

CITY OF BOULDER

AGENDA CITY COUNCIL MEETING MONDAY, MARCH 18, 2024 6:30 p.m. at City Hall

**The public is encouraged to participate in person,
or via Zoom at:**

<https://zoom.us/j/3147501763>

Meeting ID: 314 750 1763

To join Zoom via traditional phone only:

Dial 1-646-558-8656, enter 314 750 1763 followed by the # key

When asked for participant ID, press # key

THE COUNCIL WELCOMES AND ENCOURAGES PUBLIC COMMENT. ANYONE WISHING TO ADDRESS THE COUNCIL IS ENCOURAGED TO DO SO WITH THESE STIPULATIONS:

For comments pertinent to items being discussed during THIS MEETING, members of the public will be afforded an opportunity to address the council on every matter coming before the council immediately in advance of the vote and in accordance with established Council Rules of Procedure.

1. **The Mayor or Council may limit the amount of time for comments if they become extensive.**
2. **If the speaker begins to infringe on the right to privacy of another, the Mayor or Council may interrupt and end the comments on that issue.**
3. **These comments must be pertinent to the topic under consideration. There is an opportunity for open comments at the end of the meeting.**

- **Open Meeting Call to Order**
- **Pledge of Allegiance**
- **Roll Call**
- **Approval of Minutes of the Previous Meeting(s)**
 - 2/20/2024 Council Meeting
- **Approval of Agenda**
- **Requests of elected city officials for absences exceeding 10 days or participation by telecommunications.**
- **Communication for Public Record (Ex parte Communications)**
- **Constituent issues-reports from the Mayor and Council members**
- **Consent Agenda to include:**
 - Mayor Report
 - Ambulance Report
 - Fire Report
 - Public Works Report
 - City Court/Sheriff Reports
 - City Attorney Report
 - Reports from Clerk

304 North Main Street
P.O. Box 68
Boulder, Montana 59632

(406) 225-3381 phone
(406) 225-9498 FAX

CITY OF BOULDER

- Cash/Bank Reconciliation, February 2024
- Statement of Revenue Budget vs Actual, February 2024
- Statement of Expenditure Budget vs Actual, February 2024
- Utility Billing Adjustments, Charges, Receipts, Delinquent Accounts for February 2024
- Ambulance Write-offs & Collections for February 2024

- **Correspondence:**

- **Committee Reports**

- Planning Board
- Chamber of Commerce
- Cemetery Advisory Committee
- Finance/Investment Committee

- **Old Business**

1. Update on trails project (survey cost, feasibility)

- **New Business**

1. Discussion and possible determination on Authorizing Morrison-Maierle to Bid the Well 5 Drilling and Development Package
2. Discussion and possible determination on Planning Board recommendations for zoning update proposal
3. Discussion and possible determination on hiring ArcaSearch to digitize City records
4. Discussion and possible determination on signing the Madison Valley Bank ACH Originator Contract
5. Discussion and possible determination on Pool Manager Job Description, salary and timeline for advertising and hiring position for 2024 pool season
6. Discussion and possible determination on appointment of Gyle Nix to Planning Board vacancy
7. Approval of City record destruction request

Unscheduled Matters

Note: An item that is NOT listed on the agenda for the current meeting may be discussed during the session at the discretion of the presiding officer. However, the purpose of such discussion shall be to decide whether to schedule the item for discussion and vote on a subsequent agenda. The Council shall decide on no item of significant interest to the public without prior notice to the public as a scheduled Council agenda item.

- **Open Public Comment**
- **Authorization to pay bills**
- **Council Agenda suggestions for the next meeting to be held on Monday, April 15, 2024, at 6:30 p.m.**
- **Adjournment**

CITY OF BOULDER
P.O. BOX 68
BOULDER, MONTANA 59632
CITY COUNCIL MEETING MINUTES
TUESDAY, FEBRUARY 20, 2024

CALL TO ORDER:

Mayor Giulio called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance.

ROLL CALL:

Elected officials present: Russell Giulio, Drew Dawson, Patricia Lewis (by Zoom), Tim Graff, and Mike Taylor

Others participating: Rosemary Perna (*Accounting Assistant*), Jack Trethewey (*Ambulance Director*), Dennis Wortman (*Public Works Director*)

APPROVAL OF MINUTES OF PREVIOUS MEETING:

The minutes from the 1/16/2024 Council Meeting – Dawson moved, Lewis seconded, carried with 4 aye votes.

APPROVAL OF AGENDA: Dawson made a motion to approve the agenda except for removing Old Business #1, Taylor seconded, carried with 4 aye votes.

REQUESTS OF ELECTED CITY OFFICIALS FOR ABSENCES EXCEEDING 10 DAYS OR PARTICIPATION BY TELECOMMUNICATION: Patricia Lewis will be continue to be in Arizona and participate in Council meetings via Zoom

COMMUNICATION FOR PUBLIC RECORD (Ex parte): None.

CONSTITUENT ISSUES-REPORTS FROM THE MAYOR AND COUNCIL MEMBERS: None.

CONSENT AGENDA TO INCLUDE:

- Mayor Report – Received.
- Ambulance Report - Received.
- Fire Report – Received.
- Public Works Report – Wortman was in attendance
- City Court Report – Received.
- City Attorney Report – Received.
- Finance/Investment Report – None.
- Reports from Clerk
 - Cash/Bank Reconciliation, December 2023
 - Statement of Revenue Budget vs Actual, December 2023
 - Statement of Expenditure Budget vs Actual, December 2023
 - Utility Billing Adjustments for December 2023
 - Ambulance Write-offs & collections for December 2023

Dawson made a motion to approve the Consent Agenda. Taylor seconded the motion and the motion carried with 4 aye votes.

CORRESPONDENCE:

An invitation to the Youth Dynamics groundbreaking ceremony was presented to the Council.

COMMITTEE REPORTS:

- **Planning Board:** LaDana Hintz reported the Planning Board met 2//5/24 and they had a short meeting to discuss old business. The next meeting will be on March 4, 2024. They will review the proposal that Great West submitted for the zoning updates. Additionally, they will discuss a possible trails project (nature trail) that would utilize the space where the City lagoons used to be.
- **Chamber of Commerce:** Kerri Kumasaka presented an opportunity for the City of Boulder to receive a grant in the amount of 2.5 million dollars in the period of five years to promote tourism in Boulder. The grant will be discussed at the BTAC meeting on 3/7/2024
- **Cemetery Advisory Committee:** No new updates
- **Finance/Investment Committee:** Taylor reported nothing new at this time

OLD BUSINESS:

NEW BUSINESS:

1. Public Hearing started at 6:40 PM and the priorities for the SLIPA grant were finalized. The priorities will be: two new blowers at the water treatment plant, a hoop barn at the treatment plant and a tarp to cover the hoop barn, as well as minor updates and upgrades to the SCADA system. The second priority will be repairs at the Boulder pool and finally road and street improvements. There was discussion that the roads and streets should be prioritized over the treatment plant. Taylor stated that we have funding for our roads from the state and that we have five miles of chip sealing that would be started this year, therefore we don't need as much grant funding. The priority list was approved with Dawson making the motion and Taylor seconded and the motion carried with 4 aye votes. The public hearing closed at 6:45 PM.
2. Discussion of implementation of the Boulder trails project. The trails project was discussed by the Council. Mayor Giulio had reached out to J BAR T Engineering to come up with the cost of the project. The cost of \$400,000 included engineering plans. LaDana Hintz pointed out that the City already had the engineering plans from Stahly Engineering, so all we would have to do at this point to secure easements would be to have a survey done. Mayor Giulio stated that he would get an estimate of the survey costs.
3. The Position Description of City Administrator was presented by Dawson. Discussion followed about the new City position. It was clarified that the position would be added in addition the City Clerk position, not replacing the position. Cheryl Haasackker stated that the position should not include telework, the Administrator should be available to the public at City Hall. Mayor Giulio stated that the Administrator would be out in the field at times and not always in the office. It was discussed that in the Position Description the applicant is required to have a CDL license. Taylor suggested that that be changed to the ability to obtain a CDL license within six months of hire with training costs to be absorbed by the City. He also stated that the training program would be approved by the City. Hintz stated that the role of the Zoning Administrator as written in the Position Description should be clarified as there are multiple City planning processes the City Administrator would be reviewing, not just zoning. Dawson and Mayor Giulio stated that the position would start out at \$52,000 annually and increase to \$65,000 annually after passing the wastewater test. Those amounts do not include benefits that are added in addition. Dawson made a motion to add the position of City Administrator with the changes made that were presented by

Hinz. The position will also not include telework. Bear seconded the motion and it carried with 4 aye votes.

4. Review and Discussion of a community education effort to assist in the electorate in understanding the “election on the question of conducting a local government review and study commission...” that will be held at the primary election on June 4th, 2024. Dawson stated that he would be meeting with Jefferson County Clerk Ginger Kunz to discuss teaming up with Jefferson County to provide community education since the county will have the same choice on the ballot. It was suggested that we get Montana State University Extension to provide the information. The public thought it would be a good idea to get more education on the topic before the election.
5. Discussion and possible determination on Resolution 2024-02 Corporate Resolution adding Rosemary Perna to be a signer on the City Magistrate bank account. Lewis motioned to approve the Resolution, Dawson seconded, and the motion carried with 4 aye votes.
6. Approval of City record destruction request- Taylor made a motion to approve and Dawson seconded, and the motion carried with 4 aye votes.

UNSCHEDULED MATTERS:

OPEN PUBLIC COMMENT:

None

AUTHORIZATION TO PAY BILLS: The bills were presented for payment authorization using checks #17517-17557 in the amount of \$35,014.62, and ACH payments #99739-99746 the amount of \$15,559.80 for a total of \$50,574.42. Taylor made a motion to approve the bills and payments as presented. Dawson seconded the motion and the motion was carried with 4 aye votes.

COUNCIL AGENDA SUGGESTIONS TO THE MAYOR FOR THE NEXT MEETING:

It was suggested that at the March Council meeting there be an update on the trails project as well as the discussion and determination on the Planning Board’s recommendation for the zoning proposal.

ADJOURNMENT: With no further business, the meeting was adjourned at 7:28 p.m. The next regularly scheduled meeting will be held on Monday, March 18, 2024, at 6:30 p.m.

DATE: _____

Mayor

SEAL

Attest: _____
City Clerk

Boulder Ambulance Report

~~January~~ 2024
February
Service Statistics Since April

Vehicles
Training
Training

Ambulance #1 is currently being repaired by the City Shop-Have a free loaner from JVEMSR
EMT Class completed Only one person completed the entire course
One class scheduled cancelled by presenter 3 attended Refresher in Whitehall

Incidents in Our Area Month to Month Comparison

	Total	Boulder			St. Pete's	A!	JCSO
		Billable	QRU	No Bill			
April	23	2		7	11	2	1
May	16			11	5	0	0
June	18	2		9	7	0	0
July	28	6		17	5	0	0
August	30	7		14	8	1	0
September	24	3		14	9	0	0
October	25	9	1	9	7	0	0
November	23	3		7	13	0	0
December	25	6		5	13	1	0
January	21	2	3	8	8	0	0
February	25	6	1	11	8	0	0

Boulder Ambulance Incidents

Date	Call #	Description	Billing Status
2/1	791	Fire Assist - Alarm Malfunction	Not Billed
2/1	807	Seizure - Cancelled prior to response - Basin	Not Billed
2/2	830	Slip & Fall - Head Bleed to St. Pete's	Billed
2/2	832	MVC mm 189 I-15 - Refusal	Npt
2/3	849	Fall at Boulder Hot Springs - Cancelled by caller before Response	Not Billed
2/3	858	MVC mm147 I-15 No Injuries - Refusal	Not Billed
2/10	1035	Skier crash - Skijouring - To St. Pete's	Billed
2/10	1035	Fall from horse - Skijouring To St. Pete's	Billed
2/11	1052	Horse fell on rider Skijouring again - Refusal	Not Billed
2/13	1106	Hip Pain - QRU - Passed to St. Pete's	Not Billed
2/17	1217	Altered Mental Status - to St. Pete's	Billed
2/18	1243	Breathing Difficulty - to St. Pete's	Billed
2/19	1270	Assault - JCDC - Refusals - Jailer & 2 Inmates	Not Billed
2/21	1342	Fall - Cancelled by caller before response	Not Billed
2/28	1460	Unknown Illness - Cancelled by caller before response	Not Billed
2/28	1580	Possible Cardiac Issues - To St. Pete's	Billed
2/29	1588	Cardiac Arrest - riverside - Pronounced on Scene	Not Billed
2/29	1604	MVC mm32 Hwy.69 - DOA - No Transport	Not Billed

Handled by St. Peter's

			Billing
Date	Call #	Description	Status
2/9	1016	Weakness	Billable
2/11	1045	Seizure - Transported POV	Not
2/13	1106	Hip Pain ORU handed off to St. Pete's	Billable
2/21	1329	Hip Pain - Riverside	Billable
2/21	1356	Altered Mental Status	Billable
2/22	1368	Altered Mental Status	Billable
2/27	1533	Vusion Difficulties	Billable
2/28	1551	Possible Cardiac Event	Billable

Boulder Volunteer Fire Department
 Boulder City Council Report
 February 2024

Activities & Incidents Report

Meeting Activities

<u>Date</u>	<u>Activity</u>	<u>Hours/Attendance</u>
2/1/24	Business Meeting	1 (8)

Training & Community Activities

<u>Date</u>	<u>Activity</u>	<u>Hours/Attendance</u>
2/15/24	Training; SCBA and Search	2 (6)

Incidents

<u>Date</u>	<u>Type</u>	<u>Location</u>	<u>Units</u>	<u>Crew</u>
2/1/24	AFA	200 W 4th Ave	POVs	2
2/4/24	MVA	I15 MM 147 NB	3211	3
2/5/24	Structure	2nd Ave, WHITEHALL	3222, 3232	3
2/29/24	MVA	HWY 69 MM 32	3211	3

Prepared by:
 Amanda Cochran, Secretary
 3/9/24

Monthly Activity Report

February 2024

Citations and Non-Citations By Issued Date
Financial Type: Fines and Fees

Citations	Last Month	This Month	Change	Last YTD	This YTD	Change
DUI	0	0	0	2	0	-2
MIP	0	1	1	0	1	1
Miscellaneous	0	0	0	1	0	-1
SPEEDING	0	1	1	3	1	-2
TRAFFIC	2	8	6	9	10	1
Totals:	2	10	8	15	12	-3
Non-Citations						
TRAFFIC	2	0	-2	0	2	2
Totals:	2	0	-2	0	2	2
Fines and Fees						
Fine	1,062.50	627.50	(435.00)	1,355.00	1,690.00	335.00
Law Enforcement Academy	50.00	30.00	(20.00)	91.18	80.00	(11.18)
Misdemeanor Surcharge	30.00	60.00	30.00	111.76	90.00	(21.76)
Overdue Processing Late Fee	0.00	0.00	0.00	0.00	0.00	0.00
Technology Surcharge	20.00	40.00	20.00	81.18	60.00	(21.18)
Victim Restitution	12.50	12.50	0.00	0.00	25.00	25.00
Victim Witness Admin Fee	1.00	1.00	0.00	0.12	2.00	1.88
Victim Witness Surcharge	64.00	39.00	(25.00)	5.76	103.00	97.24
Totals:	\$1,240.00	\$810.00	\$(430.00)	\$1,645.00	\$2,050.00	\$405.00



Office of the
SHERIFF / CORONER
JEFFERSON COUNTY
 P. O. Box 588 Boulder, Montana 59632
 Phone (406) 225-4075 Fax (406) 225-4145



Printed on March 1, 2024

Sheriff Tom A Grimsrud

City of Boulder Calls

[CFS Date/Time] is between '2024-02-01 00:00:00' and '2024-02-29 23:59:59' and [Zone->Zone] contains 'Boulder'

CFS Date/Time	Descriptions	Disposition
911 Hang Up		
02/14/24 09:43:30	911 Hang Up	Information
02/19/24 05:43:11	911 Hang Up	Handled By Officer / Deputy
911 Hang Up Total: 2		
911 Open Line		
02/09/24 17:16:07	911 Open Line	Gone On Arrival (GOA)/Unable to Locate
02/03/24 17:21:10	911 Open Line	Gone On Arrival (GOA)/Unable to Locate
911 Open Line Total: 2		
Administrative		
02/08/24 15:38:42	Administrative	Created In Error
02/20/24 03:59:56	Administrative	Information
02/12/24 09:17:45	Administrative	Information
Administrative Total: 3		
Agency Standby		
02/10/24 11:11:25	Agency Standby	Standby-Public Safety, Fire, or EMS
02/11/24 10:34:41	Agency Standby	Standby-Public Safety, Fire, or EMS

CFS Date/Time	Descriptions	Disposition
Citizen Assist		
02/22/24 10:25:13	Citizen Assist	Handled By Officer / Deputy
02/16/24 14:49:40	Citizen Assist	Handled By Officer / Deputy
02/09/24 16:30:01	Citizen Assist	Assignment Completed/Settled by Phone
02/11/24 01:52:34	Citizen Assist	Handled By Officer / Deputy
Citizen Assist Total: 4		
Civil		
02/22/24 09:27:50	Civil	Handled By Officer / Deputy
02/05/24 18:02:19	Civil	Handled By Officer / Deputy
02/28/24 16:25:19	Civil	Handled By Officer / Deputy
02/08/24 15:53:42	Civil	Handled By Officer / Deputy
02/28/24 12:25:28	Civil	Handled By Officer / Deputy
02/11/24 17:27:08	Civil	Handled By Officer / Deputy
Civil Total: 6		
County Attorney Request		
02/13/24 10:54:43	County Attorney	Information
02/20/24 13:34:42	County Attorney	Referred to County Attorney
02/20/24 13:36:32	County Attorney	Referred to County Attorney

CFS Date/Time	Descriptions	Disposition
Intoxicated Total: 1		
Larceny/Theft		
02/20/24 14:13:46	Larceny/Theft	Handled By Officer / Deputy
02/05/24 13:05:33	Larceny/Theft	Handled By Officer / Deputy
Larceny/Theft Total: 2		
Medical ALS		
02/10/24 23:59:02	Medical ALS	Handled By Officer / Deputy
02/28/24 08:09:17	Medical ALS	Patient Treated, Transported by EMS
02/28/24 20:30:00	Medical ALS	Patient Treated, Transported by EMS
Medical ALS Total: 3		
Medical BLS-RED		
02/22/24 06:50:50	Medical BLS-RED	Patient Treated, Transported by EMS
02/12/24 17:28:34	Medical BLS-RED	Patient Treated, Transported by EMS
02/09/24 22:52:14	Medical BLS-RED	Patient Treated, Transported by EMS
02/02/24 18:09:45	Medical BLS-RED	Patient Treated, Transported by EMS
02/17/24 18:38:00	Medical BLS-RED	Patient Treated, Transported by EMS
Medical BLS-RED Total: 5		
Medical BLS-YEL		
02/21/24 13:09:47	Medical BLS-YEL	Handled By Officer / Deputy
Medical BLS-YEL Total: 1		

CFS Date/Time	Descriptions	Disposition
Sex Offense		
02/06/24 09:51:45	Sex Offense	Handled By Officer / Deputy
02/19/24 09:36:02	Sex Offense	Handled By Officer / Deputy
Sex Offense Total: 2		
Shooting		
02/03/24 01:56:15	Shooting	Handled By Officer / Deputy
Shooting Total: 1		
Suicide Threats		
02/14/24 17:13:14	Suicide Threats	Handled By Officer / Deputy
Suicide Threats Total: 1		
Suspicious		
02/02/24 17:27:25	Suspicious	Gone On Arrival (GOA)/Unable to Locate
Suspicious Total: 1		
Suspicious Vehicle		
02/06/24 06:17:28	Suspicious Vehicle	Handled By Officer / Deputy
Suspicious Vehicle Total: 1		
Test Page		
02/22/24 17:57:00	Test Page	Information
02/09/24 17:57:00	Test Page	Information
02/08/24 17:57:00	Test Page	Information
02/03/24 17:57:00	Test Page	Information
02/17/24 17:57:00	Test Page	Information

CFS Date/Time	Descriptions	Disposition
02/10/24 11:09:42	Traffic Stop	Handled By Officer / Deputy
02/23/24 07:56:26	Traffic Stop	Warning issued (verbal or written)
02/23/24 08:20:00	Traffic Stop	Citation Issued
02/25/24 06:25:32	Traffic Stop	Warning issued (verbal or written)
02/09/24 17:12:47	Traffic Stop	Citation Issued
02/25/24 20:11:47	Traffic Stop	Warning issued (verbal or written)
02/25/24 20:30:52	Traffic Stop	Citation Issued
02/09/24 16:51:36	Traffic Stop	Warning issued (verbal or written)
02/08/24 08:27:11	Traffic Stop	Warning issued (verbal or written)
02/27/24 15:35:02	Traffic Stop	Citation Issued
02/27/24 23:04:00	Traffic Stop	Warning issued (verbal or written)
02/28/24 07:57:26	Traffic Stop	Handled By Officer / Deputy
02/08/24 08:07:58	Traffic Stop	Warning issued (verbal or written)
02/06/24 20:35:05	Traffic Stop	Warning issued (verbal or written)
02/20/24 10:37:53	Traffic Stop	Warning issued (verbal or written)

CFS Date/Time	Descriptions	Disposition
02/20/24 16:39:31	Traffic Stop	Warning issued (verbal or written)
02/20/24 16:53:40	Traffic Stop	Handled By Officer / Deputy
02/21/24 12:08:25	Traffic Stop	Warning issued (verbal or written)
02/13/24 08:20:04	Traffic Stop	Warning issued (verbal or written)
02/13/24 07:51:31	Traffic Stop	Warning issued (verbal or written)
02/11/24 16:06:51	Traffic Stop	Report Taken
02/11/24 15:35:21	Traffic Stop	Warning issued (verbal or written)
02/22/24 08:36:07	Traffic Stop	Citation Issued
Traffic Stop Total: 45		
Transport (Prisoner or Other)		
02/11/24 15:24:43	Transport (Prisoner or	Patient Treated, Released (Without Transport)
02/01/24 14:00:00	Transport (Prisoner or	Handled By Officer / Deputy
Transport (Prisoner or Other) Total: 2		
Trespass		
02/21/24 12:03:30	Trespass	Handled By Officer / Deputy
Trespass Total: 1		
Vehicle Alarm		
02/11/24 23:03:42	Vehicle Alarm	Handled By Officer / Deputy
Vehicle Alarm Total: 1		

CFS Date/Time Descriptions Disposition

Total Records: 142

E.J. GUZA & ASSOCIATES

A PROFESSIONAL LAW CORPORATION

BOZEMAN | WHITEHALL

Edward J Guza PC

25 Apex Drive
 Suite A
 Bozeman, 59718
 jyulga@ejguzalaw.com
 www.ejguzalaw.com
 O: (406) 586-2228

INVOICE

Number	6765
Issue Date	3/8/2024
Due Date	4/5/2024
Matter	City of Boulder
Email	cityclerk@cityofbouldermt.com

Bill To:

City of Boulder
 304 Noth Main Street
 P.O. Box 68
 Boulder, MT 59632
 O: 406-225-3381

Time Entries

Time Entries	Billed By	Hours	Sub
2/1/2024 Telephone call with Mayor; research and email to same.	Ed Guza	0.70	\$157.50
2/9/2024 Reviewed email chain and attachments, re: legal opinion for wells; email to engineer; reviewed Code and MCA, re Clerk Administrator position.	Ed Guza	0.90	\$202.50
2/12/2024 Read and responded to email from client.	Ed Guza	0.10	\$22.50
2/19/2024 Telephone with Mayor; research and email to same.	Ed Guza	0.90	\$202.50
2/25/2024 Thorough review of investment policy and law associated with investments of public funds; email to client.	Ed Guza	2.80	\$630.00

Time Entries	Billed By Hours	Sub
	5.40	\$1,215.00

Total (USD)	\$1,215.00
Paid	\$0.00
Balance	\$1,215.00
I-6674 Previous Balance	\$567.50
Total Outstanding	\$1,782.50

Trust Account Balance

Date	Item	Amount	Balance
3/4/2024	Current Balance		\$0.00

E.J. GUZA & ASSOCIATES

A PROFESSIONAL LAW CORPORATION

BOZEMAN WHITEHALL

Edward J Guza PC

INVOICE

25 Apex Drive
 Suite A
 Bozeman, 59718
 jyulga@ejguzalaw.com
 www.ejguzalaw.com
 O: (406) 586-2228

Number	6825
Issue Date	3/8/2024
Due Date	4/5/2024
Matter	McCauley Lawsuit
Email	cityclerk@cityofbouldermt.com

Bill To:

City of Boulder
 304 Noth Main Street
 P.O. Box 68
 Boulder, MT 59632
 O: 406-225-3381

Time Entries

Time Entries	Billed By	Hours	Sub
2/13/2024 Read emails and email to client.	Ed Guza	0.20	\$45.00
		0.20	\$45.00

Total (USD)	\$45.00
Paid	\$0.00
Balance	\$45.00
I-6726 Previous Balance	\$267.50
Total Outstanding	\$312.50

Trust Account Balance

Date	Item	Amount	Balance
3/6/2024	Current Balance		\$0.00

Delli Bovi, Martin, and Reed, LLC

34 W. 6th Ave. Ste 2E
Helena, Montana 59601

INVOICE

Invoice # 1579
Date: 03/01/2024
Due On: 03/31/2024

City of Boulder

MT 23--CB Pros

Prosecutorial Duties

Type	Date	Notes	Quantity	Rate	Total
Service	02/06/2024	General Case Work--Filing, interviews, and phone calls: Draft and file Notice	0.30	\$185.00	\$55.50
Service	02/13/2024	General Case Work--Filing, interviews, and phone calls: Draft and file Complaint and warrant application	1.40	\$185.00	\$259.00
Service	02/14/2024	General Case Work--Filing, interviews, and phone calls: Review Filings--Discuss with JCSC	0.60	\$185.00	\$111.00
Service	02/15/2024	Correspondence and Negotiations: Discussion and Review w AM	0.80	\$185.00	\$148.00
Service	02/22/2024	Correspondence and Negotiations: Follow-up with MHP re Travis	0.30	\$185.00	\$55.50
				Subtotal	\$629.00

MT 24-1 JTrav

DUI under 21

Type	Date	Notes	Quantity	Rate	Total
Service	02/14/2024	Correspondence and Negotiations: Follow-up discussion w JK re ongoing progress of JT	1.00	\$185.00	\$185.00
				Subtotal	\$185.00
				Total	\$814.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1579	03/31/2024	\$814.00	\$0.00	\$814.00
			Outstanding Balance	\$814.00
			Total Amount Outstanding	\$814.00

Please make all amounts payable to: Delli Bovi, Martin, and Reed, LLC

Please pay within 30 days.

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	376,513.74	18,308.06	0.00	15,143.09	0.00	379,678.71
103000 Cash on Hand	100.00	0.00	0.00	0.00	0.00	100.00
Total Fund	376,613.74	18,308.06		15,143.09		379,778.71
2190 COMPREHENSIVE LIABILITY						
101000 Cash - Operating	5,493.07	216.71	0.00	0.00	0.00	5,709.78
2220 LIBRARY						
101000 Cash - Operating	3,935.87	302.46	0.00	520.03	0.00	3,718.30
2250 SUBDIVISION FEES						
101000 Cash - Operating	4,601.82	1,604.00	0.00	838.25	0.00	5,367.57
2260 EMERGENCY DISASTER						
101000 Cash - Operating	1,915.59	0.00	0.00	0.00	0.00	1,915.59
2370 P.E.R.S. - EMPLOYER CONTRIBUTION						
101000 Cash - Operating	367.62	1.02	0.00	0.00	0.00	368.64
2371 HEALTH INSURANCE - EMPLOYER CONTRIBUTION						
101000 Cash - Operating	480.82	1.13	0.00	0.00	0.00	481.95
2386 MT DOC GRANTS						
100000 CASH/INVESTMENTS	29.76	0.00	0.00	0.00	0.00	29.76
101000 Cash - Operating	104,972.39	38.46	0.00	0.00	0.00	105,010.85
Total Fund	105,002.15	38.46				105,040.61
2752 Perpetual Care Expendable						
101000 Cash - Operating	49,312.04	111.80	0.00	328.43	0.00	49,095.41
2760 Swimming Pool						
101000 Cash - Operating	35,992.23	1,355.73	0.00	364.20	0.00	36,983.76
2810 POLICE PENSION & TRAINING (3RD CLASS CITIES)						
101000 Cash - Operating	8,698.40	0.00	0.00	0.00	0.00	8,698.40
2820 OLD GAS TAX APPORTIONMENT						
101000 Cash - Operating	302,154.08	6,623.58	0.00	0.00	0.00	308,777.66
2821 BARBARA GAS TAX HB 473						
101000 Cash - Operating	107,471.65	215.39	0.00	0.00	0.00	107,687.04
2990 ARPA FUNDS						
101000 Cash - Operating	198,664.03	375.55	0.00	11,281.26	0.00	187,758.32
4000 C.I.F. / FIRE DEPARTMENT CAPITAL IMPROVEMENT FUND						
101000 Cash - Operating	134,453.25	269.47	0.00	0.00	0.00	134,722.72
101003 CASH - CD						
101000 Cash - Operating	33,799.96	0.00	0.00	0.00	0.00	33,799.96
Total Fund	168,253.21	269.47				168,522.68
5210 WATER UTILITY						
101000 Cash - Operating	373,461.04	28,018.72	0.00	25,218.97	1,369.59	374,891.20
5310 SEWER UTILITY						
101000 Cash - Operating	499,716.58	35,134.47	1,369.59	34,148.14	0.00	502,072.50
102016 DEBT SERVICE RESERVE						
102017 REPLACEMENT ACCOUNT						
101000 Cash - Operating	107,912.00	0.00	0.00	0.00	0.00	107,912.00
102017 REPLACEMENT ACCOUNT						
101000 Cash - Operating	143,828.00	0.00	0.00	0.00	0.00	143,828.00
Total Fund	751,456.58	35,134.47	1,369.59	34,148.14		753,812.50
5510 AMBULANCE						
101000 Cash - Operating	19,910.58	2,293.61	0.00	5,398.80	0.00	16,805.39
101006 CASH - CD						
101000 Cash - Operating	7,101.54	0.00	0.00	0.00	0.00	7,101.54
Total Fund	27,012.12	2,293.61		5,398.80		23,906.93

CITY OF BOULDER
Cash/Bank Reconciliation
For the Accounting Period: 2/24

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
5512 AMBULANCE - EMS BUILDING-CARES Funds						
101000 Cash - Operating	88,505.87	177.38	0.00	0.00	0.00	88,683.25
8010 Cemetery Perpetual Care - Nonexpendable						
101007 CASH - CD	19,229.46	0.00	0.00	0.00	0.00	19,229.46
Bank Statement Total	1112326.70					
+ O/Standing Deposits	0.00					
- O/S payroll checks	471.43					
- O/S claim checks (12640.47)					
- O/S pr liabilities (469.42)					
- O/S Electronic chks	0.00					
+ Petty Cash	100.00					
+ Investments	1369538.32					
+ Other Accounts	100945.99					
+ NSF Checks	0.00					
+ Other	60155.21					
Adjusted Bank Cash	2630427.76					
		Adjusted System Cash		2630427.76		
		Difference		0.00		
Totals	2,628,521.39	95,047.54	1,369.59	93,241.17	1,369.59	2,630,427.76

*** Transfers In and Transfers Out columns should match, with the following exceptions:
 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks list.
 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
1000 GENERAL						
310000 TAXES						
	311010 Real Property Taxes	6,857.10	134,014.97	216,255.00	82,240.03	62 %
	311020 Personal Property Taxes	0.00	5,689.82	1,500.00	-4,189.82	379 %
	311030 Motor Vehicle Taxes	7,576.02	58,474.81	80,000.00	21,525.19	73 %
	312000 Penalty & Interest on Delinquent Taxes	5.14	420.45	564.00	143.55	75 %
	314140 Local Option Tax	1,476.89	15,985.33	20,000.00	4,014.67	80 %
	Account Group Total:	15,915.15	214,585.38	318,319.00	103,733.62	67 %
320000 LICENSES AND PERMITS						
	322020 Business License	25.00	7,571.50	6,921.00	-650.50	109 %
	323010 Building & Related Permits	100.00	1,275.00	1,100.00	-175.00	116 %
	323030 Animal Licenses	170.00	690.00	900.00	210.00	77 %
	Account Group Total:	295.00	9,536.50	8,921.00	-615.50	107 %
330000 INTERGOVERNMENTAL REVENUES						
	335110 Live Card Game Table Permit	0.00	300.00	150.00	-150.00	200 %
	335120 Video Gaming Machine Permits	0.00	3,800.00	3,840.00	40.00	99 %
	335230 HOUSE BILL #124 ENTITLEMENT	0.00	99,110.92	198,222.00	99,111.08	50 %
	Account Group Total:	0.00	103,210.92	202,212.00	99,001.08	51 %
340000 Charges for Services						
	342020 Special Fire Services (Fire Protection)	0.00	3,200.00	3,200.00	0.00	100 %
	Account Group Total:	0.00	3,200.00	3,200.00	0.00	100 %
350000 FINES AND FORFEITURES						
	351030 City Courts	1,227.50	3,415.00	5,000.00	1,585.00	68 %
	Account Group Total:	1,227.50	3,415.00	5,000.00	1,585.00	68 %
360000 MISCELLANEOUS REVENUE						
	362000 Other Miscellaneous Revenue	110.99	627.34	0.00	-627.34	%
	365000 Contributions and Donations	0.00	300.00	1,655.00	1,355.00	18 %
	Account Group Total:	110.99	927.34	1,655.00	727.66	56 %
370000 INVESTMENT EARNINGS						
	371010 Investment Earnings	0.00	5,007.88	1,000.00	-4,007.88	501 %
	373000 Other Principal/Interest	0.00	0.00	12,123.00	12,123.00	0 %
	Account Group Total:	0.00	5,007.88	13,123.00	8,115.12	38 %
	Fund Total:	17,548.64	339,883.02	552,430.00	212,546.98	62 %
2190 COMPREHENSIVE LIABILITY						
310000 TAXES						
	311010 Real Property Taxes	0.00	23.30	0.00	-23.30	%
	311020 Personal Property Taxes	0.00	11.23	0.00	-11.23	%
	311030 Motor Vehicle Taxes	216.12	1,668.08	0.00	-1,668.08	%
	312000 Penalty & Interest on Delinquent Taxes	0.59	47.99	0.00	-47.99	%
	Account Group Total:	216.71	1,750.60	0.00	-1,750.60	%

Fund	Account	Received			Revenue		
		Current Month	Received YTD	Estimated Revenue	To Be Received	Received	%
2190 COMPREHENSIVE LIABILITY							
360000	MISCELLANEOUS REVENUE						
362000	Other Miscellaneous Revenue	0.00	948.00	0.00	0.00	-948.00	%
	Account Group Total:	0.00	948.00	0.00	0.00	-948.00	%
	Fund Total:	216.71	2,698.60	0.00	0.00	-2,698.60	%
2220 LIBRARY							
310000 TAXES							
311010	Real Property Taxes	125.94	2,465.31	3,926.00	1,460.69	63 %	
311020	Personal Property Taxes	0.00	107.82	58.00	-49.82	186 %	
311030	Motor Vehicle Taxes	176.28	1,360.60	1,844.00	483.40	74 %	
312000	Penalty & Interest on Delinquent Taxes	0.24	19.68	35.00	15.32	56 %	
	Account Group Total:	302.46	3,953.41	5,863.00	1,909.59	67 %	
	Fund Total:	302.46	3,953.41	5,863.00	1,909.59	67 %	
2250 SUBDIVISION FEES							
340000 Charges for Services							
344036	SUBDIVISION FEES	1,604.00	12,463.25	15,000.00	2,536.75	83 %	
	Account Group Total:	1,604.00	12,463.25	15,000.00	2,536.75	83 %	
	Fund Total:	1,604.00	12,463.25	15,000.00	2,536.75	83 %	
2370 P.E.R.S. - EMPLOYER CONTRIBUTION							
310000 TAXES							
311020	Personal Property Taxes	0.00	13.84	0.00	-13.84	%	
312000	Penalty & Interest on Delinquent Taxes	1.02	83.04	0.00	-83.04	%	
	Account Group Total:	1.02	96.88	0.00	-96.88	%	
	Fund Total:	1.02	96.88	0.00	-96.88	%	
2371 HEALTH INSURANCE - EMPLOYER CONTRIBUTION							
310000 TAXES							
311020	Personal Property Taxes	0.00	19.27	0.00	-19.27	%	
312000	Penalty & Interest on Delinquent Taxes	1.13	91.97	0.00	-91.97	%	
	Account Group Total:	1.13	111.24	0.00	-111.24	%	
	Fund Total:	1.13	111.24	0.00	-111.24	%	

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	Received
2386 MT DOC GRANTS						
370000 INVESTMENT EARNINGS						
	371010 Investment Earnings	0.00	344.58	0.00	-344.58	%
	Account Group Total:	0.00	344.58	0.00	-344.58	%
	Fund Total:	0.00	344.58	0.00	-344.58	%
2752 Perpetual Care Expendable						
340000 Charges for Services						
	343320 Sale of Cemetary Plots	0.00	8,856.00	5,600.00	-3,256.00	158 %
	343340 Cemetary Opening and Closing	0.00	387.50	450.00	62.50	86 %
	Account Group Total:	0.00	9,243.50	6,050.00	-3,193.50	153 %
360000 MISCELLANEOUS REVENUE						
	365000 Contributions and Donations	0.00	100.00	500.00	400.00	20 %
	Account Group Total:	0.00	100.00	500.00	400.00	20 %
370000 INVESTMENT EARNINGS						
	371010 Investment Earnings	13.60	748.80	661.00	-87.80	113 %
	Account Group Total:	13.60	748.80	661.00	-87.80	113 %
	Fund Total:	13.60	10,092.30	7,211.00	-2,881.30	140 %
2760 Swimming Pool						
310000 TAXES						
	311010 Real Property Taxes	803.79	15,669.12	23,498.00	7,828.88	67 %
	311020 Personal Property Taxes	0.00	644.22	215.00	-429.22	300 %
	311030 Motor Vehicle Taxes	551.25	4,254.75	5,767.00	1,512.25	74 %
	312000 Penalty & Interest on Delinquent Taxes	0.69	56.07	100.00	43.93	56 %
	Account Group Total:	1,355.73	20,624.16	29,580.00	8,955.84	70 %
340000 Charges for Services						
	346030 Swimming Pool Fees	0.00	7,569.20	5,787.00	-1,782.20	131 %
	Account Group Total:	0.00	7,569.20	5,787.00	-1,782.20	131 %
360000 MISCELLANEOUS REVENUE						
	362000 Other Miscellaneous Revenue	0.00	0.00	9.00	9.00	0 %
	365000 Contributions and Donations	0.00	0.00	500.00	500.00	0 %
	Account Group Total:	0.00	0.00	509.00	509.00	0 %
	Fund Total:	1,355.73	28,193.36	35,876.00	7,682.64	79 %

CITY OF BOULDER
Statement of Revenue Budget vs Actuals
For the Accounting Period: 2 / 24

Fund	Account	Received		Estimated Revenue	Revenue	
		Current Month	Received YTD		To Be Received	% Received
2810 POLICE PENSION & TRAINING (3RD CLASS CITIES)						
330000	INTERGOVERNMENTAL REVENUES					
	335050 Insurance Premium Apportionment	0.00	0.00	1,918.00	1,918.00	0 %
	Account Group Total:	0.00	0.00	1,918.00	1,918.00	0 %
	Fund Total:	0.00	0.00	1,918.00	1,918.00	0 %
2820 OLD GAS TAX APPORTIONMENT						
330000	INTERGOVERNMENTAL REVENUES					
	335040 Gasoline Tax Apportionment	6,005.97	195,808.30	220,000.00	24,191.70	89 %
	Account Group Total:	6,005.97	195,808.30	220,000.00	24,191.70	89 %
	Fund Total:	6,005.97	195,808.30	220,000.00	24,191.70	89 %
370000	INVESTMENT EARNINGS					
	371010 Investment Earnings	0.00	3,710.39	7,000.00	3,289.61	53 %
	Account Group Total:	0.00	3,710.39	7,000.00	3,289.61	53 %
	Fund Total:	0.00	3,710.39	7,000.00	3,289.61	53 %
2821 BARBARA GAS TAX HB 473						
330000	INTERGOVERNMENTAL REVENUES					
	335041 Gasoline Tax Special Rd Allocation	0.00	64,355.53	64,355.00	-0.53	100 %
	Account Group Total:	0.00	64,355.53	64,355.00	-0.53	100 %
	Fund Total:	0.00	64,355.53	64,355.00	-0.53	100 %
370000	INVESTMENT EARNINGS					
	371010 Investment Earnings	0.00	1,400.81	1,125.00	-275.81	125 %
	Account Group Total:	0.00	1,400.81	1,125.00	-275.81	125 %
	Fund Total:	0.00	1,400.81	1,125.00	-275.81	125 %
2865 DNRC GRANT						
330000	INTERGOVERNMENTAL REVENUES					
	334121 DNRC GRANTS	0.00	0.00	125,000.00	125,000.00	0 %
	Account Group Total:	0.00	0.00	125,000.00	125,000.00	0 %
	Fund Total:	0.00	0.00	125,000.00	125,000.00	0 %
2892 TSEP GRANTS COAL ENDOWMENT						
330000	INTERGOVERNMENTAL REVENUES					
	334120 TREASURE STATE ENDOWMENT PROGRAM (TSEP)	0.00	0.00	500,000.00	500,000.00	0 %
	Account Group Total:	0.00	0.00	500,000.00	500,000.00	0 %
	Fund Total:	0.00	0.00	500,000.00	500,000.00	0 %

Fund	Account	Received	Received YTD	Estimated Revenue	Revenue
		Current Month			To Be Received
2990	ARPA FUNDS				
330000	INTERGOVERNMENTAL REVENUES				
338000	Local Shared Revenue	0.00	10,000.00	250,000.00	240,000.00
	Account Group Total:	0.00	10,000.00	250,000.00	240,000.00
370000	INVESTMENT EARNINGS				
371010	Investment Earnings	0.00	3,412.34	0.00	-3,412.34
	Account Group Total:	0.00	3,412.34	0.00	-3,412.34
380000	OTHER FINANCING SOURCES				
383000	Interfund Operating Transfer	0.00	-60,000.00	0.00	60,000.00
	Account Group Total:	0.00	-60,000.00	0.00	60,000.00
	Fund Total:	0.00	-46,587.66	250,000.00	296,587.66
					-19 %
4000	C.I.F. / FIRE DEPARTMENT CAPITAL IMPROVEMENT FUND				
370000	INVESTMENT EARNINGS				
371010	Investment Earnings	0.00	1,699.33	2,233.00	533.67
	Account Group Total:	0.00	1,699.33	2,233.00	533.67
	Fund Total:	0.00	1,699.33	2,233.00	533.67
					76 %
5210	WATER UTILITY				
340000	Charges for Services				
343022	Unmetered Water Sales	25,090.17	202,212.85	303,000.00	100,787.15
343023	Bulk Water Sales	0.00	100.00	100.00	0.00
	Account Group Total:	25,090.17	202,312.85	303,100.00	100,787.15
	Fund Total:	25,090.17	202,312.85	303,100.00	100,787.15
					67 %
360000	MISCELLANEOUS REVENUE				
362000	Other Miscellaneous Revenue	0.00	1,331.32	0.00	-1,331.32
	Account Group Total:	0.00	1,331.32	0.00	-1,331.32
	Fund Total:	0.00	1,331.32	0.00	-1,331.32
					0 %
370000	INVESTMENT EARNINGS				
371010	Investment Earnings	0.00	5,045.89	9,328.00	4,282.11
	Account Group Total:	0.00	5,045.89	9,328.00	4,282.11
	Fund Total:	0.00	5,045.89	9,328.00	4,282.11
					54 %
5310	SEWER UTILITY				
340000	Charges for Services				
343031	Sewer Service Charges	34,624.33	277,568.66	415,000.00	137,431.34
	Account Group Total:	34,624.33	277,568.66	415,000.00	137,431.34
	Fund Total:	34,624.33	277,568.66	415,000.00	137,431.34
					67 %
360000	MISCELLANEOUS REVENUE				
362000	Other Miscellaneous Revenue	0.00	10,177.63	10,081.00	-96.63
	Account Group Total:	0.00	10,177.63	10,081.00	-96.63
	Fund Total:	0.00	10,177.63	10,081.00	-96.63
					101 %

CITY OF BOULDER
Statement of Revenue Budget vs Actuals
For the Accounting Period: 2 / 24

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
5310 SEWER UTILITY						
	Account Group Total:	0.00	10,177.63	10,081.00	-96.63	101 %
370000 INVESTMENT EARNINGS						
	371010 Investment Earnings	0.00	6,460.32	13,471.00	7,010.68	48 %
	Account Group Total:	0.00	6,460.32	13,471.00	7,010.68	48 %
	Fund Total:	34,624.33	294,206.61	438,552.00	144,345.39	67 %
5510 AMBULANCE						
340000 Charges for Services						
	342050 Emergency Services (Charges)	0.00	43,150.80	25,000.00	-18,150.80	173 %
	Account Group Total:	0.00	43,150.80	25,000.00	-18,150.80	173 %
360000 MISCELLANEOUS REVENUE						
	365000 Contributions and Donations	0.00	2,200.00	500.00	-1,700.00	440 %
	365020 PRIVATE GRANTS	0.00	27,072.42	0.00	-27,072.42	%
	Account Group Total:	0.00	29,272.42	500.00	-28,772.42	*** %
370000 INVESTMENT EARNINGS						
	371010 Investment Earnings	0.00	321.48	0.00	-321.48	%
	Account Group Total:	0.00	321.48	0.00	-321.48	%
380000 OTHER FINANCING SOURCES						
	383000 Interfund Operating Transfer	0.00	60,000.00	0.00	-60,000.00	%
	Account Group Total:	0.00	60,000.00	0.00	-60,000.00	%
	Fund Total:	0.00	132,744.70	25,500.00	-107,244.70	521 %
5512 AMBULANCE - EMS BUILDING-CARES Funds						
370000 INVESTMENT EARNINGS						
	371010 Investment Earnings	0.00	1,440.74	0.00	-1,440.74	%
	Account Group Total:	0.00	1,440.74	0.00	-1,440.74	%
380000 OTHER FINANCING SOURCES						
	383000 Interfund Operating Transfer	0.00	0.00	2,350.00	2,350.00	0 %
	Account Group Total:	0.00	0.00	2,350.00	2,350.00	0 %
	Fund Total:	0.00	1,440.74	2,350.00	909.26	61 %

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CITY OF BOULDER
Statement of Revenue Budget vs Actuals
For the Accounting Period: 2 / 24

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Fund	Account	Received			Revenue To Be Received	%
		Current Month	Received YTD	Estimated Revenue		
7120 FIRE RELIEF AGENCY FUND						
330000	INTERGOVERNMENTAL REVENUES					
335050	Insurance Premium Apportionment	0.00	0.00	1,918.00	1,918.00	0 %
	Account Group Total:	0.00	0.00	1,918.00	1,918.00	0 %
	Fund Total:	0.00	0.00	1,918.00	1,918.00	0 %
	Grand Total:	86,763.76	1,255,305.45	2,568,759.00	1,313,453.55	49 %

Fund Account Object Committed Current Month YTD Original Appropriation Current Appropriation Available Appropriation Committed %

1000 GENERAL

410000 GENERAL GOVERNMENT

410100 Legislative Services	0.00	1,890.00	3,912.00	3,912.00	2,022.00	48%
100 SALARIES, WAGES,	0.00	15.98	29.00	29.00	13.02	55%
142 Workers' Compensation	0.00	117.18	242.00	242.00	124.82	48%
143 Social Security	0.00	27.40	57.00	57.00	29.60	48%
144 Medicare	0.00	40.82	85.00	85.00	44.18	48%
147 P.E.R.S.	0.00	0.00	900.00	900.00	900.00	0%
330 Publicity, Subscriptions & Dues	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
370 Travel	0.00	0.00	7,225.00	7,225.00	5,133.62	29%
Account Total:	0.00	2,091.38	7,225.00	7,225.00	5,133.62	29%

410200 Executive Services

100 SALARIES, WAGES,	0.00	1,250.00	2,596.00	2,596.00	1,346.00	48%
142 Workers' Compensation	0.00	10.56	20.00	20.00	9.44	53%
143 Social Security	0.00	77.50	161.00	161.00	83.50	48%
144 Medicare	0.00	18.12	37.00	37.00	18.88	49%
330 Publicity, Subscriptions & Dues	0.00	0.00	200.00	200.00	200.00	0%
370 Travel	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
Account Total:	0.00	1,356.18	4,014.00	4,014.00	2,657.82	34%

410360 City/Municipal Court

100 SALARIES, WAGES,	542.05	3,482.52	6,045.00	6,045.00	2,562.48	58%
141 Unemployment Insurance	2.46	15.66	27.00	27.00	11.34	58%
142 Workers' Compensation	1.58	11.12	18.00	18.00	6.88	62%
143 Social Security	33.61	215.86	375.00	375.00	159.14	58%
144 Medicare	7.83	50.57	88.00	88.00	37.43	57%
147 P.E.R.S.	49.15	315.74	549.00	549.00	233.26	58%
148 Health Insurance	0.00	0.00	1,782.00	1,782.00	1,782.00	0%
151 Supp Life	0.56	4.50	7.00	7.00	2.50	64%
220 Operating Supplies	0.00	91.89	500.00	500.00	408.11	18%
311 Postage	53.75	152.04	400.00	400.00	247.96	38%
330 Publicity, Subscriptions & Dues	0.00	0.00	750.00	750.00	750.00	0%
350 Professional Services	337.50	5,925.39	25,000.00	25,000.00	19,074.61	24%
370 Travel	0.00	0.00	500.00	500.00	500.00	0%
394 Jury and Witness Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
Account Total:	1,028.49	10,265.29	37,041.00	37,041.00	26,775.71	28%

410370 Victim Advocacy Surcharge

350 Professional Services	134.00	397.94	1,200.00	1,200.00	802.06	33%
Account Total:	134.00	397.94	1,200.00	1,200.00	802.06	33%

410400 Administrative Services

100 SALARIES, WAGES,	393.44	1,381.15	6,365.00	6,365.00	4,983.85	22%
141 Unemployment Insurance	1.77	6.19	29.00	29.00	22.81	21%
142 Workers' Compensation	1.13	4.31	18.00	18.00	13.69	24%
143 Social Security	24.26	84.58	394.00	394.00	309.42	21%
144 Medicare	5.67	19.72	92.00	92.00	72.28	21%
147 P.E.R.S.	12.10	101.66	184.00	184.00	82.34	55%
148 Health Insurance	36.00	288.04	432.00	432.00	143.96	67%
151 Supp Life	0.28	2.24	3.00	3.00	0.76	75%

CITY OF BOULDER
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	Committed %
1000 GENERAL							
220	Operating Supplies	56.01	1,172.40	1,500.00	1,500.00	327.60	78%
311	Postage	0.00	0.00	100.00	100.00	100.00	0%
330	Publicity, Subscriptions & Dues	62.28	6,181.18	7,000.00	7,000.00	818.82	88%
340	Utility Services	9.30	123.96	350.00	350.00	226.04	35%
350	Professional Services	126.45	1,487.16	5,000.00	5,000.00	3,512.84	30%
	Account Total:	728.69	10,852.59	21,467.00	21,467.00	10,614.41	51%
410500 Financial Services							
100	SALARIES, WAGES,	1,350.65	9,207.00	16,153.00	16,153.00	6,946.00	57%
141	Unemployment Insurance	6.06	41.40	72.00	72.00	30.60	58%
142	Workers' Compensation	3.98	29.85	47.00	47.00	17.15	64%
143	Social Security	83.48	568.79	1,000.00	1,000.00	431.21	57%
144	Medicare	19.53	132.99	234.00	234.00	101.01	57%
147	P.E.R.S.	122.50	835.10	1,466.00	1,466.00	630.90	57%
148	Health Insurance	72.00	576.04	4,410.00	4,410.00	3,833.96	13%
151	Supp Life	1.68	13.46	20.00	20.00	6.54	67%
220	Operating Supplies	0.00	81.98	500.00	500.00	418.02	16%
311	Postage	53.76	152.07	300.00	300.00	147.93	51%
330	Publicity, Subscriptions & Dues	0.00	0.00	500.00	500.00	500.00	0%
340	Utility Services	440.54	1,813.81	4,000.00	4,000.00	2,186.19	45%
350	Professional Services	247.95	6,622.64	6,500.00	6,500.00	-122.64	102%
351	Medical, Dental, Veterinary	41.15	329.20	0.00	0.00	-329.20	0%
370	Travel	0.00	0.00	200.00	200.00	200.00	0%
	Account Total:	2,443.28	20,404.33	35,402.00	35,402.00	14,997.67	58%
410530 Auditing							
331	Publication of Formal & Legal	0.00	0.00	250.00	250.00	250.00	0%
350	Professional Services	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
	Account Total:	0.00	0.00	5,250.00	5,250.00	5,250.00	0%
410600 Elections							
331	Publication of Formal & Legal	0.00	0.00	400.00	400.00	400.00	0%
359	Elections	0.00	0.00	300.00	300.00	300.00	0%
	Account Total:	0.00	0.00	700.00	700.00	700.00	0%
411100 Legal Services-Civil & Criminal							
350	Professional Services	1,905.50	11,546.56	36,000.00	36,000.00	24,453.44	32%
	Account Total:	1,905.50	11,546.56	36,000.00	36,000.00	24,453.44	32%
411200 Facilities Administration							
220	Operating Supplies	757.99	1,321.56	2,000.00	2,000.00	678.44	66%
230	Repair and Maintenance Supplies	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
340	Utility Services	82.00	658.00	1,200.00	1,200.00	542.00	55%
350	Professional Services	279.00	1,736.98	3,000.00	3,000.00	1,263.02	58%
590	Other Fixed Charges	0.00	307.69	500.00	500.00	192.31	62%
	Account Total:	1,118.99	4,024.23	9,700.00	9,700.00	5,675.77	41%
	Account Group Total:	7,358.95	60,938.50	157,999.00	157,999.00	97,060.50	39%

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL						
420000 PUBLIC SAFETY						
420100 Law Enforcement Services	0.00	190,000.00	190,000.00	190,000.00	0.00	100%
350 Professional Services	0.00	190,000.00	190,000.00	190,000.00	0.00	100%
Account Total:	0.00	190,000.00	190,000.00	190,000.00	0.00	100%
420180 CODE ENFORCEMENT OFFICER						
100 SALARIES, WAGES,	0.00	297.31	31,152.00	31,152.00	30,854.69	1%
141 Unemployment Insurance	0.00	1.34	149.00	149.00	147.66	1%
142 Workers' Compensation	0.00	13.55	1,167.00	1,167.00	1,153.45	1%
143 Social Security	0.00	18.43	2,047.00	2,047.00	2,028.57	1%
144 Medicare	0.00	4.31	478.00	478.00	473.69	1%
147 P.E.R.S.	0.00	26.96	2,994.00	2,994.00	2,967.04	1%
212 Small Items of Equipment	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
220 Operating Supplies	0.00	0.00	500.00	500.00	500.00	0%
231 Gas, Oil, Diesel Fuel, Grease,	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
330 Publicity, Subscriptions & Dues	0.00	0.00	50.00	50.00	50.00	0%
331 Publication of Formal & Legal	0.00	0.00	150.00	150.00	150.00	0%
340 Utility Services	0.00	806.48	500.00	500.00	-306.48	161%
350 Professional Services	0.00	20.00	20.00	20.00	20.00	0%
Account Total:	0.00	1,168.38	41,707.00	41,707.00	40,538.62	3%
420400 Fire Protection & Control						
100 SALARIES, WAGES,	200.00	1,600.00	2,695.00	2,695.00	1,095.00	59%
141 Unemployment Insurance	0.90	7.20	12.00	12.00	4.80	60%
142 Workers' Compensation	0.00	139.91	666.00	666.00	526.09	21%
143 Social Security	12.40	99.20	167.00	167.00	67.80	59%
144 Medicare	2.90	23.20	39.00	39.00	15.80	59%
147 P.E.R.S.	18.14	145.12	244.00	244.00	98.88	59%
220 Operating Supplies	1,117.10	5,779.51	9,200.00	9,200.00	3,420.49	63%
230 Repair and Maintenance Supplies	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
231 Gas, Oil, Diesel Fuel, Grease,	0.00	773.89	1,000.00	1,000.00	226.11	77%
335 Membership & Registration Fees	0.00	0.00	500.00	500.00	500.00	0%
340 Utility Services	378.40	2,236.65	3,700.00	3,700.00	1,463.35	60%
350 Professional Services	19.50	569.28	10,000.00	10,000.00	9,430.72	6%
590 Other Fixed Charges	0.00	404.88	500.00	500.00	95.12	81%
940 Machinery & Equipment	0.00	8,489.95	18,000.00	18,000.00	9,510.05	47%
Account Total:	1,749.34	20,268.79	48,723.00	48,723.00	28,454.21	42%
Account Group Total:	1,749.34	211,437.17	280,430.00	280,430.00	68,992.83	75%
430000 Public Works						
430200 Road & Street Services	1,149.00	9,820.86	16,651.00	16,651.00	6,830.14	59%
100 SALARIES, WAGES,	5.15	44.13	75.00	75.00	30.87	59%
141 Unemployment Insurance	18.59	175.23	275.00	275.00	99.77	64%
142 Workers' Compensation	70.74	589.57	1,010.00	1,010.00	420.43	58%
143 Social Security	16.56	137.87	236.00	236.00	98.13	58%
144 Medicare	104.23	890.85	1,510.00	1,510.00	619.15	59%
147 P.E.R.S.	121.60	823.95	864.00	864.00	40.05	95%
148 Health Insurance	1.54	12.29	18.00	18.00	5.71	68%
151 Supp Life	0.00	3,962.55	10,000.00	10,000.00	6,037.45	40%
220 Operating Supplies	0.00	0.00	0.00	0.00	0.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	Committed %
1000 GENERAL							
230	Repair and Maintenance Supplies	0.00	262.27	10,000.00	10,000.00	9,737.73	3%
231	Gas, Oil, Diesel Fuel, Grease,	301.67	3,016.88	8,000.00	8,000.00	4,983.12	38%
340	Utility Services	74.45	348.04	1,300.00	1,300.00	951.96	27%
350	Professional Services	800.00	6,800.00	12,000.00	12,000.00	5,200.00	57%
450	Raw Materials	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
533	Rental-Machinery and Equip	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
	Account Total:	2,663.53	26,884.49	76,939.00	76,939.00	50,054.51	35%
430263	Street Lighting	0.00	0.00	500.00	500.00	500.00	0%
230	Repair and Maintenance Supplies	1,487.85	11,072.06	17,500.00	17,500.00	6,427.94	63%
340	Utility Services	1,487.85	11,072.06	18,000.00	18,000.00	6,927.94	62%
	Account Total:	2,975.70	22,144.12	35,500.00	35,500.00	13,355.88	62%
430300	Airport	0.00	0.00	3,792.00	3,792.00	3,792.00	0%
513	Liability	0.00	0.00	3,792.00	3,792.00	3,792.00	0%
	Account Total:	0.00	0.00	7,584.00	7,584.00	7,584.00	0%
	Account Group Total:	4,151.38	37,956.55	98,731.00	98,731.00	60,774.45	38%
440000	PUBLIC HEALTH	0.00	0.00	250.00	250.00	250.00	0%
440600	Animal Control Services	0.00	122.88	250.00	250.00	127.12	49%
220	Operating Supplies	0.00	122.88	250.00	250.00	127.12	49%
	Account Total:	0.00	122.88	500.00	500.00	276.24	49%
	Account Group Total:	0.00	122.88	250.00	250.00	127.12	49%
450000	Social and Economic Services	0.00	122.88	250.00	250.00	127.12	49%
450610	Day Care Centers	362.57	1,735.39	4,500.00	4,500.00	2,764.61	39%
340	Utility Services	58.00	464.00	700.00	700.00	236.00	66%
350	Professional Services	0.00	0.00	300.00	300.00	300.00	0%
590	Other Fixed Charges	420.57	2,199.39	5,500.00	5,500.00	3,300.61	40%
	Account Total:	420.57	2,199.39	5,500.00	5,500.00	3,300.61	40%
	Account Group Total:	420.57	2,199.39	5,500.00	5,500.00	3,300.61	40%
460000	CULTURE AND RECREATION	661.32	5,566.78	9,157.00	9,157.00	3,590.22	61%
460930	Parks	2.99	25.08	41.00	41.00	15.92	61%
100	SALARIES, WAGES,	10.56	98.50	151.00	151.00	52.50	65%
141	Unemployment Insurance	41.01	345.15	568.00	568.00	222.85	61%
142	Workers' Compensation	9.59	80.71	132.00	132.00	51.29	61%
143	Social Security	59.98	504.87	830.00	830.00	325.13	61%
144	Medicare	0.98	7.81	12.00	12.00	4.19	65%
147	P.E.R.S.	0.00	2,534.02	8,500.00	8,500.00	5,965.98	30%
151	Supp Life	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
220	Operating Supplies	0.00	0.00	3,000.00	3,000.00	2,224.25	26%
230	Repair and Maintenance Supplies	77.57	775.75	75.00	75.00	-24.00	132%
231	Gas, Oil, Diesel Fuel, Grease,	0.00	99.00	8,000.00	8,000.00	4,224.45	47%
330	Publicity, Subscriptions & Dues	473.85	3,775.55	5,000.00	5,000.00	831.96	83%
340	Utility Services	125.00	4,168.04	2,500.00	2,500.00	2,500.00	0%
350	Professional Services	0.00	0.00	3,500.00	3,500.00	3,500.00	0%
450	Raw Materials	0.00	0.00	500.00	500.00	192.31	62%
533	Rental-Machinery and Equip	0.00	307.69	500.00	500.00	500.00	0%
590	Other Fixed Charges	0.00	0.00	500.00	500.00	500.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
930	Improvements Other than Buildings	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
	Account Total:	1,462.85	18,288.95	56,966.00	56,966.00	38,677.05	32%
	Account Group Total:	1,462.85	18,288.95	56,966.00	56,966.00	38,677.05	32%
490000 DEBT SERVICE							
490540	INTERCAP (POLICE VEH/ROOF)	0.00	7,784.86	7,500.00	7,500.00	-284.86	104%
610	Principal	0.00	348.95	250.00	250.00	-98.95	140%
620	Interest	0.00	8,133.81	7,750.00	7,750.00	-383.81	105%
	Account Total:	0.00	8,133.81	7,750.00	7,750.00	-383.81	105%
	Account Group Total:	0.00	8,133.81	7,750.00	7,750.00	-383.81	105%
510000 MISCELLANEOUS							
510330	Comprehensive Liability Insurance	0.00	15,005.60	6,750.00	6,750.00	-8,255.60	222%
510	Insurance	0.00	0.00	5,250.00	5,250.00	0.00	0%
513	Liability	0.00	15,005.60	12,000.00	12,000.00	-3,005.60	125%
	Account Total:	0.00	15,005.60	12,000.00	12,000.00	-3,005.60	125%
	Account Group Total:	0.00	15,005.60	12,000.00	12,000.00	-3,005.60	125%
	Fund Total:	15,143.09	354,082.85	619,626.00	619,626.00	265,543.15	57%
2220 LIBRARY							
460000 CULTURE AND RECREATION							
460100	Library Services	520.03	3,350.99	6,000.00	6,000.00	2,649.01	56%
340	Utility Services	0.00	232.69	325.00	325.00	92.31	72%
590	Other Fixed Charges	520.03	3,583.68	6,325.00	6,325.00	2,741.32	57%
	Account Total:	520.03	3,583.68	6,325.00	6,325.00	2,741.32	57%
	Account Group Total:	520.03	3,583.68	6,325.00	6,325.00	2,741.32	57%
	Fund Total:	520.03	3,583.68	6,325.00	6,325.00	2,741.32	57%
2250 SUBDIVISION FEES							
410000 GENERAL GOVERNMENT							
411050 SUBDIVISION FEES							
331	Publication of Formal & Legal	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
350	Professional Services	838.25	6,436.25	15,000.00	15,000.00	8,563.75	43%
	Account Total:	838.25	6,436.25	16,000.00	16,000.00	9,563.75	40%
	Account Group Total:	838.25	6,436.25	16,000.00	16,000.00	9,563.75	40%
	Fund Total:	838.25	6,436.25	16,000.00	16,000.00	9,563.75	40%

Fund Account Object	Committed	Committed	Original	Current	Available	%
	Current Month	YTD	Appropriation	Appropriation	Appropriation Committed	
2251 ANNEXATION PLANNING FEES						
410000 GENERAL GOVERNMENT						
411000 Planning & Research Services						
350 Professional Services	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
Account Total:	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
Account Group Total:	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
Fund Total:	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
2386 MT. DOC. GRANTS						
470000 Housing and Community Development						
470330 SW Montana Grant						
850 RLF Bank Charges	0.00	5.00	0.00	0.00	-5.00	0%
Account Total:	0.00	5.00	0.00	0.00	-5.00	0%
Account Group Total:	0.00	5.00	0.00	0.00	-5.00	0%
Fund Total:	0.00	5.00	0.00	0.00	-5.00	0%
2752 Perpetual Care Expendable						
430000 Public Works						
430900 Cemetery Services						
100 SALARIES, WAGES,	188.85	1,591.87	2,616.00	2,616.00	1,024.13	61%
141 Unemployment Insurance	0.84	7.16	11.00	11.00	3.84	65%
142 Workers' Compensation	3.01	28.17	43.00	43.00	14.83	66%
143 Social Security	11.71	98.70	162.00	162.00	63.30	61%
144 Medicare	2.74	23.09	38.00	38.00	14.91	61%
147 P.E.R.S.	17.13	144.39	237.00	237.00	92.61	61%
151 Supp Life	0.28	2.24	3.00	3.00	0.76	75%
220 Operating Supplies	58.08	408.08	500.00	500.00	91.92	82%
230 Repair and Maintenance Supplies	0.00	0.00	1,500.00	1,500.00	0.00	0%
231 Gas, Oil, Diesel Fuel, Grease,	8.62	86.24	1,450.00	1,450.00	1,363.76	6%
330 Publicity, Subscriptions & Dues	0.00	0.00	75.00	75.00	75.00	0%
331 Publication of Formal & Legal	0.00	0.00	75.00	75.00	75.00	0%
340 Utility Services	17.17	123.33	400.00	400.00	276.67	31%
350 Professional Services	20.00	3,163.50	5,000.00	5,000.00	1,836.50	63%
533 Rental-Machinery and Equip	0.00	0.00	2,500.00	2,500.00	0.00	0%
590 Other Fixed Charges	0.00	7.50	0.00	0.00	-7.50	0%
950 Construction on Capital Project	0.00	0.00	12,000.00	12,000.00	0.00	0%
Account Total:	328.43	5,684.27	26,610.00	26,610.00	20,925.73	21%
Account Group Total:	328.43	5,684.27	26,610.00	26,610.00	20,925.73	21%
Fund Total:	328.43	5,684.27	26,610.00	26,610.00	20,925.73	21%

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	Committed %
2760 Swimming Pool						
460000 CULTURE AND RECREATION						
460445 Swimming Pool	208.42	13,110.83	25,000.00	25,000.00	11,889.17	52%
100 SALARIES, WAGES,	0.94	59.01	90.00	90.00	30.99	66%
141 Unemployment Insurance	3.44	196.28	332.00	332.00	135.72	59%
142 Workers' Compensation	12.78	811.65	1,229.00	1,229.00	417.35	66%
143 Social Security	3.00	189.82	288.00	288.00	98.18	66%
144 Medicare	18.90	164.48	300.00	300.00	135.52	55%
147 P.E.R.S.	43.20	345.56	519.00	519.00	173.44	67%
148 Health Insurance	0.34	2.72	4.00	4.00	1.28	68%
151 Supp Life	0.00	0.00	200.00	200.00	200.00	0%
213 Pool Toys	0.00	382.55	500.00	500.00	117.45	77%
220 Operating Supplies	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
222 Chemicals	0.00	0.00	300.00	300.00	300.00	0%
226 Clothing and Uniforms	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
230 Repair and Maintenance Supplies	0.00	0.00	50.00	50.00	50.00	0%
330 Publicity, Subscriptions & Dues	0.00	0.00	50.00	50.00	50.00	0%
331 Publication of Formal & Legal	0.00	0.00	50.00	50.00	50.00	0%
335 Membership & Registration Fees	0.00	0.00	400.00	400.00	200.00	50%
340 Utility Services	65.25	2,314.58	4,500.00	4,500.00	2,185.42	51%
345 Telephone & Telegraph	0.00	0.00	100.00	100.00	100.00	0%
350 Professional Services	7.93	118.02	35,000.00	35,000.00	34,881.98	0%
370 Travel	0.00	0.00	400.00	400.00	400.00	0%
380 Training Services	0.00	0.00	700.00	700.00	700.00	0%
510 Insurance	0.00	750.28	550.00	550.00	-200.28	136%
513 Liability	0.00	0.00	350.00	350.00	350.00	0%
940 Machinery & Equipment	0.00	0.00	13,000.00	13,000.00	13,000.00	0%
Account Total:	364.20	18,645.78	86,862.00	86,862.00	68,216.22	21%
Account Group Total:	364.20	18,645.78	86,862.00	86,862.00	68,216.22	21%
Fund Total:	364.20	18,645.78	86,862.00	86,862.00	68,216.22	21%
2820 OLD GAS TAX APPORTIONMENT						
430000 Public Works						
430200 Road & Street Services						
220 Operating Supplies	0.00	1,290.00	0.00	0.00	-1,290.00	0%
369 Road and Street Maintenance	0.00	0.00	219,000.00	219,000.00	219,000.00	0%
533 Rental-Machinery and Equip	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
940 Machinery & Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
Account Total:	0.00	1,290.00	227,000.00	227,000.00	225,710.00	1%
Account Group Total:	0.00	1,290.00	227,000.00	227,000.00	225,710.00	1%
Fund Total:	0.00	1,290.00	227,000.00	227,000.00	225,710.00	1%

CITY OF BOULDER
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 24

Fund Account Object	Committed	Committed	Original	Current	Available	% Committed
	Current Month	YTD				
2821 BARSAA GAS TAX HB 473						
430000 Public Works						
430200 Road & Street Services	0.00	0.00	64,335.00	64,335.00	64,335.00	0%
230 Repair and Maintenance Supplies	0.00	0.00	64,335.00	64,335.00	64,335.00	0%
Account Total:	0.00	0.00	64,335.00	64,335.00	64,335.00	0%
Fund Total:	0.00	0.00	64,335.00	64,335.00	64,335.00	0%
2865 DNRC GRANT						
430000 Public Works						
430500 Water Operating	0.00	0.00	125,000.00	125,000.00	125,000.00	0%
940 Machinery & Equipment	0.00	0.00	125,000.00	125,000.00	125,000.00	0%
Account Total:	0.00	0.00	125,000.00	125,000.00	125,000.00	0%
Account Group Total:	0.00	0.00	125,000.00	125,000.00	125,000.00	0%
Fund Total:	0.00	0.00	125,000.00	125,000.00	125,000.00	0%
2892 TSEP GRANTS COAL ENDOWMENT						
430000 Public Works						
430500 Water Operating	0.00	0.00	500,000.00	500,000.00	500,000.00	0%
940 Machinery & Equipment	0.00	0.00	500,000.00	500,000.00	500,000.00	0%
Account Total:	0.00	0.00	500,000.00	500,000.00	500,000.00	0%
Account Group Total:	0.00	0.00	500,000.00	500,000.00	500,000.00	0%
Fund Total:	0.00	0.00	500,000.00	500,000.00	500,000.00	0%
2990 ARPA FUNDS						
420000 PUBLIC SAFETY						
420400 Fire Protection & Control	0.00	0.00	7,500.00	7,500.00	7,500.00	0%
940 Machinery & Equipment	0.00	0.00	7,500.00	7,500.00	7,500.00	0%
Account Total:	0.00	0.00	7,500.00	7,500.00	7,500.00	0%
420730 Emergency Services Ambulance	0.00	1,069.74	60,000.00	60,000.00	58,930.26	2%
940 Machinery & Equipment	0.00	1,069.74	60,000.00	60,000.00	58,930.26	2%
Account Total:	0.00	1,069.74	60,000.00	60,000.00	58,930.26	2%
Account Group Total:	0.00	1,069.74	67,500.00	67,500.00	66,430.26	2%
430000 Public Works						
430520 Water Facilities	11,281.26	71,882.59	251,000.00	251,000.00	179,117.41	29%
350 Professional Services	11,281.26	71,882.59	251,000.00	251,000.00	179,117.41	29%
Account Total:	11,281.26	71,882.59	251,000.00	251,000.00	179,117.41	29%
Account Group Total:	11,281.26	71,882.59	251,000.00	251,000.00	179,117.41	29%

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	Committed %
2990 ARPA FUNDS						
450000 Social and Economic Services						
450610 Day Care Centers						
940 Machinery & Equipment	0.00	0.00	15,000.00	15,000.00	15,000.00	0%
Account Total:	0.00	0.00	15,000.00	15,000.00	15,000.00	0%
Account Group Total:	0.00	0.00	15,000.00	15,000.00	15,000.00	0%
460000 CULTURE AND RECREATION						
460440 Participant Recreation						
930 Improvements Other than Buildings	0.00	3,313.48	10,000.00	10,000.00	6,686.52	33%
Account Total:	0.00	3,313.48	10,000.00	10,000.00	6,686.52	33%
Account Group Total:	0.00	3,313.48	10,000.00	10,000.00	6,686.52	33%
Fund Total:	11,281.26	76,265.81	343,500.00	343,500.00	267,234.19	22%
5210 WATER UTILITY						
430000 Public Works						
430520 Water Facilities						
100 SALARIES, WAGES,	4,960.30	42,897.00	75,336.00	75,336.00	32,439.00	57%
141 Unemployment Insurance	22.33	193.04	339.00	339.00	145.96	57%
142 Workers' Compensation	81.38	771.46	1,246.00	1,246.00	474.54	62%
143 Social Security	304.13	2,562.85	4,563.00	4,563.00	2,000.15	56%
144 Medicare	71.12	599.40	1,067.00	1,067.00	467.60	56%
147 P.E.R.S.	449.89	3,890.17	6,833.00	6,833.00	2,942.83	57%
148 Health Insurance	885.60	6,415.50	7,949.00	7,949.00	1,533.50	81%
151 Supp Life	6.83	54.67	82.00	82.00	27.33	67%
220 Operating Supplies	8,338.00	28,901.30	45,000.00	45,000.00	16,098.70	64%
230 Repair and Maintenance Supplies	0.00	111.95	10,000.00	10,000.00	9,888.05	1%
231 Gas, Oil, Diesel Fuel, Grease,	215.48	2,154.91	8,700.00	8,700.00	6,545.09	25%
240 Tools	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
311 Postage	0.00	0.00	350.00	350.00	350.00	0%
330 Publicity, Subscriptions & Dues	0.00	0.00	3,500.00	3,500.00	3,500.00	0%
335 Membership & Registration Fees	0.00	30.00	100.00	100.00	70.00	30%
340 Utility Services	2,272.50	19,448.08	38,000.00	38,000.00	18,551.92	51%
350 Professional Services	2,770.36	36,477.70	205,000.00	205,000.00	168,522.30	18%
370 Travel	0.00	0.00	3,500.00	3,500.00	3,500.00	0%
510 Insurance	0.00	7,502.80	3,500.00	3,500.00	-4,002.80	214%
513 Liability	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
533 Rental-Machinery and Equip	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
545 State Water Users Fee	0.00	1,112.00	1,300.00	1,300.00	188.00	86%
590 Other Fixed Charges	0.00	45.00	150.00	150.00	105.00	30%
940 Machinery & Equipment	0.00	0.00	30,000.00	30,000.00	30,000.00	0%
Account Total:	20,377.92	153,167.83	460,015.00	460,015.00	306,847.17	33%

Fund Account Object

Committed Current Month Committed YTD Original Appropriation Current Appropriation Available Appropriation Committed %

5210 WATER UTILITY

430570 Water Customer Accounting & Collection

100 SALARIES, WAGES,	2,828.60	20,285.91	35,893.00	35,893.00	15,607.09	57%
141 Unemployment Insurance	12.72	91.26	161.00	161.00	69.74	57%
142 Workers' Compensation	8.32	65.65	105.00	105.00	39.35	63%
143 Social Security	174.36	1,249.64	2,219.00	2,219.00	969.36	56%
144 Medicare	40.78	292.21	519.00	519.00	226.79	56%
147 P.E.R.S.	256.56	1,839.97	3,255.00	3,255.00	1,415.03	57%
148 Health Insurance	288.00	2,304.00	9,248.00	9,248.00	6,944.00	25%
151 Supp Life	4.06	32.47	49.00	49.00	16.53	66%
220 Operating Supplies	0.00	77.72	750.00	750.00	672.28	10%
311 Postage	316.52	1,571.71	1,950.00	1,950.00	378.29	81%
330 Publicity, Subscriptions & Dues	211.33	270.48	725.00	725.00	454.52	37%
350 Professional Services	699.80	9,953.84	30,000.00	30,000.00	20,046.16	33%
370 Travel	0.00	0.00	500.00	500.00	500.00	0%
805 Refund of Overpayments	0.00	0.00	300.00	300.00	300.00	0%
Account Total:	4,841.05	38,034.86	85,674.00	85,674.00	47,639.14	44%
Account Group Total:	25,218.97	191,202.69	545,689.00	545,689.00	354,486.31	35%
Fund Total:	25,218.97	191,202.69	545,689.00	545,689.00	354,486.31	35%

5310 SEWER UTILITY

430000 Public Works

430620 Sewer Facilities

100 SALARIES, WAGES,	4,959.67	42,889.01	75,336.00	75,336.00	32,446.99	57%
141 Unemployment Insurance	22.33	193.02	339.00	339.00	145.98	57%
142 Workers' Compensation	81.36	771.29	1,246.00	1,246.00	474.71	62%
143 Social Security	304.09	2,562.36	4,563.00	4,563.00	2,000.64	56%
144 Medicare	71.10	599.23	1,067.00	1,067.00	467.77	56%
147 P.E.R.S.	449.84	3,889.44	6,833.00	6,833.00	2,943.56	57%
148 Health Insurance	885.60	6,414.99	7,949.00	7,949.00	1,534.01	81%
151 Supp Life	6.83	54.67	82.00	82.00	27.33	67%
220 Operating Supplies	1,005.53	11,291.08	25,000.00	25,000.00	13,708.92	45%
230 Repair and Maintenance Supplies	0.00	1,491.29	25,000.00	25,000.00	23,508.71	6%
231 Gas, Oil, Diesel Fuel, Grease,	258.57	2,586.07	8,700.00	8,700.00	6,113.93	30%
240 Tools	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
330 Publicity, Subscriptions & Dues	0.00	0.00	1,300.00	1,300.00	1,300.00	0%
340 Utility Services	3,516.30	20,145.37	37,000.00	37,000.00	16,854.63	54%
350 Professional Services	4,296.86	46,238.29	45,000.00	45,000.00	-1,238.29	103%
370 Travel	0.00	0.00	500.00	500.00	500.00	0%
450 Raw Materials	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
510 Insurance	0.00	11,254.20	5,700.00	5,700.00	-5,554.20	197%
513 Liability	0.00	0.00	5,300.00	5,300.00	5,300.00	0%
533 Rental-Machinery and Equip	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
590 Other Fixed Charges	0.00	52.50	1,600.00	1,600.00	1,547.50	3%
940 Machinery & Equipment	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
Account Total:	15,858.08	150,432.81	317,515.00	317,515.00	167,082.19	47%

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5310 SEWER UTILITY						
430670 Sewer Customer Accounting & Collection						
100 SALARIES, WAGES,	2,828.60	20,285.92	35,893.00	35,893.00	15,607.08	57%
141 Unemployment Insurance	12.72	91.26	161.00	161.00	69.74	57%
142 Workers' Compensation	8.32	65.65	105.00	105.00	39.35	63%
143 Social Security	174.36	1,249.64	2,219.00	2,219.00	969.36	56%
144 Medicare	40.78	292.21	519.00	519.00	226.79	56%
147 P.E.R.S.	256.56	1,839.97	3,255.00	3,255.00	1,415.03	57%
148 Health Insurance	288.00	2,304.00	9,248.00	9,248.00	6,944.00	25%
151 Supp Life	4.06	32.47	49.00	49.00	16.53	66%
220 Operating Supplies	0.00	77.71	500.00	500.00	422.29	16%
311 Postage	316.52	1,571.71	2,500.00	2,500.00	928.29	63%
330 Publicity, Subscriptions & Dues	58.34	117.54	700.00	700.00	582.46	17%
345 Telephone & Telegraph	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
350 Professional Services	1,199.80	13,953.89	35,000.00	35,000.00	21,046.11	40%
370 Travel	0.00	0.00	500.00	500.00	500.00	0%
805 Refund of Overpayments	0.00	0.00	300.00	300.00	300.00	0%
Account Total:	5,188.06	41,881.97	91,949.00	91,949.00	50,067.03	46%
Account Group Total:	21,046.14	192,314.78	409,464.00	409,464.00	217,149.22	47%
490000 DEPT SERVICE						
490101 General Obligation Bonds #1						
610 Principal	0.00	85,484.00	146,544.00	146,544.00	61,060.00	58%
Account Total:	0.00	85,484.00	146,544.00	146,544.00	61,060.00	58%
490102 General Obligation Bonds #2						
610 Principal	0.00	6,230.00	10,680.00	10,680.00	4,450.00	58%
Account Total:	0.00	6,230.00	10,680.00	10,680.00	4,450.00	58%
Account Group Total:	0.00	91,714.00	157,224.00	157,224.00	65,510.00	58%
Fund Total:	21,046.14	284,028.78	566,688.00	566,688.00	282,659.22	50%
5510 AMBULANCE						
420000 PUBLIC SAFETY						
420730 Emergency Services Ambulance						
100 SALARIES, WAGES,	2,404.06	25,178.40	37,401.00	37,401.00	12,222.60	67%
141 Unemployment Insurance	10.82	113.33	169.00	169.00	55.67	67%
142 Workers' Compensation	121.15	1,225.54	1,990.00	1,990.00	764.46	62%
143 Social Security	148.93	1,560.05	2,318.00	2,318.00	757.95	67%
144 Medicare	34.84	364.88	542.00	542.00	177.12	67%
147 P.E.R.S.	218.56	2,172.55	3,307.00	3,307.00	1,134.45	66%
148 Health Insurance	36.00	287.92	432.00	432.00	144.08	67%
151 Supp Life	6.16	49.26	74.00	74.00	24.74	67%
220 Operating Supplies	688.07	17,286.93	13,000.00	13,000.00	-4,286.93	133%
230 Repair and Maintenance Supplies	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
231 Gas, Oil, Diesel Fuel, Grease,	67.59	1,096.73	3,000.00	3,000.00	1,903.27	37%
330 Publicity, Subscriptions & Dues	0.00	0.00	300.00	300.00	300.00	0%
340 Utility Services	180.84	1,746.11	2,000.00	2,000.00	253.89	87%
350 Professional Services	532.28	3,914.51	8,575.00	8,575.00	4,660.49	46%

Fund Account	Object	Committed	Committed	Original	Current	Available	% Committed
		Current Month	YTD	Appropriation	Appropriation	Appropriation	
5510 AMBULANCE							
373	Lodging Costs	950.00	7,600.00	10,450.00	10,450.00	2,850.00	73%
380	Training Services	0.00	3,072.38	5,000.00	5,000.00	1,927.62	61%
510	Insurance	0.00	3,001.12	1,500.00	1,500.00	-1,501.12	200%
513	Liability	0.00	0.00	600.00	600.00	600.00	0%
590	Other Fixed Charges	0.00	404.88	500.00	500.00	95.12	81%
805	Refund of Overpayments	0.00	549.60	500.00	500.00	-49.60	110%
810	Losses (Bad debt expense -	0.00	0.00	500.00	500.00	500.00	0%
940	Machinery & Equipment	0.00	6,752.66	20,000.00	20,000.00	13,247.34	34%
	Account Total:	5,398.80	76,376.85	114,158.00	114,158.00	37,781.15	67%
	Account Group Total:	5,398.80	76,376.85	114,158.00	114,158.00	37,781.15	67%
	Fund Total:	5,398.80	76,376.85	114,158.00	114,158.00	37,781.15	67%
7120 FIRE RELIEF AGENCY FUND							
420000 PUBLIC SAFETY							
420400 Fire Protection & Control							
540 Special Assessments							
	Account Total:	0.00	0.00	1,950.00	1,950.00	1,950.00	0%
	Account Group Total:	0.00	0.00	1,950.00	1,950.00	1,950.00	0%
	Fund Total:	0.00	0.00	1,950.00	1,950.00	1,950.00	0%
	Grand Total:	80,139.17	1,017,601.96	3,253,743.00	3,253,743.00	2,236,141.04	31%

JV NUMBER

Fund	Account	Debit Amount	Credit Amount
JV: UB 936 Billing JV			
5210	122000	25090.17	
5210	343022		25090.17
	Subtotal of Charges for Fund 5210:	25090.17	25090.17
5310	122000	34624.33	
5310	343031		34624.33
	Subtotal of Charges for Fund 5310:	34624.33	34624.33
	Total Debits and Credits:	59714.50	59714.50
Net Charges:	59714.50		

ADJUSTMENTS

For Postdate from 02/01/2024 to 02/29/2024 Ordered by ADJUSTMENT NUMBER from AP and Year 2 - 2024

16:14:30 - 03/01/2024

JOURNAL - Specific

ALL ADJUSTMENT NUMBERS

Type

ALL ACCOUNTS

ADJUSTMENT TYPES: ANNUAL STATE FEE BAD DEBT BAL TRANSFER FROM BAL TRANSFER TO
 BILLING CORRECTION DEFERRAL LIEN MANUAL DISTRIBUTE NO ADJUSTMENT
 TYPE NSF FEE OVERPAYMENT PAY PLAN PAYMENT CORRECTION PRORATE
 CORRECTIONS RE-INSTATE CHARGES RE-READ SERVICE CHARGE TURN OFF
 TURN ON TURN ON/OFF WATER LEAK ADJ

Adjustment Number	Customer Name	Account	Route - Meter	Type	Post Date
Description	Service			Amount	
22555	ROKS INN	257-03	01-00225.02		
ADJUSTMENT	WATER			-34.16	02/02/2024
ADJUSTMENT	SEWER			-47.84	02/02/2024
ADJUSTMENT	STATE FEE			-2.00	02/02/2024
COMMENTS: transferring to Goslin, he paid January charges. RP 2/2/2024				Subtotal for Account 257-03	-84.00
22556	OZ MOTEL-RENTAL	257-00	01-00225		
ADJUSTMENT (Balance Transfer)	WATER			34.16	02/02/2024
ADJUSTMENT (Balance Transfer)	SEWER			47.84	02/02/2024
COMMENTS:				Subtotal for Account 257-00	82.00
22557	ROKS INN	257-03	01-00225.02		
ADJUSTMENT (Balance Transfer)	WATER			-34.16	02/02/2024
ADJUSTMENT (Balance Transfer)	SEWER			-47.84	02/02/2024
COMMENTS:				Subtotal for Account 257-03	-82.00
22558	ROKS INN	621-00	01-02685		
ADJUSTMENT	WATER			34.16	02/02/2024
ADJUSTMENT	SEWER			47.84	02/02/2024
ADJUSTMENT	STATE FEE			2.00	02/02/2024
COMMENTS: posted a payment made by Dan Goslin on wrong account had to put payment back on motel account for January charges. 2/2/2024 rp				Subtotal for Account 621-00	84.00
22559	MT LAND TRUST LLC	093-00	01-02260		
ADJUSTMENT (Balance Transfer)	WATER			34.16	02/06/2024
ADJUSTMENT (Balance Transfer)	SEWER			47.84	02/06/2024
COMMENTS:				Subtotal for Account 093-00	82.00
22560	JONES, CODY	093-10	01-02260.02		
ADJUSTMENT (Balance Transfer)	WATER			-34.16	02/06/2024
ADJUSTMENT (Balance Transfer)	SEWER			-47.84	02/06/2024
COMMENTS:				Subtotal for Account 093-10	-82.00
22561	LOUDERBACK, IAN	040-00	01-00410		
ADJUSTMENT (Balance Transfer)	WATER			28.76	02/08/2024
ADJUSTMENT (Balance Transfer)	SEWER			44.14	02/08/2024
ADJUSTMENT (Balance Transfer)	STATE FEE			2.00	02/08/2024
COMMENTS:				Subtotal for Account 040-00	74.90

UTILITY BILLING SYSTEM Report ID: 1086

CITY OF BOULDER

ADJUSTMENTS

For Postdate from 02/01/2024 to 02/29/2024 Ordered by ADJUSTMENT NUMBER from AP and Year 2 - 2024

16:14:30 - 03/01/2024

JOURNAL - Specific

ALL ADJUSTMENT NUMBERS

Type

ALL ACCOUNTS

ADJUSTMENT TYPES: ANNUAL STATE FEE BAD DEBT BAL TRANSFER FROM BAL TRANSFER TO
 BILLING CORRECTION DEFERRAL LIEN MANUAL DISTRIBUTE NO ADJUSTMENT
 TYPE NSF FEE OVERPAYMENT PAY PLAN PAYMENT CORRECTION PRORATE
 CORRECTIONS RE-INSTATE CHARGES RE-READ SERVICE CHARGE TURN OFF
 TURN ON TURN ON/OFF WATER LEAK ADJ

Adjustment Number	Customer Name	Account	Route - Meter	Type	Post Date
Description	Service			Amount	
22562	LOUDERBACK, JASON AND ELYSSA	040-03	01-00410.02		
ADJUSTMENT (Balance Transfer)	WATER			-28.76	02/08/2024
ADJUSTMENT (Balance Transfer)	SEWER			-44.14	02/08/2024
ADJUSTMENT (Balance Transfer)	STATE FEE			-2.00	02/08/2024
COMMENTS:				Subtotal for Account 040-03 :	-74.90
Grand Total of Adjustments:					0.00

UTILITY BILLING SYSTEM Report ID: 1051

CITY OF BOULDER

COLLECTIONS

All collections for Postdate from 02/01/2024 to 02/29/2024

16:15:47 - 03/01/2024

HISTORY

ALL RECEIPT NUMBERS

Service	Cash	Check	Lock-Box	Credit	Payment
WATER	1044.48	13050.65		10530.78	
					TOTAL RECEIPTS FOR WATER 24625.91
SEWER	1542.34	18153.42		14408.28	
					TOTAL RECEIPTS FOR SEWER 34104.04
STATE FEE	16.00	80.00		37.00	
					TOTAL RECEIPTS FOR STATE FEE 133.00
OVERPAYMENT	155.55	1845.64		508.78	
					TOTAL RECEIPTS FOR OVERPAYMENT 2509.97
					Total Cash: 2758.37
					Total Checks: 33129.71
					Total Lock Box: 0.00
					Total Credit: 25484.84
					Grand Total of Collections: 61372.92

ALL ACCOUNTS
Primary Accounts Only

SECTIONS: ALL

Service	Balance	Past Due 30+	Past Due 60+	Past Due 90+	Past Due 120+
WATER	28653.98	3599.14	1004.36	461.39	315.77
SEWER	38770.69	4208.25	993.44	347.31	218.58
STATE FEE	27.00	27.00	27.00		
MISC FEES					
OVERPAYMENT	-5295.42				

Total Balance: 62156.25
Current Balance: 54321.86
Total Past Due 30+: 7834.39
Total Past Due 60+: 2024.80
Total Past Due 90+: 808.70
Total Past Due 120+: 534.35

			TOTAL AGING	\$63,767.20	
NOVEMBER 30,2023	\$26,959.91		NOVEMBER 30,2023	\$36,807.29	
DEC 2023 CHARGES	\$0.00		DEC 2023 CHARGES	\$6,809.80	
		\$26,959.91		\$43,617.09	
DEC 2023 CREDITS	\$0.00		DEC 2023 CREDITS	\$4,198.15	
DEC 2023 ADJUSTMENTS	\$616.10		DEC 2023 ADJUSTMENTS	\$2,711.18	
DECEMBER 31,2023	AGING BALANCE	\$26,343.81	DECEMBER 31,2023	AGING BALANCE	\$36,707.76
			TOTAL AGING	\$63,051.57	
DECEMBER 31,2023	\$26,343.81		DECEMBER 31,2023	\$36,707.76	
JAN 2024 CHARGES	\$2,217.00		JAN 2024 CHARGES	\$1,204.00	
		\$28,560.81		\$37,911.76	
JAN 2024 CREDITS	\$0.00		JAN 2024 CREDITS	\$3,721.66	
JAN 2024 ADJUSTMENTS	\$0.00		JAN 2024 ADJUSTMENTS	\$149.56	
JANUARY 31,2024	AGING BALANCE	\$28,560.81	JANUARY 31,2024	AGING BALANCE	\$34,040.54
			TOTAL AGING	\$62,601.35	
JANUARY 31,2024	\$28,560.81		JANUARY 31,2024	\$34,040.54	
FEB 2024 CHARGES	\$5,583.00 - <i>billing</i>		FEB 2024 CHARGES	\$0.00	
		\$34,143.81		\$34,040.54	
FEB 2024 CREDITS	\$1,084.00 - <i>payments</i>		FEB 2024 CREDITS	\$0.00	
FEB 2024 ADJUSTMENTS	\$0.00 - <i>write-offs</i>		FEB 2024 ADJUSTMENTS	\$0.00	
FEBRUARY 29,2024	AGING BALANCE	\$33,059.81	FEBRUARY 29,2024	AGING BALANCE	\$34,040.54
			TOTAL AGING	\$67,100.35	

RECEIPT ITEMS
ACCOUNTING

All collections for Postdate from 02/01/2024 to 02/29/2024
ALL TRANSACTION NUMBERS

10:36:28 - 03/14/2024

MISC RECEIPT ITEMS: AMB-COLLEC AMBULANCE COLLECTIONS

BATCHES: ALL

Code	Description	Amount
AMB-COLLEC	AMBULANCE COLLECTIONS	2260.00
Net Cash Receipts:		2260.00

MEMORANDUM

Date: March 11, 2024

To: City of Boulder City Council & Mayor Giulio

From: City of Boulder Planning Board/Zoning Commission

Subject: Request for Proposal (RFP) for Zoning & Subdivision Regulation Updates

City Council Members & Mayor Giulio,

You are scheduled to review the planning board's recommendation regarding the zoning update proposal during your March 18, 2024 meeting.

There was only one proposal received. The planning board reviewed the proposal from Great West Engineering during our March 4, 2024 meeting.

The planning board noted the following items during that review.

- The public had no comments regarding the proposal during the planning board's meeting.
- Great West presented a thorough proposal based on the city's RFP.
- Great West staff has extensive experience completing similar types of projects.
- Great West's anticipated the subdivision regulations could be adopted in November of 2024 and a draft of the zoning regulations would be completed in November/December of 2024 with adoption occurring in 2025.
 - The city would need to deliver drafts of both regulation documents to the Dept. of Commerce by the dates dictated in the project contract. Great West has indicated that extensions may be requested to the timeline if the drafts cannot be completed prior to the required deliverable dates.
- Great West can complete the project within the project budget (\$40,000).
- Great West has staff located in Helena that have time available to assist with this project.
- Great West's update of the subdivision regulations contemplates a complete overhaul of the document. Only minor updates are needed to incorporate recent changes in State law and to address current inconsistencies with other city regulations and requirements.
 - Prior to signing a contract with Great West Engineering, the city should get the scope of work for the subdivision regulation update updated. If less work is needed than originally contemplated, perhaps the cost of the project may also decrease.

Recommendation to City Council on the Proposals for the Zoning Update:

Kathy Rux moved to recommend that the City Council accept Great West's proposal subject to the city confirming timelines for completion with Great West and getting an updated scope of work for the subdivision regulation update. Tim Graff seconded the motion. All six present Planning Board members (Kathy Rux, Tim Graff, Dennis Wortman, Cody Oliver, Larry Bagwell, and LaDana Hintz) voted in favor of the motion.

Proposal for the
CITY OF BOULDER

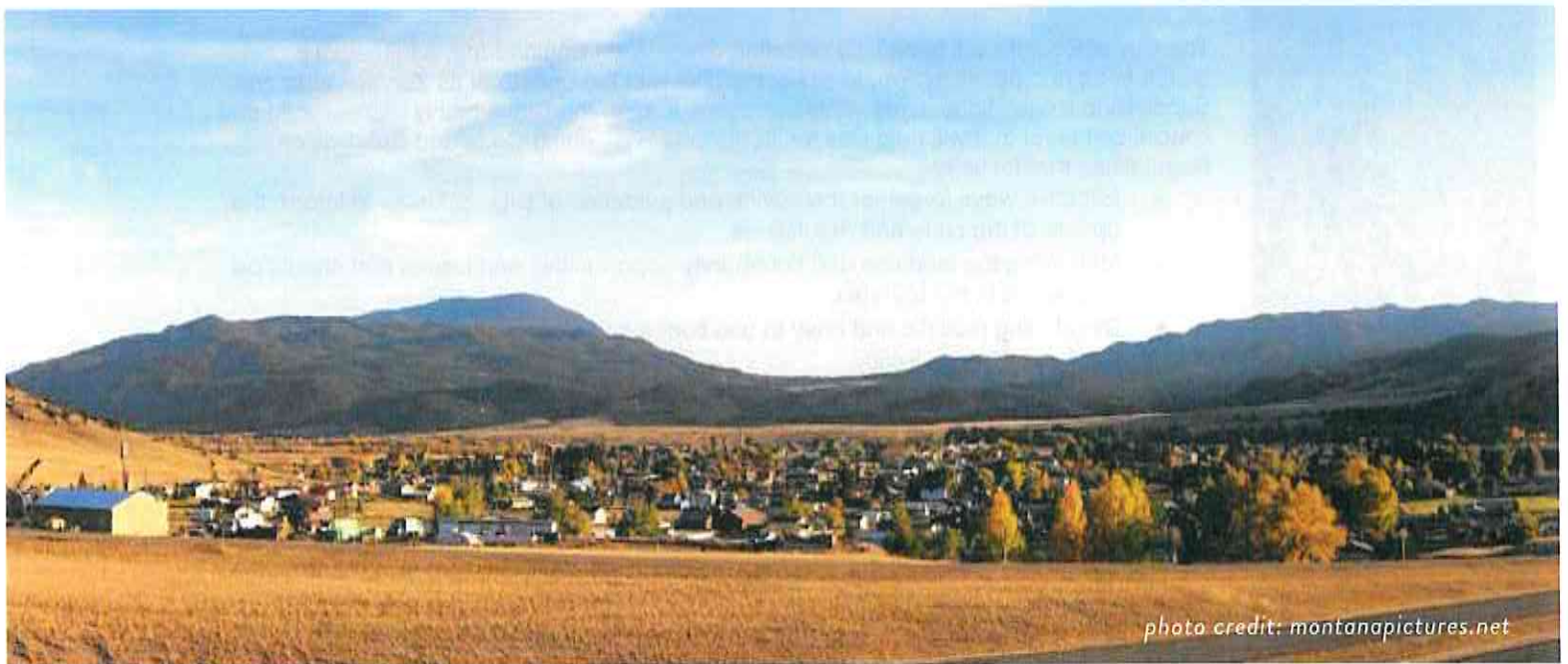


photo credit: montanapictures.net

Zoning Code and Subdivision Regulations Update

February 14, 2024



Client Commitment



Empowered Employees



Quality Solutions

See what's possible.



February 14, 2024

Megan McCauley
City of Boulder
PO Box 68
Boulder, MT 59632

Re: Zoning Code and Subdivision Regulation Update

Dear Mrs. McCauley,

The City of Boulder will benefit by retaining Great West Engineering, a full-service engineering and planning firm, to assist the City with the update of its Zoning Code and Subdivision Regulations. Great West proposes to offer the City a highly experienced and specialized team that will help City residents create a Zoning Code and Subdivision Regulations that focus on:

- Effective ways to gather the advice and guidance of City residents to inform the update of the code and regulations.
- Identifying the land use and community opportunities and issues that should be addressed in the updates.
- Developing realistic and easy to use codes and regulations that will help implement the City's Growth Policy.
- Focus the update of the City Zoning Code on the type of community City residents would like to achieve versus just finding ways to regulate land use.

Great West has a long history of working in the City of Boulder and Jefferson County. This provides our firm with an in-depth understanding of the City and the surrounding area and ensures that the update of the Zoning Code and Subdivision Regulations are well-thought-out and effective. In addition, our years of experience working on local government planning issues in Montana will provide the City with the experience to complete the project efficiently and cost effectively. We look forward to partnering with the City and its residents on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry Grebenc", written over a light blue horizontal line.

Jerry Grebenc, CFM
Senior Planner
(406) 495-6153
jgrebenc@greatwesteng.com

HELENA
2501 Belt View Drive
Helena, MT 59601
Ph: (406) 449-8627
F: (406) 449-8631

BILLINGS
6780 Trade Center Avenue
Billings, MT 59101
Ph: (406) 652-5000
F: (406) 248-1363

BOISE
1921 E Overland Road
Meridian, ID 83642
Ph: (208) 576-6646

GREAT FALLS
702 2nd Street Ste #2
Great Falls, MT 59405
Ph: (406) 952-1109

SPOKANE
10220 N Nevada Street
Suite 130
Spokane, WA 99218
Ph: (509) 413-1430

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Availability/Capacity/Location 15

Resumes Appendix

Great West Principals

William Lloyd, President

Bill has 27 years of transportation engineering experience.

Daniel McCauley, President Emeritus

Dan has 43 years of civil and structural engineering experience.

Craig Pozega, COO

Craig has 28 years of municipal engineering experience.

Chad Hanson, Vice President

Chad has 25 years of municipal engineering experience.

Karl Yakawich, Vice President

Karl has 22 years of transportation engineering experience.

Collette Anderson, Vice President

Collette has 17 years of municipal engineering experience.

Denice Street, Secretary/Treasurer

Denice has 27 years of administrative experience.

 www.greatwesteng.com

See what's *possible.*



HELENA
2501 Belt View Drive
Helena, MT 59601
Phone: (406) 449-8627
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Phone: (509) 413-1430

WHY GREAT WEST



Specializing in: Planning Transportation Natural Resources Water
Grant Writing and Administration Wastewater Solid Waste

103
Employees

6,000+
Projects since **1984**

5
Offices

Helena
Billings
Great Falls
Boise
Spokane



We Promise to truly listen to your project goals, be responsive to your needs, and advocate on your behalf.

WE KNOW THE AREA



Great West has worked in the area for decades leading to a strong understanding of local geographic issues, desired growth trajectory, and concerns. Since 2021, our Team has partnered with the City as the consultant land use planner assisting with subdivision review, annexation requests, zoning amendments, and administration of the City's zoning code. This experience is furthered through assisting Jefferson County with the update of the County Growth Policy and County Subdivision Regulations. Our planning experience for the County coupled with the knowledge gained through assisting the City with planning efforts will allow our Team to hit the ground running with little to no learning curve.

ZONING SPECIALISTS



The Great West Team that will assist the City of Boulder has extensive experience in administering and developing zoning codes. Senior Planner, Jerry Grebenc currently serves as the on-call planner for the City of Choteau and the Town of Circle administering the current zoning code for both communities. Both of these communities are also completing zoning code update projects. Cody Marxer serves as the on-call planner for the City of Red Lodge working with the City's Zoning Code on a daily basis. Courtney Long is Red Lodge's former City Planner bringing substantial Zoning Code experience while serving in this role. In addition, on behalf of the Montana Department of Commerce, our staff is working with/ has worked with multiple communities throughout the State to help planning staff update Zoning Code.

SUBDIVISION REGULATION EXPERIENCE



Great West has assisted many communities throughout Montana with the update of their subdivision regulations and the review of subdivisions. Some of these communities include City of Choteau, Town of Twin Bridges, Beaverhead County, Chouteau County, Custer County, Madison County, and Meagher County. In addition, Great West has a close working relationship with the Montana League of Cities and Towns (MLTC) and the Montana Association of Counties (MACO). Recently, this partnership was further strengthened by working closely with MACO to offer expert guidance in the development of the Model Subdivision Regulations.

TEAM QUALIFICATIONS




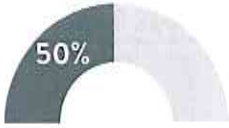
We will make every effort to efficiently keep the City Council, Planning Board, Zoning Commission, and residents *informed about the project.*

The Great West Engineering Team will be led by Senior Planner Jerry Grebenc who has over two decades of planning experience. Since 2021, Jerry has served as the City of Boulder’s consultant land use planner. During that time Jerry has worked for the City on annexation requests and subdivision review, zoning amendments, and administration of the City’s current Zoning Code. Jerry has in-depth understanding of the needs the City has from the update of its Zoning Code and Subdivision Regulations. He will be assisted by former Madison County Planner Cody Marxer and former City of Red Lodge Planner Courtney Long. Rounding out the Team are GIS specialists Matt Blassic and Hannah Nishek who

will assist with the City’s zoning map. Together, the Great West Team brings significant real world experience and is dedicated to developing a successful project.

Our Team has decades of experience assisting Montana communities with their planning needs!

PLANNING TEAM

Staff and Role	Benefits to the City of Boulder	Availability
 <p>JERRY GREBENC, MA, CFM Project Manager</p>	<ul style="list-style-type: none"> • Over two decades of planning and community development experience • Strong understanding of project needs from assisting the City since 2021 with annexation requests, subdivision review, zoning amendments, and administration of the City’s current Zoning Code • Served as Jefferson County’s interim planner for several years, duties included subdivision review, growth policy, and assisting with the review of proposed zoning amendments in the North portion of the County • Former Planning Bureau Chief for the Montana Department of Commerce where he provided practical planning advice and assistance to local governments 	

TEAM QUALIFICATIONS



PLANNING TEAM

Staff and Role	Benefits to the City of Boulder	Availability
 <p>CODY MARXER Planner</p>	<ul style="list-style-type: none"> Planner with five years of planning and land use experience, who is regarded for her exceptional client communication, task efficiency, and responsiveness Planning experience in both rural and mountain communities Extensive knowledge and experience in subdivision review, community engagement, and a thorough understanding of growth and development challenges in rural/tourism communities Hailing from an agricultural community, she has a practical understanding of the relationship between development, economic growth, resource conservation, and preserving heritage Has extensive career experience in management, education, and facilitation, in addition to a graduate degree in research 	
 <p>COURTNEY LONG, CFM Planner</p>	<ul style="list-style-type: none"> Planner with three years of experience as the Planning Director for a successful mountain resort community Over 15 years' experience in community engagement and facilitation Three years of experience administering municipal zoning code and subdivision regulations Three years with enforcement of zoning code and review of permits for compliance 	
 <p>MATT BLASSIC, GIST GIS Technician</p>	<ul style="list-style-type: none"> Has extensive knowledge and experience building community's GIS systems as well as enhancing existing systems in order to communicate information through maps as well as web applications Brings a deep understanding of building databases that can assist with community's assets and infrastructure Provides clients with an extensive knowledge of collecting, analyzing, and building datasets to aid in decision making Has extensive knowledge and experience generating high quality cartographic outputs to aid in analysis 	
 <p>HANNA NISHEK, GIST GIS Technician</p>	<ul style="list-style-type: none"> Has extensive knowledge and experience maintaining community's GIS systems and data as well as enhancing existing systems and processes Brings a deep understanding of designing databases that can assist with community assets and infrastructure Has extensive knowledge and experience generating high quality cartographic outputs to aid in analysis Has wide-ranging experience acquiring and analyzing spatial data to meet project needs 	

Previous Work For The *City of Boulder*

Great West Engineering has a very good understanding of the land use issues that the City of Boulder faces. Since 2021, our Senior Planner, Jerry Grebenc has served as the City consulting land use planner. During that time Jerry has worked for the City on annexation requests and subdivision review, zoning amendments and administration of the City's current Zoning Code. Thus he has a very good understanding of the needs the City has for the update of its Zoning Code and Subdivision Regulations.



▲ City of Boulder

Past and Present Projects:

- Administration of the City Zoning Code
- Administration of the City Subdivision Regulations
- Administration of the City Annexation Policy
- Providing general planning advice and guidance



▲ Jefferson County Fairgrounds

Contact

Megan McCauley
City Clerk
(406) 225-3381
cityclerk@cityofbouldermt.com

Project Ongoing

PROJECT EXPERIENCE



Client

Key Project Elements

City of Red Lodge, MT

Planning and Zoning Services



Population: 2,770 (2024 Estimate)

- Current On-Call City planner
- Administration of City Zoning Code and Subdivision Regulations
- Public outreach and participation including creative graphic design for tourism driven community
- Working closely with City staff to ensure planning needs are met

CONTACT: Dave Westwood - Mayor
(406) 446-1606, mayor@cityofredlodge.com

City of Hamilton, MT

CTAP Zoning Services



Population: 5,585 (2024 Estimate)

- Providing updates to the City Zoning Code
- Contracted to perform Zoning Code updates through Montana Department of Commerce
- Developed close relationships with City planning staff to produce cohesive documents to meet needs of small but growing community

CONTACT: Mathew Rohrbach - City Planner
(406) 363-2101, mrohrbach@cityofhamilton.net

City of Choteau, MT

Planning and Zoning Service



Population: 1,827 (2024 Estimate)

- Current On-Call City planner
- Administration of City Zoning Code and Subdivision Regulations
- Working closely with City staff to ensure planning needs are met
- Provide general planning advice and guidance to residents, the Planning Board, and County Commission

CONTACT: Chris Hindoién - Mayor
(406) 466-2510, chindoién@choteaumt.org

Chouteau County, MT

Zoning, Subdivision Regulations



Population: 5,862 (2024 Estimate)

- Administer the County Subdivision Regulations
- Administer the County Zoning Regulations
- Provide general planning advice and guidance to residents, the Planning Board and County Commission
- Review of certificates of survey

CONTACT: Lana Claassen - Election Administrator
(406) 622-5151, claassen@itstriangle.com

Client

Key Project Elements

City of Livingston, MT Population: 9,114 (2024 Estimate) *Zoning Code Analysis*



- Review of City Zoning Code
- Provided written analysis and recommendations of Zoning Code to City planning staff
- Contracted to perform planning oversight through Montana Department of Commerce

CONTACT: Jennifer Severson - Planning Director
(406) 222-4903, jseverson@livingstonmontana.org

White Sulphur Springs/Meagher County, MT Population: 1,045 (2024 Estimate) *Planning Services & Subdivision Regulations*



- Current On-Call City/County planner
- Administration of Subdivision Regulations and Annexation for the City/County
- Provide general planning advice and guidance to residents, the Planning Board, and County Commission
- Developed website and other outreach materials to foster public participation for the joint City/County Growth Policy

CONTACT: Rick Nelson - Mayor
(406) 547-3913, rnelson@itstriangle.com

CONTACT: Burt Hurwitz - County Attorney
(406) 547-3041, burth@meagherco.net

Beaverhead County, MT Population: 10,093 (2024 Estimate) *Planning Services & Subdivision Regulations*



- Provided general planning advice and guidance to the County
- Developed growth policy in preparation for increased population due to growth in surrounding areas
- Developed new subdivision regulations based on Model Subdivision Regulations provided by MACo

CONTACT: Rob Macioroski - County Planner
(406) 683-3768, rmacioroski@beaverheadcounty.com

PROJECT EXPERIENCE

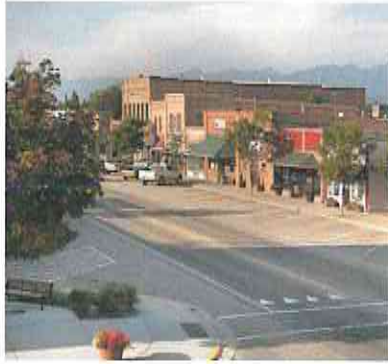


Client

Key Project Elements

Town of Stevensville, MT Population: 2,342 (2024 Estimate)

Update of Town Subdivision Regulations



- Assisting Town with update of Subdivision Regulations
- Providing updates to the City Zoning Code
- Contracted to perform Subdivision Regulation updates through Montana Department of Commerce

CONTACT: Bob Michalson - Town Council President
(406) 777-5271, bob@townofstevensville.com

Town of Circle, MT Population: 582 (2024 Estimate)

Planning and Zoning Services



- Administrating the Town Zoning Code
- Administrating the Town Subdivision Regulations
- Providing general planning guidance
- Facilitated subdivision review process on behalf of the Town Council
- Attend meetings mainly via video conference

CONTACT: Kelly Doan - Clerk/Treasurer
(406) 485-2524, kdoan@townofcircle.org

Custer County, MT Population: 12,154 (2024 Estimate)

Planning Services and Subdivision Review



- Review of subdivision applications through new pre-application meetings, project reviews, public hearings and final platting
- Provide general planning advice and guidance to residents, the Planning Board, and County Commission
- Developed public outreach materials including website development
- Completed Growth Policy update in 2023
- Assisting with other long-range planning documents, including Capital Improvements Plan, Fairgrounds Master Plan, and Housing Needs Assessment

CONTACT: Jason Strouf - County Commissioner
(406) 874-3352, j.strouf@co.custer.mt.us

SUBDIVISION REGULATION UPDATES

Plan goals, objectives and action steps are *based on the combined vision of the City Council and Planning Board.*

Great West Engineering proposes the City follow these generalized steps to implement the update of its Subdivision Regulations. We are assuming a minimum of a 7-month schedule to complete the project, with the bulk of time focused on outreach to City residents.



TASK 1:

KICK-OFF MEETING: ZONING CODE AND SUBDIVISION REGULATIONS

Participate in a kickoff meeting with the City Council and Planning Board to discuss the project, roles and responsibilities, schedule, outreach to residents, and the project communications preference. The intent is to also ensure that the two sets of regulations have continuity between them.

TASK 2:

PROJECT OUTREACH AND COMMUNICATIONS

Develop a resident outreach and communications plan which may include e-mail lists, newspaper articles, flyers and potential use of video and audio conferencing. The City Council and Planning Board will help determine which outreach steps will be taken.

TASK 3:

CITY PLANNING BOARD WORK SESSION

Conduct a work session with the City Planning Board to discuss the subdivision regulations, their purpose and connection with the City zoning code.

TASK 4:

CITY SUBDIVISION REGULATION (1st Working Draft)

Develop a working draft of the subdivision regulations using an existing template that conforms with state statute.

TASK 5:

CITY PLANNING BOARD WORK SESSION TO REVIEW OF DRAFT SUBDIVISION REGULATIONS

Conduct a work session to discuss the first working draft of the subdivision regulations with the City Planning Board. The Board will be provided with hard and electronic copies of the draft regulations.

WORKPLAN/SCHEDULE



SUBDIVISION REGULATION UPDATES



TASK 6:

EDITING OF THE WORKING DRAFT

Based upon the input of the City Planning Board, edits would be made to the draft regulations.

TASK 7:

CITY PLANNING BOARD HEARING ON THE DRAFT SUBDIVISION REGULATIONS

Facilitate a hearing of the City Planning Board on the draft subdivision regulations.

TASK 8:

EDITS TO REGULATIONS (If Applicable)

At the direction of the City Planning Board make edits to draft regulations.

TASK 9:

CITY COUNCIL REVIEW OF THE SUBDIVISION REGULATIONS

The City Council will review the draft regulations. The Council will be provided with hard and electronic copies of the draft regulations.

TASK 10:

EDITS TO REGULATIONS (If Applicable)

At the direction of the City Council make edits to draft regulations.

TASK 11:

ADOPTION OF THE REGULATIONS

The City Council will hold a public hearing to consider the formal adoption of the regulations. The City will be responsible for public notification of the hearing. If applicable, staff from Great West will attend the hearing.

UPDATE OF CITY ZONING CODE

Great West Engineering proposes the City follow these generalized steps to implement the update of its Zoning Code. We are assuming a minimum of a 12-month schedule to complete the project, with the bulk of time focused on outreach to City residents.



TASK 1:

KICK-OFF MEETING: ZONING CODE AND SUBDIVISION REGULATIONS

Participate in a kickoff meeting with the City Council to discuss the project, roles and responsibilities, schedule, outreach to residents, and the project communications preference. The intent is to also ensure that the two sets of regulations have continuity between them.

TASK 2:

PROJECT OUTREACH AND COMMUNICATIONS

Develop a resident outreach and communications plan which may include e-mail lists, newspaper articles, and flyers. City Staff, Zoning Commission and City Council will help determine which outreach steps will be taken.

TASK 3:

REVIEW OF EXISTING CODE

The City will review the current zoning code to identify what sections or language should be carried over to the updated regulations. Great West will provide technical guidance on needed statutory and best practices requirements.

TASK 4:

REVIEW THE EXISTING ZONING MAP

The City will review the existing zoning map and identify what changes should be made. Great West Engineering will create a new GIS zoning map to reflect those proposed changes.

TASK 5:

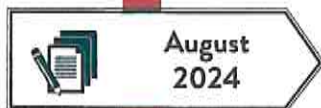
CREATE UPDATED ADMINISTRATIVE PROVISIONS FOR THE CODE (First Major Deliverable)

The City and Great West will work together to create the draft administrative provisions for the new code that will include but are not limited to:

- » Continuity with the subdivision regulations
- » Processing and review of various applications etc.
- » Zoning Commission role
- » Board of Adjustment role
- » Variances
- » Permitting

Great West will compile this section of the code and provide technical guidance. The City will review the draft and provide comment and suggested edits.

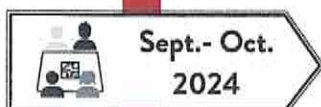
2024



TASK 6:

PUBLIC WORK SESSION TO DISCUSS THE DRAFT ADMINISTRATIVE PROVISIONS

The City and Great West will organize and facilitate a public work session to discuss the draft administrative provisions with the City Council and City residents and take comments on the draft.



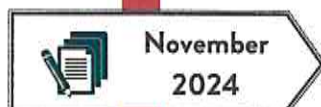
TASK 7:

CREATE UPDATED “REGULATORY” PROVISIONS FOR THE NEW CODE

The City and Great West will work together to create the draft regulatory provisions for the new code that will address but are not limited to:

- » Continuity with the subdivision regulations
- » Identifying the individual zoning districts i.e., residential, commercial, public
- » Permitted, prohibited and conditional uses in each district
- » Addressing community decay and maintenance
- » Including bulk standards: building height, yard setbacks, lot coverage, etc. for each district
- » Design standards: parking, lighting, signs, etc. as applicable for each district

Great West will compile this section of the code and provide technical guidance and the City will review the draft and provide comment and suggested edits.



TASK 8:

PUBLIC WORK SESSION TO DISCUSS THE DRAFT REGULATORY PROVISIONS

The City and Great West will organize and facilitate a public work session to discuss the draft regulatory provisions with the City Council and City residents and take comments on the draft.

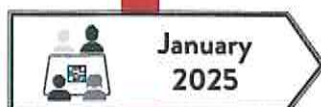


TASK 9:

CREATE A FULL DRAFT OF THE UPDATED CODE

Based upon the guidance of the City Council and City staff, Great West will compile a full draft of the zoning code including zoning map.

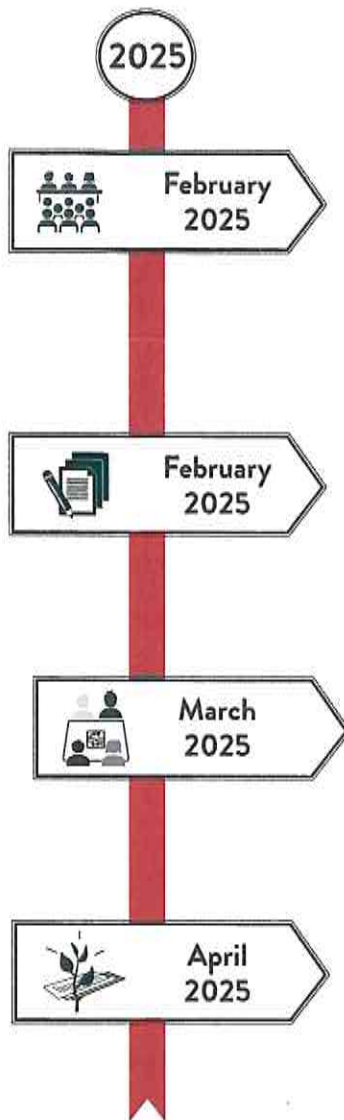
2025



TASK 10:

ZONING COMMISSION REVIEW OF DRAFT ZONING CODE

The City Zoning Commission will review the draft zoning code. The Commission will be provided with hard and electronic copies of the draft regulations. Hard copies will be provided to the City for review by residents.



TASK 11:

ZONING COMMISSION HEARING ON DRAFT ZONING CODE

The City Zoning Commission will hold a public hearing on the draft zoning code. The City will be responsible for public notice for the hearing. Great West will help facilitate the hearing, answer questions and document public comment. The Zoning Commission will provide a recommendation to the City Council on the adoption of the draft code.

TASK 12:

ZONING COMMISSION EDITS TO REGULATIONS (If Applicable)

At the direction of the Zoning Commission, Great West will make edits to draft regulations. Updated hardcopies and electronic version will be provided to the City Council.

TASK 13:

CITY COUNCIL REVIEW OF DRAFT ZONING CODE

The City Council will review the draft zoning code based upon the Zoning Commission recommendation(s). The Council be provided with hard and electronic copies of the draft regulations. Hard copies will be provided to the City for review by residents.

TASK 14:

ADOPTION OF THE REGULATIONS

The City Council will hold a public hearing to consider the formal adoption of the regulations. The City will be responsible for public notification of the hearing. If desired by the Council, staff from Great West will attend the hearing to help facilitate the hearing and answer questions.

COST

Great West will perform all project activities for a total cost of \$40,000.

AVAILABILITY/CAPACITY/LOCATION



Great West has 103 staff members available including registered professional engineers, staff engineers, hydrogeologists, construction specialists, designers, technicians, surveyors, IT and administrative support staff. For this staff, the total annual hours available for projects is approximately 155,000 hours after vacation, holiday, training, sick leave, and administration.

Equally important is how well staff is utilized to efficiently meet the needs of our clients. Great West Engineering maintains a detailed schedule using specialized software, which establishes resource needs for current projects and projects over the next 24 months. The schedule is maintained by firm management and is used to determine project assignments, hiring needs, and assess the feasibility of pursuing new projects.

The City of Boulder will be a top priority and we are confident in our ability to provide responsive client service to the City. Based upon current and projected workloads, Great West is well-structured to provide engineering services for the City now and into the future. Based on individual task assignments, we will closely review and structure staff assignments to ensure we have availability for the City and other current projects, along with accommodating future project tasks.

Our Montana Offices:



Staff that will service you are located in our Helena office. Our Team members are just a phone call away and are available to meet with the City on short notice. Great West frequents the area almost weekly.

Detailed Schedule
Maintained for
the next

24
Months

We are committed to upholding the same level of responsive service we are known for by your neighbors and small Montana communities.



Jerry Grebenc, CFM

Senior Planner

8 years with Great West
23 years of experience



Jerry has been involved in community development and planning in Montana for over 23 years. He served as the State's Planning Bureau Chief and is very familiar with Montana's land use laws and planning best practices. He has experience in the private, public and non-profit sectors and has managed the development of private lands, reviewed subdivision as a local planner, managed a planning department, and provided practical advice and assistance to local governments on behalf of the State of Montana.

Education

- » University of Montana, MA, Geography, 2002
- » University of Minnesota, Duluth, BA, History, 1991

Professional Certifications

- » Certified Floodplain Manager

Professional Affiliations

- » Association of State Floodplain Managers
- » Montana Association of Planners

Awards

- » Governor's Award for Excellence, 2008, State of Montana

SPECIALIZED EXPERIENCE

Subdivision Regulations, Meagher County, Montana

Managing an update of the County subdivision regulations. His work will include coordination with the County Planning Board, facilitating public meetings, providing research and writing.

RELATED EXPERIENCE

Interim County Planner for Jefferson County, Montana

Provided day to day planning services to the County for six (6) months as they worked through the process of replacing the former planner. Duties including administrating the County Zoning and Subdivision Regulations, review certificates of survey and answer general land use inquiries.

Subdivision Regulations, Broadwater County, Montana

Managed an update of the County subdivision regulations. His work will include coordination with the County Planning Board, facilitating public meetings, providing research and writing.

Subdivision Regulations, Prairie County, Montana

Managing an update of the County subdivision regulations. His work will include coordination with the County Planning Board, facilitating public meetings, providing research and writing.

Deer Lodge Valley Trail Plan, Powell County, Montana

Managed the creation of plan for a trail system in the Powell County portion of the Deer Lodge Valley. His work included coordinating the project with the County Park Board and County staff, facilitating public meetings, providing research and writing and GIS mapping.

Development Regulations, Chouteau County, Montana

Managed the update of the County development regulations. His work will include coordination with the County Zoning Commission, facilitating public meetings, providing research and writing.

Subdivision Regulations, Chouteau County, Montana

Managing an update of the County subdivision regulations. His work will include coordination with the County Planning Board, facilitating public meetings, providing research and writing.

Zoning Regulations, Custer County, Montana

Managed the development of a zoning code for the area surrounding Miles City, but within the County. His work included facilitating public meetings, providing research and writing.

Jefferson County Recreation Park Master Plan, Montana

Managing the creation of an overall development plan for the Park on behalf of the County. His work has included coordinating the project with the County Fair Board and County staff, facilitating public meetings, providing research and writing and GIS mapping.

Powell County, Montana, Review of North County Development Regulations, Montana

Assisted the County with outreach to residents in Northern Powell County to determine if they wanted to see any changes to the zoning regulations and map for that portion of the County.

Town of Ennis, Montana, Comprehensive Code Update, Montana

Managed an update of all the Town's codes, including zoning and subdivision regulations. His work has included facilitating public meetings, providing research and writing.

Subdivision Regulations, Town of Twin Bridges, Montana

Managed an update of the Town's subdivision regulations. His work included coordination with the Town Council, facilitating public meetings, providing research and writing.

City Planner for Choteau, Montana

Providing temporary day to day planning services to the City, including administrating the City Zoning and Subdivision Regulations, administration of the City Floodplain Regulations and general land use advice and guidance to the City Council.

County Planner for Madison County, Montana

Providing temporary day to day planning services to the County, including administrating the County Subdivision Regulations, review of certificates of survey and answering general land use inquiries.

County Planner for Chouteau County, Montana

Providing day to day planning services to the County, including administrating the County Development and Subdivision Regulations, review of certificates of survey and answering general land use inquiries.

County Planner for Meagher County, Montana

Providing day to day planning services to the County, including administrating the County Subdivision Regulations, review of certificates of survey and answering general land use inquiries.

Growth Policy, City of Choteau, Montana

Worked with the City Council and the City/County Planning Board to create the City's first standalone Growth Policy. The focus of the plan ranged from and the continued upgrading of the Town's infrastructure. The project was completed in under 9 months.

Growth Policy, Town of Philipsburg, Montana

Worked with the Town Council and the City/County Planning Board to create the Town's first standalone Growth Policy. The focus of the plan ranged from updating the City's zoning code and subdivision regulations to need to encouraging the development of additional workforce housing to the continued upgrading of the Town's infrastructure.

Growth Policy, City of White Sulphur Springs-Meagher County, Montana

Worked with the City/County Planning Board to update and consolidate the growth policies of the City and the County into one document to help each jurisdiction prepare for the potential development of a new copper mine, pumped hydroelectric project, and the possible opportunities and issues that might accompany them.

Growth Policy, Lewis and Clark County, Montana

As a member of the County planning staff he assisted in the development of the County's first growth policy. His work included facilitating public meetings, providing research and writing.

APPENDIX: RESUMES



Cody Marxer

Planner

1 year with Great West
5 years of experience

Cody is a planner with five years of planning and land use experience with an emphasis on community development and facilitation. Cody is known for her exceptional client communication, task efficiency, responsiveness, and ease to work with. Her background includes research, education, facilitation, permitting, and grant application assistance. She also has significant experience with public presentation, subdivision review, and floodplain administration.

Education

- » Central Washington University, MS, Physiology & Research, 2004

Professional Affiliations

- » Montana Association of Planners
- » American Planning Association
- » The Association of State Floodplain Managers

SPECIALIZED EXPERIENCE

On-Call Planner, City of Red Lodge, Montana

Providing day-to-day planning services to the City, including support in administering the City Subdivision and Zoning Regulations, review of certificates of survey, review of Conditional Use and Design Review applications, floodplain administration, reviewing regulatory documents and plans, Board and Council guidance on policy and process, and answering general land use inquiries.

RELATED EXPERIENCE

On-Call Planner, City of White Sulphur Springs, Montana

Providing day-to-day, as-needed, planning services to the City, including the review and administration of Subdivision and Zoning Regulations, review of certificates of survey and annexation proposals, and answering general land use inquiries, as needed.

Growth Policy, City of Miles City, Montana

Assisting the City's contract planner with a growth policy update that coordinates with other planning documents, including the Custer County growth policy, Miles City Annexation Plan, Miles City Subdivision Regulations, Miles City Zoning Regulations, and floodplain development regulations.

On-Call Planner, Madison County, Montana

Before joining Great West Engineering, Cody was the Madison County Planner for three years and has since, as a Contract Planner, provided temporary day-to-day planning services to the County, including administering the County Subdivision Regulations, review of certificates of survey, subdivision reviews and public hearings for towns within Madison County via interlocal agreement, answering general land use inquiries, and training new planning staff.

Zoning Regulation Review, City of Hamilton, Montana

At the City's request, reviewing existing zoning regulations and ordinances against newly reformed Montana statute. Supporting City staff in community outreach/engagement, drafting documentation, and facilitating public hearings to adopt the updated regulations.

APPENDIX: RESUMES



Growth Policy, City of Deer Lodge, Montana

Assisting with the update of the growth policy in an effort to help the community “rebrand”, including supporting City staff at public meetings, public outreach, providing research, and preparing and editing draft documentation.

Capital Improvements Plan, City of White Sulphur Springs, Montana

Project Manager for the development of a Capital Improvements Plan for White Sulphur Springs, including coordinating administration and organization of the project, collecting priority lists from the City, public outreach and participation, editing documents, and final draft presentation.

Downtown Master Plan, the City of Red Lodge, Montana

Assisting the City Planning Board and City Council with updating the Downtown Master Plan, which incorporates goals of the Montana Main Streets Program and Growth Policy, in addition to priorities established during recent flood events. Her work includes preparing grant applications, facilitating public meetings, providing research, resident outreach, and preparing draft documentation.

Subdivision Regulation Review, Town of Stevensville, Montana

Reviewed existing subdivision regulations to bring them into compliance with Montana statute, local zoning regulations, and Town ordinances.

On-Call Planner, City of Three Forks, Montana

Providing on-call planning services to the City, including the review and administration of land use regulations and ordinances and answering general land use inquiries, as needed.

Comprehensive Plan Guidance, Montana Department of Commerce, Montana

Contracted by the Montana Department of Commerce to research, draft, and provide guidance to Montana communities as they develop and implement the Comprehensive Plan, a product of Senate Bill 382 (2023 legislation). Working collaboratively with the Montana League of Cities and Towns and Montana Association of Counties to provide useful resources and templates for communities that are required to adopt the Comprehensive Plan and for communities that are opting in to adopting this plan.



Courtney Long

Planner

<1 year with Great West
3 years of experience



Courtney is a planner with three years of experience as a Community Development Director for a successful mountain resort community. With her background in ecology, environmental studies, and conservation, she provides a balanced perspective on land use and development matters.

Education

- » Appalachian State University, BS, Ecology and Minor in Geography, 2012

Professional Affiliations

- » Montana Association of Planners, MT
- » Certified Floodplain Manager

SPECIALIZED EXPERIENCE

*Zoning Regulations, City of Red Lodge, Montana

Facilitated a comprehensive update to the zoning code and map with the Planning Board and City Council. Supported Planning Board with technical assistance, providing research, public engagement and coordinating public hearings to adopt the updated regulations. Through her day-to-day experience as zoning administrator and code enforcement, she regularly identified issues to Planning Board for future updates and consideration.

RELATED EXPERIENCE

*Planning Director, City of Red Lodge, Montana

Prior to joining Great West Engineering, Courtney served first as the Assistant City Planner for the City of Red Lodge and was then promoted to Planning Director. As part of her role with the City, she provided daily administration of the City's Subdivision Regulations, Floodplain Regulations and Zoning Regulations. Duties also included reviewing proposed development projects and providing written recommendations to the City Planning Board and Zoning Commission and City Council. An essential part of her duties included the presentation of project reviews and recommendations at public hearings before the Planning Board and City Council.

Zoning Regulations Update, City of Hamilton, Montana

At the City's request, assisting with the update of the City's zoning regulations to ensure compliance with Montana statute and recent legislative changes.

Subdivision Review for Custer County, Montana

Providing subdivision review assistance to the County, including administering the County Subdivision and Zoning Regulations and answering general land use inquiries, as needed.

Zoning Regulation Review, Three Forks, Montana

Reviewing existing zoning regulations, ordinances, and impact fees to bring them into compliance with Montana statutes, local zoning regulations, growth policy, and City ordinances.

Subdivision and Zoning Regulation Review, Town of Circle, Montana

Reviewing existing subdivision and zoning regulations to bring them into compliance with Montana statutes, local zoning regulations, Town ordinances, and to address future development.

APPENDIX: RESUMES



***Floodplain Administration, City of Red Lodge, Montana**

Courtney served as the Floodplain Administrator for the City of Red Lodge during the flood disaster events of 2022 and is a Certified Floodplain Manager. Her resulting experience includes permit review and approval, regulation interpretation, general guidance, flood disaster coordination and response, hazard mitigation, and a multitude of experiences working through disaster processes with State and Federal agencies.

Downtown Revitalization Plan, City of Red Lodge, Montana

Assisting the City Planning Board and City Council with the update of the Downtown Revitalization Plan, which incorporates goals of the Montana Main Streets Program and Growth Policy, in addition to priorities established during recent flood events. Her work includes preparing grant applications, facilitating public meetings, providing research, resident outreach, and preparing draft documentation.

Growth Policy, City of Miles City, Montana

Assisting the City's contract planner with a growth policy update that coordinates with other planning documents, including the Custer County growth policy, Miles City Annexation Plan, Miles City Subdivision Regulations, Miles City Zoning Regulations, and floodplain development regulations.

Growth Policy, City of Roundup, Montana

Assisting the City with the update of the growth policy to maintain funding competitiveness and continue practical and sustainable growth in this developing community.

Capital Improvements Plan, City of Three Forks, Montana

Assisting in the creation of a comprehensive capital improvements plan for the city. Her work includes facilitating public meetings, community outreach, providing research and writing, and GIS mapping.

Capital Improvements Plan, City of White Sulphur Springs, Montana

Assisting in the creation of a capital improvements plan for White Sulphur Springs, including coordinating priority lists from the City and editing documents.

**Indicates experience prior to working with Great West.*



Matt Blassic, GIST

GIS System Specialist

3 years with Great West
5 years of experience



Matt is a Geographic Information System (GIS) Specialist with five years of professional experience working in a multitude of settings and software. His experience includes data management, data acquisition and collection, remote sensing & natural resource monitoring, as well as work to build reliable databases, produce high quality GIS analysis and cartographic products.

Education

- » University of Montana College of Forestry and Conservation
-BS, Geography with focus on GIS, 2020

Professional Certifications

- » GIS Technologies Certification
- » FAA Part 107

SPECIALIZED EXPERIENCE

Zoning & Land Use Map updates for Comprehensive Plan, City of Stanley, Idaho

Produced two maps for both city as well as public use for the City of Stanley displaying both current and proposed zoning as well as land use. The project included acquiring and cataloging data for the City of Stanley including physical features, up to date cadastral data and transportation data, as well as floodplain analysis data. 2019 Floodplain data was acquired and configured retaining its structure as it relates to FEMA standards. Data was also digitized and cataloged within the deliverable geo-dataset for the city, allowing the city to have access to municipal GIS data. The maps will aid in planning decisions and provide important visual and data reference for the city allowing changes and updates to be made to zoning districts and land use planning infrastructure as needed for the city.

RELATED EXPERIENCE

Capital Improvements Plan, Havre, Montana

Built a city-wide GIS based asset management system for the city's water, sewer, and stormwater systems. This included building out existing systems as well to handle both utilization by city staff and operators as well as on-call engineers to provide the most up to date and accurate depiction of the city's infrastructure systems. Generated mapped road inventories using the PASER rating scales for road improvements and conditions, then produced cartographic map series displaying classified road network of inventoried paved and gravel roads. Also responsible for enhancing their GIS system to include maintenance and web applications for the city.

Growth Policy, Custer County, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Rural Addressing & GIS Services, Meagher County, Montana

Responsible for managing and assigning structure address numbers as well as the necessary spatial data to align with the county's existing E911 system. Beyond addressing, other responsibilities include being the point of contact for all existing geospatial data in the county.

GIS Application and Infrastructure Build, City of Homedale, Idaho

Created a framework for the City of Homedale to create and manage geospatial data pertaining to the city's infrastructure including all water/wastewater features. The project involved both training and analysis in order to create an output that would allow Homedale to navigate within GIS as well as state agencies accordingly. Project included data collection, data cataloging, data communication, and map production. Post completion serves as primary point of contact for GIS support and data troubleshooting and collection. Deliverables included databases/spatial data, as well as an interactive web application.

GIS Application and Infrastructure Build, City of Council, Idaho

Created a framework for the City of Homedale to create and manage geospatial data pertaining to the city's infrastructure. The project involved both training and analysis in order to create an output that would allow Council to navigate within GIS as well as state agencies accordingly. Project included data collection, data cataloging, data communication, and map production. Post completion serves as primary point of contact for GIS support and data troubleshooting and collection. Deliverables included databases/spatial data, as well as an interactive web application.

MLIA, City of Harlem, Montana

Created a framework for the City of Harlem to create and manage geospatial data pertaining to the city's infrastructure. The project involved both training and analysis in order to create an output that would allow Harlem to navigate within GIS as well as state agencies accordingly. Project included data collection, data cataloging, data communication, and map production. Post completion, serves as primary point of contact for GIS support and data troubleshooting and collection.

Capital Improvements Plan, Jefferson County, Montana

Produced a series of maps for Jefferson County Fire Assessment outputs based on network analysis. Cataloged and mapped Montana City District of Jefferson County's Road inventories completed by Great West in June of 2020. Project involved cataloging collected data, as well as data configuration to create high quality exhibits for Road Inventories report as well as exhibits for the Jefferson County Fire Assessment.

Capital Improvements Plan Update, Stillwater County, Montana

Generated mapped road inventories using the PASER rating scales for road improvements and conditions, then produced cartographic map series displaying classified road network of inventoried paved and gravel roads. Was also responsible for creating all map figures for solid waste facilities, collector roads, county-maintained bridges, cattle guards, as well as other related figures for the report. Also packaged road inventory dataset to hand to the county.

SID Analysis, Hill County, Montana

Ran analysis of current tax assessment codes and joined table to current parcel data to identify parcels currently included in SID to aid in decision making and new proposed RSID boundary. Compared ACE leveed areas to an updated leveed area based on current LiDAR digital elevation models in order to generate a new proposed RSID boundary.



Hannah Nishek, GIST

GIS System Specialist

>1 year with Great West
4 years of experience



Hannah is a GIS Specialist with experience in the private and public sector. Throughout her career, she has acquired and managed varieties of geospatial data including private land parcels, public land, transportation, and recreation focused datasets.

Education

- » University of Montana College of Business, BS, Business Administration, Major: Management Information Systems

SPECIALIZED EXPERIENCE

Sheriff's Department On-Call GIS & Addressing Coordination, Wheatland County, Montana

Responsible for managing existing 911 data including Site Structure Address Points (SSAPs), Road Centerline Data (RCL), and Emergency Service Network (ESN) Boundaries.

RELATED EXPERIENCE

Capital Improvements Plan, Three Forks, Montana

Responsible for related cost analysis to mapped road segments and producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Rural Addressing & GIS Services, Meagher County, Montana

Responsible for managing and assigning structure address numbers as well as the necessary spatial data to align with the county's existing E911 system. Beyond addressing, other responsibilities include being the point of contact for all existing geospatial data in the county.

Next Generation 911 Transition, Meagher County, Montana

Responsible for managing, analyzing, and transposing landline based 911 data to current national and statewide standards as directed by the State of Montana. This includes providing consistent statewide NENA compliant datasets including Structure Points, Access Routes, Road Centerlines, Emergency Service Zone Boundary management, as well as enhancing current data to provide best emergency response.

On-Call – 2024 Water PER, City of Malta, Montana

Generated cartographic products for proposed mainline extensions and service line extensions.

On-Call – 2024 Water PER, Town of Harrison, Montana

Generated cartographic products for proposed mainline extensions and service line extensions.

On-Call – 2024 Water PER, Town of Willow Creek, Montana

Generated cartographic products for proposed mainline extensions and service line extensions.

APPENDIX: RESUMES



Parcel Fabric Management, Bonner County, Idaho

Oversaw the department's property ownership transfer and mapping boundary change processes. Edited and created parcel fabric layer boundaries (parcel, lot, block, subdivision, tax number) using ArcGIS Pro based on surveys, subdivision plats, and legal descriptions. Collaborated with county and city planning departments within Bonner County to review new subdivisions, lot combinations, and other boundary line adjustments.

Property Ownership Management, Bonner County, Idaho

Examined deeds and court documents to ensure chain of title requirements were met to transfer property ownership for county tax assessment purposes. Communicated with the public and title companies daily to provide property information and resolve errors identified during the deed review process.

Private Land and Recreation Data Management - September 2019 - January 2022

Oversaw and led the parcel acquisition function by scheduling county updates on a national scale, assigning work to others, training team members, and resolving data source issues. Identified and evaluated parcel data sources based on company defined quality standards, update recency, use restrictions, and cost. Created and modified configuration files to import, join, and standardize parcel data from county departments, statewide GIS programs, and third party providers. Utilized internal systems and collaboration tools to process and move county parcel data through the GIS department workflow. Performed department defined quality control checks to ensure data is the most complete, accurate, and up to date option available through manual methods and central database queries.



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1921 E Overland Road
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SPOKANE

10220 N. Nevada St.,
Suite 130
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Phone: (509) 413-1430





**City of Boulder, MT
Digital Preservation of City Council Minutes,
Resolutions and Ordinances
Between 1911 and 2024**

**This proposal is contingent upon acceptance by client
and work performed in conjunction
with scheduled Jefferson County projects projected
for February and March 2024**

Proposal #02052024P1V1

February 9, 2024

Prepared for:

City of Boulder
304 N. Main St
PO Box 68
Boulder, MT 59632

Rusty Giulio
Mayor
406.225.3381
cityclerk@cityofbouldermt.com

OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with the City of Boulder. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 10,000
- Date Range 1911 through 2024
- Image Size 8.5" x 11"; some as large as 8.5" x 14"
- Condition Good
- Bindery Bound and three-ring binders
- Image Capture RGB
- Image Resolution 300 DPI
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files & JPEG Thumbnail Images
- Delivery Single page
- Metadata Defined in product categories
- Work Location Materials to be digitized at the client location *

* Assume imaging while on site for the Jefferson County projects projected

There will be no other metadata schema understanding than what is expressly stated within this proposal.

PRODUCT CATEGORIES

#1 – City Council Minutes

- 5,300 Images
- Date range – 1911 through 2024
- Image size – 8.5” x 11”
- Books – 19
- Bindery – Bound (1), three-ring binders (18), some loose
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, date range, sequential page number

Key Assumptions

Proposal contingent on work being performed in conjunction with on-site work for Jefferson County.

Pages must be removed from plastic sleeves, and all paper clips and staples removed.
Replace content in their binders oldest to newest order.

#2 – City Council Resolutions

- 2,450 Images
- Date range – 1911 through 2024
- Image size – 8.5” x 11”
- Books – 8
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Binder number, resolution, sequential page

Key Assumptions

Pages must be removed from plastic sleeves, and all paper clips and staples removed.
Resolutions must be organized in sequential order and extraneous pages removed and set aside.

#3 – City Council Ordinances

- 2,250 Images
- Date range – 1911 through 2024
- Image size – 8.5” x 14”
- Books – 11
- Bindery – Three-ring binders
- Condition –Pinned Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Binder number, ordinance, sequential page number

Key Assumptions

Ordinance binders for period 2009 through 2010 could not be located at time of inventory. Upon acceptance of this proposal, City of Boulder must confirm whether the content exists.

Pages must be removed from plastic sleeves, and all paper clips and staples removed.

Ordinances must be organized in sequential order and extraneous pages removed and set aside.

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Digitize images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with **City of Boulder, MT**. Below are a few items ArcaSearch will need to begin your project.

- Notify ArcaSearch of any scheduling requirements
- Provide a minimum of 14' x 20' space to be utilized for image capture equipment accessible by ramp or elevator with a minimum door entry width of 32 inches
- Allocated space will need to have standard office outlets, minimum of six 15 Amps
- Provide access to high speed internet, to include VPN permissions
- Allow ArcaSearch staff access to building during business hours

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 4 months for project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

PC: Windows 7 or newer, macOS, or Linux operating system recommended

PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)

Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 3, 511 data center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

The Data Center building, its tenants, and its parking areas have exceptional security. Entry to the facility is controlled by on-site security and each door/floor is controlled through card-access entry.

- Multi-level physical access controls
- Personal verification with properly issued ID
- Card access entry with photo verification
- IP Video surveillance recorded and stored for 90 days, both inside and outside the facilities
- Man-trap entries
- Locked cabinets, cages, storage, and suites
- We have a Diverse Tier 1 backbone providers connected via diverse paths
- 100/1000 MB Fast Ethernet connections.
- On-net, Carrier neutral facility

The Data Center building is backed a N+2 HVAC system. They monitor environmental systems 24 hours a day, seven days a week.

- N+2 temperature and humidity with multiple segregated cooling zones environment
- Raised floors with automated moisture detectors under the floors
- Zoned smoke and heat detectors
- Dry-pipe, pre-action fire sprinkler systems
- Managed and monitored 24×7
- Professional quarterly maintenance
- Secure Protection of Data and Infrastructure – 24×7 Multi-Level Security

The Data Center building has redundant power systems (2 megawatt generator, transfer switch, UPS systems, battery plants, flexible power configurations). If any one component in the network or electrical system fails, a redundant system designed to carry the full load immediately takes control. Should the entire primary HVAC system fail, a secondary system designed to immediately handle the full capacity for cooling maintains the proper temperature in the data center.

- 110 volt, single phase
- 208 volt, single phase/three phase
- Diverse A/B electrical circuits
- Custom power
- Protection Power Plan” or “Variable Power Plan”
- 100% Power Availability
- Redundant power infrastructure
- Redundant backup battery systems
- Diesel-powered generators
- Weekly, rigorous system testing
- Professional quarterly maintenance
- Network Availability

Authentication & Access Options

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users.

This authentication process includes a multifaceted feature that includes username/password challenge and IP Filtering.

Username/Password

If specified to require username & password authentication, the research site will not be accessible until a user has entered valid credentials for access to the site

IP Filter

Login can be further restricted to specific IP addresses provided by the customer. This will restrict access to users who use the provided IP addresses. This can be combined with Username/Password authentication for increased security.

End User Technical Support

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support

Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and JPEG Thumbnail Images to be used as the final repository at client location. The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

Antivirus Software

Antivirus software is run at the Data Center on the file storage servers.

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Limitation of Liability

In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually

PRICING

Project Estimating

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

Payment Terms

ArcaSearch will invoice 50% of the project price upon receipt of this signed proposal and 25% after imaging is completed. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price.

Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #02052024P1V1** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: \$19,770**
Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your archived files on external media
- Includes the first year of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$2,083**
Includes:

- A complete, integrated document digital archival and retrieval system
 - User friendly
 - Clipboard Feature
 - Fast Searching Capabilities
 - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

ACCEPTED BY:

Client: _____ Date: _____
Client Name- Signature

Client: _____ Date: _____
Client Name- Printed

For ArcaSearch: _____ Date: _____
ArcaSearch

CONTACT INFORMATION:

Peter D. Fox
Document Preservation Consultant
ArcaSearch, LLC
Big Timber, MT
Direct: (406) 581-0025
Peter.fox@arcasearch.com

Tammy Hoekstra
Customer Service Manager
ArcaSearch, LLC
720 St. Germain St.
St. Cloud, MN 56301
Office: (800) 846-9433
tammy.hoekstra@arcasearch.com



ACH Origination Contract

This Agreement dated this 18th day of March, 2024, is by and between City of Boulder (the "Company") and Madison Valley Bank (the "Financial Institution").

The Company has requested that the Financial Institution permit it to initiate debit and credit entries to accounts maintained at the Financial Institution and other financial institutions by means of the Automated Clearing House (the "ACH") Network. The Financial Institution has agreed to do so on the terms of this Agreement.

The Company and the Financial Institution agree as follows:

1. **Definitions.** Unless defined in this Agreement, capitalized terms shall have the meanings provided in the Rules.
 - A. **Rules.** "Rules" means the rules of the National Automated Clearing House Association and Appendices to the rules of the National Automated Clearing House, as amended from time to time.
 - B. **Effective Entry Date.** "Effective Entry Date" means the date included in any Entry as the date upon or after which such Entry is to be effective.
 - C. **Entry.** "Entry" has the meaning given in the Rules, except that it shall also include an "On-Us Entry."
 - D. **On-Us Entry.** "On-Us Entry" means a debit or credit Entry to an account maintained at the Financial Institution.
2. **Compliance with the Rules and Applicable Law.** The Company's rights and obligations with respect to any Entry are governed by the Rules, this Agreement and applicable law. The Company acknowledges receipt of a copy of the Rules. The Company agrees to comply with and be bound by the Rules. The Company agrees to comply with applicable state and federal law or regulation and Company warrants that it will not transmit any Entry that violates the laws of the United States, including, without limitation, regulations of the Office of Foreign Asset Control (OFAC).
3. **Types of Entries.** The Company will only initiate those Entry types (Standard Entry Class or "SEC: Codes) that we have expressly authorized you to initiate. As of the date of this Agreement, authorized SEC Codes include PPD and CCD. These SEC Codes are the most commonly used and not an all-inclusive list. All other SEC Codes that we may subsequently permit in our sole discretion and from time to time with respect to the service will require our pre-approval. We reserve the right to reject any Entry or group of Entries that includes an unauthorized SEC Code.
4. **Transmittal of Entries and Security Procedures.**
 - A. The Company shall transmit any debit or credit Entry to the Financial Institution in accordance with the Rules and Attachment 1 to this Agreement. The Company shall comply with the security procedures described in Attachment 2 to this Agreement. Company acknowledges that the security procedures are for verification of authenticity and not to detect errors in the Entry. Company warrants that no individual will be allowed to initiate transfers without proper supervision and safeguards and agrees to take all reasonable

steps to maintain confidentiality of the security procedures and any related security features. If Company knows or believes that an unauthorized individual has transmitted or attempted to transmit one or more Entries or that the security procedures have otherwise been compromised, Company agrees to immediately notify the Financial Institution and agrees that any Entry received by Financial Institution before or within a reasonable time after such notice to the Financial Institution shall be treated as authorized by Company.

- B. The Company hereby authorizes the Financial Institution to transmit any Entry received by the Financial Institution from the Company in accordance with the Rules and the terms of this Agreement and to credit or debit the amount of such Entry to the accounts specified by Company.

5. Company's Representations, Warranties and Agreements. Company represents and warrants that each Entry provided to the Financial Institution complies in all respects with the Rules. Company acknowledges and agrees that, pursuant to the Rules, the Financial Institution makes certain warranties to the ACH Operator and other financial institutions and that such warranties are made in reliance on: (i) the representations and warranties of the Company, including but not limited to those contained in this section 4 of this Agreement and (ii) Company's agreement to be bound by the Rules and applicable law. The Company shall indemnify the Financial Institution against any loss, liability or expense (including attorneys' fees and expenses) resulting from, related to or arising out of any breach of the Company's warranties or this Agreement. Without limiting the foregoing, Company warrants:

- A. Each Entry is authorized pursuant to the Rules and the authorization has not been revoked;
- B. Each credit Entry is timely and accurate;
- C. Each debit Entry is for a sum which, on the Settlement Date will be due and owing to the Company from the party whose account will be debited, is for a sum specified by such party or is to correct a previously transmitted erroneous credit Entry;
- D. No Entry has been reinitiated in violation of the Rules.

6. Financial Institution Obligations. Subject to Section 8 of this Agreement, the Financial Institution shall, in accordance with the Rules, process, transmit, and settle for any Entry. The Financial Institution shall have no obligation to transmit an Entry if the Company fails to comply with any terms of this Agreement.

7. Company's Account. The Company will maintain a deposit account (the "Account") with the Financial Institution at all times during the term of this Agreement. The Company shall at all times maintain a balance of available funds in the Account sufficient to cover Company's obligations under this Agreement. The Company authorizes the Financial Institution to debit its Account for any amount it owes the Financial Institution as a result of this Agreement.

8. Cancellations or Amendment of an Entry. The Company shall have no right to cancel or amend any Entry after its receipt by the Financial Institution. However, the Financial Institution shall use reasonable efforts to act on a request by the Company to cancel an Entry before transmitting it to the ACH or crediting or debiting an On-Us Entry. Any such request shall comply with the security procedures described on Attachment 2 to this Agreement. The Financial Institution shall have no liability if it fails to effect the cancellation.

9. Rejection of Entries. The Financial Institution may reject any Entry, including an On-Us Entry, which does not comply with the requirements of Attachment 1 or Attachment 2 of this Agreement and may reject any Entry if the Company is not otherwise in compliance with the terms of this Agreement or the Rules. The Financial Institution shall notify the Company in accordance with Attachment 1 of such rejection no later than the business day such Entry would otherwise have been transmitted by the Financial Institution to the ACH or, in the case of an On-Us Entry, the day before its Effective Entry Date.

10. Provisional Credit Notice. In the case of a credit Entry, credit given by the Receiver's financial institution for the Entry is provisional until the Receiver's financial institution has received final settlement through Federal Reserve Bank or has otherwise received payment. If the Receiver's financial institution does not receive such payment for the Entry, the Receiver's financial institution is entitled to a refund from the Receiver in the amount of

the credit to the Receiver's account, and Company will not be considered to have paid the amount of the credit Entry to the Receiver.

11. Reversals. If the Company has mistakenly initiated a duplicate Entry or File or a File contains an Entry or Entries with the types of erroneous data specified in the Rules relating to reversing files, the Company may reverse the File or Entry pursuant to the Rules. If the Company reverses an Entry or File, Company shall indemnify the Financial Institution against any claim, demand, loss, liability or expense resulting directly or indirectly from such reversal.

12. Notice of Returned Entries. The Financial Institution shall notify the Company in accordance with Attachment 1 of the receipt of a returned Entry from the ACH no later than one business day after the business day of such receipt. The Financial Institution shall have no obligation to re-transmit a returned Entry if the Financial Institution complied with the terms of this Agreement with respect to the Entry.

13. Periodic Statement. The periodic statement issued by the Financial Institution for the Company's account will reflect Entries credited and debited to the Company's account. The Company agrees to notify the Financial Institution within a reasonable time not to exceed thirty (30) days after the Company receives a periodic statement of any discrepancy between the Company's records and the information in the periodic statement.

14. Risk Mitigation. In order to reduce the risk of loss to which we are subject under this Agreement, we may in or sole discretion establish such risk mitigation procedures as we deem reasonably necessary, including without limitation requiring personal guaranties of your principals, limiting same day transactions, prefunding of credit Entries, delayed availability of funds to you to cover returned debit Entries, submission of balanced or unbalanced files (e.g., submission of a credit file for which we shall then create the offsetting debit file).

15. Due Diligence. You will supply us with due diligence information when reasonably requested. This information may include, but is not limited to, financial data, names and other information concerning your principles, information about the business in which you participate, information regarding your creditworthiness, projected return rates, and payment history. We may, in our reasonable discretion, conduct a limited review of your operations to ensure compliance with the provisions of this Agreement. Where we reasonably believe that your financial condition is impaired or deteriorating, we may refuse to process any Entries or may require Pre-Funding of all Entries.

16. Right to Audit. You agree to review your compliance with the NACHA Rules on a periodic basis. Upon reasonable written notice to you (five (5) business days being deemed, in all circumstances, the maximum reasonable notice required), you shall permit us to review your operations as they relate to compliance with this Agreement and the NACHA Rules, and to examine and copy any books, records, and source documents related thereto.

17. Data Retention. Company shall retain data on file adequate to permit remaking of Entries for one calendar year following the date of their transmittal by Financial Institution as provided herein, and shall provide such data to Financial Institution upon its request. Company is responsible to retain all items, source documents and records of authorization in accordance with the Rules.

18. Fees. The Company agrees to pay the Financial Institution for services provided under this Agreement in accordance with the schedule of charges attached to this Agreement as Attachment 3. The Financial Institution may change its fees from time to time upon notice to the Company.

19. Liability. In the performance of the services required by this Agreement, Financial Institution shall be entitled to rely solely on the information, representations and warranties provided by Company pursuant to this Agreement, and shall not be responsible for the accuracy or completeness of such information. The Financial Institution shall be responsible only for performing the services expressly provided for in this Agreement, and shall be liable only in the event of loss due to its gross negligence or willful misconduct in performing those services. In no event shall the Financial Institution have any liability for any consequential, special, punitive or indirect loss or damage which the

Company may incur or suffer in connection with this Agreement. In addition, the Financial Institution shall be excused from failing to act or delay in acting if such failure or delay is caused by legal constraint, interruption of transmission or communications facilities, equipment failure, war, act of terror, emergency conditions, or other conditions beyond the Financial Institution's control.

20. **Inconsistency of Name and Account Number.** The Company acknowledges that, if an Entry describes the Receiver inconsistently by name and account number, payment of the Entry may be made on the basis of the account number even if it identifies a person different from the named Receiver.

21. **Miscellaneous.** The Financial Institution may amend the terms of this Agreement from time to time upon 30 days written by notice to the Company. Either party may terminate this Agreement upon ten (10) days' written notice to the other. The Financial Institution shall be entitled to rely on any written notice believed by it in good faith to be signed by one of the Authorized Representatives whose names and signatures are set forth on Attachment 4 to this Agreement. This Agreement shall be governed by and construed in accordance with the law of the state of Montana.

COMPANY

FINANCIAL INSTITUTION

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT 1

MADISON VALLEY BANK

A. Delivery of Files:

- Delivery location: Files will be accepted by Electronic Transmission through Cash Management, the bank's internet banking services.
- Format and content of entries: Files must be formatted as a text file (.txt) based on the NACHA Rules and online Cash Management product restrictions or input.
- File must be delivered with an ACH Transmittal Register.
- Acknowledgement of delivery or rejection: Acknowledgement will be made via e-mail or phone call to the originating company. If the totals of a file do not agree with those on the forward transmittal, Madison Valley Bank must notify the company of the discrepancy. If is the Company's responsibility to instruct Madison Valley Bank how to proceed. If an Entry is rejected or returned the Financial Institution shall notify the Company by telephone.
- Timing of Delivery: Company must deliver files to the Financial Institution by 1:00 p.m. the day before the settlement day. Company may deliver files up to one week in advance. The financial institution will hold those files and process them to settle on the Effective Entry Date listed by the Company.

B. Limits:

The total dollar amount of Entries transmitted by Company to Financial Institution on any single day shall not exceed \$^{100,000}_____. Financial Institution may review the limit set forth in the preceding sentence and change the limit by sending written notice of the change.

C. Security Procedures:

The Uniform Commercial Code, Article 4A, (UCC 4A) requires that for corporate credits there be a "commercially reasonable" security procedure in place to guard against loss. Madison Valley Bank is using one of the following commercially reasonable procedures for your security:

1. Passwords and/or call back procedures for files uploaded via Cash Management Import ACH File.
2. Transmittal forms with total entries, dollars, effective entry date, and signature along with a call back or some form of response system for verification of information.
3. Company input schedule so that the Financial Institution knows when to expect a file.

D. Fees:

Per file	\$ 15.00
Investigations/Research	\$ 20.00/hour

ATTACHMENT 3

MADISON VALLEY BANK ACH Transmittal Register

Company Name: City of Boulder

Processing Date: _____

Effective Date: _____

File Media: Electronic Submission through Online Banking Cash Management

Total Credits \$: _____

Total Debits \$: _____

Date Sent to Bank: _____

Authorized Signature: _____

Print Name: _____

Title: _____

POSITION DESCRIPTION

CITY: Boulder
POSITION: Pool Manager
DEPARTMENT: Parks & Recreation
ACCOUNTABLE TO: Mayor

The City of Boulder is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

SUMMARY OF WORK:

This seasonal and part-time position performs supervisory and technical work in operating and maintaining the City pool facility to meet State and Local standards. Is responsible for personnel scheduling, implementing activities of and coordinating the aquatics programs and ensuring its compliance with all pertinent standards of training and safety.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative and technical duties. Requires work outdoors and ability to maintain pool area and chlorination system. Must be able to staff, schedule, supervise, organize and be able to perform life-saving water rescue. Hazards include working in the sun, heat, with chemicals and moving parts of machinery requiring adherence to practices of safety.

Personal Contacts: Daily contact with the lifeguards, pool patrons and the public.

Supervision Received: Receives direction from the Mayor.

Supervision Exercised: This position supervises several part-time lifeguards.

Essential Functions: Position requires ability to visually inspect pool area; schedule personnel and classes; have Certified Pool Operators certification to administer all aspects of pool mechanical and chemical maintenance; maintain records; account for and balance fee collections daily; perform first aid and CPR; use Automated External Defibrillation (AED); perform customer service duties and be able to communicate effectively.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

- Responsible for the safe and sanitary operation and maintenance of the City pool facility and aquatics program operation.
- Trains, schedules, and supervises lifeguards and instructors and performs lifeguard and swimming lesson duties as required.
- Opens and closes pool daily, cleans and/or supervises the cleaning of all pool facilities, maintains and/or supervises the maintenance of pool equipment, operates filter equipment, monitors gauges and flow meters, vacuums pool and makes minor pool repairs and oversees supervision of the same.
- Ensures that all daily cash income and expenditures are accurately and properly recorded and accounted for.
- Responsible for providing effective customer service and dealing with customer complaints efficiently and responsibly.
- Performs and/or supervises the washing and disinfecting of the bathhouse, restrooms, pumphouse and pool deck
- Controls the pools water chemistry, tests water to determine chlorine content and regulates the use and storage of water treatment chemicals.
- Performs related additional duties as required.

JOB REQUIREMENTS:

KNOWLEDGE: This position requires expert knowledge of water safety procedures including lifesaving techniques, first aid procedures, use of an AED and the use of water safety equipment. Also required is a

working knowledge of water treatment and testing, the use of filter systems, backwash gauges, chemical application and storage.

SKILLS & ABILITIES: Advanced swimming, lifesaving skills and lifeguard instruction skills and certifications are required. Skill in the use of pool maintenance equipment and chemicals is required as well as additional light physical labor which may include lifting and moving documents and equipment weighing as much as 50 pounds. Effective interpersonal skills in dealing with persons of all ages, the general public and subordinate. The ability to effectively supervise, train and discipline lifeguards. The ability to communicate orally and in writing and to follow verbal and written instructions.

TERM OF EMPLOYMENT:

This is a Seasonal, Part-time Position that performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued during the preceding season. A Seasonal Employee is eligible for Vacation Leave and Sick Leave after the required qualifying period.

EDUCATION & EXPERIENCE:

The above knowledge, skills and abilities are acquired through a combination of education and experience:

- High School Diploma or GED or greater.
- Must be at least 18 years of age
- Experience with swimming activities or other recreation programs dealing with children preferred
- Current Lifeguard certification by a recognized source of training, and certification in First Aid, CPR and use of an AED and in Water Safety Instruction.
- Must possess or obtain a current Certified Pool/Spa Operator (CPO) Certificate.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Diligently performs all assigned duties.
- Ensures the maintenance of a safe and sanitary swimming facility.
- Ensures safety of all pool patrons and provides opportunity for all to participate in activities.
- Effectively trains, schedules, directs and evaluates lifeguards, swimming instructors and Assistant Pool Manager.
- Maintains daily records reporting pool use, swimming lessons and chemical additives.
- Collects and properly records all fees.
- Operates filter system and vacuuming procedures in accordance with established standards.
- Properly and safely uses and stores chemicals.
- Properly inventories and stores pool equipment and supplies.
- Rigorously ensures the practice of proper safety procedures by all employees and patrons.
- Establishes and maintains effective working relationships with supervisor, fellow employees and the general public.
- Observes work hours.

Selection Guidelines:

Formal application, rating of education and experience, oral interview, background check, reference check.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

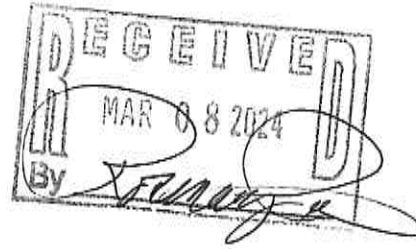
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor (Mayor)

Approval: _____
Appointing Authority (Mayor)

City of Boulder
304 North Main Street
PO Box 68
Boulder, MT 59632

Date: March 08, 2024



Subject: Planning Board Opening

To whom it may concern

I would like to be considered for the open position on the City of Boulder Planning Board for the remainder of 2024.

In the past, I have served on the Planning Board for over two years as the City Council representative.

Sincerely,

Gyle Nix

RECORDS DESTRUCTION DOCUMENT (RM88)

NO.

PAGE 1 OF 1 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:

City of Boulder

2. AGENCY CONTACT:

NAME: Rosemary Perna

PHONE #: 406-225-3081

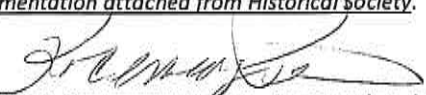
EMAIL: cityofboulder@cityofbouldermt.com

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete
 Incinerate
 Shred as Classified
 Toss without Restriction
 Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. Documentation attached from Historical Society.

SIGNATURE:



NAME AND TITLE: Rosemary Perna, Accounting Assistant

DATE: 03/14/2024

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
Schedule 8	Page 24 Item 5	Claims	5 years	F/Y 2017/18	2	
Schedule 8						
Schedule 8						
Schedule 8						

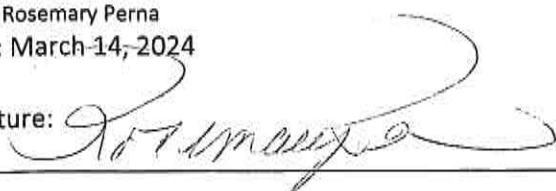
6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager

Name: Rosemary Perna

Date: March 14, 2024

Signature:



7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title: Rosemary Perna, Accounting Assistant

Signature:

03/14/24
14:01:17

CITY OF BOULDER
Check Register
For the Accounting Period: 3/24

Page: 1 of 3
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redemmed	Claim #	Claim Amount
17558	S	1550 360 BUSINESS SOLUTIONS	391.99	03/19/24		CL 978819	391.99
17559	S	1851 ACE HARDWARE	47.97	03/19/24		CL 978850	47.97
17560	S	1910 ADVANCED PUMP AND EQUIPMENT	512.44	03/19/24		CL 978857	512.44
-99733	C	1496 ANNETTE SMITH ELECTRIC, INC.	1761.00	03/19/24	3/24	CL 978862	1761.00
17561	S	1482 BOULDER HARDWARE	646.96	03/19/24		CL 978844	646.96
-99735	C	1875 BOULDER MINE MOTEL	950.00	03/19/24	3/24	CL 978833	950.00
17562	S	155 BOULDER MONITOR	170.50	03/19/24		CL 978823	170.50
17563	S	107 BOULDER POSTMASTER	203.00	03/19/24		CL 978831	203.00
17564	S	1163 BOUND TREE MEDICAL, LLC.	875.02	03/19/24		CL 978849	875.02
17565	S	522 BURDICK'S LOCKSMITH	378.00	03/19/24		CL 978857	378.00
17566	S	568 CHEMICAL MONTANA COMPANY	1991.49	03/19/24		CL 978858	1991.49
-99736	C	12 CITY OF BOULDER	986.88	03/19/24	3/24	CL 978828	986.88
17567	S	1783 CLEARLY	201.13	03/19/24		CL 978837	201.13
17568	S	1740 COCHRAN, AMANDA	35.00	03/19/24		CL 978847	35.00
17569	S	1891 CORPORATION SERVICE COMPANY	100.00	03/19/24		CL 978858	50.00
						CL 978854	50.00
17570	S	1818 CV CLEANING, LLP	161.00	03/19/24		CL 978821	161.00
17571	S	1890 DELLI BOVI, MARTIN, AND REED, LLC	814.00	03/19/24		CL 978836	814.00
17572	S	1911 DEX IMAGING	106.00	03/19/24		CL 978865	106.00
17573	S	1747 DIS TECHNOLOGIES	396.50	03/19/24		CL 978830	396.50
17574	S	1789 EDWARD J. GUZA P.C.	1260.00	03/19/24		CL 978835	1260.00
17575	S	288 ENERGY LABORATORIES INC	8860.50	03/19/24		CL 978766	2874.20
						CL 978822	5986.30
17576	S	58 GENERAL DISTRIBUTING CO	70.82	03/19/24		CL 978812	70.82
17577	S	1491 GET PLOWED SNOWPLOWING	1400.00	03/19/24		CL 978852	1400.00

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
17578	S	413 GIULIO DISPOSAL	100.00	03/19/24		CL 978826	100.00
-99732	C	1758 GREAT WEST ENGINEERING, INC	259.50	03/19/24	3/24	CL 978864	259.50
17579	S	57 JEFFERSON COUNTY TREASURER	109.00	03/19/24		CL 978824	109.00
17580	S	769 JOHN DEERE FINANCIAL	94.96	03/19/24		CL 978860	94.96
17581	S	1858 KEIKER'S KUSTOMS	10523.64	03/19/24		CL 978845	10523.64
-99737	C	665 L & P GROCERY, INC.	29.28	03/19/24	3/24	CL 978827	29.28
17582	S	423 L.N. CURTIS & SONS	610.00	03/19/24		CL 978868	610.00
17583	S	1031 LAWSON PRODUCTS, INC.	249.27	03/19/24		CL 978838	249.27
17584	S	1730 MASTERCARD	1128.78	03/19/24		CL 978846	1128.78
17585	S	1551 MMIA-EMPLOYEE BENEFITS	41.15	03/19/24		CL 978811	41.15
17586	S	1717 MONTANA INTERNET CORP.	3000.00	03/19/24		CL 978759	1000.00
						CL 978815	2000.00
17587	S	256 MONTANA LEGISLATIVE SERVICES DIVISION	350.00	03/19/24		CL 978863	350.00
-99734	C	764 MORRISON-MAIERLE, INC.	14079.75	03/19/24	3/24	CL 978851	14079.75
17588	S	1878 MOUNTAIN ALARM	58.00	03/19/24		CL 978832	58.00
17589	S	1796 NAPA AUTO PARTS	1118.72	03/19/24		CL 978855	1118.72
17590	S	1283 NASH ELECTRIC	1158.00	03/19/24		CL 978861	1158.00
17591	S	421 NORTHWEST PIPE FITTINGS, INC.	1747.04	03/19/24		CL 978853	1747.04
17592	S	725 NORTHWESTERN ENERGY	8201.82	03/19/24		CL 978825	8201.82
17593	S	1772 P-PODS /SWEET PEA SEWER & SEPTIC	125.00	03/19/24		CL 978818	125.00
17594	S	426 SHERWIN-WILLIAMS	79.32	03/19/24		CL 978848	79.32
17595	S	1734 SLEEPING GIANT MECHANICAL	932.80	03/19/24		CL 978866	932.80
17596	S	1445 SOLE STONE REIMBURSEMENT HEALTHCARE BILL	86.72	03/19/24		CL 978813	86.72
-99738	C	372 Utilities Underground Loc. Ctr.	8.60	03/19/24	3/24	CL 978817	8.60

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redemmed	Claim #	Claim Amount
17597	S	498 VERIZON WIRELESS	210.46	03/19/24		CL 978829	210.46
17598	S	403 Wright Express/WEX BANK	1114.64	03/19/24		CL 978816	1114.64
Total for Claim Checks			67736.65				
Count for Claim Checks			48				

* denotes missing check number(s)

of Checks: 48 Total: 67736.65

Regular check #'s 17558 → 17598 in the amount of \$49,661.64

All check #'s -99732 → -99738 in the amount of \$18,075.01

