk vehicles continue to decrease every year since the program's inception. As the price of steel has escalated, many people have willingly taken in their vehicles for the scrap price. As long as the junk vehicles are being recycled, it will continue to benefit the community. In 2014, Cascade County had no junk vehicles hauled away for disposal. Jim received 17 junk vehicle complaints in 2014.

### **COUNTY ZONING**

The Cascade 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. The zoning jurisdictional area was created by the Cascade County Commission on April 26, 2005, by Resolution #05-018.

Portions of the zoning regulations were rewritten in 2007 to reduce some ambiguity on definitions and some zoning processes; sections 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 the zoning regulations. Many work sessions were conducted as well as a survey with the owners of those properties that would be affected by a change within the unincorporated towns to a Multi/Mixed Use Zone. The new zoning regulations were adopted by Resolution 09-82 on August 25, 2009, allowing 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 refined the zoning regulations and submitted those changes to the Planning Board for review. On December 18, 2012, County Commissioners approved the current 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 within the Military Overlay District.

This year our office processed one (1) re-zoning application. The Commissioners approved the re-zone application from Agriculture to Mixed Use near the town of Simms.

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 2014, two-hundred fifty-nine (259) 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, Staff had fifteen (15) 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 2014, thirty (30) permits were issued for the sale of fireworks.

## **ZONING BOARD OF ADJUSTMENT**

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 fifteen (15) special use permit as well as two (2) variance requests this year. The Zoning Board of Adjustment (ZBOA) had three individuals' terms expire at the end of December. The Commissioners asked for applicants to these boards and they have been filled.

In 2015, the Zoning Board of Adjustment members will be:

1. Tim Wilkinson, term to expire 12/31/15
2. Jim Edwards, term to expire 12/31/15
3. Brian Ruckman, term to expire 12/31/16
4. Bill Austin, term to expire 12/31/16; and
5. Stuart Boylan, term to expire 12/31/16.

### **PLANNING BOARD**

Planning Board members are appointed by the county commissioners for a two-year term. County policy generally limits board members to three consecutive two-year terms.

The 2015 Planning Board members are:

1. Tim Wilkinson, 5<sup>th</sup> term to 12/31/15;
2. Elliot Merja, indefinite;
3. Mark Carlson, 1<sup>st</sup> term to 12/31/15;
4. Brian Ruckman, 1<sup>st</sup> term to expire 12/31/15;
5. Richard Liebert, 1<sup>st</sup> term to expire 12/31/16;
6. Ken Thornton, 3<sup>rd</sup> term to expire 12/31/16; and
7. Stuart Boylan, 2<sup>nd</sup> term to expire 12/31/16.

### **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 again in 2013. The regulations taking effect on March 19, 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 their flood 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. Cascade County participated in co-hosting a meeting with the City of Great Falls to include an Open House for the public to answer their various questions as well as host several speakers from the State and FEMA.

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 floodplain layers that has simplified our work efforts in those fields. Tom Mital, of the GIS Department, was able to combine the zoning maps with flooding maps which has helped make our work much quicker and more accurate.

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 Emmitsburg, MD, in 2008. She attended the class "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 May of 2014, Jim Ekberg attended this class as well. Cascade County's current planners, Don Sims and Charlie Stanfield, will each have opportunities to attend "Managing Floodplain Development through the National Flood Insurance Program" sometime in 2015.

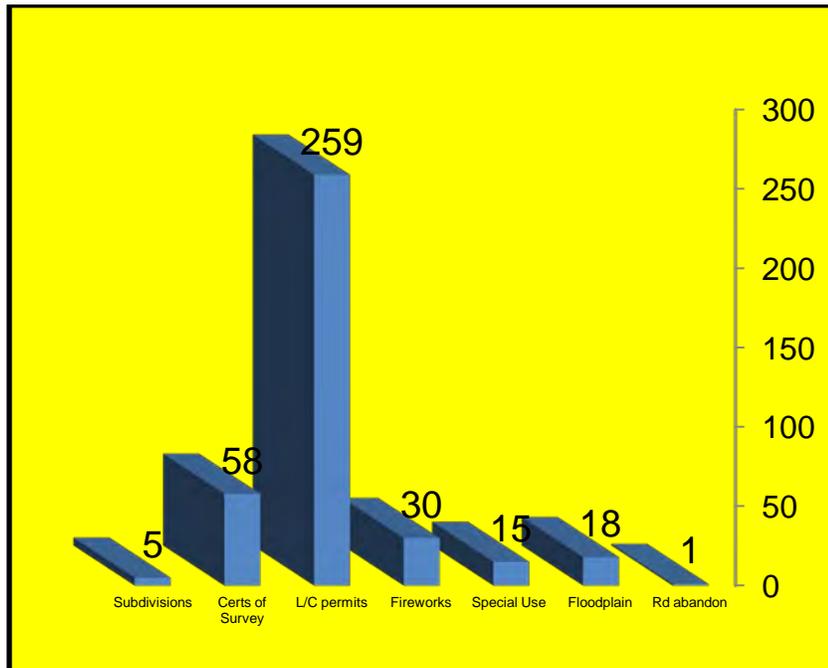
Our levee systems protect several areas that fall within the jurisdiction of the City of Great Falls, Cascade County as well as the levee districts such as Vaughn and Sun River. In the past, the Army Corp of Engineers would re-certify and stand behind the integrity of the levees and 'sign off' to that 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. Provisional Accredited Levees (PAL's) were signed and allows each district to have additional time to re-certify their levees.

This remains unchanged in 2014.

The annual AM/FM (flood conference in 2014) was held in Billings, MT; Don and Jim benefited from the seminars. Brian and Susan also attended a floodplain workshop in Helena during July 2014; this workshop was put on by DNRC. As we are exposed to floodplain issues more frequently than previous years, our understanding continues to increase with our attendance in these conferences and workshops.

We continue to see the community members apply for floodplain permits. Eighteen (18) floodplain permits were issued in 2014. 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-six (26) employees: One (1) Division Superintendent, six (6) Laborers, five (5) Teamsters and thirteen (13) Operators.

The Road & Bridge Division Superintendent is **Rick Schutz**; he was first hired as the Assistant Road Foreman on October 19<sup>th</sup>, 2009. He then applied for and accepted his current position on 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 with the 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



and final inspections of all approaches for compliance; maintains an organized, safe and healthy 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 a 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 drifting 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 Simms Shop and maintains Area 1. 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 drifting 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, starting there in 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, mining raw material and feeding it to the 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 hired on 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 drifting 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 drifting 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 drifting 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.

**Michael Houseman** is a Teamster and was hired on November 17<sup>th</sup>, 2014. As a teamster Michael'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.



**Justin Maki** is an Operator and was hired November 17<sup>th</sup>, 2014. Justin mainly works out of the Public Works Facility and maintains Area 10. As an operator Justin'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.

As an operator Justin'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 Morgan** is a Teamster and was on June 23<sup>rd</sup>, 2014. As a teamster Bruce'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.

**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, mining raw material and feeding it to the 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 drifting 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 drifting 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 9. 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 drifting 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 by the County on December 5, 2012, with Expo Park and then transferred to the Road & Bridge 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; 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.

**Rory Rust** is a Laborer and was hired by the County on April 1<sup>st</sup>, 2009, with Expo Park and then transferred to the Road & Bridge 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; 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.

**Ronald (Ron) Schrader** is a Teamster and was 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; 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.

**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 hired by the county on September 13<sup>th</sup>, 2010. As an operator, Roger'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 drifting 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.

**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; 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.

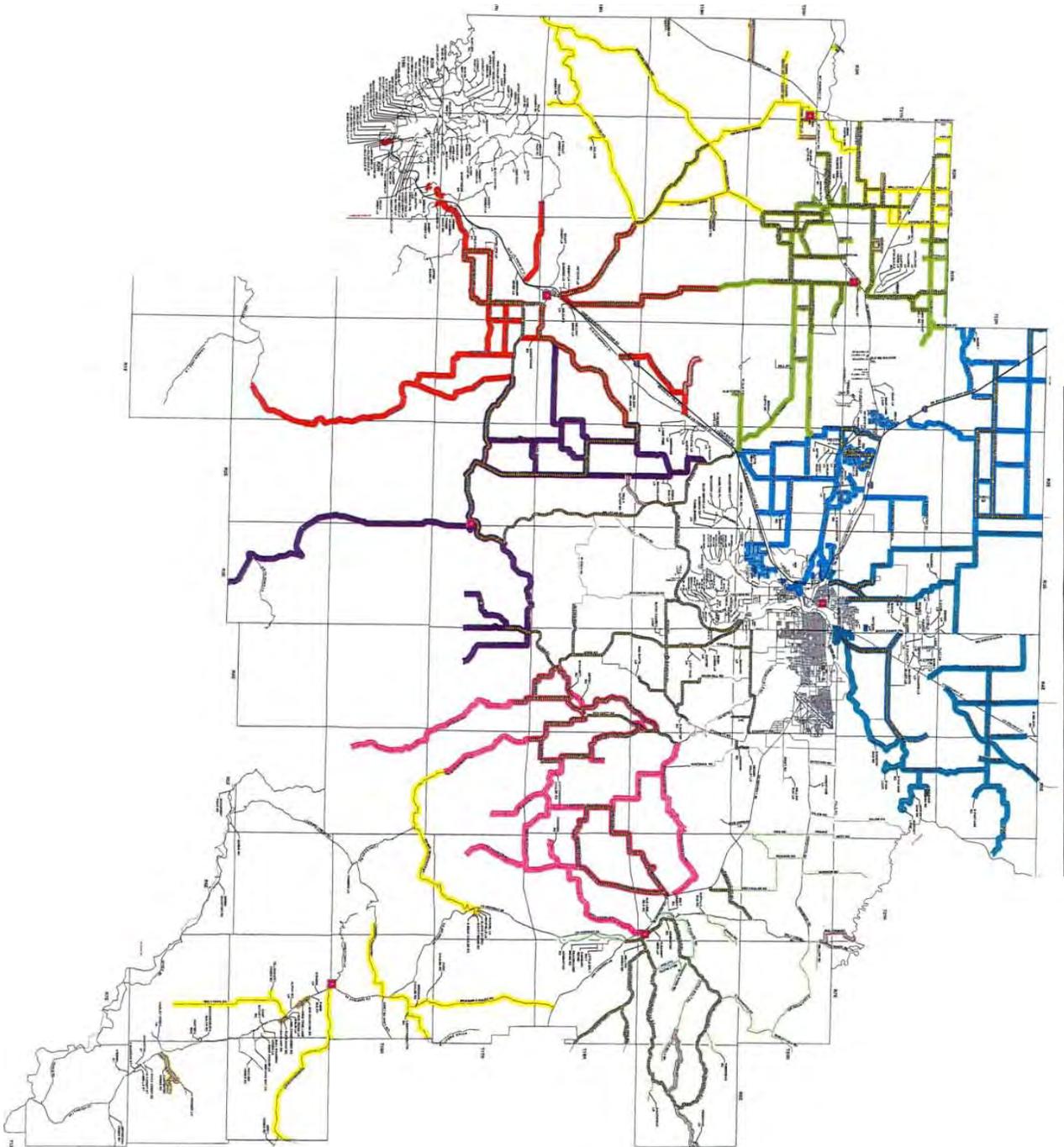
**Jonathan (John) Wegner** is a Laborer and was hired on September 27<sup>th</sup>, 2010, with Expo Park and then transferred to the Road and Bridge Division on February 11<sup>th</sup>, 2013. As a laborer, John's responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays 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; 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.

**Capital Improvements Plan**  
(Demonstrating next 3 years for heavy duty equipment)

<b>PUBLIC WORKS HEAVY DUTY EQUIPMENT CAPITAL IMPROVEMENTS PLAN</b>					
ID#	Description	Proposed 2015	Actual 2015	Projected 2016	Projected 2017
1417	2012 160M2 AWD CAT				\$75,000.00
1420	2012 160M2 AWD CAT				\$75,000.00
1415	2014 160M2 AWD CAT	\$180,000.00	\$210,574.00		
1423	2014 160M2 AWD CAT	\$180,000.00	\$187,574.00		
1414	2014 160M2 AWD CAT	\$180,000.00	\$168,574.00		
1418	2008 140M AWD CAT			\$180,000.00	
1422	2008 160M AWD CAT			\$180,000.00	
	2011 CAT 420E	\$175,000.00	\$68,896.00		
	2011 CAT 420E		\$78,132.00		
	CAT 938 Wheel Loader			\$180,000.00	
1530	1971 Cat 950				\$180,000.00
1253	2001 Peterbilt Semi-Tractor Plow Truck		\$35,000.00		
1202	1998 Freightliner (Green w/ Sleeper, Replace with Semi Truck)	\$50,000.00	\$36,262.50		
1204	2000 Freightliner FL120 Semi-Truck		\$36,262.50		
	Semi Tractor End Dump			\$75,000.00	
1252	1977 Ford F880 Plow Truck			\$50,000.00	
1603	1984 Oil Distributer Truck				\$50,000.00
1222	1998 Freightliner FL80				\$50,000.00
502	1977 Ford F-800 Truck (Replace with dump truck)				\$50,000.00
1303	2015 Dakota Belly Dump	\$42,000.00	\$39,750.00		
1302	1973 Freuhauf Double Gate			\$42,000.00	
1300	1985 Midland Single Gate				\$50,000.00
1560	1958 Bros Roller (Replace with Dual Steel Drum)	\$40,000.00			
524	1989 Hyster Forklift (Replace with 8000lb lift)	\$40,000.00			
1650	2014 CASE IH F95C Tractor	\$40,000.00	\$24,000.00		
1651	2014 CASE IH F95C Tractor		\$11,000.00		
2014	CASE 588H FORKLIFT		\$75,856.00		
2014	Genie Manlift GS3246	\$25,000.00	\$19,740.00		
2014	GENIE GS1930 SCISSOR LIFT		\$10,600.00		
1970	Ford Tractor 2000			\$30,000.00	
	Towmaster T40 28' Trailer			\$35,000.00	
1571	1977 Raygo Rustler Steel Drum Roller				\$75,000.00
1221.1	1989 Root 12 Snow Plow			\$10,000.00	
	12' Snow Plow Undercarriage			\$10,000.00	
	6.7 CY Stainless Steel Sander Unit			\$10,000.00	
1224.2	1989 8 1/2ft CY Swenson Sander				\$10,000.00
	Tarco Windy 100 Leaf Loader-Curb Side Pick Up	\$32,000.00		\$32,000.00	
5871	Lincoln Welder Sam 600 on Trailer				\$10,000.00
	2014 JD Gator TS	\$13,000.00	\$3,628.50	\$3,800.00	
	2014 JD Gator TS	\$13,000.00	\$3,628.50	\$3,800.00	
1661	2015 Schulte Rotary Mower w/ flex arm		\$33,096.00		
		\$1,010,000.00	\$1,042,574.00	\$841,600.00	\$625,000.00

## 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 2014)

During calendar year 2014 the gravel crushing crew crushed a total of 51,557 yards. The gravel crushing occurred at the Standley Pit. Only 1-inch gravel was crushed.

Estimated Price for 1.0" Gravel			Actual	Including	Including
			Crushing Time	Employee Time	Employee Time w/o Travel
Yards/Hour			17.65	48.27	13.10
Employee Salary Costs			\$27,073.26	\$42,252.59	\$9,235.60
Loader Equipment Costs			\$101,244.00	\$136,396.00	\$136,396.00
Royalty (to Landowner)=			\$70,000.00	\$70,000.00	\$70,000.00
Royalty (to State of MT) = \$0.025/yd			\$1,288.93	\$1,288.93	\$1,288.93
Crusher Equipment Operating Costs			\$106,325.67	\$106,325.67	\$106,325.67
Price/Yard 1" minus			\$5.93	\$6.91	\$6.27
Price/Ton 1" minus			\$3.96	\$4.61	\$4.18

**Total Yards Crushed**

**51,557**

**Total Cost Per Yard**

**\$6.91**

### ROAD PRESERVATION PROGRAM PROJECTIONS

If the county was to rebuild gravel roads on a ten (10) year cycle (with approximately 1050 miles of maintained gravel roads), it would need to rebuild 105 mi/yr. The cost for rebuilding a mile of gravel road this calendar year was \$27,055.80 for an annual cost of \$2,840,859.00 following this ten (10) year cycle.

If the county was to rebuild paved roads on a twenty (20) year cycle (with approximately 150 miles of maintained paved roads), it would need to rebuild 7.5 mi/yr. The cost for the Public Works Department to overlay a mile of paved road this calendar year was \$117,400.08 for an annual cost of \$880,500.60 following this twenty (20) year cycle. This price does not include chip sealing.

If the county was to contract out the overlaying of paved roads on a twenty (20) year cycle (with approximately 150 miles of maintained paved roads), it would still need to rebuild 7.5



## Road & Bridge 2014 Work Code Report

Code	Description	# of Hrs	% of Total Wkly Hrs	Code	Description	# of Hrs	% of Total Wkly Hrs
Hol	Paid Holiday	2482	5.44%	472	Bridge Component Repair/Replacement	10	0.02%
Leave	Sick/Vaca/Comp Used	6191	13.58%	483	Travel Time/Other	429	0.94%
				484	Detour Signing/Installation	9.5	0.02%
411	Hand Patch: Durpacher or Cold Mix	2313.25	5.07%	485	Flagging, Road Traffic	328.5	0.72%
412	Blade Patch: Hot Mix (hauling/laying/rolling)	1076	2.36%	486	Erosion Control	20	0.04%
413	Blading/Grading Maintenance	6229	13.66%	489	Crushing Gravel: 1"	953	2.09%
415	Gravel Patching (Shoulders/Corner Radius/etc)	139.5	0.31%	490	Crushing Gravel: 1.5"	0	0.00%
416	Digouts: Gravel or Pavement	134	0.29%	491	Crushing Gravel: 3"	0	0.00%
417	Area Maintenance Inspection	1447	3.17%	492	Travel Time/Crusher Crew	694	1.52%
418	Pulverize - Hammermill	0	0.00%	493	Reclaim Pit: Crusher	28.5	0.06%
422	Crush Top Surface Re-Gravel	7471.5	16.39%	494	Stripping Pit	27	0.06%
423	Subgrade- Pit Run	48.5	0.11%	495	Feeding Crusher	870.5	1.91%
424	Chip Sealing	0	0.00%	496	Prospect for Gravel	0	0.00%
429	Wet/Roll/Compact Gravel Roads	1299.5	2.85%	497	Stockpile Rock: Pushing up Piles	124	0.27%
435	Reshaping Existing Roads (Shoulders/Ditches/Crowns)	976	2.14%	498	Stockpile Gravel	78	0.17%
437	Rock Slide Removal	10	0.02%	499	Moving & Setting up Crusher Equipment	0	0.00%
438	Pull Stuck Equipment Out	6.5	0.01%	512	Erect/Remove Snow Fences	643.75	1.41%
442	Drainage Ditching &/or Culvert Installation	688.5	1.51%	513	Sanding/Plowing Ice Removal	6569	14.41%
446	Trees/Shrubs cutting in R.O.W.	506.5	1.11%	514	Sweeping	319.5	0.70%
447	Mowing/Weed Control	650	1.43%	515	Right of Way Fence	180	0.39%
458	RipRap Installation	7.5	0.02%	517	Mix Sand & Salt	36.5	0.08%
454	Install Guard Rails	59	0.13%	519	Repair Damage from County work (mailboxes, shrubs, etc)	55.5	0.12%
457	Debris Removal: Animals, Branches, Garbage, etc	755.5	1.66%	522	Repair/Maintain/Install new Traffic Signs (Not Construction)	828.25	1.82%
461	Move Equipment	842.75	1.85%	526	Painting (striping/markings)	0	0.00%
463	Cold Overlay/Milling	0	0.00%	614	Flood: Pumping Water	0	0.00%
464	Gravel Hauling/Inventory	459.75	1.01%	742	Occupational/Safety Training/Employee Meeting	796.5	1.75%
465	Sand Hauling/Inventory	464.25	1.02%	784	Site Maintenance: Grading	352	0.77%
466	Fuel & Supplies	663.75	1.46%	785	Building Repairs/Maintenance	447.75	0.98%
468	Lead Pay	641	1.41%	787	Shop & Yard Cleanup	426.5	0.94%
471	Bridge Inspection	10	0.02%	912	Repair Costs: Assisting Mechanic	965.5	2.12%
		26899.25	59.01%			15192.75	33.33%

Total of Hrs Available	50770	2014 Total of Hrs Worked	42092	2014 Total Percentage	92.34%
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2014 Road & Bridge Time Breakdown		
Holiday Hours	2482.00	4.89%
Sick Hours	2641.25	5.20%
Vacation Hours	3015.75	5.94%
Comp Hours	539.00	1.06%
Total Hours Worked	42092.00	82.91%
Total	50770.00	100.00%



## Weed & Mosquito Division

### Staff Duties

The Weed and Mosquito Division has twenty-nine (29) employees. Of these employees, four (4) are full time, leaving twenty-five (25) as seasonal/temporary employees. Of the full-time employees, one (1) is the Division Superintendent and three (3) field supervisors who work in both the weed and mosquito areas.

The Weed & Mosquito Division Superintendent position is currently **vacant**. 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 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 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 Mazzarelli** 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 retired at the end of the 2014 season but plans to return as a seasonal field supervisor in 2015. 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 twenty-five (25) remaining employees for the 2014 spraying season were: Nick Yaeger, Brianna Smelser, Carl Johnson, Keely Young, Montana White, Dylon Atchison, Mike Lathrop, Timothy Blystone, Mark Yaeger, Brady Christiaens, Kylar Clifton, Kolter Corbitt, Seth Garrity, Jeremy Meinhardt, Bridger Brennan, Teresa Kennerly, Shay Stainsby, Benjamin Harris, Rai Hahn, Tony Swartz, Jillian Wiggers, Will Smith, Justin Secrist, Derik Powell, Deryk Pearsall.

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.

### **2014 CONTRACT SPRAYING**

<b>MONTH</b>	<b># of CONTRACTS</b>	<b>REVENUE</b>
<b>APRIL</b>	<b>1</b>	<b>\$125.32</b>
<b>MAY</b>	<b>19</b>	<b>\$13,219.60</b>
<b>JUNE</b>	<b>58</b>	<b>\$42,856.72</b>
<b>JULY</b>	<b>38</b>	<b>\$26,506.61</b>
<b>AUGUST</b>	<b>23</b>	<b>\$29,356.52</b>
<b>SEPTEMBER</b>	<b>5</b>	<b>\$3,532.69</b>
<b>OCTOBER</b>	<b>2</b>	<b>\$2,196.50</b>
<b>TOTAL</b>	<b>146</b>	<b>\$117,793.96</b>

## Weed Spraying Report

(Calendar Year 2014)

2014 Cascade County ROW Summary														
SEASONAL TOTALS	Miles	Acres	Vehicle Hours	Man Hours	Platoon 24-D QTS	Tordon 22k QTS	Escort XP OZ	Perspective OZ	Milestone FL/OZ	RazorPro QTS	Surfactant QTS	Handspray GAL	Broadjet GAL	Total GAL
Area1	446.62	261.61	103	130	157.09	131.52	168.66	13.5	599.57	0	46.78	0	0	4726
Area2	358.88	152.64	95.5	156.5	78.99	69.83	88.56	36.7	438.05	0	31.32	0	0	3220
Area3	347.57	85.28	71.5	112	54.26	32.94	41.1	21.1	256.25	0	27.69	0	0	2887
Area4	501.89	87.07	213	401	64.7	23.69	54.79	0	477.97	0	47.33	0	0	4683
Area5	470.71	153.76	132	213	132.51	100.72	65.48	2.4	230.34	0	47.3	0	0	4695
Area6	230.05	63.79	78	123	47.34	33.16	28.93	0	213.31	0	18.25	0	0	1821
Area7	483.88	152.77	146	236	122.05	84.295	103.64	8.47	375.97	0	50.6	0	0	5112
Area8	301.79	58.42	96	166	49.29	23.73	39.76	18	177.44	0	22.49	0	0	2287
Area9	468.12	115.19	169	257	95.55	49.66	63.05	57.6	86.03	0	49.5	0	0	4870
Area10	486.26	81.7802	119	199	55.77	25.75	44.67	40	246.87	0	25.41	0	0	2575
Seasonal Totals	4095.77	1212.31	1223	1993.5	857.55	575.295	698.64	197.77	3101.8	0	366.67	0	0	36876

2014 Cascade County Weed Spaying Control Summary														
	Miles	Acres	Vehicle Hours	Man Hours	Platoon 2,4-D QTS	Tordon 22k QTS	Escort XP OZ	Perspective OZ	Milestone FL/OZ	RazorPro QTS	Surfactant QTS	Plateau OZ	Broadjet GAL	Total GAL
<b>SEASONAL TOTALS</b>														
County Property	0	138.54	43	72	49.69	39.46	27.69	0	87.22	0	22.6	0	0	2195
MDT	1587.6	822.22	526	673	558.14	455.05	469.31	137.6	1882.62	44	185.78	70.7	0	15953
City of Great Falls	4	62.89	28.5	42	38.25	21.52	17.26	53.35	223.93	0	15.26	0	0	1526
Fish, Wildlife, & Parks	0	40.94	95	188	80.89	60.82	44.07	11.72	127.04	0	40.25	0	0	2616
Private	26	542.91	218	349	485.14	277.52	512.39	10.33	2260.44	0	131.01	0	0	13126
<b>Seasonal Totals</b>	<b>1617.6</b>	<b>1607.5</b>	<b>910.5</b>	<b>1324</b>	<b>1212.11</b>	<b>854.37</b>	<b>1070.72</b>	<b>213</b>	<b>4581.25</b>	<b>44</b>	<b>394.9</b>	<b>70.7</b>	<b>0</b>	<b>35416</b>
<b>Sterilant</b>		<b>81.64</b>	<b>77</b>	<b>154</b>										

## Mosquito Spraying Report (Calendar Year 2014)

	LARVICIDING REPORT										ADULTICIDE REPORT																	
	Vectobac G		Vectobac GS		FourStar CRG		Vectobac 12AS		VectoMax CG		FourStar BR-CRG		BVA Larvicide Oil		FourStar MBG		Alfosid Pellets		Aquabac		Total Acres		Kontrol 4-4		Zenhex E20			
	Amt (lbs)	Total Acre	Amt (lbs)	Total Acre	Amt (lbs)	Total Acre	Amt (gal)	Total Acre	Amt (lbs)	Total Acre	Amt (lbs)	Total Acre	Amt (gal)	Total Acre	Amt (lbs)	Total Acre	Amt (lb)	Total Acre	Amt (lbs)	Total Acre		Amt (gal)	Total Acre	Amt (gal)	Total Acre	Amt (gal)	Total Acre	
4/6-4/12/14																					Week 15	0.00						
4/13-4/19/14																					Week 16	0.00						
4/20-4/26/14		210.00	21.17																		Week 17	21.17						
4/27-5/3/14		2.00	0.20				0.04	5.02													Week 18	5.22						
5/4-5/10/14		688.50	69.81																		Week 19	69.81						
5/11-5/17/14		131.00	13.30							709.00	71.55										Week 20	84.85						
5/18-5/24/14		310.20	31.06						0.50	0.05	1.44										Week 21	33.94						
5/25-5/31/14		47.70	4.91						25.00	2.50											Week 22	19.21						
6/1-6/7/14		462	47.00				0.04	5.17			229.75	23.30									Week 23	76.99						
6/8-6/14/14		393.50	47.28				0.08	10.78			75.00	6.24									Week 24	66.96						
6/15-6/21/14											191.30	19.78									Week 25	88.89						
6/22-6/28/14		192.70	20.74				0.05	7.09			1,111.00	111.81									Week 26	224.41						
6/29-7/5/14		4.00	0.40				0.17	22.83			40.25	4.05									Week 27	41.76						
7/6-7/12/14							0.61	2.44			211.25	21.15									Week 28	81.16						
7/13-7/19/14		100.00	6.86				2.37	11.09			216.00	20.65									Week 29	82.38						
7/20-7/26/14							0.73	2.90			297.00	26.65									Week 30	88.81						
7/27-8/2/14		73.00	6.86																		Week 31	103.82						
8/3-8/9/14							2.20	8.80			26.50	1.33									Week 32	79.26						
8/10-8/16/14							7.76	31.19													Week 33	48.80						
8/17-8/23/14		240.00	23.11						263.5	25.75	50.00	5.00									Week 34	77.36						
8/24-8/30/14		4,504.00	450.40						138.00	14.15											Week 35	464.55						
8/31-9/6/14		34.00	1.70						72.00	5.30											Week 36	10.68						
9/7-9/13/14									67.00	3.85											Week 37	4.35						
9/14-9/20/14																					Week 38	0.00						
9/21-9/27/14																					Week 39	0.00						
TOTALS	4,951.00	488.93	2851.2	299.57	2646.8	258.25	14.05	107.31	580	52.95	3,174.85	312.95	1,132.29	24.81	1,186.93	120.90	1.60	0.16	864.42	108.55	Total Acres	1774	95.41	1,880.2	57.67	10,730.16		

2014 Human West Nile Virus Cases			
Cascade County			
Age Groups			Number
0-19			0
20-29			0
30-39			0
40-49			0
50-59			0
60-69			0
70-79			0
80-89			0
90 & Above			0
<b>Total</b>			0
<b>Deaths</b>			0
Mosquito Surveillance			
Pools tested w/RAMP			168
<b>POSITIVE POOLS</b>			2
Animal Surveillance			
Equine Cases			2
Wild Birds			0

**Budget**

<b>Public Works Department</b>		
<b>Budget Worksheet Report</b>		
Account Number		2014 Amended Budget
<b>Fund: 1000 - General</b>		
213 - Building Maintenance		\$525,445.46
352- Superintendent of Buildings		\$162,047.08
353- Radio Communications		\$130,807.22
<b>Fund: 5210 - Water Operations</b>		
223 - Water Distribution		\$55,151.00
<b>Fund: 2110 - Road</b>		
207 - Public Works Administration		\$464,247.16
218 - Road		\$4,283,416.18
<b>Fund: 2111 - Road</b>		
218 - Road Materials		\$164,000.00
<b>Fund: 6051 - Fleet Maintenance</b>		
221 - Fleet Maintenance		\$1,841,597.50
<b>Fund: 5750 - Montana ExpoPark</b>		
465 - ExpoPark/Public Works Dept.		\$862,895.00
<b>Fund: 2140 - Weed Control</b>		
243 - Weed Control		\$405,773.00
<b>Fund: 2200 - Mosquito Control</b>		
231 - Mosquito Control		\$361,653.54
<b>Fund: 2250 - Planning</b>		
257 - Planning		\$323,737.04
<b>Fund: 2210 - Parks</b>		
279 - Parks M & O		\$9,719.82
<b>Fund: 2830 - Motor Vehicle Disposal</b>		
273 - Motor Vehicle Disposal		\$16,624.00
<b>Fund: 2820 - Gasoline Tax</b>		
266 - Gasoline Tax		\$153,556.00
<b>Fund: 4015 - Public Works Capital Project</b>		
484 - Public Works Capital Improvement		\$1,006,000.00
	<b>Grand Total</b>	<b>\$10,766,670.00</b>