



13 0 6th STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

PHONE (406) 892-4391
FAX (406) 892-4413

AGENDA
MONDAY, NOVEMBER 7, 2016
COUNCIL CHAMBERS CITY HALL

FINANCE COMMITTEE - 6:30 P.M.

1. Claims Review (Barnhart, Karper, Lovering)

REGULAR MEETING - 7:00 P.M.

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. APPROVAL OF AGENDA **1-3

3. CONSENT AGENDA:

- *A. Approval of Claims - \$ 147,974.70 - November 7, 2016 **4-19
- *B. Approval of Payroll Claims - \$ 65,640.26 - October 21, 2016 Payroll **20-22
Approval of Payroll Claims - \$ 84,173.86 - November 4, 2016 Payroll **23-25
- *C. Approval of Regular Meeting Minutes - October 17, 2016 **26-29

4. VISITORS/PUBLIC COMMENT: (Items not on agenda)

5. APPOINTMENTS/EMPLOYEE RECOGNITION:

- *A. Confirm Appointment - Clint Peters, Chief of Police **30
- *B. Recognize Grady Jenkins, Public Works Director, 20 years of service **31

6. NOTICES OF HEARINGS/PUBLIC HEARINGS:

***A. Notice of Public Hearing:**

NOTICE IS HEREBY GIVEN, that the City Council of the City of Columbia **32
Falls, Montana, will hold a public hearing on November 21, 2016 at 7:00 p.m. in

the Columbia Falls City Hall, 130-6th Street West, Columbia Falls, Montana, to adopt a 2017 FY budget for the Tax Increment District Fund.

The City received the estimated tax funding for the Tax Increment District Fund at the end of September, 2016. Based on the estimated tax funding, the City Council will appropriate funds, in the amount of \$50,000 for the 2017 FY to be spent as provided for in the Tax Increment District Statement of Need.

Taxpayers are encouraged to attend the hearing and give written or oral comments on the budget-related item. Written comments may be mailed to the City Clerk, 130 6th Street West, Room A, Columbia Falls, Montana, 59912. Questions regarding the proposed items can be made by contacting City Manager Susan Nicosia at 892-4391.

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS: **33-58****

*A. Approve MPEA Collective Bargaining Agreement July 1, 2016-June 30, 2019

9. ORDINANCES/RESOLUTIONS:

*A. Resolution # 1737 ****59-102** -_A Resolution of the City Council of the City of Columbia Falls, Montana, Adopting A Revised Personnel Policy Handbook.

*B. Resolution #1738 ****103-106** - A Resolution of the City Council of the City of Columbia Falls, Montana, Adopting A Website Privacy Policy.

*C. Resolution #1739 ****107-117** - A Resolution of the City Council of Columbia Falls, Montana Approving the Final Plat of Timber Ridge Subdivision, Phase 1, Described as Tracts 4C, 1D and 2FBA in Section 11, Township 30 North, Range 21 West, P.M.M., Flathead County, Montana

10. REPORTS/BUSINESS FROM MAYOR & COUNCIL

11. CITY ATTORNEY REPORT

12. CITY MANAGER REPORT

*A. Manager's Update ****118**

13. MISCELLANEOUS/REPORTS:

*A. INFORMATIONAL CORRESPONDENCE - List available for Review ****119**

*B. REPORTS:

a. Finance - October ****120-129**

b. Police - October ****130**

c. Fire - 2016 YTD report ****131-132**

14. ADJOURN

Next Scheduled Meetings:

Council - Regular Meeting - November 21, 2016

Planning Board - to be determined

***Attached**

11/04/16
10:37:25

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 11/16

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Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (10/16) ****								
35504		1395 ABT CONTROLS	724.00					
	3042	10/13/16 SWR-AERATION BASIN VALVE	724.00			5310 430600	360	101000
		Total for Vendor:	724.00					
35575		2899 ALPINE FAMILY MEDICINE	110.00					
	110316	10/27/16 SWR-DOT PHYSICAL,BJ HADER	110.00*			5310 430600	399	101000
		Total for Vendor:	110.00					
*** Claim from another period (10/16) ****								
35527		2245 AMOZ Group, Inc.	991.00					
	12264	10/09/16 PD-RESOLVE SCANNING ISSUE	168.00			1000 420100	355	101000
	12286	10/21/16 PD-DISABLE EXTRNL ACCES-CAMERA	40.00			1000 420100	355	101000
	12313	11/01/16 RMM LVL3&1,AVG,BACKUP	783.00			1000 410580	355	101000
35550		2245 AMOZ Group, Inc.	40.00					
	12301	10/25/16 PRBLM LINKS TO SCANS-S.NICOSIA	40.00			1000 410580	355	101000
		Total for Vendor:	1,031.00					
*** Claim from another period (10/16) ****								
35505		2825 BATTERIES PLUS BULBS #647	18.95					
	647-127105	10/14/16 FD-3.6V NICD	18.95			1000 420400	240	101000
		Total for Vendor:	18.95					
*** Claim from another period (10/16) ****								
35509		2887 BOLT & ANCHOR SUPPLY INC	3.73					
	292506	10/14/16 SWR-SS NC ALL THREAD	3.73			5310 430600	240	101000
		Total for Vendor:	3.73					
35551		1896 BORDER STATES ELECTRIC SUPPLY	415.00					
	912058582	10/24/16 SWR-PRODUCT SUPPORT	415.00		20593	5310 430600	355	101000
		Total for Vendor:	415.00					
*** Claim from another period (10/16) ****								
35506		1700 BRECK LAW OFFICE, PC	5,580.83					
	101916	10/19/16 LEGAL FEES FOR NOVEMBER	1,236.88			1000 411100	350	101000
	101916	10/19/16 LEGAL FEES FOR NOVEMBER	2,773.75			1000 410365	350	101000
	101916	10/19/16 LEGAL FEES FOR NOVEMBER	494.75			5210 430500	350	101000
	101916	10/19/16 LEGAL FEES FOR NOVEMBER	494.75			5310 430600	350	101000
	101916	10/19/16 LEGAL FEES FOR NOVEMBER	247.38			1000 411000	350	101000
	101916	10/19/16 LEGAL FEES FOR NOVEMBER	100.00			1000 420100	399	101000

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	101916	10/19/16 LEGAL FEES FOR NOVEMBER	22.22			5210 430500	357	101000
	101916	10/19/16 LEGAL FEES FOR NOVEMBER	33.33			5310 430600	357	101000
	101916	10/19/16 LEGAL FEES FOR NOVEMBER	44.44			2500 430200	399	101000
	101916	10/19/16 LEGAL FEES FOR NOVEMBER	133.33			1000 411100	350	101000
		Total for Vendor:	5,580.83					
		*** Claim from another period (10/16) ****						
35507		2751 CAJUN DESIGN &	30.00					
	16-0634	09/29/16 STRS-SHIRT, CAP LOGO	30.00			2500 430200	226	101000
		Total for Vendor:	30.00					
		*** Claim from another period (10/16) ****						
35523		9 CARDINAL HOME CENTER LLC	49.76					
	1054/34	10/13/16 STRS-RANG TIP,CONNCTR,FLY NUT	83.98			2500 430200	232	101000
	1012/34	10/04/16 FD-TRK BED STAKE POCKET	7.58			1000 420400	220	101000
	1055/I	10/13/16 STRS-L CONNECTOR	14.26			2500 430200	232	101000
	1056/I	10/13/16 STRS-FLAT TIP,CONNCTR,STRAINER	18.92			2500 430200	232	101000
	968/34	10/21/16 STRS-CREDIT,PD TWICE-BL MOUNT	-74.98			2500 430200	232	101000
		Total for Vendor:	49.76					
		*** Claim from another period (10/16) ****						
35513		1260 CARQUEST AUTO PARTS	929.43					
	254825	10/07/16 STRS-HEADLIGHT TRACTOR	7.69			2500 430200	232	101000
	254876	10/07/16 STRS-SWITCH WIPER,WIRE TERMINA	16.38			2500 430200	232	101000
	255049	10/11/16 STRS-FLASHER,LENS,MINI BULB	19.71			2500 430200	232	101000
	255055	10/11/16 STRS-MINI BULB	17.90			2500 430200	232	101000
	255055	10/11/16 STRS-WASHER FLUID	24.78			2500 430200	220	101000
	255205	10/12/16 STRS-GROMMET,LED'S	21.37			2500 430200	232	101000
	255322	10/14/16 STRS-LUBE,FUEL,FUEL FLTR,TRNS	255.66			2500 430200	240	101000
	255322	10/14/16 STRS-OIL	23.98			2500 430200	231	101000
	255480	10/17/16 STRS-OIL/AIR/FUEL FILTERS	22.54			2500 430200	240	101000
	255480	10/17/16 STRS-OIL	35.00			2500 430200	231	101000
	256082	10/25/16 SWR-FUEL,BATTERY,TRM ADPTR,HSE	306.78			5310 430600	934	101000
	255324	10/14/16 STRS-AIR FILTER	48.65			2500 430200	240	101000
	255336	10/14/16 STRS-FUEL,FUEL FILTER	3.50			2500 430200	240	101000
	255533	10/17/16 STRS-OIL	3.99			2500 430200	231	101000
	255797	10/20/16 STRS-PRESSURE HOSE	16.12			2500 430200	232	101000
	255819	10/20/16 STRS-ATF DEX	34.95			2500 430200	231	101000
	255916	10/21/16 STRS-TIE DOWNS	2.90			2500 430200	232	101000
	255964	10/24/16 STRS-HT SHRNK TERMNL,TLR CONNC	10.67			2500 430200	240	101000

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	256062	10/25/16 STRS-NEOFORM	16.55			2500 430200	232	101000
	256153	10/26/16 STRS-CONVNTL GRN,PWR STRNG FLD	40.31			2500 430200	232	101000
		Total for Vendor:	929.43					
		*** Claim from another period (10/16) ****						
35508		184 CENEX HARVEST STATES COOP	417.98					
	380863	10/05/16 STRS-CENT PUMP	410.00			2500 430200	232	101000
	381300	10/18/16 STRS-BRASS TIP	7.98			2500 430200	220	101000
		Total for Vendor:	417.98					
		*** Claim from another period (10/16) ****						
35529	E	997 CENTURYLINK	1,688.60					
	102616	10/18/16 COURT-TELEPHONES	105.97			1000 410360	345	101000
	102616	10/18/16 ADMIN/MGR	54.16			1000 410400	345	101000
	102616	10/18/16 FINANCE	148.41			1000 410500	345	101000
	102616	10/18/16 COMP SERV	73.93			1000 410580	345	101000
	102616	10/18/16 POLICE	428.87			1000 420100	345	101000
	102616	10/18/16 FIRE	229.98			1000 420400	345	101000
	102616	10/18/16 POOL	34.08			1000 460445	345	101000
	102616	10/18/16 STREETS	138.72			2500 430200	345	101000
	102616	10/18/16 WATER	273.67			5210 430500	345	101000
	102616	10/18/16 SEWER	200.81			5310 430600	345	101000
		Total for Vendor:	1,688.60					
		*** Claim from another period (10/16) ****						
35548	E	2852 CHARTER COMMUNICATIONS	89.98					
	102816	10/21/16 PD-INTERNET 10/31-11/30/16	89.98			1000 420100	355	101000
		Total for Vendor:	89.98					
		*** Claim from another period (10/16) ****						
35528		14 CITY OF COLUMBIA FALLS	1,559.17					
	102616	10/24/16 FACILITIES-WTR/SWR FOR OCT	96.62			1000 411200	342	101000
	102616	10/24/16 FIRE	26.25			1000 420400	342	101000
	102616	10/24/16 PARKS	907.09			1000 460400	342	101000
	102616	10/24/16 POOL	194.76*			1000 460445	342	101000
	102616	10/24/16 SEWER	80.05			2500 430200	342	101000
	102616	10/24/16 WATER	30.77			5210 430500	342	101000
	102616	10/24/16 SEWER	223.63			5310 430600	342	101000
		Total for Vendor:	1,559.17					

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*** Claim from another period (10/16) ****								
35512		2898 CITY OF WHITEFISH	1,751.68					
	102016	10/17/16 PD-POLICE OVERSIGHT,M.FERDA	1,751.68			1000 420100	399	101000
		Total for Vendor:	1,751.68					
35552		1145 CITY OF WHITEFISH BUILDING	5,665.40					
	110216	10/31/16 BUILDING PERMITS	5,089.50			2394 420500	398	101000
	110216	10/31/16 ELECTRICAL PERMITS	143.00			2394 420500	398	101000
	110216	10/31/16 MECHANICAL PERMITS	224.90			2394 420500	398	101000
	110216	10/31/16 PLUMBING PERMITS	208.00			2394 420500	398	101000
		Total for Vendor:	5,665.40					
*** Claim from another period (10/16) ****								
35511		115 CITY SERVICE VALCON LLC	330.00					
	0154009	10/12/16 SWR-DYED DIESEL	330.00			5310 430600	231	101000
		Total for Vendor:	330.00					
35580		776 COL.FALLS VOLUNTEER FIRE	1,910.39					
	110316	11/03/16 TAXES COLLECTED	73.62			7120 212520		101000
	110316	11/03/16 STATE ENTITLEMENT	1,834.50			7120 212520		101000
	110316	11/03/16 INTEREST	2.27			7120 212520		101000
		Total for Vendor:	1,910.39					
35553		255 COLUMBIA FALLS CHAMBER OF	200.00					
	470	10/11/16 CHAMBER ANNUAL DUES 2017	100.00			1000 410100	335	101000
	470	10/11/16 CHAMBER ANNUAL DUES 2017	100.00			1000 410400	335	101000
		Total for Vendor:	200.00					
*** Claim from another period (10/16) ****								
35530		2713 COMPLETE RESTORATION LLC	110.00					
	7405	10/17/16 POOL-CLND PINWOOD PRK & BTHSE	110.00*			1000 460445	399	101000
		Total for Vendor:	110.00					
35554		1590 CROWN PRODUCTS	507.86					
	68506	10/27/16 PRKS-POOPY POUCH BAGS	507.86			1000 460400	220	101000
		Total for Vendor:	507.86					

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35581		2722 DAVID J. MAHONEY, PHD	400.00					
	110316	11/02/16 PSHYCOLOGICAL EVALUATION	400.00			1000 420100	399	101000
		Total for Vendor:	400.00					
		*** Claim from another period (10/16) ****						
35531		999999 DEMPSTER, DENNIS	225.51					
	102716	10/24/16 WTR/SWR REFUND	225.51			5210 214010		101000
		Total for Vendor:	225.51					
		*** Claim from another period (10/16) ****						
35514		1797 DEPARTMENT OF ADMINISTRATION	336.04					
	20170930	10/14/16 PD-NETWORK SVCS/EMAIL FOR SE	336.04			1000 420100	363	101000
		Total for Vendor:	336.04					
35555		2834 ERIC HUMMEL	332.50					
	110216	10/29/16 CRT-SUBSTITUTE JUDGE	332.50			1000 410360	399	101000
		Total for Vendor:	332.50					
35556		1879 EVERGREEN WASTE CONNECTIONS	494.68					
	110216	10/31/16 FACILITIES-GARBAGE FOR OCT.	122.59			1000 411200	340	101000
	110216	10/31/16 STREET	176.98			2500 430200	340	101000
	110216	10/31/16 WATER	87.04			5210 430500	340	101000
	110216	10/31/16 SEWER	61.90			5310 430600	340	101000
	110216	10/31/16 PARKS	46.17			1000 460400	340	101000
		Total for Vendor:	494.68					
		*** Claim from another period (10/16) ****						
35532		1216 FIRST BANKCARD	2,711.88					
	4903180	09/22/16 VIRTUAL CONFERENCE	125.00			1000 410400	380	101000
	4903180	09/22/16 VIRTUAL CONFERENCE	124.00			1000 410500	380	101000
	0862677175	09/23/16 FD-BOOTS	629.97			1000 420400	226	101000
	104682	09/23/16 FD-ACTIVE911 SUBSCRIP UPGRADE	25.16			1000 420400	330	101000
	102716	09/30/16 DAM CONFERENCE-G.JENKINS	45.00*			1000 431200	380	101000
	484658	09/30/16 GOV FIN OFF ASSOC-REG FEE	135.00			1000 410500	380	101000
	316770	09/29/16 CRT-HOLIDAY INN-CONF,S.GORDON	598.64			1000 410360	380	101000
	3267701181	09/29/16 CRT-HILTON GRDN INN,A.THOM	299.32			1000 410360	380	101000
	5451657	09/30/16 FAC-WALMART-FLEXBLE CORNERS	6.92*			1000 411200	240	101000
	102716	10/05/16 FD-FASTLANE-LATCH BRACKETS	17.54			1000 420400	220	101000
	102716	10/05/16 FD-FASTLANE-LTCH RK STAKE BODY	29.52			1000 420400	220	101000

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	102716	10/05/16 FD-FASTLANE-STAKE POCKETS	33.75			1000 420400	220	101000
	100090859	10/05/16 FD-CARROT TOP-AMERICAN FLAG	63.71			1000 420400	220	101000
	102716	10/06/16 FD-FIRE ENGINEERING SUBSCRPTN	34.00			1000 420400	330	101000
	011311N449	10/07/16 PD-GO WIRELESS-ACCESSRS-J.	86.20			1000 420100	220	101000
	000027	10/17/16 FD-WFSH ARMY/NAVY-YAK TRAXS	180.00			1000 420400	226	101000
	358000	10/19/16 FAC-BATTERY SHARKS-LITHONIA BA	28.30*			1000 411200	240	101000
	W536883764	10/18/16 PRKS-HOME DEPOT-PICK UP TO	60.00			1000 460400	220	101000
	84698113	10/19/16 DAM TRAINING-DOUBLE TREE-G.J	103.65*			1000 431200	380	101000
	011311N460	10/21/16 PD-GO WIRELESS-ACCESSRS-T.	86.20			1000 420100	220	101000
		Total for Vendor:	2,711.88					
		*** Claim from another period (10/16) ****						
35515		1892 FLATHEAD COUNTY	150.00					
	4224	06/22/16 OWNERSHIP LIST-ROSE&MALDONADO	150.00			1000 411000	390	101000
		Total for Vendor:	150.00					
35557		24 FLATHEAD COUNTY TREASURER	825.00					
	110216	10/31/16 TECHNOLOGY SURCHARGE	420.00			1000 212201		101000
	110216	10/31/16 LAW ENFORCEMENT ACADEMY	405.00			1000 212201		101000
35577		24 FLATHEAD COUNTY TREASURER	9,880.77					
	110316	11/01/16 2016 REAL ESTATE TAX	9,880.77			1000 510100	540	101000
		Total for Vendor:	10,705.77					
		*** Claim from another period (10/16) ****						
35516		228 FLATHEAD VALLEY UTILITY	175.00					
	102016	10/15/16 WTR-2016/2017 MMBR DUES	58.33			5210 430500	318	101000
	102016	10/15/16 SWR-2016/2017 MMBR DUES	58.33			5310 430600	318	101000
	102016	10/15/16 STRS-2016/2017 MMBR DUES	58.34			2500 430200	318	101000
		Total for Vendor:	175.00					
35558		167 HACH COMPANY	647.79					
	10164742	10/25/16 SWR-PHOS TNT,RGT SET,TNT,TL	647.79			5310 430600	222	101000
		Total for Vendor:	647.79					
		*** Claim from another period (10/16) ****						
35518		2806 HANSON'S HARDWARE	288.83					
	582550	10/04/16 STRS-FLD BULB,SPOT LIGHT	47.96			2500 430200	220	101000
	582577	10/06/16 STRS-NIPPLE,FITTING	13.97			2500 430200	240	101000
	582581	10/07/16 STRS-ZINC HINGE	8.58			2500 430200	232	101000

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	582616	10/11/16 STRS-ANTIFREEZE	19.96			2500 430200	240	101000
	582571	10/06/16 SWR-SEALANT,CAULK,CLK GUN,SCRW	70.13			5310 430600	240	101000
	582561	10/05/16 SWR-WHEEL,SETTER SET	32.01			5310 430600	240	101000
	582680	10/17/16 SWR-BIT TIP,SCREWS	14.57			5310 430600	240	101000
	582582	10/07/16 PRKS-MISC SCREWS,EXT CORD	20.21*			1000 430400	220	101000
	582750	10/24/16 PRKS-CLOTHESLINE,TARP	37.48			1000 460400	220	101000
	582744	10/24/16 SWR-MARKERS	7.98			5310 430600	240	101000
	582786	10/27/16 STRS-BULKHEAD FITTING,NIPPLE	15.98			2500 430200	240	101000
		Total for Vendor:	288.83					
		*** Claim from another period (10/16) ****						
35519		1411 HD SUPPLY WATERWORKS LTD	350.84					
	F919475	08/04/16 WTR-CRDT,RTND IPS PACKS	-95.70			5210 430500	230	101000
	G251198	10/10/16 WTR--SAD,SRVC SDLE,DBLE BOLT	175.46			5210 430500	230	101000
	G308436	10/20/16 WTR-BRASS CAPS	271.08			5210 430500	230	101000
		Total for Vendor:	350.84					
		*** Claim from another period (10/16) ****						
35520		1659 HIGH COUNTRY LINEN SUPPLY	175.78					
	0236214	10/17/16 FAC-MATS (CITY HALL)	148.25			1000 411200	224	101000
	0236215	10/17/16 FD-MATS	27.53			1000 411200	224	101000
		Total for Vendor:	175.78					
		*** Claim from another period (10/16) ****						
35533		1702 IWORQ SYSTEMS	900.00					
	NOVEMBER 2016-OCTOBER 2017							
	8288	10/18/16 STRS-INTERNET PVMT MGMT	900.00			2500 430200	355	101000
		Total for Vendor:	900.00					
		*** Claim from another period (10/16) ****						
35521		2849 J2 BUSINESS PRODUCTS	1,261.54					
	669141	10/07/16 PD-CLASP ENVELOPES	7.99			1000 420100	210	101000
	670007	10/14/16 PD-CLASP ENVELOPES	15.98			1000 420100	210	101000
	670008	10/14/16 FD-MECH PENCILS	7.90			1000 420400	210	101000
	670008-1	10/17/16 SWR-DICTIONARY	10.81			5310 430600	210	101000
	89414	10/17/16 FIN-COPIER CONTRACT M363N	321.97			1000 410500	363	101000
	89414	10/17/16 WTR-COPIER CONTRACT M363N	321.97			5210 430500	363	101000
	89414	10/17/16 SWR-COPIER CONTRACT M363N	321.98			5310 430600	363	101000
	671549	10/28/16 FIN-BATTERIES,CORRCTN TAPE	18.18			1000 410500	210	101000
	671549	10/28/16 WTR-BATTERIES,CORRCTN TAPE	7.27			5210 430500	210	101000
	671549	10/28/16 SWR-BATTERIES,CORRCTN TAPE	7.27			5310 430600	210	101000

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	671549	10/28/16 BLDG-BATTERIES,CORRCTN TAPE	1.82			2394 420500	210	101000
	671549	10/28/16 PLNG-BATTERIES,CORRCTN TAPE	1.82			1000 411000	210	101000
	671551	10/28/16 PD-CD R	46.78			1000 420100	210	101000
	671714	10/31/16 CRT-CLPBRD,POST IT'S,CLAMP,TON	169.80			1000 410360	210	101000
		Total for Vendor:	1,261.54					
		*** Claim from another period (10/16) ****						
35549		2580 JD THINNING	455.00					
	4694	10/18/16 PRKS-RED BRIDGE PROJECT	455.00			1000 460400	399	101000
		Total for Vendor:	455.00					
		*** Claim from another period (10/16) ****						
35517		999999 JEFF FOLSOM	28.41					
	102016	10/18/16 WATER/SEWER REFUND	28.41			5210 214010		101000
		Total for Vendor:	28.41					
35559		2707 KENCO SECURITY AND TECHNOLOGY	36.00					
	1342361	11/01/16 FD-MONITRING/TEST 11/1-30/201	36.00			1000 420400	366	101000
		Total for Vendor:	36.00					
35579		97 KNIFE RIVER	80,871.71					
	110316	11/02/16 BASEBALL FIELD PAVING PROJECT	80,871.71			2805 460400	399	101000
		Total for Vendor:	80,871.71					
		*** Claim from another period (10/16) ****						
35522		1690 LASALLE SAND & GRAVEL, LLC	365.16					
	83740	10/05/16 SWR-3/4 CRUSH	36.69			5310 430600	240	101000
	83744	10/05/16 SWR-3/4 CRUSH	48.80			5310 430600	240	101000
	83743	10/05/16 SWR-1 1/2 CRUSH	46.95			5310 430600	240	101000
	83742	10/05/16 SWR-1 1/2 CRUSH	31.85			5310 430600	240	101000
	83870	10/12/16 STRS-3/4 CRUSH	40.77			2500 430200	240	101000
	83874	10/12/16 STRS-3/4 CRUSH	55.79			2500 430200	240	101000
	83873	10/12/16 STRS-3/4 CRUSH	50.18			2500 430200	240	101000
	83871	10/12/16 STRS-3/4 CRUSH	54.13			2500 430200	240	101000
		Total for Vendor:	365.16					
35571		2047 LAURIE'S DELI	164.00					
	110316	10/27/16 GRADUATION MATTERS	115.00			1000 410100	220	101000
	110316	10/17/16 POLICE CHIEF INTERVIEWS	49.00			1000 410100	220	101000
		Total for Vendor:	164.00					

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*** Claim from another period (10/16) ****								
35535		916 MID-AMERICAN RESEARCH CHEMICAL	151.91					
	0591868-LN	10/14/16 STRS-DEGREASER,BREAK-A-WAY	151.91			2500 430200	221	101000
		Total for Vendor:	151.91					
35560		147 MILD FENCE COMPANY	107.00					
	34705 10/28/16	SWR-REPLACE BARB ARM	107.00			5310 430600	360	101000
		Total for Vendor:	107.00					
35574		631 MONTANA DEPT. OF ENVIRONMENTAL	140.00					
	110316 11/02/16	SWR-APP FEE,RECIPROCITY-J.FREE	140.00			5310 430600	335	101000
		Total for Vendor:	140.00					
35578		707 MONTANA DEPT. OF REVENUE	816.89					
	DOR11316 11/03/16	1% Tax on Knife River Contra	816.89			2805 460400	399	101000
		Total for Vendor:	816.89					
35572		1682 MONTANA MUNICIPAL INTERLOCAL	190.00					
	916005 10/25/16	LIABILITY DEDUCTIBLE-PERRY,D.	190.00			1000 510330	519	101000
		Total for Vendor:	190.00					
*** Claim from another period (10/16) ****								
35536		559 MONTANA ONE CALL CENTER	83.70					
	10212016 10/21/16	STRS-UDIG LOCATE 9/23-10/20/	27.90			2500 430200	318	101000
	10212016 10/21/16	WTR-UDIG LOCATE 9/23-10/20/1	27.90			5210 430500	318	101000
	10212016 10/21/16	SWR-UDIG LOCATE 9/23-10/20/1	27.90			5310 430600	318	101000
		Total for Vendor:	83.70					
*** Claim from another period (10/16) ****								
35534		194 MONTANA RURAL WATER SYSTEMS,	250.00					
	2016071213 10/15/16	WTR-MMBERSHIP RENEWAL	250.00			5210 430500	335	101000
		Total for Vendor:	250.00					
*** Claim from another period (10/16) ****								
35537		52 NAPA AUTO PARTS	107.76					
	783656 10/07/16	PRKS-WPR BLDS,STA-BIL,UTRA-SOR	35.90			1000 460400	232	101000
	784351 10/13/16	PRKS-FITTING,GREASE FITTING	6.97			1000 460400	240	101000
	784423 10/14/16	PRKS-OIL FILTER,OIL	56.33			1000 460400	232	101000
	785233 10/21/16	PRKS-OIL FILTER	4.46			1000 460400	232	101000
	785485 10/25/16	PRKS-OIL FILTER	4.10			1000 460400	232	101000

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	785725	10/27/16 PRKS-KIT REM	27.99			1000 460400	220	101000
	785768	10/27/16 PRKS-CREDIT,RTND KIT REM	-27.99			1000 460400	220	101000
		Total for Vendor:	107.76					
		*** Claim from another period (10/16) ****						
35547		908 NEWMAN TRAFFIC SIGNS	316.86					
	TI-0303318	10/14/16 STRS-SPCL COLOR,TRUCK ROUT	316.86			2500 430200	242	101000
		Total for Vendor:	316.86					
35563		2168 NORTH CENTRAL LABORATORIES	221.47					
	380665	10/25/16 SWR-SLIDES,SLD CVRS,BRUSH,PIPE	221.47			5310 430600	222	101000
		Total for Vendor:	221.47					
35561	E	2140 NORTHERN ENERGY-KALISPELL	279.76					
	3057383427	10/29/16 FD-RURAL PROPANE	182.76			1000 420400	344	101000
	3057489698	10/31/16 FD-TANK RENT 10/1/16-9/30/	97.00			1000 420400	344	101000
		Total for Vendor:	279.76					
35562		2002 NORTHWEST PARTS & EQUIPMENT &	78.41					
	C231027	10/12/16 STRS-TARP STRAPS,TIES,FLOOD L	78.41			2500 430200	232	101000
		Total for Vendor:	78.41					
35576		1437 NORTHWESTERN ENERGY	669.74					
	110316	10/27/16 FACILITIES-NATURAL GAS	248.24			1000 411200	344	101000
	110316	10/27/16 POLICE	23.58			1000 420100	344	101000
	110316	10/27/16 FIRE	127.55			1000 420400	344	101000
	110316	10/27/16 STREET	101.67			2500 430200	344	101000
	110316	10/27/16 WATER	41.37			5210 430500	344	101000
	110316	10/27/16 SEWER	127.33			5310 430600	344	101000
		Total for Vendor:	669.74					
		*** Claim from another period (10/16) ****						
35524		2816 O'REILLY AUTO PARTS	38.33					
	4474175113	10/03/16 STRS-P/S FLUID,SCDR SET	23.48			2500 430200	240	101000
	4774177646	10/27/16 STRS-NITRILE GLOVES	14.85			2500 430200	220	101000
		Total for Vendor:	38.33					

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*** Claim from another period (10/16) ****								
35538		1181 PARSONS TRACTOR & IMPLEMENT	232.50					
	01-28509	10/13/16 PRKS-MOWER REPAIR PARTS	232.50			1000 460400	240	101000
		Total for Vendor:	232.50					
*** Claim from another period (10/16) ****								
35525		1495 PLATT ELECTRIC SUPPLY	284.50					
	K476992	10/05/16 FAC-CITY HALL LAMPS	93.26*			1000 411200	240	101000
	K491570	10/06/16 FD-LAMPS	47.48			1000 420400	366	101000
	K488584	10/06/16 Lightng -STREET BULBS	143.76			2400 430200	240	101000
35564		1495 PLATT ELECTRIC SUPPLY	310.94					
	K586197	10/19/16 FAC-LED,U 12PK	310.94*			1000 411200	240	101000
		Total for Vendor:	595.44					
*** Claim from another period (10/16) ****								
35539		2846 RDO EQUIPMENT CO	227.68					
	P20931	10/03/16 PRKS-BLADE	81.39			1000 460400	240	101000
	P21271	10/12/16 PARKS-MOWER REPAIR PARTS	146.29			1000 460400	240	101000
		Total for Vendor:	227.68					
35573		2620 ROBERT PECCIA AND ASSOCIATES	3,408.44					
	5	10/18/16 WTR-RIVERWOOD ESTATES	1,704.22			5210 430500	931	101000
	5	10/18/16 SWR-RIVERWOOD ESTATES	1,704.22			5310 430600	931	101000
		Total for Vendor:	3,408.44					
35566		1042 SANDS SURVEYING, INC.	1,545.00					
	28713	10/25/16 PLANNING/MILEAGE	1,545.00			1000 411000	399	101000
		Total for Vendor:	1,545.00					
*** Claim from another period (10/16) ****								
35541		2755 SHERWIN-WILLIAMS CO	39.49					
	4662-3	10/18/16 PRKS-SATIN ULTRA,4" FOAM	55.72			1000 460400	240	101000
	4664-9	10/18/16 PRKS-CREDIT-SATIN ULTRA,4" FOA	-55.72			1000 460400	240	101000
	4663-1	10/18/16 PRKS-PAINT,FOAM BRUSH	39.49			1000 460400	240	101000
		Total for Vendor:	39.49					

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35565		134 SIRCHIE FINGER PRINT	189.50					
	0810771	10/27/16 PD-INGRTY BGS,TEST10,TEST15,P	189.50			1000 420100	220	101000
		Total for Vendor:	189.50					
		*** Claim from another period (10/16) ****						
35526		2890 SPOKANE HOUSE OF HOSE, INC	17.78					
	559421	10/19/16 SWR-CAMLOKS	17.78			5310 430600	220	101000
		Total for Vendor:	17.78					
		*** Claim from another period (10/16) ****						
35540		1653 SUPER 1 FOODS	19.52					
	07-384422	09/08/16 SWR-DISTILLED WTR	19.52			5310 430600	222	101000
		Total for Vendor:	19.52					
		*** Claim from another period (10/16) ****						
35543		2885 TASER TRAINING ACADEMY	225.00					
	TASE51651	09/22/16 PD-RECERT TASER,C.MCCONNELL	225.00			1000 420100	380	101000
		Total for Vendor:	225.00					
35567		74 THATCHER COMPANY OF MONTANA	7,970.10					
	343519	10/17/16 SWR-ALUMINUM SULFATE	7,970.10			5310 430600	221	101000
		Total for Vendor:	7,970.10					
		*** Claim from another period (10/16) ****						
35542		1623 THE UPS STORE #4515	41.11					
	888381	09/06/16 PD-EVIDENCE	9.28			1000 420100	310	101000
	888388	09/12/16 PD-EVIDENCE	9.28			1000 420100	310	101000
	888305	09/19/16 PD-EVIDENCE	13.27			1000 420100	310	101000
	888382	09/30/16 PD-EVIDENCE	9.28			1000 420100	310	101000
		Total for Vendor:	41.11					
		*** Claim from another period (10/16) ****						
35544	E	1218 VERIZON WIRELESS	1,056.30					
	9773624930	10/12/16 ADMIN-CELL PHONES	10.00			1000 410400	345	101000
	9773624930	10/12/16 FINANCE	10.00			1000 410500	345	101000
	9773624930	10/12/16 FIRE	103.19			1000 420400	345	101000
	9773624930	10/12/16 FACILITIES	28.95			1000 411200	345	101000
	9773624930	10/12/16 STREETS	57.90			2500 430200	345	101000
	9773624930	10/12/16 POLICE	681.50			1000 420100	345	101000
	9773624930	10/12/16 PARKS	28.95			1000 460400	345	101000
	9773624930	10/12/16 WATER	67.90			5210 430500	345	101000

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	9773624930	10/12/16 SEWER	67.91			5310 430600	345	101000
		Total for Vendor:	1,056.30					
35568		1134 VICTIM-WITNESS ADVOCATE PROGRAM	64.00					
	110216	11/01/16 CRT-VICTIM WITNESS FEE	64.00			2917 410360	356	101000
		Total for Vendor:	64.00					
35569		81 VWR INTERNATIONAL INC.	213.99					
	8046600633	10/25/16 SWR-DETRGNT AQUET PHOS-FRE	213.99			5310 430600	222	101000
		Total for Vendor:	213.99					
		*** Claim from another period (10/16) ****						
35546		84 WESTERN BUILDING CENTER	345.05					
	4453620	08/23/16 FD-CREDIT,PAID TWICE	-36.99			1000 420400	220	101000
	4449068	07/19/16 STRS-CREDIT,PAID TWICE	-2.80			2500 430200	220	101000
	4458078	09/27/16 SWR-COVER OUTL,ALUM FLASHING	21.80			5310 430600	240	101000
	4459004	10/04/16 STRS-ELECTRIC PHOTO CELL	10.99			2500 430200	220	101000
	4459504	10/07/16 STRS-CUTOFF WHL,RECIP BL	14.27			2500 430200	220	101000
	4460498	10/17/16 SWR-GLULAM,PKT BKT,TAPE RULR	122.95			5310 430600	240	101000
	4460621	10/18/16 SWR-2X10'S	37.50			5310 430600	240	101000
	4460722	10/18/16 SWR-ELL ENTRANCE	13.68			5310 430600	240	101000
	4460779	10/19/16 PRKS-2X10	12.50			1000 460400	220	101000
	4460871	10/19/16 FD-HRDWD DOWEL,HT SHRNK TUBE	3.68			1000 420400	220	101000
	4458364	09/29/16 WTR-ANTIFREEZE	16.20			5210 430500	240	101000
	4458399	09/29/16 WTR-RECHARGE BATTERIES	12.79			5210 430500	220	101000
	4459249	10/05/16 WTR-WASHER,UUTLY BOX	3.98			5210 430500	220	101000
	4459305	10/06/16 WTR-SAWZALL BLADE	14.49			5210 430500	220	101000
	4459357	10/06/16 WTR-CABLE,CLIP	48.98			5210 430500	220	101000
	4459430	10/07/16 WTR-BLADES,CPLG	2.77			5210 430500	220	101000
	4460235	10/14/16 WTR-BATTERIES,PPR TOWEL HLDR	12.78			5210 430500	220	101000
	4461600	10/26/16 SWR-STEEL CUTOFF	18.60			5310 430600	220	101000
	4460545	10/17/16 STRS-WASHER,SCREW	10.88			2500 430200	242	101000
	4461835	10/28/16 FAC-2X6 FIR (POLICE BARN)	6.00*			1000 411200	240	101000
		Total for Vendor:	345.05					

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*** Claim from another period (10/16) ****								
35545		1183 WESTERN TIRE CHAIN	911.30					
	22306	10/19/16 STRS-CROSS CHAINS,SWIVEL HOOK	911.30			2500 430200	232	101000
		Total for Vendor:	911.30					
35583	E	2733 WEX Fleet Universal	3,105.54					
	47424188	10/31/16 POLICE-FUEL	1,340.47			1000 420100	231	101000
	47424188	10/31/16 FIRE	271.41			1000 420400	231	101000
	47424188	10/31/16 PARKS	111.76			1000 460400	231	101000
	47424188	10/31/16 WATER	292.91			5210 430500	231	101000
	47424188	10/31/16 SEWER	12.60			5310 430600	231	101000
	47424188	10/31/16 STREETS	940.42			2500 430200	231	101000
	47424188	10/31/16 FACILITY	12.60			1000 411200	231	101000
	47424188	10/31/16 TRLBLZR-CRT-A.THOMPSON	39.94			1000 410360	380	101000
	47424188	10/31/16 TRLBLZR-DAM SFTY-G.JENKINS	50.74*			1000 431200	380	101000
	47424188	10/31/16 TRLBLZR-ADMIN-S.NICOSIA	32.69			1000 410400	380	101000
		Total for Vendor:	3,105.54					
35570		2828 WHITEFISH FORD	39.95					
	416596	10/28/16 PD-'16 INTERCEPTOR INSPECTION	39.95			1000 420100	361	101000
		Total for Vendor:	39.95					
		# of Claims	78	Total:				147,899.72
		Total Electronic Claims						6,220.18
		Total Non-Electronic Claims						141679.54

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Council Meeting Date: 11/7/16

Claims Submitted to Council: \$ 147,974.70

Claims Denied/Withheld by Council Finance Committee: \$ _____ Claim #'s: _____

Prepared By: Todd Watkins, City Treasurer

Approved by Susan M. Nicosia, City Manager

Susan M. Nicosia

City Council to Approve by motion on consent agenda

These claims include the following large or unusual claims:

1. Youth Recreation Grant - Knife River paving-Columbia Falls Baseball parking lot and driveway - \$81,688.60 - 95% complete, reimb. by grant award
2. Whitefish Bldg Dept - \$5,665.40 - 65% bldg permit revenues
3. Flathead County Treasurer - \$9,880.77 - total special assessments on city-owned, city responsible property.
4. Robert Peccia and Assoc - \$3,408.44 - Riverwood SID engineering
5. Thatcher Co of MT - \$7,970.10 - alum sulfate for treatment plant

Please let me know if you have any questions/comments on any of the claims.

Total for Payroll Checks

	Employee	Employer	Amount
ADDL HOURS (Additional)	0.00		3,732.83
COMA HOURS (Comp Time Accumulated)	9.00		0.00
COMP HOURS (Comp Time Used)	6.50		93.33
HOL HOURS (Holiday Pay)	172.64		3,592.33
HOLW HOURS (Holiday Worked @ 2.5x)	49.00		2,520.33
OTHE HOURS (Other Time Used)	38.00		676.40
OVER HOURS (Overtime)	25.75		781.19
OVT1 HOURS (STEP SHIFT C)	3.25		3.41
OVT2 HOURS (STEP SHIFT B)	1.25		0.66
OVTD HOURS (STEP overtime)	4.50		123.93
REG HOURS (Regular Time)	1,999.50		44,016.90
SHF1 HOURS (Shift Diff B)	227.75		79.72
SHF2 HOURS (Shift diff C)	188.50		131.96
SHFB HOURS (OVT "B" Shift Diff @ 1.5x)	1.25		0.66
SHFC HOURS (OVT "C" Shift Diff @ 1.5x)	0.25		0.26
SHFG HOURS (B HolW Shift Diff)	12.50		10.94
SHFH HOURS (C HolW Shift Diff)	12.50		21.88
SICK HOURS (Sick Time)	43.00		747.97
VACA HOURS (Vacation Time Used)	22.50		432.02
GROSS PAY	56,966.72	0.00	
NET PAY	37,681.02	0.00	
NET PAY (CHECKS)	2,223.11		
NET PAY (DIRECT DEPOSIT)	35,457.91		
*CHILD SUPPORT	439.00	0.00	
AFLAC-POSTTAX	92.72	0.00	
AFLAC-PRETAX	163.59	0.00	
CHILD SUPPORT	107.57	0.00	
CITY OF COLUMBI	15.00	0.00	
FIT	4,948.89	0.00	
FLEX ALLEGIANCE	589.00	22.50	
GARNISHMENT	265.67	0.00	
HEALTHINS/PRE	1,756.02	11,134.87	
MEDICARE	806.20	806.20	
MPEA DUES	95.50	0.00	
MT ST FIRE ASSO	30.79	0.00	
NATIONWIDE/CITY	0.00	1,142.98	
NATIONWIDE/EMP	650.79	0.00	
P.E.R.S.	2,737.01	2,899.85	
PERS/FURS	267.14	358.51	
PERS/POLICE	1,578.03	2,526.61	
SIT	2,250.00	0.00	
SOCIAL SECURITY	2,157.97	2,157.97	
TEAMSTERS DUES	186.50	0.00	
UNEMPL. INSUR.	0.00	249.15	
UNUM LIFE INS.	123.31	0.00	
WHITEFISH CREDI	25.00	0.00	
WORKERS' COMP	0.00	2,380.37	
FIRST CITIZENS	1,083.83	0.00	

Oct 21, 2016
Payroll
\$65,540.26

FIRST INTERSTAT	824.57	0.00
FREEDOM BANK	965.52	0.00
GLACIER BANK/CF	11,354.52	0.00
GLACIER BANK/WF	2,138.46	0.00
PARKSIDE CR U	8,548.08	0.00
US BANK-	1,336.62	0.00
WELLS FARGO	4,178.05	0.00
WFISH CR UNION	5,028.26	0.00
FIT/SIT BASE	49,225.14	0.00
MEDICARE BASE	55,601.09	0.00
PERS BASE	54,675.97	0.00
SOC SEC BASE	34,805.89	0.00
UN BASE	55,366.72	0.00
WC BASE	55,425.16	0.00

Total 23,679.01
Total Payroll Expense (Gross Pay + Employer Contributions): 80,645.73

Check Summary

Payroll Checks Prev. Out.	\$54,635.96
Payroll Checks Issued	\$5,976.53
Payroll Checks Redeemed	\$54,196.96
Payroll Checks Outstanding	\$6,415.53
Electronic Checks	\$59,563.79

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security		4315.94		212260
Medicare		1612.40		212260
P.E.R.S.		5636.86		212270
Unempl. Insur.	483.89		733.04	212210
Workers' Comp	4754.18		7134.55	212220
FIT		4948.89		212260
SIT		2250.00		212260
AFLAC-PRETAX	163.59	327.18		212230
NATIONWIDE/EMP		650.79		212280
Teamsters dues	186.50	373.00		212310
MPEA Dues	95.50	191.00		212320
Whitefish credi		25.00		212350
PERS/Police		4104.64		212240
GARNISHMENT		265.67		212330
TEAMSTERS INIT				212310
NATIONWIDE/CITY		1142.98		212280
AFLAC-POSTTAX	92.72	185.44		212230
PERS/FURS		625.65		212275
MT ST FIRE ASSO		30.79		212315
HEALTHINS/PRE	12890.89		25781.78	212400
CITY OF COLUMBI		15.00		212450
UNUM LIFE INS.	123.31		246.62	212400
FLEX ALLEGIANCE		611.50		212285
CHILD SUPPORT		107.57		212330
*CHILD SUPPORT		439.00		212300

10/20/16
12:27:54

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 10/21/16 to 10/21/16

Page: 3 of 3
Report ID: P130

Total Ded.	42964.71	18790.58	27859.30	33895.99
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**** Carried Forward column only correct if report run for current period.

Total for Payroll Checks

	Employee	Employer	Amount
ADDL HOURS (Additional)	0.00		230.25
COMA HOURS (Comp Time Accumulated)	17.26		0.00
COMP HOURS (Comp Time Used)	3.50		63.61
OTHE HOURS (Other Time Used)	24.00		484.32
OVER HOURS (Overtime)	13.50		453.51
OVT2 HOURS (STEP SHIFT B)	10.00		5.25
OVTD HOURS (STEP overtime)	21.00		643.73
REG HOURS (Regular Time)	1,977.75		41,761.42
SHF1 HOURS (Shift Diff B)	212.00		74.20
SHF2 HOURS (Shift diff C)	173.25		121.29
SHFB HOURS (OVT "B" Shift Diff @ 1.5x)	6.75		3.55
SHFC HOURS (OVT "C" Shift Diff @ 1.5x)	0.25		0.26
SICK HOURS (Sick Time)	16.00		279.28
VACA HOURS (Vacation Time Used)	204.83		5,313.47
VOLN HOURS (Volunteer Fireman)	22.00		1,100.00
GROSS PAY	49,434.14	0.00	
NET PAY	32,492.35	0.00	
NET PAY (CHECKS)	1,689.02		
NET PAY (DIRECT DEPOSIT)	30,803.33		
*CHILD SUPPORT	439.00	0.00	
AFLAC-POSTTAX	92.72	0.00	
AFLAC-PRETAX	163.59	0.00	
CHILD SUPPORT	107.57	0.00	
CITY OF COLUMBI	15.00	0.00	
FIT	4,114.32	0.00	
FLEX ALLEGIANCE	589.00	22.50	
GARNISHMENT	265.67	0.00	
HEALTHINS/PRE	1,556.02	11,134.87	
MEDICARE	699.88	699.88	
MPEA DUES	95.50	0.00	
MT ST FIRE ASSO	24.97	0.00	
NATIONWIDE/CITY	0.00	1,142.98	
NATIONWIDE/EMP	650.79	0.00	
P.E.R.S.	2,371.16	2,512.21	
PERS/FURS	267.14	358.51	
PERS/POLICE	1,417.01	2,268.79	
SIT	1,918.00	0.00	
SOCIAL SECURITY	1,819.64	1,819.64	
TEAMSTERS DUES	186.50	0.00	
UNEMPL. INSUR.	0.00	222.45	
UNUM LIFE INS.	123.31	0.00	
WHITEFISH CREDI	25.00	0.00	
WORKERS' COMP	0.00	2,280.83	
FIRST CITIZENS	825.76	0.00	
FIRST INTERSTAT	681.82	0.00	
FREEDOM BANK	890.52	0.00	
GLACIER BANK/CF	9,758.87	0.00	
GLACIER BANK/WF	1,767.33	0.00	

11/4/16
Payroll
\$84,173.84
Bob
Staaland

PARKSIDE CR U	7,035.24	0.00
US BANK-	1,178.90	0.00
WELLS FARGO	3,718.18	0.00
WFISH CR UNION	4,946.71	0.00
FIT/SIT BASE	42,419.43	0.00
MEDICARE BASE	48,268.51	0.00
PERS BASE	48,255.49	0.00
SOC SEC BASE	29,349.06	0.00
UN BASE	49,434.14	0.00
WC BASE	50,362.39	0.00

Total 22,462.66
 Total Payroll Expense (Gross Pay + Employer Contributions): 71,896.80
 Payroll Register + Volunteer Payroll Register = Payroll Summary

Check Summary

Payroll Checks Prev. Out.	\$843.42
Payroll Checks Issued	\$32,492.85
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$33,336.27
Electronic Checks	\$51,681.01

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security		3639.28		212260
Medicare		1399.76		212260
P.E.R.S.		4883.37		212270
Unempl. Insur.	706.34		928.79	212210
Workers' Comp	7035.01		9315.84	212220
FIT		4114.32		212260
SIT		1918.00		212260
AFLAC-PRETAX	163.59		327.18	212230
NATIONWIDE/EMP		650.79		212280
Teamsters dues	186.50		373.00	212310
MPEA Dues	95.50		191.00	212320
Whitefish credi		25.00		212350
PERS/Police		3685.80		212240
GARNISHMENT		265.67		212330
TEAMSTERS INIT				212310
NATIONWIDE/CITY		1142.98		212280
AFLAC-POSTTAX	92.72		185.44	212230
PERS/FURS		625.65		212275
MT ST FIRE ASSO		24.97		212315
HEALTHINS/PRE	12890.89	27886.20	-2304.42	212400
CITY OF COLUMBI		15.00		212450
UNUM LIFE INS.	123.31	246.65	-0.03	212400
FLEX ALLEGIANCE		611.50		212285
CHILD SUPPORT		107.57		212330
*CHILD SUPPORT		439.00		212300
Total Ded.	39404.45	51681.51	9016.80	

*** Carried Forward column only correct if report run for current period.

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD OCTOBER 17, 2016**

Regular Meeting - Transact Routine Business

Mayor Barnhart called the meeting to order at 7:00 p.m. with roll call as follows:

PRESENT: Mayor Barnhart

COUNCIL: Karper, Shepard, Fisher, Lovering and Piper

ABSENT: Petersen

ROLL CALL

Also present were City Manager Nicosia, City Clerk Staland, City Attorney Breck and Sergeant Murphy.

Pledge of Allegiance

PLEDGE

APPROVAL OF AGENDA:

Mayor Barnhart requested a motion to approve the agenda. Councilman Lovering moved to approve the agenda, second by Councilman Fisher, and the motion carried unanimously.

**AGENDA
APPROVAL**

CONSENT AGENDA:

Councilman Shepard moved to approve the consent agenda noting that all claims appeared to be in order, second by Councilman Fisher. Motion carried with Council voting as follows: YES: Lovering, Karper, Shepard, Fisher Piper and Barnhart NOES: None. ABSENT: Petersen.

**CONSENT
AGENDA
APPROVAL**

- A. Approval of Claims - \$80,015.99 - October 17, 2016
- B. Approval of Payroll Claims - \$21,000.03 - September 30, 2016 - Quarterly payment
Approval of Payroll Claims - \$86,122.25 - October 7, 2016 Payroll
- C. Approval of Regular Meeting Minutes - October 3, 2016

VISITOR/PUBLIC COMMENT

A. Cliff Boyd, Calbag, CFAC demolition update

Mr. Boyd updated Council on CFAC, showing on the overhead projector which buildings and other items that have been removed. Boyd said the project is running well and there have been no speed bumps. He reported that the company is making progress, people are working and they are pretty happy with the progress to date.

Mayor Barnhart asked if there were any questions from Council or the Public and there were none.

**VISITOR/PUBLIC
COMMENT-Cliff
Boyd CFAC**

PUBLIC HEARINGS/NOTICES:

None.

**PUBLIC
HEARINGS**

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD OCTOBER 17, 2016**

NEW BUSINESS

A. Engineering Contract, RPA, Riverwood SID

City Manager Nicosia reviewed the Riverwood Estates water/sewer project timeline along with the contract for engineering services with RPA. Nicosia said there is a neighborhood informational meeting scheduled for November 1, 2016. The call for bids on the project will be in mid-March.

**NEW BUSINESS-
Riverwood SID
Contract with RPA**

Councilman Shepard motioned to approve the RPA contract and authorize the City Manager to sign, second by Councilman Piper with Council voting as follows. AYES: Karper, Lovering, Piper, Shepard, Fisher and Barnhart. NOES: None. ABSENT: Petersen.

UNFINISHED BUSINESS

None.

**UNFINISHED
BUSINESS**

ORDINANCES/RESOLUTIONS:

Resolution # 1736- A Resolution of the City Council of the City of Columbia Falls, Montana, Fixing the Limits of the Salary and Compensation of Certain City Officials and Employees Pursuant to Title 7, Chapter 4, Part 42, M.C.A., for the Fiscal Year 2016/2017 and Repealing All Other Ordinances and Resolutions in Conflict Herewith.

City Manager Nicosia said this is the annual salary and compensation Resolution for department heads and non-union city personnel as attached in the following documents. Nicosia reported that the wage matrix was increased by 3%, same as the Teamsters approved contract and the offer to MPEA with the only other change being the increase in the city's share of the family insurance premium from \$1,390 to \$1,560 per month.

Councilman Shepard motioned to approve Resolution #1736, second by Councilman Lovering.

Mayor Barnhart confirmed the pay increase was 3%, with Nicosia stating that was correct. Councilman Shepard asked Nicosia if she thought the pay increase will help with pool employment. Nicosia said she hoped with the competitive wages it would help staffing the pool.

AYES: Lovering, Piper, Shepard, Fisher, Karper and Barnhart. NOES: None. ABSENT: Petersen.

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD OCTOBER 17, 2016**

REPORTS/BUSINESS FROM MAYOR & COUNCIL:

Councilman Fisher said he attended last week's Chamber of Commerce meeting, adding there were representatives from the EPA and CFAC. Fisher said there was a lot of good information passed around. Mayor Barnhart said the Police Chief interviews were conducted today and they went very well. Candidates were all good; there should be something to report by the Council next meeting.

**REPORTS FROM
MAYOR AND
COUNCIL**

REPORTS/BUSINESS FROM CITY ATTORNEY:

City Attorney Breck said he attended the City Attorney portion of the MLCT conference held in Missoula and can provide a summary to Council if they desire.

**REPORT FROM
CITY ATTORNEY**

CITY MANAGER:

Nicosia said she also attended the MLCT conference in Missoula. It went well with record attendance of approximately 400 individuals from 65 cities and towns. Nicosia presented the Legislative resolutions adopted at the conference by the League, noting that she will work with the Council Legislative Committee as we get closer to the session. Nicosia reported that she is asking Sen. Dee Brown to sponsor the Local Govt. Committee bill.

**CITY MANAGER
REPORT**

Nicosia said she met with state and federal officials on continuing discussion on EDA funding and opportunity in Columbia Falls. The City qualifies for EDA funding as we met all 3 parameters on the statsamerica website used for EDA purposes. The City will have to meet with the owner of the Industrial Park in order to move forward.

The October 12th FECC Administration and Operations Board meeting highlighted the need for further review of the by-laws and interlocal agreement. The Board is continuing to work on all of the issues at the Nov. 9th meeting.

The Graduation Matters advisor, Betsy Funk, contacted Nicosia regarding a student project for way finding signs. Members of the Economic Development committee will meet with them on Monday, October 24th. Nicosia asked if any council members wishing to attend to let her know. The Economic Development Committee is, Barnhart, Lovering, Petersen and Alternate Fisher.

Today Nicosia received an email from Major Steve from the Salvation Army for the annual valley wide Christmas kettle competition tentatively on Thursday, Dec. 15th. Council suggested exterior signs at Smith's and a reminder in the Hungry Horse News.

Northwestern Energy thought their 2016 tax values were too high and they met with MT DOR and have already reached an agreement without protesting. Nicosia said our change in value is less than 1%.

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD OCTOBER 17, 2016**

Mr. Kenneth Bell delivered a letter to the city asking if the City had any interest in an additional 8 acres adjacent to River's Edge Park. Councilman Karper suggested handing it to the Parks Committee for discussion. The Parks Committee is Lovering, Petersen, Fisher and alternate Piper. The meeting is tentatively scheduled for November 2nd.

A. INFORMATIONAL CORRESPONDENCE - List available for Review

CORRESPONDENCE

B. REPORTS:

- a. Finance - September
- b. Police - September activity
- c. Court - 7/1-9/30/16 quarter est. activity

ADJOURN: Upon motion duly made by Councilman Karper and seconded by Councilman Shepard, the meeting adjourned at 7:58 p.m.

ADJOURN

Mayor

ATTEST:

City Clerk

APPROVED BY COUNCIL ACTION: November 7, 2016



130 6TH STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

PHONE (406) 892-4391

FAX (406) 892-4413

November 4, 2016

To: Mayor & Council

From: Susan M. Nicosia, City Manager

RE: Confirmation of Appointment – Clint Peters, Chief of Police

After a rigorous and thorough process, I have selected Clint Peters for appointment as the Chief of Police. Pursuant to City Code, 2.16.010, "The city manager shall appoint a chief of police....with confirmation by the city council."

Mr. Peters was selected based on the selection guidelines adopted in the job description:

SELECTION GUIDELINES

Formal application and resume, rating of education and experience; evaluation of written responses to questions; personality/psychological testing; oral interview; reference and background investigation; job related tests may be required.

Mr. Peters is currently a Patrol Sergeant with the City of Whitefish Police Department. Mr. Peters has been a city police officer since 2003 and has held the rank of Sergeant since 2012. His professional background also includes Field Training Officer Supervisor, School Resource Officer and Flathead County Drug Task Force Officer. Mr. Peters has served as Acting Chief of Police in his current employment.

Mr. Peters was the highest ranking candidate by the Interview Panel on October 17th. The interview process included an "In Basket Exercise" in addition to in-depth interview questions. The selection process was completed with due consideration of all of the selection guidelines. Mr. Peters clearly demonstrated his passion and abilities to lead the Columbia Falls Police Department through this process.

Council Action: Confirm appointment of Clint Peters, Chief of Police, and authorize City Manager to negotiate salary based on range/experience.

MEMO

Date: 10/26/16

To: City Manager Nicosia
From: City Clerk Staaland

RE: Employee Incentive

Please put Grady Jenkins, hire date 09/25/96, on the November 7th, 2016 Council Agenda to receive his 20 year incentive pin. I will include his \$200.00 employee incentive monies on his 11/04/16 payroll check.

Thank you.

CITY OF COLUMBIA FALLS

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that the City Council of the City of Columbia Falls, Montana, will hold a public hearing on November 21, 2016 at 7:00 p.m. in the Columbia Falls City Hall, 130-6th Street West, Columbia Falls, Montana, to adopt a 2017 FY budget for the Tax Increment District Fund.

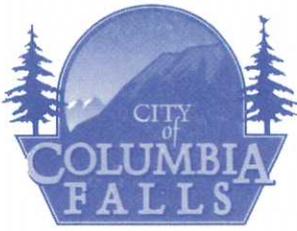
The City received the estimated tax funding for the Tax Increment District Fund at the end of September, 2016. Based on the estimated tax funding, the City Council will appropriate funds, in the amount of \$50,000 for the 2017 FY to be spent as provided for in the Tax Increment District Statement of Need.

Taxpayers are encouraged to attend the hearing and give written or oral comments on the budget-related item. Written comments may be mailed to the City Clerk, 130 6th Street West, Room A, Columbia Falls, Montana, 59912. Questions regarding the proposed items can be made by contacting City Manager Susan Nicosia at 892-4391.

DATED THIS 7th DAY OF NOVEMBER, 2016

s/Barb Staaland, City Clerk

Publish: Wednesday November 9th and Wednesday November 16th



130 6TH STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

PHONE (406) 892-4391

FAX (406) 892-4413

November 4, 2016

To: Mayor & Council

From: Susan M. Nicosia, City Manager

A handwritten signature in blue ink, appearing to read "Susan", is written over the printed name of the City Manager.

RE: Ratification of MPEA Contract – July 1, 2016 – June 30, 2019

The City and MPEA reached tentative agreement on July 12, 2016 after several months of negotiations. The formal MPEA ratification did not occur until recently thus the delay for council ratification. This contract has been modified to include the 3% wage increase, adjustment to family insurance, change in shift differential to match officer shifts (old shifts were still based on dispatch shifts), and adjustments from \$750 to \$900 for vest replacement and \$900 to \$1,000 for uniform allowance. There were no other changes to the contract. These contract provisions have been included within the 2017 FY budget.

Council Action: Approve July 1, 2016 – June 30, 2019 MPEA contract

COLLECTIVE BARGAINING AGREEMENT

between

CITY OF COLUMBIA FALLS

and

THE COLUMBIA FALLS POLICE
PROTECTIVE ASSOCIATION, MPEA



July 1, 2016 - June 30, 2019

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THE CITY OF COLUMBIA FALLS
and
THE COLUMBIA FALLS POLICE PROTECTIVE ASSOCIATION, MPEA

Agreement

This Agreement is made and entered into by and between the Montana Public Employees Association, Columbia Falls Police Protective Association, hereinafter referred to as the "Association," and the City of Columbia Falls, hereinafter referred to as the "City," as follows:

GENERAL PURPOSE OF THIS AGREEMENT

The general purpose of this Agreement is to promote harmony among employees, efficiency in operations, and provide methods which will further to the fullest extent possible the safety of citizens, economy of operations, quality of protection, elimination of waste and protection of life and property. It is recognized by this Agreement to be the duty of the Association and the City to cooperate fully, individually and collectively, for the advancement of these conditions.

ARTICLE 1 - RECOGNITION

The City recognizes the Association as the Exclusive Representative for all employees of the Police Department, excluding and excepting confidential employees, supervisors as defined in the Act, short-term, temporary and all other employees. Definition of employees shall be in accordance with 2-18-601, MCA.

ARTICLE 2 - ASSOCIATION MEMBERSHIP

As provided in 39-31-204, MCA, each employee covered by this Agreement, shall, as a condition of initial and continuing employment be required to either maintain membership in, or pay a representation fee to Montana Public Employees Association, Columbia Falls Police Protective Association (Association). The amount of initiation fees, monthly dues or representative fees shall be determined solely by the Association. An employee shall have thirty (30) days after their initial date of hire in a bargaining unit position to comply with the terms of this Article. Any employee who fails to comply with this requirement shall be terminated within fifteen (15) days after written notice to the City from the Association. The City will send the Association a copy of all new hire letters within fourteen (14) days of the hire date.

The Association shall indemnify, defend and hold the City harmless against any claim made and against any suit instituted against the City, including attorney's fees and costs of defense thereof, on account of any action taken in accordance with this Article.

ARTICLE 3 - EMPLOYEE GRIEVANCE PROCEDURE

- A. A grievance is any dispute regarding the interpretation of the provisions contained in this Agreement.
- B. The Association will certify in writing to the City all employees designated as Stewards. A Steward shall be granted paid release time to attend any meeting requested or required by this Agreement that is scheduled during the Steward's work hours. A Steward and a grievant may be granted paid release time to discuss a grievance during work hours at the discretion of the City.
- C. Failure to comply with the established formal procedures provided in this Article shall constitute a waiver to continue the grievance process by the Association. If the City fails to respond to a grievance, it shall be automatically moved to the next step. Time limits may be extended through written agreement of the Association and the City.

Process:

- Step 1: An employee who has a grievance, shall not later than fourteen calendar days of its occurrence, with or without the Steward present, orally discuss the grievance with his/her immediate supervisor. If the grievance remains unresolved see Step 2.
- Step 2: Not later than fourteen calendar days following the oral discussion of the grievance, the employee and the steward shall present the grievance to the Chief of Police. The grievance shall be presented and responded to using the form provided as Addendum A. The Chief of Police shall attempt to resolve the grievance and shall report this adjustment in writing to the Steward not later than fourteen calendar days of the receipt of the grievance. If the grievance remains unresolved:
- Step 3: Not later than fourteen calendar days of the date of the Chief of Police's reply, the Steward shall present the written grievance, along with the Association's reason for non-acceptance to the City Manager or his/her designee. The City Manager or his/her designee shall attempt to resolve the grievance and shall respond to the Steward not later than fourteen calendar days.
- Step 4: If the grievance is not resolved at Step 3, the Association may, not later than fourteen calendar days of the City Manager's or his/her designee's response, notify the City of the intention to take the grievance to final and binding arbitration. The Association shall request the Board of Personnel Appeals to provide a list of seven arbitrators. The parties shall, not later than fourteen calendar days of the receipt of the list, select the arbitrator by the method of alternately striking names with the Association striking the first name. The final name left on the list shall be the arbitrator.

The arbitrator chosen will be contacted immediately and asked to start proceedings at the earliest possible date. Not less than 20 calendar days prior

to the hearing, the arbitrator shall resolve all procedural arbitrability issues submitted by that time and may, by mutual agreement, decide substantive arbitrability issues. The arbitrator's decision shall be final and binding on both parties, and he/she shall be requested to issue his/her decision not later than 30 calendar days after the conclusion of the proceedings, including filing of briefs, if any. Expenses for the arbitration shall be borne equally by the City and the Association.

The Arbitrator shall have no authority to add to, subtract from or otherwise modify the terms of this Agreement.

- D. Other persons may replace any position mentioned in the above procedure, so long as the other party is notified in advance.
- E. The act of filing such a grievance shall constitute the employee's authorization to the City to reveal to the participants in the grievance procedure any and all information available to the City relating to said grievance. Such filing shall further constitute a release of the City from any and all claimed liability by reason of such disclosure.
- F. Time limits at any stage of the grievance procedure may be extended by written mutual agreement of the parties at that step.
- G. Election of Remedy: All disputes, controversies or claims arising out of or relating to this Agreement must first proceed through the grievance procedure of this agreement before advancing to arbitration or an alternative review process. To the extent allowed by law, when a grievance is submitted to arbitration, that procedure shall be deemed the exclusive method of resolving the dispute. Police Officers may opt to appeal a discipline or discharge to the Police Commission and seek judicial review under the provisions of 7-32-4164, MCA. The initiation of one of these appeal processes shall be deemed an irrevocable selection of that process to the exclusion of the other.

ARTICLE 4 - HOURS OF WORK

- A. Schedule: The Chief of Police shall schedule the beginning and ending times as well as a lunch period for all shifts and overtime. Whenever possible, within the constraints of manpower, the Chief of Police shall prioritize nights for scheduling two officers on duty. In an effort to allow the City to develop alternate work schedules, the City may establish a work week within the requirements and allowances of Section 207(k) of the Fair Labor Standards Act. The parties will meet and confer at the request of either party on scheduling.
- B. Change in Schedule: Except in case of an emergency, the City will attempt to notify an employee of a change in his or her regular work schedule, by personal delivery of such notice at least 48 hours in advance.

ARTICLE 5 - MANAGEMENT PREROGATIVES

The employer retains all rights and privileges of the City to operate and manage their affairs in such areas as, but not limited to: direct employees; hire, promote, transfer, assign and retain employees;

7. Failure to return to work after layoff and recall by the City within ten working days.

ARTICLE 9 - PROBATIONARY PERIOD

The probationary period shall be one year from the date of last hire with the City, except for Police Officers it shall begin from the date of last hire with the City as a Police Officer or as provided by 7-32-4110, MCA in the case of a returning Officer.

ARTICLE 10 - SALARY SCHEDULE AND INSURANCE

- A. Wage: The attached addendum to this Agreement will be a salary schedule "A" which outlines the wage schedule for all employees of the City Police Department.
- B. Insurance:

The City will contribute up to the following amounts per month for each employee enrolled in the City's Medical Insurance Plan:

Single Coverage	\$608
Employee/spouse or Employee/children	\$1,134
Family Coverage	\$1,560

An employee that provides proof of insurance will receive \$416, less applicable state or federal withholding, in the City's deferred compensation plan.

Each contribution shall be prorated based on the number of hours budgeted for that position for the next fiscal year.

Changes:

- a. Enrollment: An employee may make changes to his or her enrollment status during the enrollment period or special enrollment periods established by the insurance carrier.
- b. City's contribution: The City will increase its single coverage, employee/spouse or employee/children coverage or family coverage contributions by that amount it increases its contributions for a majority of other City employees

ARTICLE 11 - EMPLOYMENT CONDITIONS

- A. Physical Examination: Prior to commencing work, the prospective employee shall be required to pass a hearing test and a physical examination, approved by the City, by a medical doctor designated by the City. At any time thereafter, if cause exists, physical examinations shall be taken as management deems necessary. The cost of such examinations, if required, shall be paid by the City.

- B. Maintenance of Abilities: Each employee is required to maintain the ability to perform his or her assignment. At least once each two years and at any other time the City deems it necessary, the City may require that, at its expense, an employee undergo an examination by a licensed practitioner of its choice and obtain and present to the City a certificate that the employee is able to perform the duties of his or her position.
- C. Personal Affairs: Each employee is required to manage his/her personal affairs, financial and otherwise, so as not to burden the City. Garnishment and/or assignments shall be handled by the City pursuant to law.
- D. Payroll Deductions: Each employee is required to sign a written authorization for payroll deductions for all monies owed to the City or to be submitted to any other person. Forms will be furnished by the City. Each employee will be limited to five payroll deductions in addition to those which are required by law.
- E. Fidelity Bond: In the event the City desires to bond the employees, every employee is expected to furnish any and all information required by the bonding company when contacted.
- F. Driver's License: When an employee has his/her driver's license suspended, the City may suspend his/her employment for the period which the employee cannot legally operate a vehicle, provided the operation of a vehicle is essential to the performance of the employee's work assignment.
- G. Continuous Employment: Working within the same jurisdiction without a break in service.
- H. Break in Service: A period of time in excess of five working days when the employee has served continuous employment. A break in service could result from a termination or resignation or could be an absence of more than five working days in a row without an approved leave of absence.
- I. Reimbursement: Any Officer who attends the Law Enforcement Academy while employed by the City shall reimburse the City for all costs of such training on a prorated basis if the Officer resigns prior to completing 36 months of service with the City.

ARTICLE 12 - LEAVE OF ABSENCE

Leave Without Pay: The City may, at its sole discretion, grant leave without pay to any City employee upon his/her request provided that leave does not extend beyond nine months. An employee returning from such leave shall return to his/her original position with no penalty for such leave, except that seniority shall not be accrued for any such leave in excess of thirty consecutive days, unless the employee is off work due to a job related illness or injury. An employee who fails to return to work within five days of the established end of the leave of absence shall forfeit rights of return. Leave of absence may not be used for employment other than the City of Columbia Falls.

ARTICLE 13 - RESIGNATION, DISCIPLINE AND DISCHARGE

- A. Resignation: Except in cases of an emergency, bargaining unit members shall receive at least four weeks advance notice before a layoff for reason of economy. As much advance notice as is possible will be given prior to a layoff due to a lack of work. An employee voluntarily resigning must give fourteen calendar days written notice in advance of such termination.
- B. Discipline and Discharge: The City may discipline or discharge a probationary employee in its sole discretion and there shall be no appeal through on involving any provision of this Agreement. Upon receipt of an allegation of a performance deficiency of a nonprobationary employee which the City believes may result in punitive action, the City will:
1. Provide due process by:
 - a. Notifying the employee in writing of the allegation, then
 - b. having the allegation investigated, then
 - c. presenting the evidence to the employee, then
 - d. providing the employee an opportunity to respond.
 2. Provide the elements of "cause" by:
 - a. Considering the evidence and the employee's response and determining if the allegation is true.
 - b. Determining if the City has the right to take punitive action, which shall be based on the following criteria:
 - (1) An investigation provided substantial evidence that the allegation is true, and
 - (2) it is reasonable to conclude that the employee knew or should have known the law, policy, directive or expectation that he or she allegedly violated, and
 - (3) the punitive action is appropriate to the allegation and not applied arbitrarily, and
 - (4) Notify the employee of the results of the investigation and the action taken.
- C. Appeal: A nonprobationary employee may appeal his or her discipline or discharge through the grievance procedure provided herein, which shall be the exclusive method of appeal.
- D. A warning letter shall not remain in an employee's official file for longer than six months unless it can be used to document an ongoing problem. Documents removed from an employee's official file shall be stored in separate file in the personnel office and used only in the event that the City needs to justify future adverse personnel action.

ARTICLE 14 - HOLIDAYS

- A. The following holidays shall be granted without loss of pay, calculated at the employee's regular straight time rate of pay for classification of his/her work assignment as designated by his/her supervisor, to wit:
1. New Year's Day: January 1
 2. President's Day: 3rd Monday in February
 3. Memorial Day: Last Monday in May
 4. Independence Day: July 4
 5. Labor Day: 1st Monday in September
 6. Columbus Day: 2nd Monday in October
 7. Veteran=s Day: November 11
 8. Thanksgiving Day: 4th Thursday in November
 9. Friday After Thanksgiving in November
 10. Christmas Day: December 25
 11. Martin L. King=s Birthday: 3rd Monday in January
 12. State General Election Day
- B. If an employee works on a holiday, the City at its discretion may either pay the employee for hours worked at the rate of time and one-half, or provide an alternative day off in lieu of the holiday worked in the form of compensatory time at the rate of time and one-half.
- C. 1. The employee will receive holiday benefits and pay for work performed on the day the holiday is observed, unless the employee is scheduled or required to work on the actual holiday. If the employee is scheduled or required to work on the actual holiday, the actual holiday shall be considered the holiday for purposes of calculating holiday benefits and pay for work performed on a holiday. The employee will receive either holiday benefits for working on the day the holiday is observed or for working on the actual holiday, but not both.
2. Part-time employees who do not work a holiday shift shall be entitled to receive prorated pay based on the number of hours worked during the pay period.

ARTICLE 15 - VACATIONS

Vacation leave shall be granted in accordance with state law, Section 2-18-611 – 617, MCA which shall be controlling in the event of a conflict with any provision of this Agreement.

Vacation leave means a leave of absence with pay at the request of the employee and with the concurrence of the City.

- A. Vacation Leave: Each full-time employee of the City is entitled to and shall earn annual vacation leave credits from the first full pay period of employment. For calculating vacation

leave credits, 2080 hours (52 weeks x 40 hours) shall equal one year. Proportionate vacation leave credits shall be earned and credited at the end of each pay period. However, employees are not entitled to any vacation leave with pay until they have been continuously employed by the City for a period of six calendar months. Employees regularly employed nine or more months each year but whose continuous employment is interrupted by the seasonal nature of the positions shall earn vacation credits. In order to qualify, such employees must be employed for six qualifying months before they can use the vacation credits. Vacation leave credits shall be earned in accordance with the following schedules, to wit:

1. From one full pay period through ten years of employment at the rate of fifteen working days for each year of service;
2. After ten through fifteen years of employment at the rate of eighteen working days for each year of service;
3. After fifteen years through twenty years of employment at the rate of twenty-one working days for each year of service;
4. After twenty years of employment at the rate of twenty-four working days for each year of service.

B. Except in case of an emergency, the following time lines shall be honored:

1. Requests for use of annual leave after March 15 shall be submitted at least 15 calendar days in advance.
2. The City will either grant or deny such requests within five calendar days of receipt of the request.
3. Notice of cancellation by the City of previously approved annual leave shall be delivered as soon as possible. An employee may by written notice to the City cancel previously approved annual leave, except that when such notice is delivered less than two weeks prior to the beginning of such leave, cancellation shall be at the City's discretion.

C. Permanent part-time employees are entitled to prorated annual vacation benefits.

D. Accumulation of Leave: Annual vacation leave may be accumulated to a total not to exceed two times the maximum number of days earned annually as of the last day of any calendar year.

E. Separation from Service or Transfer to Other Departments: Cash for unused vacation leave. An employee who terminates his/her employment with the City for reasons not reflecting discredit on him/her-self shall be entitled upon the date of such termination to cash compensation for unused vacation leave assuming the employee worked the qualifying period set forth in the paragraphs above. However, if a City employee transfers between departments of the City, there shall be no cash compensation paid for unused vacation leave. In such transfer, the receiving City department assumes the liability for the accrued vacation credits transferred with the employee.

- F. Absence because of illness is not chargeable against vacation leave credits unless approved by the employee.

ARTICLE 16 - SICK LEAVE

Sick leave shall be granted in accordance with state law, Section 2-18-618, MCA, which shall be controlling in the event of a conflict with any provision of this Agreement.

Sick leave is a leave of absence with pay for a sickness suffered by an employee or his/her immediate family.

- A. Immediate Family: Means wife or husband, child, father, mother, brother, sister, grandparent or guardian, or relative of the employee's wife or husband in like degree.
- B. Sick Leave: Each full-time employee is entitled to and shall earn sick leave credits from the first full pay period of employment. For calculating sick leave credits, 2,080 hours (52 weeks x 40 hours) shall equal one year. Proportionate sick leave credits shall be earned at the rate of twelve working days for each year of service without restriction as to the number of working days he/she may accumulate.
- C. A City employee may not accrue sick leave credits during a leave of absence without pay. City employees are not entitled to be paid for sick leave until they have been continuously employed for ninety days. Upon completion of the qualifying period, the employee is entitled to sick leave credits he/she has earned.
- D. Permanent part-time employees are entitled to prorated sick leave benefits.
- E. An employee who terminates his/her employment with the City is entitled to a lump-sum payment equal to one-fourth of the pay attributed to his/her accumulated sick leave and shall be computed on the basis of the employee's salary or wage at the time he/she terminates his/her employment with the City. However, where a City employee transfers between departments within the City, he/she shall not be entitled to a lump-sum payment. In such transfers, the receiving City department shall assume the liability for the accrued sick leave credits transferred with the City employee.
- F. Any employee of the City who receives a lump-sum payment pursuant to this section and who is again employed by the City shall not be credited with any sick leave for which he/she has previously been compensated.
- G. Abuse of sick leave is cause for dismissal and forfeiture of the lump-sum payments provided for in this section.
- H. Sick leave shall be applied as follows, to wit:
 - 1. Employees who become ill will be paid for all days lost, to the extent of their accrued sick leave, provided they may be required to furnish a medical clearance to return to work.
 - 2. Employees may take sick leave, aside from personal illness, for the following reasons:

- a. A serious affliction of one of the employee's immediate family, requiring the employee's presence, not to exceed five days per occurrence.
 - b. Death in an employee's immediate family, not to exceed five days in one month.
 - c. Attendance at a funeral of a fellow City employee or attendance at a funeral of a close personal friend; however, the use of sick leave for funerals as recited in this section, shall not exceed four hours per funeral or eight hours per month.
 - d. Contact with or exposure to a contagious disease which might spread to other City employees, or if the family has been placed under quarantine by the proper authorities.
 - e. Employees will receive up to five days of bereavement leave with pay for a death in the immediate family. Immediate family is defined in Paragraph A of this Article. This leave will not be subtracted from an employee's sick leave, vacation, or compensatory time.
 - f. Employees of the bargaining unit who do not use any days of sick leave during the contract year will be granted three additional bonus days which will not accrue from year to year and must be taken during the contract year which succeeds the year in which they were earned.
- I. An employee of the City may, at his or her discretion, donate not more than 40 hours of his or her available sick leave credits to another City employee in any calendar year who is in need and has exhausted his or her own sick and annual leave due to the employee's personal illness. The sick leave donor must retain at least 40 hours of sick leave in his/her personal bank after donation. The aggregate total of such sick leave that may be donated shall not exceed ninety (90) days annually. Any donor shall notify the City Clerk/Payroll Officer on forms provided by the City of his or her intention to make such a donation. The donor and recipient will notify the City Clerk/Payroll Officer of the requested sick leave transfer five working days before the pay day in order to have such credits applied for that pay period. Any unused sick leave shall be returned to the donor(s) on a prorated basis.

ARTICLE 17 - JURY AND WITNESS DUTY

Jury and Witness Duty: Each City employee who is under proper summons as a juror or witness shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Fees shall be applied against the amount due the employee from the City. However, if an employee elects his/her juror or witness time off against his/her annual leave, he/she shall not be required to remit his/her fee to the City. In no instance is an employee required to remit to the City any expenses or mileage allowance paid him/her by the court. The City may request the court to excuse their employees from jury duty if they are needed for the proper operations of a unit of the City.

ARTICLE 18 - MATERNITY LEAVE

- A. Maternity leave shall be provided for those employees expecting to become mothers and shall be considered an unpaid leave of absence unless the employee elects to apply her accumulated sick or vacation time credits. Maternity leave is intended to apply to leave taken due to the disability and recuperation needs of the pregnant female employees. The provisions of the Family And Medical Leave Act shall be applied to all leaves contained in this Agreement. Employees, who are birth fathers or fathers of a child newly placed in his home, may take up to 15 days of available annual leave, or leave without pay in the event he has no annual leave credits, immediately following the birth or placement.
- B. The City may require periodic statements from the employee's physician setting forth her well-being and ability to perform all the normal and regular duties and functions required of the position occupied and stating also that her employment shall not create an industrial risk. With the written approval of her physician, the employee may work as long as her health and efficiency will not be adversely affected.
- C. Six calendar weeks shall be provided for maternity leave and may be extended through a written physician's statement indicating that the employee's physical condition requires additional leave. If extended leave is required, as certified by the physician, the extended leave shall expire upon verification from the physician that the employee is able to perform all normal and regular duties and functions of the position without adverse affects to the health of the employee.
- D. Employees on maternity leave shall be entitled to apply accumulated sick and vacation leave credits to their maternity leave provided the total maternity leave does not extend beyond the provisions of the preceding paragraph.

ARTICLE 19 - SAVINGS CLAUSE

Should an article, clause or provision of the Agreement be declared illegal by final judgment by a court of competent jurisdiction, such invalidation of such article, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions hereof shall remain in full force and effect for the duration of this Agreement.

ARTICLE 20 - TERM OF AGREEMENT

This Agreement shall be in full force and effect from the date of ratification of this Agreement by the parties or July 1, 2016, whichever is later, through June 30, 2019. Should either party wish to renegotiate this Agreement, it shall give written notice of such intent to the other party not later than 90 days prior to the date last written.

In Witness Whereof, the parties have executed this Agreement as follows:

DATED THIS ____ day of _____, 2016.

FOR THE CITY:

FOR THE ASSOCIATION:

Date Ratified: _____

Date Ratified: _____

City Manager, City of Columbia Falls

President, Columbia Falls Police Protective Association

Attest: City Clerk

MONTANA PUBLIC EMPLOYEES ASSN.
Quinton Nyman, Executive Director

B. Step Increases:

1. A step increase shall be granted each year, after the first year of employment, only with the written authorization of the City Manager, after a recommendation by the individual employee's department head to the City Manager. Such a recommendation shall be based solely upon the employee's meritorious performance of duties as documented by the employee's annual performance evaluation, and the length of satisfactory service shall not alone constitute the basis for an annual increase.
2. When an employee is promoted to a higher graded position, or if an employee's job description is regraded to a higher grade, the newly graded employee will be granted a step wage amount that is six steps higher than the step wage amount paid at the former grade.
3. New Employee:
 - a. A step increase to Step 1 shall be granted a new employee after one year of employment, only with the written authorization of the City Manager, after a recommendation by the individual employee's department head to the City Manager. Such a recommendation shall be based solely upon the employee's successful completion of probation and required training as documented by the employee's annual performance evaluation, and the length of satisfactory service shall not alone constitute the basis for this increase.
 - b. At step one, the employee may request a grant of additional steps based upon experience or education attained prior to the current employment with the City. Such additional steps may be granted only with the written authorization of the City Manager, after a recommendation by the individual employee's department head to the City manager.
 - (1) Such additional steps may be granted only if the following conditions are met in their entirety:
 - (a) The prior experience and/or education is shown on, or accompanying the job application submitted for the current employment;
 - (b) The prior experience and/or education is documented by the employee and verified in writing by the individual employee's department head;
 - (c) The prior experience and/or education is specifically related to the work described for the individual employee's current job description.
 - (2) The employee may be granted additional steps within one of the following limits:
 - (a) Two additional steps may be granted for prior experience that totals at least five years earned with, not more than two employers, within

a period of six continuous years, or two additional steps may be granted for a maximum of one associate's degree earned by the employee from an accredited institution.

- (b) Four additional steps may be granted for prior experience that totals at least ten years earned with, not more than three employers, within a period of twelve continuous years, or four additional steps may be granted for a maximum of one bachelor's degree earned by the employee from an accredited institution.

4. Education Steps:

Any employee wishing to complete an advanced college degree shall submit to the Department Head a written request for such training describing the content, schedule, cost and reasons for the course of study before enrolling for the education courses. Determination as to the applicability of the education to his/her present or anticipated work assignment will be made on an individual basis.

The Department Head shall review any request for education and will submit his/her recommendation to the City Manager for approval. Reimbursement will be made only for tuition, registration fees and lab fees upon successful completion of the education.

If approved, the employee may elect to forego reimbursement and receive one (1) Step on the pay matrix upon completion of the degree. In no instance will the employee receive both reimbursement and the Step increase.

For the period of sixty (60) days after the final ratification of this Agreement in 2013, the following shall apply: An employee that has started an advanced college degree without prior submission to the Department Head may follow the request provisions outlined above.

C. Shift Differential:

- 1. 11 am – 9 pm - \$0.40/hour
5 pm – 3 am - \$0.80/hour
9 pm – 7 am - \$0.90/hour
7 pm – 5 am - \$0.85/hour
- 2. Overtime: When an employee works an overtime shift, they shall have this differential pay calculated at the rate of one and one-half times.

D. Overtime Compensation:

- 1. For other than sworn Officers, work performed in excess of forty hours per week will be compensated at one and one-half times the employee's regular rate of pay. All overtime will be authorized in advance by the Chief of Police or his/her designee.

2. Upon agreement between the City and the employee, a nonexempt employee may receive compensatory time in lieu of overtime pay in accordance with the provisions of the Fair Labor Standards Act. Compensatory time will accrue at the rate of one and one-half times the hourly rate for each one hour of overtime worked. The compensatory time will be taken off at a time agreed upon by the employee and the Police Chief or his/her designee. Each employee shall be able to accumulate up to 160 hours of compensatory time as a running total. An employee has the right to maintain up to 160 hours of compensatory time until his/her separation from the City, at which time it will be compensated by pay at the regular hourly rate for each hour of accumulated compensatory time hours. However, the City may from time to time compensate employees for any or all unused compensatory time credits.
- E. Call Out: Employees called out to work, except at times when such extends a regular work day, shall be paid for a minimum of three hours at a rate of 1 ½ times the regular rate of pay.
 - F. Meals and Lodging: The City will reimburse bargaining unit employees for expenses for travel which is authorized in advance by the Chief of Police. Expenses which may include mileage, meals and lodging will be reimbursed at rates which are adopted by action of the City Council in conjunction with the Police Department.
 - G. Uniform Allowances:
 1. Bullet Resistant Vests:
 - a. Newly Hired Officers: The City shall purchase a bullet resistant vest in an amount not to exceed \$900, which shall remain the property of the City unless purchased by the employee for its fair market value.
 - b. Current Employees: The City will pay up to \$900.00 toward the cost of a replacement of an Officer's vest every five years or as needed through no fault of the Officer the vest becomes unusable and before the manufacturer's warranty expires.
 2. Uniforms:
 - a. Newly Hired Employees: Each probationary employee will receive a prorated uniform allowance based on 1/12 of the allowance for each whole month of employment between the start month and September 1st. The City will recoup through a reduction of any payment due to the employee a prorated amount of such allowance should a probationary employee separate from the City within 12 months of the payment of an allowance.
 - b. Nonprobationary Employees: Not later than September 1 of each year, each nonprobationary employee will receive a uniform allowance, from which required withholdings will be made. Officers will receive \$1,000.00 per year.
 - c. Should an employee separate from the City prior to 12 months after receiving any such allowance, the City may obtain a prorated repayment through deduction from compensation due the employee. Should the City be required to take action to

obtain such repayment, the cost of such action may be added to the prorated amount due. Employees shall promptly return all items issued by the City prior to the issuing of a final pay check.

- H. Training Officers: When specifically assigned by the Chief, employees who provide training for Reserves and newly hired employees shall be compensated \$1.00 per hour of time performing such assignment.
- I. Retirement: The City offers a VEBA program, per the provisions of City policy which may be modified from time to time by the City Council.
- J. POST Certification: Upon receipt of appropriate evidence that an Officer has attained one of the following certifications from POST, the City will beginning with the Officer's next pay period apply the single stipend below which represents the Officer's level of certification:

Intermediate.....\$0.14 per hour
Advanced.....\$0.20 per hour
- K. Court Appearances: Employees scheduled for court appearances in City Court when such duty is not attached to the beginning or ending of a regular work shift, shall be paid a minimum of three hours at a rate of pay 1 ½ times the regular rate of pay.

ADDENDUM B - CLASSIFICATIONS

- A. The herein below set forth classifications shall be effective as of the date indicated and shall remain in effect for the duration of this Agreement pursuant to the Article on Term of Agreement, as follows:
1. Patrolman Sergeant: The duties and responsibilities of this position shall be assigned at the discretion of the Chief of Police. The City will not be required to fill this position on the basis of seniority. The Chief of Police may fill or leave vacant this position at his/her discretion. Should the position currently be filled by an individual that has satisfactorily completed a one year probationary period as Patrol Sergeant, the Chief of Police may not vacate this position without recommendation by the City Manager and approval by the City Council.
 2. Probationary Patrolman: Probationary Patrolman is any patrolman during the first one year employment.
 3. Patrolman: In order to achieve this rank, the patrolman must have a satisfactory performance and have completed the probationary period.
 4. Police Department Office Assistant: All duties listed in the job description and at the discretion of the Chief of Police. The City will not be required to fill this position on the basis of seniority. The Chief of Police may fill, leave vacant, or vacate this position at his/her discretion.
 5. Detective: All duties listed in the job description and at the discretion of the Chief of Police. The City will not be required to fill this position on the basis of seniority. The Chief of Police may fill this position or leave it vacant at his/her discretion. Should this position currently be filled by an individual that has satisfactorily completed one year probation period as Investigator/Administrative Sergeant, the Chief of Police may not vacate this position without making a recommendation to the City Manager and the subsequent approval of the City Council.
- B. All changes in classification shall be by recommendation of the Police Chief to the City Manager. The City Council shall have final action on classification changes.

ADDENDUM C - GRIEVANCE REPORT FORM

CITY OF COLUMBIA FALLS

GRIEVANCE REPORT FORM
POLICE UNIT

Page 1 of 2

Date of Grievance: _____

STATEMENT OF GRIEVANCE:

A. _____

Contract Provision Violated: _____

B. _____

Contract Provision Violated: _____

C. _____

Contract Provision Violated: _____

use additional sheets if necessary

ACTION OR RELIEF REQUESTED: {A, B & C correspond to same above}

A. _____

B. _____

C. _____

Grievant's Signature: _____

Steward's Signature: _____ Date given to Chief of Police: _____

POLICE CHIEF'S RESPONSE:

A. _____

B. _____

C. _____

Police Chief's Signature: _____ Date given to Steward: _____

STEWARD'S RESPONSE:

A. _____

B. _____

C. _____

Steward's Signature: _____ Date given to Cit Manager: _____

CITY MANAGER'S RESPONSE:

A. _____

B. _____

C. _____

City Manager's Signature: _____ Date given to Steward: _____

THIS GRIEVANCE IS BEING SUBMITTED TO ARBITRATION

Union's Signature: _____ Date given to City Manager: _____

THIS GRIEVANCE WAS RESOLVED:

POLICE CHIEF'S RESPONSE CITY MANAGER'S RESPONSE ARBITRATION

Details: _____

City Manager's Signature: _____ Date: _____

Union's Signature: _____ Date: _____

RESOLUTION NO. 1737

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, ADOPTING A REVISED PERSONNEL POLICY HANDBOOK.

WHEREAS, the City of Columbia Falls' current Policy and Procedures Manuals were adopted on November 5, 2007 and only incrementally amended since then; and

WHEREAS, the City's current Personnel Policies and Procedures have been amended by the adoption of new policies that have not been incorporated into the formal Policy Handbook; and

WHEREAS, the City must periodically review and update the manual to comply with federal and state legal and personnel areas, and to have it accepted by the City's liability insurance provider, the Montana Municipal Interlocal Authority (MMIA) so as to qualify for liability insurance discounts and expanded coverages.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA AS FOLLOWS:

Section One. That the City Personnel Policy Manual attached as Exhibit A is hereby adopted by the City Council.

Section Two. Effective Date. That this Resolution shall become effective immediately upon its passage and approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS 7th DAY OF NOVEMBER, 2016, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

City Clerk

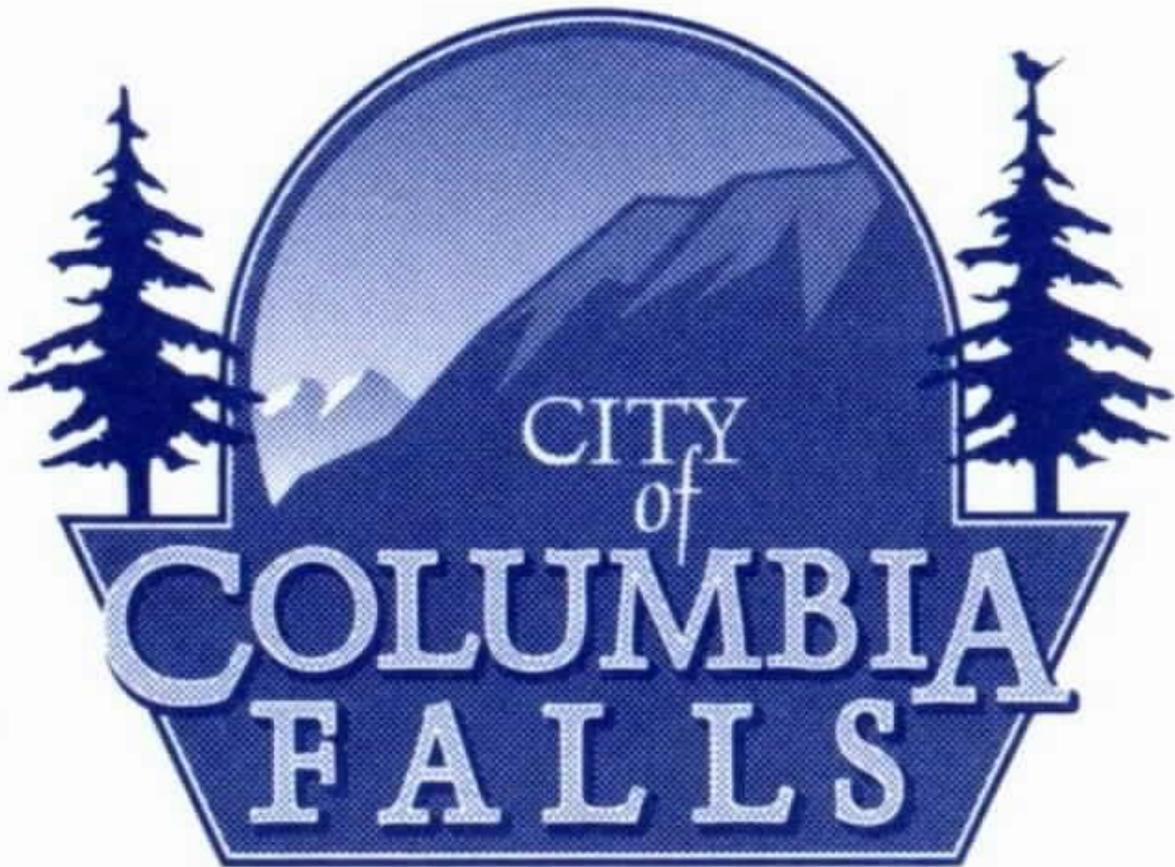
APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS _____
DAY OF NOVEMBER, 2016.

Mayor

ATTEST:

City Clerk

City of Columbia Falls Personnel Policy Manual



Major Revision and Update Approved November 7, 2016 by Resolution # 1737
Updated and Adopted November 5, 2007 – Resolution # 1507

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INTRODUCTION LETTER

PREFACE A

Welcome New Employee:

The City of Columbia Falls is pleased that you have joined our organization of professionals. The City of Columbia Falls is a professional organization providing many valuable services to the residents of and visitors to the City of Columbia Falls. Your position has been designed to assist the City of Columbia Falls with accomplishing these services. We hope you will find this position rewarding and challenging.

During your probationary period, your employment with the City of Columbia Falls is at will and may be terminated with or without cause at any time by either you or the City of Columbia Falls. This policy manual is not an employment contract. Rather, it is designed to provide you general information regarding employment practices and benefits with the City of Columbia Falls. The policy manual cannot cover all employment situations, scenarios, or questions, but it is designed to cover the basic rules. Policies and rules contained within the manual will be added, updated, or deleted as determined by the City of Columbia Falls. You are encouraged to submit suggestions or ideas regarding current policies or additional policies to the City Manager or designee.

As you familiarize yourself with the City of Columbia Falls staff and your new office, please note the employee bulletin board displays the required federal and state postings. The postings are updated from time to time - be sure to read the board occasionally. If you notice an item that is obsolete or needs updating, please let the City Manager or designee know.

During your first few days working for the City of Columbia Falls you will probably have several general questions regarding our organization and policies. You are encouraged to research the answer within the manual; however, do not hesitate to ask your supervisor or the City Manager or designee concerning any questions you may have.

The staff of the City of Columbia Falls would like to welcome you.

Sincerely,

City of Columbia Falls

Susan M. Nicosia
City Manager

RECEIPT PAGE

PREFACE B

CITY OF COLUMBIA FALLS PERSONNEL POLICY MANUAL

Major Revision and Update Approved November 7, 2016 by Resolution # 1737
Updated and Adopted November 5, 2007 – Resolution # 1507

RECEIPT AND ACKNOWLEDGEMENT

It is expressly understood that the City of Columbia Falls Personnel Policy Manual does not constitute a guarantee of employment or promise of any kind. The City of Columbia Falls, in its sole discretion, may direct, hire, promote, transfer, assign and retain employees; supervise, discipline, and relieve employees from their duties; determine and change hours of work, shifts, and methods of operation; establish change or abolish its policies, practices, rules and regulations. If you are a covered employee of a Collective Bargaining Agreement (CBA), the terms of the CBA apply whenever inconsistent with this Personnel Policy Manual.

It is understood that the Personnel Policy Manual is issued to inform employees regarding the operating policies of the City of Columbia Falls and is to be used as a guide to City of Columbia Falls employees in the performance of their duties. The policy manual may be changed from time to time at the sole discretion of the City of Columbia Falls. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Violations of the policies set forth in this manual may result in disciplinary action up to and including termination.

By signing this statement, the employee acknowledges the City of Columbia Falls Personnel Policy Manual has been received and read and that it is your responsibility to read and comply with the policies contained in this manual.

Signed _____

Date _____

Print Name _____

Position _____

Effective Date of Employment _____

CITY HISTORY

PREFACE C

The City of Columbia Falls was originally incorporated in 1909 and pursuant to Montana Statute is classified as a 3rd class city. The 2010 Census population of Columbia Falls was 4,688. Our current area is slightly larger than 2 square miles.

The City of Columbia Falls adopted the Commission/Manager form of government on March 5, 1992. The City is governed by a city commission, composed of six commissioners and a mayor, elected at large by the voters of the City. The City Manager is the Chief Executive of the City and is responsible for the day to day operations and administering policy as set by the Mayor and City Council.

The City of Columbia Falls is a full service city providing police, fire, water, wastewater, street maintenance, planning, building inspection, parks and recreation, Municipal Court, and administrative services. The City also provides planning and zoning services to an extra-territorial area of an approximate 3 mile area surrounding the City. The City's elected officials and staff take great pride in the level and quality of services that we provide to citizens and visitors.

1. Administration

- A. The City specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. None of these provisions shall be deemed to create a vested contractual right in any employee, nor to limit the power of the city council to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment.

Pursuant to State Statute, 7-3-304, M.C.A., the City Manager is directed to administer all City personnel actions.

The City Manager shall be responsible for ensuring the effective administration of these policies and procedures and may delegate such functions as deemed necessary for the implementation of this system. The City Manager may adopt, amend, or rescind written administrative procedures consistent with these rules and procedures. The Manager shall advise the City Council of any administrative changes.

- B. The City Manager, or designee, shall be responsible for directing and coordinating the personnel activities of the City, including the following:
1. Preparation of position classification and pay plans, and directing the administration of these plans.
 2. Computation of a budget for personnel services for all departments.
 3. Recruiting, testing, selecting, and hiring of all City employees.
 4. Approving the appointment, promotion, demotion, transfer, discipline, discharge, and other actions affecting persons employed by the City.
 5. Supervising, developing, and maintaining the personnel system, including written forms, procedures and records.
 6. Maintaining a current roster of all persons employed by the City.
 7. Directing employee orientation, training, counseling, and career development in conjunction with department heads.
 8. Administering the fringe benefit programs.
 9. Providing for performance evaluation reviews of employees.
 10. Administering the personnel policies and procedures, including the employee grievance procedures.
 11. Performing any other lawful acts which are considered necessary or desirable to carry out the purpose of the personnel system and the provisions outlined in these policies.

- C. The provisions of this manual shall not be construed as limiting in any way the power and authority of any department head to make departmental rules and regulations governing the conduct and performance of employees. Such departmental rules and regulations, however, shall not conflict with provisions of these policies.
- D. Suggestions for amendments to these policies are welcomed at any time from employees covered by the policy manual provisions. All suggested amendments shall be submitted in writing to the City Manager.

2. Definitions

Absence –the failure to report to work and to remain at work as scheduled. It includes late arrivals and early departures as well as absence for the entire day.

Annual Leave – A paid recess or leave of absence; a respite or time of respite from active duty or employment; an intermission or rest period during which activity or work is suspended; a period of freedom from duty or work but not the end of employment. Also known as vacation leave.

Conflict of Interest – Conflicts of interest for municipal employees arise when a government employee's personal or financial interest conflicts or appears to conflict with their official responsibility.

Discipline – Correction or penalty. Discipline is used to bring order to situations where there have been violations of federal, state or local laws and/or violations of City of Columbia Falls rules and regulations, employee conduct/behavior/performance standards, or City of Columbia Falls policies.

Exempt Employee - Exempt employees are those who, according to the Fair Labor Standards Act (FLSA), are not covered under the provisions pertaining to minimum wage or overtime pay. The FLSA provides for certain exemptions for employees employed in a bona fide executive, administrative or professional capacity. In order to be an exempt employee, certain tests relating to duties, responsibilities and salary must be met (see City Manager for details).

Grievance – An injury, injustice or wrong which gives ground for complaint because it is seen as unjust, discriminatory, or oppressive. Employees file grievances through the Grievance Procedure contained in this manual or pursuant to their Collective Bargaining Agreement.

Hours Worked - generally include all of the time an employee is on duty at the employer's establishment or at a prescribed work place, as well as all other time during which the employee is suffered or permitted to work for the employer. For overtime calculations, hours worked do not include hours for vacation leave, sick leave, holidays, personal days, workers compensation, or compensatory time taken. This prior sentence shall only be implemented if such language is applicable to all City employees including those subject to Collective Bargaining Agreements

Immediate Family--The employee's spouse, any member of the employee's household, or any parent, child, sibling, grandparent, or grandchild, and corresponding step or in-law relationships.

Independent Contractor - Independent Contractors are not considered employees of the City of Columbia Falls. Rather, Independent Contractors are those who work on a contract for services basis and must

complete work assignments or responsibilities and receive payment (compensation) as identified in the contract. No employee benefits are provided to the Independent Contractor.

Leave Without pay—Any approved time off that is not charged to annual leave or sick leave.

Nonexempt Employee - A nonexempt employee is an employee who, according to the FLSA is entitled to receive at least minimum wage and receive overtime pay or overtime compensatory time after the employee has worked 40 hours in a work week period. Overtime pay is equivalent to one and one-half times the employee's regular hourly pay for each hour over 40 hours worked. Compensatory time is equivalent to one and one-half times the employee's number of hours worked for each hour over 40 hours worked. The FLSA provides for certain exemptions for employees employed in a bona fide executive, administrative or professional capacity.

Regular Full-Time Employee - An employee who normally works 40 hours a week. Regular full-time employees are eligible for all employee benefits.

Regular Part-Time Employee - An employee who normally works less than 40 hours a week. Regular part-time employees who work 20 or more hours per week are eligible for medical/dental/vision insurance benefits on a prorated basis.

Remote Employee - An employee who performs the majority of their work in a location different from where City of Columbia Falls general operations occur. They may or may not be covered under the provisions of the FLSA, depending on the status of their employment, and have specific conditions of employment outlined in their respective employment agreements.

Seasonal Employee - An employee designated as seasonal at time of hire, who performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued during the preceding season. The employee is not eligible to become a regular employee without completing a competitive selection process. A seasonal employee may be eligible for limited or prorated benefits.

Short-term Worker - A short-term worker is hired to work for an hourly wage established by the City of Columbia Falls for a period not to exceed 90 days within a 12 month period. Short-term workers are not eligible for permanent status and may not be hired without a competitive selection process. The short-term worker is not eligible for any employee benefits including leave, holiday benefits or any insurance benefits.

Sick Leave – Period allowed by an employer to an employee for the employee's sickness, tending to the needs of an ill immediate family member or attending medical/dental appointments with no loss of seniority or other benefits.

Temporary Employee - An employee who is hired on a temporary basis for a definite period of time not to exceed 12 months and will be terminated at the end of the employment period. This employee may perform temporary duties or regular duties on a temporary basis; however, the employee is not eligible to become a regular employee without completing a competitive selection process. Temporary employees may be eligible for limited or prorated benefits.

Workplace Violence – Unjust or unwarranted exercise of force, usually with the accompaniment of vehemence, outrage or fury. Violence can include unlawfully exercised force, any exertion of physical force so as to injure, damage or abuse, as well as threats by words and/or acts.

3. Equal Employment Opportunity (EEO)/Americans with Disabilities Act (ADA) and the ADA Amendments (ADAAA)

The City of Columbia Falls is committed to complying with all relevant federal and state laws, to include rules and regulations put forth by the Equal Employment Opportunity Commission, (EEOC). The City shall adhere to all relevant provisions of the Americans with Disabilities Act, (ADA), the ADA Amendments Act and equivalent state disability laws. The City ensures equal employment opportunity regardless of race, religion, color, creed, national origin, sex, marital status, veteran/military status, political belief, age, or mental/physical disability, (as defined by the ADA or ADAAA), unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship to the City.

Employees or applicants who believe they need a reasonable accommodation to perform the essential functions of their job should contact the City Manager or other designee and request such an accommodation. The City of Columbia Falls will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The City of Columbia Falls will then identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable and will not impose an undue hardship on the City of Columbia Falls and/or a direct threat to the health and/or safety of the individual or others, the City of Columbia Falls will make the accommodation. The City of Columbia Falls may also propose an alternative accommodation(s). The City of Columbia Falls is not required to provide the accommodation preferred by the individual, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.)

The City of Columbia Falls will also make reasonable accommodations for conditions related to pregnancy, childbirth or related medical conditions, if requested with the advice of the employee's health care provider, as required by law.

If an employee believes that they have been subjected to discrimination, including harassment, based upon any of these factors, they should immediately contact their supervisor and pursue corrective action. If the employee feels they need to resolve the problem by filing a grievance, they should pursue action through the Grievance Procedure stated within this policy manual.

4. Expectations

The City of Columbia Falls wants every employee to know what the City of Columbia Falls expects of them. This policy manual is designed to inform employees as to what the City of Columbia Falls expects of them, City of Columbia Falls policies, and the Grievance Procedure should employees have a problem.

Employees are expected to treat co-workers, Mayor and Council Members, vendors, colleagues, customers and other business contacts with respect and dignity. Employees are expected to conduct their job functions in a professional, ethical, businesslike fashion with minimal interference by other staff members or visitors. Employee attention to responsibilities and work products should be constant, consistent, efficient and productive. Personal interference or distractions should be kept to a minimum.

The affairs of the City of Columbia Falls are important and are to be considered a confidential trust, as well as a responsibility. Employee attitude, ability, productivity and a sense of responsibility are critical aspects of all job descriptions.

Employees of the City of Columbia Falls may deal with confidential and proprietary information. It is imperative that employees maintain the City of Columbia Falls' integrity and not discuss City of Columbia Falls business with people who should not be privy to the information. In some circumstances, City of Columbia Falls business should be revealed to other City of Columbia Falls employees on a need-to-know basis. If an employee has questions regarding confidential information and to whom the information should be revealed, they should consult with the City Manager or designee, or with the City Attorney.

Likewise, employees may not use knowledge gained through their employment at the City of Columbia Falls to achieve personal gain for themselves or anyone else. Employees cannot participate as a City of Columbia Falls employee where they may have private financial interest, direct or indirect, or perform in some function requiring discretion on behalf of the City of Columbia Falls. Employees cannot disclose or use confidential information concerning property or City of Columbia Falls affairs to advance personal or private interest with respect to any contract or transaction that is or may be subject of official action of the City of Columbia Falls.

5. Lawsuits Against the City of Columbia Falls

When an employee is approached by a legal process server, they should refer the server to the City Manager and/or their designee or to the City Attorney. Should an authority not be available and the employee is required to accept served papers, it is the employee's responsibility to locate and forward the information to either of the authorities listed without opening the documents.

No employee shall discuss aspects of any legal situation that is subject to or is currently involved in a lawsuit or hearing without first consulting with the City Manager or designee or City Attorney. Likewise, if an employee is approached for a press release or news quote about a lawsuit, refer all contacts to the City Manager or designee.

6. New Employees

The City of Columbia Falls generally will hire employees for entry level positions and train and develop them for promotion to higher level positions. When job vacancies above the entry level occur, the City will provide for the opportunity for promotion through in-house hiring procedures. Vacancies are posted in-house for a minimum of five (5) working days prior to advertising outside the City. Nothing in this policy manual requires the hiring of an in-house applicant and the Department Director may advertise outside the City even if there are in-house applicants.

New employees will complete an informal orientation session with the City Manager and/or designees. The employee will have the opportunity to complete necessary employment forms required by Federal and State Statutes, as well as payroll and withholding information. The City Manager and/or designees will explain in general terms the rules and expectations and provide an overview of the pay and benefit packages offered by the City of Columbia Falls. The employee will be responsible for reading and following the policies established within the policy manual, to include understanding their employment classification.

Unless otherwise specified by a Collective Bargaining Agreement or State Law, all employees will serve a one year probationary period unless extended. The probationary period allows time for the employee to learn the position as well as time for the supervisor to evaluate an employee's potential and performance. During the established probationary period, City of Columbia Falls reserves the right to terminate an employee with or without cause.

7. Employment of Relatives (Nepotism)

No employees will be appointed in a manner inconsistent with the Nepotism laws and definitions as outlined in Title 2, Part 2, Chapter 3, MCA.

8. Authority for Personnel Action

The City of Columbia Falls reserves the right to direct, hire, promote, transfer, assign and retain employees. City of Columbia Falls also reserves the right to supervise, discipline, and relieve employees from their duties for any reason determined sufficient by the City of Columbia Falls; as well as determine and change hours of work, shifts, and operational methods. The policies, practices, rules, and regulations may be established or changed/abolished with the sole discretion of the City of Columbia Falls.

Pursuant to State Statute, 7-3-304, M.C.A., the City Manager is directed to administer all City personnel actions.

Where there is a conflict between a Collective Bargaining Agreement (CBA) for unionized employees and the policies of the City of Columbia Falls, the CBA shall take precedence.

9. Outside Employment

The City of Columbia Falls should be the primary job for regular employees. It is understood that some employees may be engaged in outside employment. When such event occurs, the employee must submit in writing the details of the proposed outside employment to the Department Director and/or City Manager before beginning the outside employment to ensure that such employment will not be in conflict with City employment. If the City determines that outside employment interferes with the employees' ability to satisfactorily complete City of Columbia Falls job duties, the employee will be required to cease outside employment or resign their position with the City of Columbia Falls.

10. Remote Employment

In some situations, the City of Columbia Falls may see fit to hire employees or allow employees to work in different locations subject to City Manager approval. Remote employment brings with it unique responsibilities and advantages that should not be abused or misused. If a remote employee requires a unique work environment that is deemed unreasonable by the employer or creates a situation which the City of Columbia Falls determines is not workable, the City of Columbia Falls may require that the employee work out of the appropriate City of Columbia Falls facility. If the employee could not do this, the City of Columbia Falls reserves the right to take other actions as required in accordance with City of Columbia Falls policies.

11. Pay Plan

11.1 AUTHORITY TO ESTABLISH SALARIES AND WAGES

- A. All salary and wage provisions contained in these policies are subject to the City Council's final approval of the City's annual budget.
- B. The City Manager shall be responsible for the development, administration, and amendments, as required, of a uniform and equitable plan which shall provide equal pay for equal work.

11.2 PAY PLAN

The pay plan shall consist of a wage schedule establishing rates of pay for all graded positions. The pay ranges shall be directly linked to the position classification plan and shall be determined with due regard for the knowledge, skills and abilities required in the position job description. In addition, for those positions not included in the wage schedule, all department heads or directors and all other exempt administrative personnel, the City Manager shall determine a minimum and maximum rate of pay in the salary range for each exempt position with due regard to the ranges of pay for similar classifications and the required knowledge, skills and abilities and other benefits received by City employees.

11.3 PAY ADMINISTRATION

- A. Beginning Pay Rate – Hourly Employees. The entry rate of pay in the wage schedule for a position shall be paid to any employee upon their initial appointment to the position.
- B. Beginning Pay Rate – Exempt Salaried Employees. The minimum rate of pay in the salary range for a position shall normally be paid to any employee upon their initial appointment to the position. Beginning rates of pay in excess of the minimum may be allowed to recruit persons with a higher level of skills and experience or within a short labor supply market.
- C. Annual Pay Adjustments – Hourly Employees. A step increase shall be granted each year, after the first year of employment, only with the written authorization of the City Manager, after a recommendation by the individual employee's department head to the City Manager. Such a recommendation shall be based solely upon the employee's meritorious performance of duties as documented by the employee's annual performance evaluation, and the length of satisfactory service shall not alone constitute the basis for an annual increase.
- D. Annual Pay Adjustments – Exempt Salaried Employees. Each employee's salary and wages, along with the position's salary range, may be adjusted annually, subject to Council appropriations.
- E. Probationary Period. A new employee's performance shall be evaluated by his or her department or division head twelve (12) months from his/her date of hire. Upon successful completion of this twelve (12) month probationary period, the employee shall be granted a pay increase equal to one step in the range of the employee's position.

11.4 RELATED PAY ACTIONS

The following personnel actions shall affect the employee's pay status in the manner provided:

- A. Promotions. When an employee receives a promotion to a higher graded position, or if an employee's job description is regraded to a higher grade, the following rules shall apply. The effective date of such promotion or regrading shall establish a new anniversary date for step increases in 11.3 C. If an employee does not pass his/her promotion probationary period, he/she may be returned to his/her prior position but the City does not guarantee that the position will be available.
 - a. The newly graded employee will be granted a step wage amount that is three steps higher

than the step wage amount paid at the former grade. The procedure for implementing the policy is as follows:

Rule 1: With the exceptions covered in Rules 2 and 3, the following procedure shall be used to determine the new pay amount for all positions:

- a. Within the current grade, find the nearest higher step amount to the current pay amount, this is Step 1.
- b. Step 3 is equal to the amount two steps above Step 1.
- c. Within the new grade, find the amount equal to the Step 3 amount or, if an equal amount is not present, then the nearest higher step amount above Step 3 amount, this is the new pay amount.

Rule 2: When the employee is still at entry level, no step has been earned and the pay amount is the entry pay amount in the new grade.

Rule 3: When the employee is closer than three steps from the end of the pay matrix the following procedure shall be used to determine the new pay amount:

- a. Within the new grade, find the nearest higher step amount to the current pay amount, this is Step 1.
- b. Step 3 is equal to the amount two steps above Step 1; this is the new pay amount.

B. Additional STEPS for Education and/or Experience

- a. At Step 1, the employee may request a grant of additional steps based upon experience or education attained prior to the current employment with the City. Such additional steps may be granted only with the written authorization of the City Manager, after a recommendation by the individual employee's department head to the City Manager.
 - (1) Such additional steps may be granted only if the following conditions are met in their entirety:
 - (a) The prior experience and/or education is shown on, or accompanying the job application submitted for the current employment;
 - (b) The prior experience and/or education is documented by the employee and verified in writing by the individual employee's department head;
 - (c) The prior experience and/or education is specifically related to the work described for the individual employee's current job description.
 - (2) The employee may be granted additional steps within one of the following limits:

- (a) Two additional steps may be granted for prior experience that totals at least five years earned with, not more than two employers, within a period of six continuous years, or two additional steps may be granted for a maximum of one associate’s degree earned by the employee from an accredited institution.
- (b) Four additional steps may be granted for prior experience that totals at least ten years earned with, not more than three employers, within a period of twelve continuous years, or four additional steps may be granted for a maximum of one bachelor’s degree earned by the employee from an accredited institution.

- C. Transfer. When an employee is transferred to a new position in another classification which is the same pay range, the employee's rate of pay will remain the same. When the employee transfers to a new position with a higher or lower pay range, the provisions governing promotion and demotion, as applicable, will rule.
- D. Demotion. Whenever the good of the organization requires the downgrading of any position and the incumbent employee is subject to a voluntary or involuntary demotion, the employee will receive the pay level for their existing step level in the lower pay grade.
- E. Temporary Assignment. Any employee temporarily appointed to a vacancy in a higher pay range for twenty-four or more continuous working days shall be compensated at the higher classification rate currently paid for that position. Such compensation shall not result in more than a two- step pay increase at the assigned employee’s current step.

11.5 PAYDAYS

Employees covered by the provisions of these policies shall be paid on a bi-weekly basis on the Friday following the end of each bi-weekly pay period. If the payday falls on a holiday, payment shall be made on the preceding regular work day. The City does not provide pay advances.

When an employee is separated from employment, all of the unpaid wages of the employee are due and payable on the employee’s next regular payday for the pay period or within 15 days from the separation, whichever occurs first.

11.6 PAYROLL DEDUCTIONS

Currently, the following deductions are made on the basis indicated:

Federal Withholding	Mandatory
State Withholding	Mandatory
Social Security Tax	Mandatory
PERS or other Retirement	Mandatory

Medical Insurances ¹	Mandatory
Union Dues	Mandatory if applicable
Court ordered payments	Mandatory
Local Credit Unions	Optional
Cafeteria Plan Insurances	Optional

11.7 COMPENSATION

Every employee covered by the provisions of these policies shall receive a salary or stated compensation determined in accordance with the pay plan. The rates of pay set forth in the pay plan are for full-time employment and represent the salary compensation except as otherwise provided.

- A. Overtime Compensation. Except as provided in collective bargaining agreements and for exempt positions, employees will be compensated for overtime hours worked (see definition of "hours worked"). Compensation for non-exempt employees may be in cash or in compensatory time off as requested by employee. At the sole discretion of the City, compensatory time may be authorized. Any hours worked in excess of forty hours in one week constitutes overtime and will be paid at one and one-half times the employee's regular rate of pay. All overtime will be paid in fifteen minute increments.
1. Compensatory time off for non-exempt employees will be paid at the rate of one and one-half times the rate for overtime worked. Compensatory time for non-exempt employees may be accrued to a maximum of 160 hours.
 2. Overtime or compensatory time shall be subject to the request or approval of the department/division head, or the City Manager. Part-time personnel required temporarily to work full time (forty hours per week) will be compensated as full-time personnel up to forty hours.
- B. Holidays. Except as provided in Collective Bargaining Agreements, if any employee is required to work on any established holiday, eligible employees shall be compensated for the hours worked at the rate of time and one-half, in addition to holiday pay. Except for employees required to work on holidays, employees shall take holidays off work - working that day is not an option without advance approval of the City Manager.
- C. Termination Sick Leave Pay. Any employee who terminates employment with the City of Columbia Falls is entitled to a lump sum payment equal to one-fourth of the pay attributed to the employee's accumulated sick leave. Abuse of sick leave may result in disciplinary action and termination with forfeiture of cash compensation pay-out for unused leave².
- D. Termination Vacation Pay. When an employee terminates employment for a reason not reflecting discredit on the employee³ with the City of Columbia Falls, all accrued vacation leave shall be paid and included in the final paycheck. Computation of accrued vacation pay shall be on the basis of the employee's regular rate of pay at the time of termination.

¹ New employees shall receive medical/dental/vision insurance beginning on the first day of the month following their first day of employment. If their first day of employment is also the first day of the month, the employee shall receive those insurances beginning that month.

² Section 2-18-618 (8) MCA

³ Section 2-18-617 (2) MCA

- E. Flexible Work time. When in the best interests of all concerned, and with the prior written approval of the City Manager, an employee or a department may be allowed to arrange their own work schedule and hours of work. Such "flex time" work schedules must comply with the average forty hour workweek. No employee who works an alternate schedule shall be entitled to a shift differential payment.
- F. Uniform Allowance. Clothing allowances may be provided for in collective bargaining agreements and in the annual budget. Accordingly, uniforms purchased by the City of Columbia Falls shall remain the property of the City, and in the event an employee leaves the City service shall be returned and received before final salary payment is made.

12. Classification

The classification plan is comprised of a schematic list of classes of positions supported by written specifications setting forth the duties and responsibilities of each class and the qualifications necessary for appointment to a position of that class.

12.1 PURPOSE. The purpose of the classification plan is to:

- A. Provide equal pay for equal work;
- B. Establish qualification standards for recruiting and testing;
- C. Provide appointing authorities with a means of analyzing work distribution, area of responsibility, lines of authority, and other relationships between positions;
- D. Assist appointing authorities in determining budget requirements;
- E. Provide a basis for developing standards of work performance;
- F. Establish lines of promotion;
- G. Indicate training needs; and
- H. Provide uniform titles for positions.

12.2 CLASS

A class shall be comprised of one or more positions that are so similar in the basic character of their duties and responsibilities that the same pay scale, title, and qualification requirements can be applied and the position can be fairly and equitably treated under like conditions for all other personnel purposes. Similar qualification requirements shall be applied to all positions in a class regardless of the department in which the positions are located.

12.3 CLASS SPECIFICATION

The class specification shall state the characteristic duties, responsibilities, and qualification requirements which distinguish a given class from other classes. The specification shall be

descriptive, but not restrictive; that is, the class specification shall describe the more typical types of work which may be allocated to a given class, but shall not be construed to restrict the assignment of other duties related to the class.

12.4 ADMINISTRATION OF CLASSIFICATION PLAN

The classification plan shall be established and maintained by the City Manager.

- A. New positions. When a new position is created, the department director shall send the City Manager a request for classification of the position with a description of the applicable duties and responsibilities. After analysis and evaluation of duties and responsibilities, the City Manager shall allocate the position to the proper class, without regard to personal characteristics, abilities, or qualifications of the applicant.
- B. Change of Classification. When the assignment of an employee has changed substantially as to kind and/or level of work, the department director or the supervisor may initiate a request for a change of classification. This should be submitted in writing to the City Manager. If the City Manager determines that the position has changed sufficiently, the reclassification will be considered a change in position, and rules and pay policies applicable to a position change will apply.

13. Performance Appraisals and Job Evaluations

Employee performance evaluations are provided on a regular basis to non-probationary employees. The evaluations report progress and allow correction of any deficiencies, recognize employee strengths and special abilities as well as provide an opportunity to discuss areas that need improvement. Appraisals and evaluations should provide an ongoing performance record. This may be used as a supportive document for personnel actions such as promotions or demotions. They also provide employees an opportunity to discuss personal goals, City of Columbia Falls goals and means for improvement. Evaluations provide an opportune time to formulate or update the employees' job descriptions.

The employee's immediate supervisor or the City Manager or designee will complete the evaluation using their job description and the City of Columbia Falls personnel policy as the appraisal basis. The employee is encouraged to complete a preliminary self-appraisal to prepare for the evaluation meeting. The employee and the evaluator shall schedule a conference to discuss the employee's job performance and the job description. The conference will provide the opportunity for the employee to work with their supervisor or the City Manager or designee to develop the employee's understanding of the position, annual goals, training needs, budget restraints/needs and improvement plan. If the employee, their supervisor or the City Manager or designee do not agree on an evaluation result, the employee may respond in writing within 10 working days and attach the statement to the performance evaluation form.

The employee and their supervisor or the City Manager or designee will sign and date the evaluation form. If the employee refuses to sign the evaluation form, documentation of their refusal will be added to their evaluation. The employee's signature will indicate that the employee has reviewed the evaluation with their supervisor or the City Manager or designee and understands the comments contained within the evaluation.

14. Work at Home or While Traveling out of the Office

Work at home for pay shall be limited at the City of Columbia Falls because of the service nature of our

work. Any work at home for pay shall be approved in writing by the City Manager.

City of Columbia Falls' employees may be required to travel. When working away from the office, it is important for employees to maintain contact with the appropriate City of Columbia Falls office by frequently calling into the office to provide status reports and to check for messages.

Occasionally it may be necessary to get in touch with traveling employees. It is important for the employee to leave an itinerary with appropriate City of Columbia Falls staff, in the event the employee needs to be contacted. The employee should inform their supervisor of their route and travel plans so other City of Columbia Falls staff can assist in their safe arrival.

15. Telephone

City of Columbia Falls telephones and City provided cell phones are to be used for City of Columbia Falls business. Personal telephone calls should be kept at a minimum and should not interfere with the employee's work. Unless traveling, long distance charges are to be billed to the employee's personal calling card, collect to the call receiver, or to the employee's personal phone. Personal charges/bills to the City of Columbia Falls shall be the responsibility of the employee. Employees violating this policy may be subject to disciplinary action. The City of Columbia Falls expressly reserves the right to monitor employee use of city provided telephones and cell phones.

16. Computer and Electronic Device Usage

Scope

This policy applies to all equipment, systems and tools used for electronic communication at the City of Columbia Falls. All employees who are authorized to use the equipment, systems, or tools are subject to this policy. This policy is designed to protect the safety and security of the City of Columbia Falls' Computer System.

Purpose

The purpose of this policy is to manage the acceptable use of City of Columbia Falls' electronic communication equipment, systems and tools which are provided by City of Columbia Falls to its authorized employees for the purpose of performing job functions.

Further, the purpose of the City of Columbia Falls' Computer System is to facilitate City of Columbia Falls business communication among employees, our member entities and other business associates. Since no computer system is completely secure, the City of Columbia Falls Computer System is not intended to transmit sensitive materials. Sensitive and/or confidential information which is more appropriately communicated by written memorandum or personal conversation is not to be transmitted via the City of Columbia Falls Computer System. If any employee has a question or concern as to whether the transmission of information via the City of Columbia Falls' Computer System would violate this rule, they are to ask their direct supervisor or the City Manager. This rule governs all forms of Internet access.

Definitions

Electronic Document: recorded information or object that can be treated and accessed as a unit. The City of Columbia Falls Records Retention Schedule applies to Electronic Documents.

Electronic Message: a document created or received via an electronic message system, including brief notes, formal or substantive narrative documents, and any attachments, such as word processing or other

electronic objects, that may be transmitted with the message along with its descriptive transmission metadata.

CITY OF COLUMBIA FALLS's Computer System: all equipment, systems and tools, including but not limited to all cellular phones and devices, cameras, electronic tablets, and recording devices used for electronic communication at the City of Columbia Falls.

Record: information created, received, and maintained by an organization or person that is evidence of its activities or operations, and has value requiring its retention for a specific period of time. It can be used in pursuance of legal and regulatory obligations or in the transaction of business.

Records Retention Schedule: a comprehensive list of records series and/or classification titles, indicating for each series the length of time it is to be maintained. May include retention in active office areas, inactive storage areas, and when and if such series may be destroyed or formally transferred to another entity such as an archives for historical preservation.

Ownership

The City of Columbia Falls owns the City of Columbia Falls' Computer System and all of its contents. As such, E-mail and Internet usage will be accessed and monitored in the normal course of business.

Privilege

The use of the City of Columbia Falls Computer System is a privilege, not a right. Misuse, abuse, unauthorized use and/or any violation of this policy are grounds for disciplinary action up to and including termination.

For purposes of this policy, an employee's home computer, laptop, or other equipment purchased by the employee will be deemed to be part of the City of Columbia Falls Computer System to the extent that it is used for the performance of work for the City of Columbia Falls. As such, this Policy applies to employees who utilize their own equipment in this manner

Security

City of Columbia Falls' internet host is traceable to the City of Columbia Falls. Users using the City of Columbia Falls provided internet are not provided any degree of anonymity.

Employees are prohibited from copying passwords belonging to others. Employees are prohibited from making their password, or that of another user, available to non-City of Columbia Falls employees. Users are prohibited from trying to discover another's password, or assist others in doing same. Employees are prohibited from changing, altering, copying or transferring files to others without authorization.

Access to an absent employee's computer may be necessary at times. In those instances, the Department Head or the City Manager may overwrite that employee's password. When the employee returns, they will establish a new password.

Employee's personal use of the City of Columbia Falls Computer System will be monitored in the normal course of business by City of Columbia Falls. City of Columbia Falls will allow nominal/limited personal use of the City of Columbia Falls Computer System as long as such use does not interfere with daily City of Columbia Falls operations, does not interfere with any employees' ability to perform their job duties, does not violate any portion of this Policy. This privilege may be revoked anytime for any reason or for no reason at all. Further, abuse of this privilege may result in discipline up to and including termination.

For additional security, employees are to face their screens so that passersby and/or non- employees cannot read the screen's contents. Further, Employees are not to leave computers unattended when business information can be accessed without a password.

Public Records

Electronic Documents may constitute a public record as defined by 2-6-202 MCA. Because public records are subject to discovery, subpoena, and use in litigation, Electronic Documents must be managed and made accessible like all other public records. Certain Electronic Documents may not constitute a public record. Possible examples may include, but are not limited to, some email communications, phone message slips, duplicates of documents distributed for convenience and personal messages. Any questions regarding what constitutes a public record or how said record should be maintained on the City of Columbia Falls Computer System should be brought to the employee's Department Head or the City Manager.

Employees must retain and regularly transfer Electronic Documents that are public records to an organized, secure, and accessible filing system. Failure to do so, except in the event of a single unintentional failure to enter the proper save and transfer commands may result in disciplinary action up to and including termination.

Email

All e-mail messages are considered to be temporary, and the City of Columbia Falls Computer System is not to be used as a storage device. This is not intended to prohibit the creation from time to time of reference files for user convenience, which may remain for extended periods of time. Transitory messages which do not constitute public record should be removed on a weekly basis.

Employees may not use personal email accounts or Instant Messaging to conduct City of Columbia Falls business unless prior approval is obtained from the employee's Department Head or the City Manager in strict compliance with this policy.

Employees should be aware that when they have deleted a message from their mailbox, it might not have been deleted from the City of Columbia Falls Computer System. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be stored on the computer's back-up system.

Unauthorized Use

Unauthorized uses of City of Columbia Falls Computer System include but are not limited to the following:

1. Illegal activities.
2. Obscene, profane, vulgar or offensive language.
3. Political endorsements and lobbying for purposes other than those associated with the normal course of City of Columbia Falls business.
4. Commercial activities or any private business purpose.
5. Religious activities.
6. Using any unauthorized software.
7. Purposely accessing or sending messages that are racist, discriminatory, inflammatory or demeaning to others, or that encourage illegal or prohibited activities. All policies of the City of Columbia Falls against discrimination and harassment apply in full to use of City of Columbia Falls' Computer System.

8. Knowingly sending or utilizing copyrighted materials without the permission of the copyright holder.
9. Using any means to defeat security systems on any computer network or knowingly transmitting viruses.
10. Failing to identify yourself clearly and accurately in all electronic communication.
11. Use by non-City of Columbia Falls employees.
12. Where not work-related, streaming audio and video access/download, use of camera and/or video recording feature, intentionally intercept, eavesdrop, record, read, alter, impersonate or receive another individual's Electronic Messages without proper authorization from the individual.

The misuse of the City of Columbia Falls' Computer System shall be managed in accordance with Personnel Policies and/or other applicable rules or laws. Violation(s) of these policies may be grounds for disciplinary action up to and including, termination. In addition, violations may be referred for criminal prosecution or civil action.

If an employee receives a message that is objectionable or is in violation of this policy, they should print or save the message and immediately inform their Department Head or the City Manager.

Responding to a Public Records Request

All public records requests should be referred to the City Manager or the City Attorney's office.

Legal Holds

Electronic Documents relative to matters subject to ongoing or threatened litigation or any investigation must be retained and cannot be disposed of, even if the retention period has been met on the records retention schedule, except as advised by City of Columbia Falls' Legal Advisor.

User's Responsibility

Employees are responsible for the content and dissemination of their Electronic Messages. This responsibility includes ensuring that their Electronic Messages

- are accurate in content
- are grammatically accurate
- are courteous
- are professional in appearance
- are sent on a need to know basis
- are protected from inadvertent loss or destruction by complying with backup requirements and procedures.
- are appropriate to be sent through e-mail. Employees should have no expectation of privacy when using City of Columbia Falls' Computer System. The system is owned by City of Columbia Falls and messages may be released to the public under the public records laws.
- are free of confidential information, in particular personnel information.
- reflect the City of Columbia Falls' official position or should include a disclaimer like or similar to the following:

DO NOT read, copy or disseminate this communication unless you are the intended addressee. This email communication contains confidential and/or privileged information intended only for the addressee. If you have received this communication in error, please call us at (406) 892-4391 and ask to speak to the sender

of the communication. Also, please email the sender and notify the sender immediately that you have received the communication in error.

Employees are to govern the use of Electronic Messages accordingly.

Employees should have no expectation of privacy with respect to their computer and any files stored on it.

Email Etiquette

1. Take the time to proofread your messages for spelling and grammar mistakes.
2. Employees should avoid utilizing features such as bold, underline, special fonts, icons, or stationery, etc.
3. Identify yourself with name, title, department, contact information and disclaimer.
4. Don't be hasty. If a message or posting generates negative feelings, set it aside and re-read it later. Consider that a misunderstanding or misinterpretation might occur.
5. Avoid putting text in all capital letters. Text in all capitals appears ANGRY or HARSH. Only use all capitals when adding extra emphasis.
6. Be careful what you say about yourself and others. Avoid committing anything to an e-mail message that shouldn't become public knowledge. Be wary of including personal information about yourself or others in messages.
7. Keep messages to a single subject; use the subject line. The subject line of an e-mail message enables people to discern the subject of the message, its urgency, indexes the message, and identifies messages as "records."
8. Employees should utilize discretion when sending large attachments. Prior permission from the recipient is suggested.
9. Before selecting e-mail as a means for communication, consider the need for immediacy, formality, accountability, access, security and permanence. E-mail is more permanent than a telephone conversation and less secure than paper.
10. Be aware that even erased and or edited text can be electronically retrieved so choose your words and statements carefully before typing and do not type and then delete statements that you would not want to appear in print if retrieved.

17. Personnel Files

The City of Columbia Falls maintains records on every employee related to their employment with the City of Columbia Falls. The employee's personnel file may contain information such as employment application/resume or cover letter, performance evaluations, training records, commendations and awards, disciplinary records, and resignation/termination records. Any information obtained for EEOC compliance (Form EEO-4) and/or any medical information will be kept in separate, confidential files and accessed only on a need-to-know basis as authorized by the City Manager or designee so long as it does not violate any laws, regulations or policies set forth in this policy.

Personnel files are confidential and only accessible to others on a need-to-know basis for personnel action. Upon request to the City Manager or designee or the Clerk/Payroll Officer and with the City Manager or designee or the Clerk/Payroll Officer present, employees may inspect and make copies of their personnel records. Employees should contact the City Manager or designee or the Clerk/Payroll Officer to establish a convenient review time.

18. Alcohol-Free & Drug-Free Workplace & Drug Testing Policy

In compliance with the Drug-Free Workplace Act of 1988, (41 USC §§ 701-707), the City of Columbia Falls is committed to providing an alcohol-free and drug-free workplace. The City of Columbia Falls prohibits the unlawful manufacture, distribution, sale, possession or use of a controlled substance or alcohol in the workplace or while conducting business. All employees must comply with this policy and notify the City Manager and/or their designee in writing of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The City Manager is responsible for notifying the appropriate federal granting agency of the conviction when the employee involved is working on a federal grant or contract, within ten (10) days of learning of the conviction. Employees who violate this policy may be subject to disciplinary action up to and including termination.

The City of Columbia Falls currently has an Employee Assistance Program available to employees. The program offers confidential assistance to employees or their family members who are experiencing personal problems including drug and alcohol problems.

19. Harassment Prevention and Reporting

It is the policy of the City of Columbia Falls that harassment, based on a protected class will not be tolerated. Each individual has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, employees are expected to act in a professional, cooperative and respectful manner to all contacts.

It is the policy of the City of Columbia Falls to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, national origin, creed, sex, marital status, veteran/military status, genetic history, political belief, age or disability both in or outside the workplace, on or off shift, in person or via electronic communication such as email, social media, etc.

Any employee who perceives a conversation or event as harassment, whether the employee is involved or merely observing, should explain to the offender in a calm, but firm manner that the action is perceived as inappropriate and the employee wishes the behavior to stop. Should the behavior continue, the employee should report the activity to their supervisor or the City Manager.

The City of Columbia Falls encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the City of Columbia Falls to promptly and thoroughly investigate such reports with due regard to confidentiality. The results of the investigation will be communicated to the complainant and the offender. Discipline will follow guidance found in the Discipline Policy.

A follow up review will be completed if harassment allegations have been made to ensure the harassment has discontinued and all parties involved are not subjected to retaliatory behaviors.

Definitions of Harassment

Sexual Harassment: According to the EEOC and Montana Human Rights Bureau, sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature. For example:

- Occasions when such conduct, either explicitly or implicitly, is a term or condition of employment

- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Examples may include unwanted sexual advances or requests for sexual favors; sexual jokes or innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; gestures; suggestive objects of pictures or other physical, verbal or visual conduct of a sexual nature.

Other Harassment: Harassing behavior based on any other protected characteristic. For example: verbal, written or physical conduct that denigrates or shows hostility or aversion toward another because of his/her race, color, religion, national origin, creed, sex, marital status, genetic history, political belief, age or disability

Retaliation

No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:

- a) Filing or responding to a bona fide complaint of discrimination or harassment;
- b) Appearing as a witness in the investigation of a complaint; or
- c) Serving as an investigator.

Please report any retaliation to your supervisor or City Manager. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated in accordance with the City of Columbia Falls' investigation procedure. Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to disciplinary actions, up to and including termination.

20. Resignation/Termination

Voluntary Resignation/Retirement

Employees who are voluntarily resigning from the City of Columbia Falls are requested to give a written notice with a minimum of two weeks. Employees will be provided their final paycheck within 15 calendar days or the next scheduled pay period, whichever is less. Any outstanding amounts owed to the City of Columbia Falls will be deducted from the employee's final paycheck.

Re-Employment

Depending on the circumstances surrounding the resignation, employees who resign from the City of Columbia Falls may be eligible for re-employment. Former employees will be required to complete an application/resume, as determined, and proceed through the regular hiring procedure the same as other applicants. A former employee who is re-hired by the City of Columbia Falls will be considered a new employee and required to complete the (12) twelve- month probationary period. Date of service, for seniority purposes, will be the date of instatement of the subsequent hiring. Subsequent employment and participation in the retirement system will be made in accordance with the rules and regulations of the retirement plan, as well as all applicable federal and state laws.

Reduction in Force (RIF)

The City Manager and/or their designee has the authority to determine if the City of Columbia Falls workload, funding or other business decisions are such that terminations (via layoff or reductions-in-force [RIF]) are required. Whenever possible, employees will be provided at least two (2) weeks advance notification before the layoff or RIF. Regular employees will not be terminated if temporary or short-term workers are employed in the same position.

City of Columbia Falls benefit providers will work in conjunction with the City Clerk and/or their designee to ensure relevant benefits information is forwarded directly to the employee at the last known address.

Involuntary Termination

Regular, Non-Probationary employees terminated by the City of Columbia Falls will be provided with a letter summarizing the reasons for their termination and the effective date of the termination. The terminated employee's final paycheck will be issued within 15 calendar days or the next scheduled pay period, whichever is less. Any outstanding amounts owed to the City of Columbia Falls will be deducted from the employee's final paycheck.

Probationary employees may be discharged for any reason that the City of Columbia Falls deems appropriate within the (12) twelve- month probationary period. Termination of a probationary employee may not be appealed through the formal grievance procedure. Any outstanding amounts owed to the City of Columbia Falls will be deducted from the employee's final paycheck.

Temporary, Short Term, employees may be discharged for any reason that the City of Columbia Falls deems appropriate. Termination of temporary, short term or seasonal employee may not be appealed through the formal grievance procedure. Any outstanding amounts owed to the City of Columbia Falls will be deducted from the employee's final paycheck.

The City of Columbia Falls will follow the procedure outlined in the Employee Discipline section to terminate a regular, non-probationary employee. An employee terminated for cause does not retain his/her job or benefits pending any grievance appeal, but if he/she wins the grievance, such salary and benefits may be restored retroactively.

21. Health and Safety

The City of Columbia Falls has a safety program which complies with the Montana Safety Culture Act. Relevant safety regulations are addressed by delegating safety responsibilities, establishing procedures, providing training, inspecting workplaces, and providing/requiring the use of safety equipment, etc.

If an employee notices a potential hazard, they should repair the hazard if they are capable and qualified or they should promptly refer the problem to the supervisor, City Manager or designee. Employees must use safe driving habits, wear seat belts, and observe laws regarding electronic devices while traveling in City of Columbia Falls vehicles. Employees shall not operate or use equipment if they are not authorized or do not have the appropriate licensure.

If an employee sustains an injury while on the job, they shall notify their supervisor or the City Manager or designee as soon as possible after the injury occurred and prior to leaving work for the day, if possible. An Accident Report and appropriate Worker's Compensation forms must be completed and the incident must

be documented in writing by the injured employee and/or witnesses as soon as possible following the injury. The City of Columbia Falls maintains Worker's Compensation coverage pursuant to the provisions of the Montana Worker's Compensation Act.

22. Workplace Violence

The City of Columbia Falls is committed to providing our staff a friendly, courteous and impartial work environment. The City of Columbia Falls acknowledges that human relationships are subject to conflict and that some employees may be exposed to violence by the nature of their jobs. The City of Columbia Falls is committed to maintaining a safe, healthful and efficient work environment in which acts of violence by employees or citizens will not be tolerated.

The City of Columbia Falls will strive to provide a safe and secure work environment. Employees should avoid or minimize potentially violent situations to protect themselves from harm. If an employee anticipates a particularly confrontational situation, they should notify their supervisor, the City Manager or designee so that additional security can be arranged. When a situation begins amicably, but turns hostile, employees should try to de-escalate the situation. If de-escalation tactics don't work, they should withdraw from the situation. Force should not be used unless it is absolutely necessary for self-defense.

Threats or acts of violence experienced or witnessed should be reported to the employee's supervisor or the City Manager or designee as soon as possible. The City of Columbia Falls will promptly investigate any complaint received that pertains to workplace violence. The City of Columbia Falls will take appropriate, prompt actions against any employee who engages in any threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.

This policy prohibits employees from bringing unauthorized firearms or other weapons (including stun guns, batons, etc.) onto City of Columbia Falls premises. Employees are also prohibited from carrying unauthorized firearms or other weapons in City of Columbia Falls vehicles or in personal vehicles if conducting City of Columbia Falls business.

If a City of Columbia Falls employee has violated this policy, such action may warrant disciplinary action, up to and including termination. If necessary or appropriate, the City of Columbia Falls will notify the necessary law enforcement personnel and prosecute violators of this policy.

If there is fear that the domestic violence could result in workplace violence, employees should notify their supervisor or the City Manager or designee immediately so appropriate security measures can be arranged.

23. Intimate Partner / Family Violence

Employees should promptly inform the City Manager of any protective or restraining order that they have obtained that lists the workplace as a protected area, as well as any safety concerns with regard to intimate partner/family violence. The City of Columbia Falls will not retaliate against employees making good-faith reports. The City of Columbia Falls is committed to supporting victims of intimate partner/family violence by providing referrals to the company's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

24. Time Sheets and Payday

Time sheets for the pay period are to be completed by all employees and submitted to their supervisors when they are requested or when payroll needs to be processed. In the event an employee is unavailable to complete and submit his or her time sheet, he or she may complete the time sheet in advance or call the supervisor and relay the information. Time sheets must include the employee's name and hours worked on a daily basis, holiday time, sick leave used, vacation leave used, leave without pay, etc. The employee must sign the time sheets attesting that all time worked and leave used is reported for the period. The employees' submission of an electronic timesheet serves to attest to the accuracy of the information being submitted. The employee's supervisor and/or the City Manager or designee will review and sign the time sheets, if paper, or approve electronically as appropriate.

City of Columbia Falls employees are paid bi-weekly. The employee's supervisor or designee will distribute the paychecks to employees, unless electronic transmission of payroll is utilized. If the employee desires to release their pay to another authorized person, they shall notify the City Clerk/Payroll Officer.

25. Working Hours/Work Week

Normal working hours for City offices are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Most employees are expected to adhere to this schedule, however alternative schedules may be considered by the City Manager or designee. The workweek will begin on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m.

Hours Worked - generally include all of the time an employee is on duty at the employer's establishment or at a prescribed work place, as well as all other time during which the employee is suffered or permitted to work for the employer. For overtime calculations, hours worked do not include hours for vacation leave, sick leave, holidays, personal days, workers compensation, or compensatory time taken. This prior sentence shall only be implemented if such language is applicable to all City employees including those subject to Collective Bargaining Agreements.

Nonexempt employees working over 40 hours per week will be paid overtime at 1 1/2 times their hourly wage rate. If the supervisor, the City Manager or designee and the employee agree, the non-exempt employee can elect to accumulate compensatory time (comp. time) for use as time-off at a future date at a rate of 1 1/2 times the number of hours worked over the 40 hour work week. Non-exempt employees must receive authorization to work overtime or comp time hours from their supervisor, prior to working the additional hours. Accumulated comp time hours shall not exceed 160 hours at any time. Any accrued comp time hours will be paid to non-exempt employees upon termination of the employment relationship. Exempt employees do not receive compensatory time for hours worked over 40 hours per week; however they may use flex-time within the same pay period for such hours as work permits pursuant to the Fair Labor Standards Act.

Lunch periods are generally one hour. If an employee needs to take a longer or shorter lunch hour, it should not interfere with the employee's performance of their duties and coverage of the office hours. Lunch periods are to be taken at a time approved by the supervisors and are staggered among the employees to ensure effective service to the residents of City of Columbia Falls.

Employees may take one 15-minute break when they are scheduled to work four consecutive hours. Break periods are paid, but may not exceed 15 minutes per four consecutive hour period. There shall be no overtime, additional compensation, or flex-time if employees work through their break periods.

26. Travel and Expense Reports/Reimbursement

All employees shall have their travel approved by the supervisor, City Manager or designee. All employees traveling on City of Columbia Falls business are required to have their driver's license with appropriate endorsements for the types of equipment operated.

Employees completing City of Columbia Falls business may be compensated for travel expenses, meals, mileage and/or incidental expenses at a rate and on forms established by the City of Columbia Falls. Receipts must be included for lodging, travel, and appropriate ancillaries. If meals are included in tuition, registration fees, or hotel charges, or if only a fraction of the day is authorized for travel, the per diem or expense allowance shall be reduced accordingly.

Employees may be able to use a City of Columbia Falls vehicle when traveling. Unsafe vehicle conditions or conditions in need of repair must be reported to a supervisor and/or the City Manager or designee immediately.

If a City of Columbia Falls vehicle is not available, employees may use their own vehicle and receive a mileage reimbursement. When employees use their own vehicles for City of Columbia Falls business, they are required to have proof of liability insurance coverage. Employees, together with any passengers, must follow all traffic regulations and are required to use seat belts.

Employees may request an expense advance as approved by the supervisor to offset undue financial hardship on employees traveling for City of Columbia Falls business. The advance must be justified with accurate and reasonable requests for meals, lodging, public transportation, etc. Pre-approved registration fees and lodging expenses can be paid directly to the training agency or hotel in advance or reimbursed to the employee upon return. The employee must provide an itemized expense report with attached receipts documenting the expenditures of the trip. If the travel advance exceeds the receipts documenting expenditures, the employee must reimburse the City of Columbia Falls the difference. Any legitimate balance owed to the employee for receipts exceeding the travel advance will be promptly reimbursed by the City of Columbia Falls.

Willful misrepresentation of expenses or receipts is unlawful and may result in disciplinary action.

27. Use of City of Columbia Falls Vehicles and Equipment

City of Columbia Falls shall designate the positions that require the use of City of Columbia Falls vehicles on a take-home basis. All City of Columbia Falls vehicles are to be primarily used for business-related purposes and, if possible, are to be available and shared among all employees when needed for business-related travel. Unless authorized, employees shall not use City vehicles for personal business unless such use is minor and incidental to the use for City business.

Employees using a City of Columbia Falls vehicle must observe and obey traffic regulations and exhibit care of the vehicle. Employees and other authorized passengers are required to wear seat belts, follow all traffic regulations including those related to electronic devices while driving at all times. Vehicles shall be parked in an authorized, or unrestricted, space. When the vehicle is left unattended, the employee must secure the vehicle by rolling-up all windows and locking all of the doors. Employees are prohibited from smoking in the City of Columbia Falls vehicles.

Employees should report unsafe vehicle conditions or conditions in need of repair to the supervisor or City Manager or designee immediately.

All City-owned facilities, buildings, equipment, motor vehicles, tools, supplies, material and other items of value, are for the express purpose of carrying out the officially adopted programs and services of the City of Columbia Falls. No employee or agent of the City shall use any City-owned facility, building, equipment, motor vehicle, tool, supply, material, or other item of value for their personal benefit or for the personal benefit of any other individual unless such action is required in the performance of officially assigned duties.

Vehicle Accidents

When an employee is involved in a motor vehicle accident with a City of Columbia Falls vehicle, the employee must notify the supervisor or City Manager or his/her designee immediately. The employee should detail, in writing, the accident and situations leading up to the accident. Law enforcement should be contacted to complete an investigation of the accident. Employees must cooperate with, and are permitted to discuss the incident with Emergency Services Personnel, the City Manager or designee, insurance adjusters and law enforcement.

Upon returning to the City of Columbia Falls office, an account of the accident should be provided in writing to the supervisor or City Manager or designee. The employee may also be asked to assist with completing the necessary forms for insurance claims. The supervisor or City Manager or designee shall conduct an investigation of the facts and situations of the accident to determine if disciplinary measures are warranted. Accidents where the City of Columbia Falls employee was driving or operating machinery under the influence of alcohol or illegal drugs (which is absolutely prohibited) may result in discipline.

28. Holidays

City of Columbia Falls observes the following holidays:

- January 1 - New Year's Day
- Third Monday in January - Martin Luther King Day
- Third Monday in February – President's Day
- Last Monday in May - Memorial Day
- July 4 - Independence Day
- First Monday in September - Labor Day
- Second Monday in October - Columbus Day
- First Tuesday in November during Congressional/Gubernatorial Election Years - State General Election Day
- November 11 – Veterans' Day
- Fourth Thursday in November - Thanksgiving Day
- Day after Thanksgiving
- December 25 - Christmas Day

If a holiday falls on a Saturday, the Friday preceding is observed as a holiday. If a holiday falls on a Sunday, the following Monday is observed as the holiday.

An employee, to be eligible for holiday pay, must be scheduled to work on the holiday and/or is in a pay status either the last regularly scheduled working day before or the first regularly scheduled working day after a holiday.

If one or more regular holidays fall in the period of an employee's annual vacation leave, the vacation record will be credited for the holiday. If a holiday falls on an employee's regularly scheduled day off, the

employee will be granted another day off as agreed upon by the employee and their supervisor, the City Manager or designee.

Regular part-time and seasonal employees shall receive a pro rata share of compensation at their regular straight time hourly rate. Holidays are prorated based on the number of hours worked in the pay period for the part-time employee. To figure the holiday benefit, divide the hours of worked for the two weeks by the number of full-time hours in the two week time period.

Holiday pay is for eight (8) hours. For those employees working a ten (10) hour day, eight (8) hours will constitute the holiday pay and the employee shall have the option to take vacation or leave without pay for the added two (2) hours.

29. Bonus Days

A full-time or part-time employee shall be granted three (3) bonus days off during the fiscal year in which the employee has not used any sick leave. The employee must first work one (1) full year without using any sick leave before they are eligible for bonus days. Bonus days will be pro-rated for part-time employees. A day for a full-time employee is eight (8) hours. Bonus days must be taken within the following fiscal year or lost June 30th, use it or lose it. Bonus days off must be approved and scheduled by the Department Head and/or City Manager. Bonus days will not be paid out if the employee terminates employment with the City of Columbia Falls prior to use.

30. Annual Leave/Vacation

Each regular full-time, regular part-time employee and seasonal employee shall earn annual leave from the first day of employment, but will not be eligible to take the accrued leave until the employee successfully completes a six-month qualifying period.

Eligible employees accrue vacation leave as follows:

Time Worked	Work Day Credit Per Year	Hours per month based on an 8 hour day	Hourly pro-rata
1 day through 10 years	15	10	.058/hour
10 years through 15 years	18	12	.069/hour
15 years through 20 years	21	14	.081/hour
20 years or more	24	16	.092/hour

Regular part-time employees are entitled to use their vacation leave if they have worked the qualifying six-month period. Vacation benefits are based upon the hours worked during the pay period.

Eligible temporary and seasonal employees earn annual leave pro-rated by the hour as shown in the chart above, however they must be employed for six qualifying months before they may use the annual leave. In order to qualify, seasonal employees shall immediately report back for work when operations resume in order to avoid a break in service.

Short term workers do not accrue annual leave.

The maximum annual leave amount accumulated is twice the number of days earned annually at the end of any calendar year. Vacation leave exceeding the maximum amount must be used by April 1st of the next calendar year in which the excess was accrued or it will be forfeited, unless as otherwise approved, subject to the provisions set out in 2-18-617 (1)(b).

Requests for annual leave must be submitted in advance and pre-approved by the employee's supervisor or the City Manager or designee. The annual leave may be approved after considering the best interest of the City of Columbia Falls, the employee's department, and the employee's request. Should two employees request the same period of vacation, their supervisor or the City Manager or designee has discretion regarding the approval of the leave requests.

An employee, who has passed the six-month qualifying period and has separated from the service of the City of Columbia Falls for any reason, shall be entitled upon termination to cash compensation pay-out for unused vacation leave. The payout will be based upon the employee's salary at time of termination.

31. Sick Leave

All regular full-time employees earn sick leave from the first day of employment; however, they are not entitled to use paid sick leave until they have been employed continuously for the qualifying period of 90 days. For calculating sick leave, 2,080 hours (52 weeks X 40 hours) equals one year. Sick leave must be credited at the end of each pay period. Sick leave is earned at a rate of twelve working days for each year of service without restriction as to the number of working days that may be accumulated. Employees may not accrue sick leave while in a leave-without-pay status.

Regular part-time employees earn a prorated amount of sick leave at the rate of 0.046 times the number of hours worked. Full-time temporary and seasonal employees are entitled to use sick leave benefits provided they work the qualifying period.

Employees may use sick leave for personal illness or physical incapacity, sickness of immediate family member, or death in the immediate family of employee (for days beyond bereavement leave in Section 39 by mutual agreement with City Manager or designee). Sick leave benefits shall apply to bona fide cases of sickness, accidents, doctor or dental appointments, maternity/paternity leave, and requests for the employees' presence due to immediate relatives' illness or emergency. A Department Head and/or City Manager may require a physician's certificate, or similar evidence to substantiate a sick leave charge of an employee.

An employee, who has passed the 90 day qualifying period and who separates from the City of Columbia Falls, shall be entitled, upon termination, to cash compensation pay-out for unused leave equal to one-fourth of the accumulated sick leave. The pay-out will be based upon the employee's salary at time of termination.

At the City of Columbia Falls' request and expense, an employee may be subject to an examination by a physician following a sick leave or other absence occasioned by illness or injury to ensure the employee can complete the necessary functions of the position. Abuse of sick leave may result in disciplinary action and termination with forfeiture of cash compensation pay-out for unused leave⁴.

⁴ Section 2-18-618 (8) MCA

Sick Leave Donations: An employee may, at his or her discretion, donate not more than 40 hours of his or her available sick leave credits to another employee in any calendar year who is in need and has exhausted his or her own sick and annual leave due to the employee's personal or family illness, accident, or maternity leave. The sick leave donor must retain at least 40 hours of sick leave in his/her personal bank after donation. The aggregate total of such received sick leave shall not exceed ninety (90) calendar days cumulative to the receiving employee. Any donor shall notify the City of his or her intention to make such a donation. The donor and recipient will notify the City of the requested sick leave transfer seven working days before the pay day in order to have such credits applied for that pay period. Any unused sick leave shall be returned to the donor(s) on a prorated basis. The donation is based on the number of hours (credits), not on rate of pay and is on a one hour donated for one hour received basis. The donation of credits, once made, cannot be rescinded by the donating employee.

Credits not used by the recipient employee will be returned to the donating employee when the recipient employee returns to work, completes his/her recuperation, or terminates employment with the City. Credits will be returned on a pro-rata basis of their donation.

To be eligible to receive donations of leave credits, an employee:

- a. Must be eligible to use sick leave;
- b. Have an illness, injury or other qualifying condition, as described in the City's Personnel Policy Manual that results in an absence of at least ten working days unless otherwise approved by the City Manager or designee;
- c. Must have exhausted all other accrued paid leave and compensatory time.

32. Light Duty

The City of Columbia Falls is not obligated to provide light duty for injured or ill workers returning to work. However, light duty is often a good mechanism to get employees back to work in a productive manner. If allowed, the procedures governing light duty are as follows:

- Send the doctor the employee's pre-injury job description & the "light duty" job description (duties you plan on the employee doing, the hours per week, walking, standing etc.). Be very detailed.
- Have the doctor provide a written release specifically stating that the employee can do the "light duty" job description and if not, what they can and can't do and for how many hours per day.
- The doctor's release to light duty must state the start date and end date of light duty.
- Provide a written letter to the employee with the above information listed in it and state if there are any changes the doctor needs to provide another note/letter stating what the changes are. Have employee and City sign the letter.
- When employee is released from light duty to regular, he/she needs another doctor's note authorizing the release.
- All of this information should be kept in the employee's personnel file.

33. Pregnancy Leave

The City of Columbia Falls will conform to the Pregnancy Discrimination Act (Civil Rights Act of 1964 as amended, Title VII, Section 701 et seq.) as well as all relevant pregnancy leave provisions in federal, state and local statutes. A female employee will not be terminated because of her pregnancy. Employees who are disabled as a result of pregnancy will not be denied any compensation that they are entitled to as a

result of the accumulation of leave benefits accrued; however, the City of Columbia Falls reserves the right to require medical verification that the employee is not able to perform employment duties. The City of Columbia Falls will grant the employee a reasonable leave of absence for pregnancy, but will not require an employee take a mandatory maternity leave for an unreasonable length of time.

Employees should notify their supervisor or the City Manager or designee of a desire to take Maternity Leave upon confirmation of pregnancy. As soon as reasonable, the employee should report the expected due date, the estimated leave of absence, and anticipated complications that may affect current leave requests.

Upon signifying intent to return to work at the end of the leave of absence, the employee will be reinstated to the original job and/or equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other benefits.

34. Breast Feeding in the Workplace Policy

Women returning from maternity leave who wish to continue breastfeeding or separate expression of milk for their child(ren) will be provided a private space (other than a toilet stall) with suitable lighting and electricity if necessary for pumping apparatus. The selection of the space will be made on a case-by-case basis in consultation with the employee. Standard break times will be primarily used with additional unpaid break time provided as mutually agreed upon. Additionally, the City will make every effort to provide suitable facilities for milk storage during the employee's daily work period. All requirements listed in MCA 39-2-215, 39-2-216, 39-2-217, whether or not specifically listed here, will be complied with.

35. Public Office Leave

Employees elected or appointed to an eligible public office shall be granted an unpaid leave of absence (unless they want to use accumulated eligible leave time), not to exceed 180 days per year while performing the public service. Employees will be restored to their positions, with the same seniority, status, compensation, hours, locality, and benefits as existed prior to their leaves of absence for public service. Employees must return to work within 10 days following the completion of the service unless they are unable to return due to an illness that has been certified by a medical doctor. The City of Columbia Falls will comply with all relevant restrictions and guidelines provided within the Hatch Act, (5 U.S.C. 7321 through 7326, as amended).

No employee may solicit any money, influence, service, or other thing of value, or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job or at his/her place of employment.

36. Absence without Authorization

Absence is the failure to report for work and/or to remain at work as scheduled. It includes late arrivals and early departures as well as absence for an entire day. Regular and punctual attendance is essential for efficient operations. If an employee does not know in advance that they will be absent or unavoidably late, they should telephone the office and speak directly to their supervisor, City Manager, or designee. Failure to request advance approval or to report an absence as described above may result in disciplinary action. An employee who fails to call in for three successive days to report such absences may be considered to have voluntarily terminated employment with the City of Columbia Falls.

Employees with above average absenteeism may be required to document the reasons, including providing a doctor's certificate or other evidence and verification. Upon returning to work from an unexcused absence, the employee must report to his or her supervisor and disclose the reason for the absence. If the reason is not acceptable, it may result in disciplinary action.

37. Leave without Pay

Leave-without-pay may be granted for any cause as determined by the City Manager so long as it doesn't violate any laws, regulations or policies set forth in this policy. Employees may be granted leave without pay for a specified time generally not to exceed one year during their employment period.

Whenever possible, the employee should provide their supervisor, the City Manager or designee with at least 30 days notice so workloads/tasks can be covered. To request leave without pay, employees must provide their supervisor, the City Manager or designee the beginning and ending dates of the leave and the reason for the requested leave.

Other than on furlough days approved by the City Manager, vacation, holidays, personal days, and sick leave cease to accrue during leave-without-pay. Employees will not be allowed to use sick or annual leave and will not receive holiday pay while on leave-without-pay status. Medical insurance premiums will not be paid by the City of Columbia Falls during a period of leave without pay other than furlough days. However, the employee may choose to continue insurance coverage during the leave by paying the City of Columbia Falls the premiums on a monthly basis. If the employee fails to continue the insurance coverage, the insurance may be canceled. Should it be canceled, the employee may be subject to policy restrictions, upon returning to work.

Depending upon the circumstances, employees still in their probationary period may be allowed to take a leave without pay. However, if leave is granted, their probationary period will be extended by the amount of time taken during the leave.

An employee who fails to return to work on his or her regularly scheduled work day after the pre-approved leave-without-pay period will be considered to have voluntarily resigned unless the leave period is extended, in advance, by their supervisor and/or the City Manager or designee. Providing false or misleading information or reasons to justify leave-without-pay may result in disciplinary action.

38. Attendance

Employees are expected to report to work as scheduled by their supervisor or the City Manager or designee. If the employee is late to the point where it will affect their job duties, they must contact their supervisor or City Manager or designee with an explanation. If the tardiness/absence is deemed unreasonable, it may result in disciplinary action. Advance notice should be given if possible to allow for a replacement to be scheduled, if necessary. If the employee's supervisor or the City Manager or designee is unavailable, speak directly with a senior staff member explaining the situation. Failure to notify the office of an absence or tardiness may result in disciplinary action.

39. Funeral Leave (Bereavement)

- A. In the event of a death(s) of the regular full-time or regular part-time employee's immediate family, time off with pay up to a maximum of five days will be allowed for

the employee. The leave provided herein will not be charged to the employee's sick leave, and is available whether or not the employee has accrued sick leave. Leave available, but not used within thirty days of the death will be forfeited.

- B. Use of sick leave beyond five days in the event of a death shall be by mutual agreement with the City Manager or designee.
- C. All bereavement leave must have the appropriate Department Head and/or City Manager's prior written approval.

40. Jury and Witness Duty Leave

Any regular full-time or regular part-time employee who is required to serve on a jury shall be allowed authorized leave with pay less any amount received (jury or witness fees) for such service. This leave may also include when an employee is subpoenaed as a witness or required to appear before a court or legislative committee/quasi-judicial body in response to a subpoena or other directive. A probationary employee called will have his/her probationary period extended to by the same amount of time as required for serving on jury duty. An employee who received notice of jury duty or witness service must notify his/her supervisor immediately in order that arrangements may be made to cover the position. The City of Columbia Falls reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

The employee is responsible to turn over jury or witness fees to the City Clerk/Payroll Officer, excluding mileage and actual expense fees. If an employee chooses to use vacation leave, the employee may keep their jury or witness fees in addition to their mileage and actual expense fees. The employee may keep any witness fees or court payment if the services are performed on the days of his/her regularly scheduled weekend or days off. Benefits continue to accrue while an employee is on jury duty. If excused as a juror on any given day, the employee is expected to contact his or her supervisor and to report to work as instructed.

41. Military Leave

The City of Columbia Falls shall comply with all provisions outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA, 38 USC Sec. 4301 et seq) as well as all relevant state laws (to include MCA 10-1-1009) covering members of the Montana Army and Air National Guard.

An employee who is a member of the Montana National Guard or any United States military force or Reserve Corps and who has been an employee for a period of six months shall be given leave of absence with pay for a period of time not to exceed 120 hours in a calendar year.

Unused leave may roll to the next calendar year, not to exceed 240 hours total for the calendar year. Any excess leave, beyond 240 hours, will be forfeited. Military Leave can be for attending regular encampments, training cruises, and similar training programs of the military forces of the United States.

Employees employed less than six months are entitled to unpaid leave for the purposes listed above. Employees using Military Leave must report it as such on their timesheets and have prior approval for leave. This leave will not be charged against the employee's annual leave.

42. Educational Leave/Training

The City of Columbia Falls encourages training for employees where the training improves employee productivity, knowledge and skills when City of Columbia Falls' services and programs will be more efficient and effective. The City of Columbia Falls may provide full or partial funding for training that is a work-related program, seminar, conference, convention, etc., and is pre-approved by the employee's supervisor, the City Manager or designee.

Employees should discuss training needs during annual evaluations, particularly if the training requires extensive time away from work, is of significant cost, and/or requires out-of-state travel. The City Manager or designee may evaluate such training courses to ensure maximum value of the course. Additionally, the training may be delayed until future fiscal years to include the expense within the budget.

43. Licensing Fees

The City of Columbia Falls recognizes employees that associate with various organizations or maintain certifications or licenses are beneficial to the Membership and the Organization. If the City of Columbia Falls has requested that an employee obtain a license, the City of Columbia Falls will pay for the licensing fees and/or annual renewal fees.

All employees are encouraged to visit with their supervisor and/or City Manager or designee, particularly during the annual evaluations, so that the cost of maintaining a current license or the costs for a licensure that the employee would like to obtain can be included within the budget process.

44. Insurance

Regular employees may participate in the City of Columbia Falls' benefit plan for individual employees, eligible dependents, and eligible domestic partnerships. The City of Columbia Falls will pay a specified dollar amount into the benefit plan that the employee can use to pay for options elected. For regular part-time employees, the City of Columbia Falls will pay a pro-rated amount of the contribution into the benefit plan.

Specific benefits of the benefit plan are described in the Plan Document and Summary Plan Description (attached as an Appendix and available from the City Clerk/Payroll Officer). For employees using specific insurance products, the insurance plan documents will be forwarded to them directly from the Insurance Provider (currently MMIA). The Insurance Provider will also supply insurance cards for the covered employee/dependents directly to the employee.

45. Retirement

Retirement pension is provided pursuant to Montana State Law. Please see the City Clerk/Payroll Officer for information and enrollment procedures.

Retirement Incentive

The City of Columbia Falls has adopted a Retirement Incentive Policy whereby employees voluntarily retiring from the City of Columbia Falls with a minimum of twenty (20) years of service to the City, shall receive a retirement incentive benefit based on the following:

- A. The City will match the employee's sick leave payout up to an amount equal to 250 hours, at the employee's current rate of pay.
- B. For employee's with more than twenty (20) qualifying years, the City will match the employee's sick leave value up to an amount equal to 250 hours plus 25 hours for each qualifying year completed over twenty years. For the purpose of determining a qualifying year for the retirement incentive, a qualifying year shall consist of at least 1040 hours worked during the twelve months prior.
- C. The value of the retirement incentive as well as the traditional $\frac{1}{4}$ sick leave payout, shall be paid into the City's VEBA program, if such a program is provided.

46. Personal Demeanor and Appearance

In the interest of the City of Columbia Falls and the public, it is desirable at all times, whether on, or off-duty, that an employee's conduct reflects favorably on the employee, fellow employees, and the City. Off-duty misconduct may result in discipline when it renders an employee less capable of performing his or her duties and responsibilities, or when it reflects unfavorably upon an employee's continued qualifications for employment.

It is the City's policy to place as few restraints on an employee's personal conduct as possible. The City relies on each employee's good judgment and sense of responsibility as the principal source of guidance for conducting day-to-day duties and responsibilities. However, for the protection of the City's business interests and those of other employees, certain rules of conduct have been established. The rules are formalized for each employee's information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to disciplinary action.

Employees are expected to present themselves in a professional and appropriate manner for their position, their daily activities, and their expected public contact.

It is the policy of the City of Columbia Falls that the Mayor, City Council members, appointed Board members, and all employees of the City of Columbia Falls comply strictly with all State laws regarding ethical behavior and avoidance of both conflicts of interest and the appearance of conflicts of interest.

Receipt of Gifts - Except as provided in this section, a City employee is prohibited from accepting any gift, gratuity, favor, entertainment, loan, or any other item with a value greater than \$50.00 from any person who has or is seeking to obtain business with the City, or from any person within or outside City employment whose interests may be affected by the employee's performance or non-performance of official duties.

Employees are expected to dress appropriately for their position, their daily activities, and their expected public contact. Employees attending business meetings, board meetings or other related contact should dress professionally in business attire. The office may receive visitors, board members, etc. and all personnel are to be dressed appropriately. Hair and clothes should be neat. Any part of an employee's dress, appearance or hygiene that is deemed unprofessional or that may endanger the employee and/or staff may be prohibited by the City Manager or designee. The City Manager or designee may order an employee to take unpaid time to go home and change if their attire is not considered appropriate.

47. Smoking

City of Columbia Falls' offices and vehicles are non-smoking facilities. Employees may smoke during scheduled break periods and must smoke in smoking areas outside the buildings and vehicles.

48. Sales Calls

Sales Calls from professional sales people are allowed to take place only at the discretion of the City Manager or designee, so long as it is done in a consistent and fair manner. Employees requesting charitable contributions or selling products should visit with fellow employees before or after work, during lunch hour or breaks. Employees may also choose to circulate a catalog among co-workers to preview at their convenience during lunch hour or breaks. Employees should not be made to feel obligated to purchase items.

49. Discipline

An employee in probationary period status may still be terminated during the probationary period without cause.

Upon suspected violation of federal, state or local laws, City of Columbia Falls' rules and/or regulations, employee conduct/behavior/performance standards, or City of Columbia Falls' policies, the employee may be subject to disciplinary action. The supervisor of the employee in question shall notify the City Manager or designee. The City Manager or designee will task the supervisor to investigate and document situations that may require disciplinary action. Employees may be placed on Administrative leave pending investigation. The employee will be interviewed during the investigation process. Prior to the investigation interview, the City Manager or designee will inform the employee of the suspected violation and in general terms what the interview will be regarding.

The supervisor, the employee being investigated, the City Clerk/Payroll Officer (if it is determined that they should attend) and the City Manager or designee will meet and conduct the interview or meeting. The employee being interviewed may request an attendee of their choosing be present at the interview or meeting; however they will be permitted for observation only and will not be permitted to participate in the interview or meeting.

Upon conclusion of the investigation, it will be decided whether or not discipline needs to occur. The City Manager or designee shall inform the employee of the results of the investigation at an informal hearing. If deemed necessary, the City Clerk/Payroll Officer shall be present to document the hearing. During the hearing, the employee will be able to respond to the findings of the investigation. Upon completion of the hearing, the City Manager or designee will write a letter to the employee documenting the investigation and hearing process has been completed, stating the findings and declaring the appropriate form of discipline as determined by the City of Columbia Falls.

If the employee doesn't agree that the discipline was warranted or if they consider the disciplinary action inappropriate, the employee may follow the grievance procedure.

Appropriate discipline, as determined by the City of Columbia Falls, will be rendered in one of the following forms:

Oral Reprimand

The City Manager or designee will meet with the employee and explain the problem as well as the necessary action required to correct the problem. The City Manager or designee will also outline the time period in which the employee must correct the problem and the consequences should the employee not conform or comply with the necessary action. The City Manager or designee will summarize the conversation with the employee in writing to document the disciplinary procedure as an oral reprimand. The

employee and the City Manager or designee will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.

Written Reprimand

The City Manager or designee will document the problem in a letter to the employee. The City Manager or designee will meet with the employee, present the letter, and explain the problem. During the meeting the City Manager or designee will clarify the necessary corrective action, the time period to conform or comply with the corrective action, and the consequences should the employee not satisfactorily complete the necessary action. The letter to the employee will clarify that the employee is receiving a written reprimand as the disciplinary procedure. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required, received the written reprimand. A copy of the letter will be placed in the employee's personnel file.

Suspension (with or without pay)

The City Manager or designee will document the problem in a letter to the employee and indicate whether the employee is being suspended with or without pay. The City Manager or designee will meet with the employee, present the letter, explain the problem and inform the employee of the severity of the discipline received. During the meeting the City Manager or designee will clarify the necessary corrective action, the time period to conform or comply with the corrective action, and the consequences should the employee not do the necessary action. The letter to the employee will clarify the effective dates of the suspension (with or without pay) and the date and work schedule and the date that the employee is to return to work. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required, and that the form of discipline was suspension (with or without pay). A copy of the letter will be placed in the employee's personnel file.

Demotion - Loss of Duty

The City Manager or designee will document the problem in a letter to the employee and indicate the specific conditions of the demotion to include modified job duties and compensation, as warranted. The City Manager or designee will meet with the employee, present the letter, explain the problem and inform the employee of the severity of the discipline received. During the meeting, the City Manager or designee will clarify the necessary corrective action, the time period to conform or comply with the corrective action and the consequences should the employee not do the necessary action. The City Manager or designee will determine if the demotion is a temporary disciplinary measure or a permanent job modification. In the event the demotion is a permanent job modification, the employee's job description will be updated to reflect such. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required and that the form of discipline was a temporary or permanent demotion and loss of job duties/responsibilities. A copy of the letter will be placed in the employee's personnel file. If the employee's job description was updated, the employee must sign the updated job description to reflect that the employee has had the modified duties communicated to the employee. A copy of the signed, updated job description will be placed in the employee's personnel file.

Discharge

If the appropriate disciplinary action is discharge, a letter to the employee will document the problem and summarize the results of the investigation and hearing. The letter will detail the effective cause and date of discharge. The letter shall also include a copy of the Grievance Procedure advising the employee of their right to use the procedures and to have the discharge reviewed by the City Manager.

50. Grievance Procedure

A "grievance" shall mean a complaint, protest, or objection by an employee with respect to the interpretation, meaning, or application of the provisions of their employment including the City's Personnel Policy Manual, or another established departmental policies or operating manual.

Employees shall follow the grievance procedure to resolve any grievance they may have. Employees are allowed to use the grievance procedure without penalty, harassment or retaliation for doing so. Each grievance will be fully processed until the employee receives a satisfactory decision/explanation or until the employee's right of appeal is exhausted.

Employees should attempt to resolve all disputes prior to involving the City Manager or designee. Employees are encouraged to discuss disputes with their supervisors informally and in a timely fashion. The Clerk/Personnel Director may attend meetings between the supervisor and employee if necessary.

Grievance Steps

1. In the event a dispute cannot be resolved informally, the employee shall file a grievance, in writing, to the supervisor within ten working days of the occurrence of the disputed issue. The written grievance should outline the disputed issue, relevant facts, and appropriate remedy. Upon receipt of the written grievance, the supervisor will investigate the dispute and respond to the grievance within ten (10) working days of receipt of the grievance.
2. If the response is not acceptable to the employee, the employee may proceed to the next step. The employee may forward the written grievance and the supervisor's response to the Department Head within ten working days from the date of the supervisor's response. The Department Head will investigate the grievance and write a report within 10 working days from receipt of the grievance appeal.
3. If the Department Head's response is not acceptable to the employee, the employee may proceed to the next step. The employee may forward the written grievance and all prior responses to the City Manager within 10 working days from the date of the Department Head's response. The City Manager will investigate the grievance and write a report within ten working days from receipt of the grievance appeal. This step concludes the final appeal process for the employee. The City Manager's decision is final and binding on the employee and the City.

Information concerning employee grievances is confidential information and is to be discussed only with individuals involved in the investigation or on a need-to-know basis. Management decisions on grievances will not set precedent and are at the discretion of the City Manager or designee so long as it does not violate any laws, regulations or policies set forth in this policy manual. Management decisions are not binding on future grievances unless they are officially stated as a policy.

APPENDICES

- A. Current Medical Plan Summary of Benefits**
- B. Drug Testing Policy**

RESOLUTION NO. 1738

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, ADOPTING A WEBSITE PRIVACY POLICY.

WHEREAS, the City of Columbia Falls operates a website; and

WHEREAS, Section 2-17-552, MCA, requires government website operators to post privacy policies on what information is or is not being collected from visitors to the City's website; and

WHEREAS, the City Council must adopt a policy in compliance with the provisions of Section 2-17-552, MCA.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA AS FOLLOWS:

Section One. That the City Council hereby adopts a website privacy policy attached as Exhibit A.

Section Two. Effective Date. That this Resolution shall become effective immediately upon its passage and approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS 7th DAY OF NOVEMBER, 2016, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS ____
DAY OF NOVEMBER, 2016.

Mayor

ATTEST:

City Clerk

Exhibit A – Resolution #1738

Privacy Policy

This privacy policy discloses the privacy practices for cityofcolumbiafalls.org, which is operated by the City of Columbia Falls. This privacy policy applies solely to information collected by this website. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to answer a question.

Unless you ask us not to, we may contact you via email in the future to tell you about new services or changes to this privacy policy.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as banking data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Updates

Our Privacy Policy may change from time to time and all updates will be posted on this page.

Cookies

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our

site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

Some of our business partners may use cookies on our site (for example, advertisers). However, we have no access to or control over these cookies. Google Analytics is a web analysis service provided by Google. Google utilizes the data collected to track and examine the use of websites, to prepare reports on its activities and share them with other Google services. Google may use the data collected to contextualize and personalize the ads of its own advertising network. Personal data collected: Cookie and Usage Data. Place of processing: USA. Find Google's privacy policy [here](#).

Links

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Surveys & Contests

From time-to-time our site requests information via surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at [406-892-4391](tel:406-892-4391) or email us at: staalandb@cityofcolumbiafalls.com or use the [contact page on the website](#).

Return to:
City of Columbia Falls
130 6th Street West
Columbia Falls, MT 59912

RESOLUTION NO. 1739

A RESOLUTION OF THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA APPROVING THE FINAL PLAT OF TIMBER RIDGE SUBDIVISION, PHASE 1, DESCRIBED AS TRACTS 4C, 1D AND 2FBA IN SECTION 11, TOWNSHIP 30 NORTH, RANGE 21 WEST, P.M.M., FLATHEAD COUNTY, MONTANA

WHEREAS, Blaine Management, LLC, the purported owner/applicant of the subject property, has applied for and received preliminary plat approval of Timber Ridge Subdivision;

WHEREAS, the conditions of said subdivision plat were considered and found to be satisfied and the final plat was approved by the City Council of the City of Columbia Falls at the regular council meeting on Monday, November 7, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA AS FOLLOWS:

Section One. Findings of Fact. That the findings of fact set forth in the Final Plat Report, CFP-16-02, prepared by the City of Columbia Falls Planning Department dated November 3, 2016 are adopted, and the plat of Timber Ridge Subdivision, Phase 1, is approved and is a major subdivision of the Planning & Zoning Jurisdiction of the City of Columbia Falls, Flathead County, Montana.

Section Two. Effective Date. This Resolution shall be effective immediately upon its passage and approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS 7th DAY OF NOVEMBER, 2016, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS 7TH DAY OF NOVEMBER, 2016.

Mayor

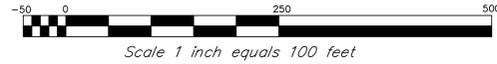
ATTEST:

City Clerk

For: David Christensen
 Owner: Blaine Management LP
 Date: August, 2016

Final Subdivision Plat of TIMBER RIDGE PH 1

in the EAST 1/2 of Section 11, T.30N, R.21W, P.M.M.,
 Flathead County, Montana



CERTIFICATE OF DEDICATION

I, the undersigned property owners, do hereby certify that I have caused to be surveyed, subdivided and platted into lots, blocks, streets and alleys, as shown by the plat hereto annexed, the following described land situated in Flathead County, Montana, to-wit:

A TRACT OF LAND SITUATED, LYING, AND BEING IN THE EAST ONE-HALF OF SECTION 11, T. 30 NORTH, R. 21 WEST, PRINCIPAL MERIDIAN, FLATHEAD COUNTY, MONTANA COMPRISED OF THE FOLLOWING TWO DESCRIBED TRACTS:

PARCEL 1 OF CERTIFICATE OF SURVEY NO. 20129, RECORDS OF FLATHEAD COUNTY, STATE OF MONTANA
 AND
 PARCEL 1 OF CERTIFICATE OF SURVEY NO. 19713, RECORDS OF FLATHEAD COUNTY, STATE OF MONTANA

CONTAINING 47.755 ACRES MORE-OR-LESS, TOGETHER WITH AND SUBJECT TO ALL APPURTENANT SERVITUDES AS SHOWN, EXISTING, OR OF RECORD.

TO BE KNOWN AS: **TIMBER RIDGE PH 1**

The above described tract of land is to be known and designated as **TIMBER RIDGE** and the lands included in all streets, avenues and alleys shown on said plat are hereby granted and donated to the use of the public forever.

I understand that the surveyor has made no investigative or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.

SUMMARY OF ACREAGES

ACREAGE IN LOTS (all phases) - 36.095±

ACREAGE IN PARKLAND - 6.348±

ACREAGE IN ROADS - 5.312±

TOTAL ACREAGE - 47.755±

CURVE TABLE

NUM	DELTA	ARC	RADIUS	BEARING	DISTANCE
C1	13°31'26"	286.38'	1213.30'	S76°16'10"E	285.72'
C2	17°03'41"	92.31'	310.00'	N40°21'17"E	91.97'
C3	26°28'01"	143.02'	310.00'	N18°36'28"E	141.75'
C4	9°06'08"	49.25'	310.00'	N0°02'21"E	49.20'
C5	1°54'33"	50.98'	1530.00'	S24°25'26"E	50.98'
C6	4°35'44"	122.71'	1530.00'	S0°29'42"W	122.68'
C7	4°42'05"	125.54'	1530.00'	S5°08'36"W	125.51'
C8	1°41'54"	45.35'	1530.00'	S8°20'36"W	45.35'
C9	0°37'55"	19.82'	1770.00'	N8°29'28"E	19.82'
C10	3°58'34"	122.83'	1770.00'	N6°34'21"E	122.81'
C11	3°49'29"	118.15'	1770.00'	N2°40'20"E	118.13'
C12	3°49'16"	118.05'	1770.00'	N1°09'02"W	118.02'
C13	4°13'35"	130.56'	1770.00'	N5°10'28"W	130.53'
C14	4°00'37"	123.89'	1770.00'	N9°17'34"W	123.87'
C15	5°44'33"	75.36'	751.88'	S8°25'36"E	75.33'
C16	10°23'21"	136.34'	751.88'	S0°21'39"E	136.15'
C17	11°48'24"	154.94'	751.88'	S10°44'14"W	154.66'
C18	3°14'35"	29.36'	518.75'	N1°50'08"E	29.36'
C19	15°14'25"	137.98'	518.75'	N5°46'39"E	137.58'
C20	15°26'37"	139.83'	518.75'	N9°33'52"W	139.40'
C21	1°55'34"	17.44'	518.75'	N18°14'58"W	17.44'
C22	2°04'36"	101.61'	280.66'	S8°02'27"E	101.06'
C23	19°21'38"	94.84'	280.66'	S1°22'28"W	94.39'
C24	16°43'49"	81.95'	280.66'	S35°24'09"W	81.66'
C25	24°34'19"	120.36'	280.66'	S56°03'12"W	119.44'
C26	96°23'37"	100.94'	60.00'	S41°59'43"W	89.45'
C27	17°50'59"	118.69'	60.00'	S77°45'43"E	118.62'
C28	58°35'15"	225.64'	60.00'	S3°02'44"W	215.93'
C29	21°07'46"	81.38'	220.66'	S8°38'52"E	80.91'
C30	3°45'57"	38.04'	578.75'	N17°19'47"W	38.03'
C31	13°44'48"	138.86'	578.75'	N8°34'24"W	138.52'
C32	13°43'15"	138.60'	578.75'	N5°09'38"W	138.27'
C33	4°37'11"	46.66'	578.75'	N14°19'50"E	46.65'
C34	19°05'07"	230.47'	691.88'	S7°05'52"W	229.40'
C35	8°51'11"	106.91'	691.88'	S6°52'17"E	106.80'
C36	2°52'10"	91.66'	1830.00'	N9°51'48"W	91.65'
C37	4°23'06"	140.05'	1830.00'	N5°11'09"W	140.02'
C38	3°46'07"	120.37'	1830.00'	N2°09'33"W	120.35'
C39	3°45'32"	120.05'	1830.00'	N1°36'17"E	120.03'
C40	3°42'35"	118.49'	1830.00'	N5°20'20"E	118.47'
C41	1°59'55"	63.84'	1830.00'	N8°13'35"E	63.83'
C42	3°37'39"	101.62'	1470.00'	S71°24'13"W	101.60'
C43	4°31'28"	116.08'	1470.00'	S25°58'10"W	116.05'
C44	4°25'09"	113.38'	1470.00'	S1°30'08"E	113.35'
C45	0°08'53"	0.96'	370.00'	N3°38'16"W	0.96'
C46	25°15'15"	163.08'	370.00'	N9°03'48"E	161.77'
C47	6°38'39"	94.89'	370.00'	N23°04'00"E	92.86'
C48	20°13'28"	130.60'	370.00'	N38°26'38"E	129.93'
C49	0°19'46"	2.13'	370.00'	N48°43'14"E	2.13'
C50	31°04'37"	173.57'	320.00'	N64°25'26"E	171.45'

LEGEND

- ✦ SECTION CORNER (AS NOTED)
- ⊕ 1/4 CORNER (AS NOTED)
- CENTER OF SECTION (1-INCH PIPE)
- 1/16 CORNER (3/4-INCH PIPE)
- FOUND 1/2" DIAMETER REBAR WITH PLASTIC CAP, STAMPED "SANDS 7975S" (OR AS NOTED)
- SET 5/8"X24" REBAR WITH PLASTIC CAP, STAMPED OLAF C. ERVIN 16194LS

FINAL PLAT NOTES

- A. Lot owners are responsible for their pro rata share of road maintenance costs
- B. Access to Braig Lane is restricted to emergency access only.
- C. Each structure shall provide defensible space as prescribed by the then current regulations of the fire service area jurisdiction.
- D. All dwellings shall have house numbers visible from the internal subdivision road.
- E. For Lots 34-40 building adjacent to any slope equal or greater than 25% shall be no closer than 25 feet to the location of where the 25% slope begins unless a Registered Professional Engineer qualified in geotechnical engineering prepares a design report for the affected lot that provides engineering design and analysis for building closer than 25 feet to the location where the 25% slope begins.
- F. The parks and common area are dedicated in perpetuity and that said space(s) will be owned and maintained by the Homeowners Association
- G. Lot owners are subject to the Weed Management Plan approved by the Flathead County Weed Department.
- H. Assessment for taxation and special assessments for lands within the common areas shall be proportionally shared among all lots in the subdivision. The proportion may be equal or based upon the area of the lot in proportion to the total area of all lots. Such assessment shall be reported to Flathead County, billed and collected with other tax and assessment due each lot.

CERTIFICATE OF SURVEYOR

REGISTRATION NUMBER 16194LS

APPROVED _____ 20____

EXAMINING LAND SURVEYOR REG. NO. _____

STATE OF MONTANA SS

COUNTY OF FLATHEAD

FILED THIS _____ DAY OF _____, 20____ A.D.

AT _____ O'CLOCK _____ M.

CLERK AND RECORDER

BY: _____
 DEPUTY

INSTRUMENT RECORD NUMBER _____



CERTIFICATE OF CITY ATTORNEY

I, Justin G. Breck, City Attorney of City of Columbia Falls, Montana, do hereby certify that I have examined the Certificate of Title, issued by a licensed title company, attached hereto, of land described in the Certificate of Dedication of **TIMBER RIDGE**, in the City of Columbia Falls, Montana and find that the owners in fee simple of record have consented to platted of said subdivision. Dated this _____ day of _____, 20____.

City Attorney
 City of Columbia Falls, Montana

CERTIFICATE OF FINAL PLAT APPROVAL

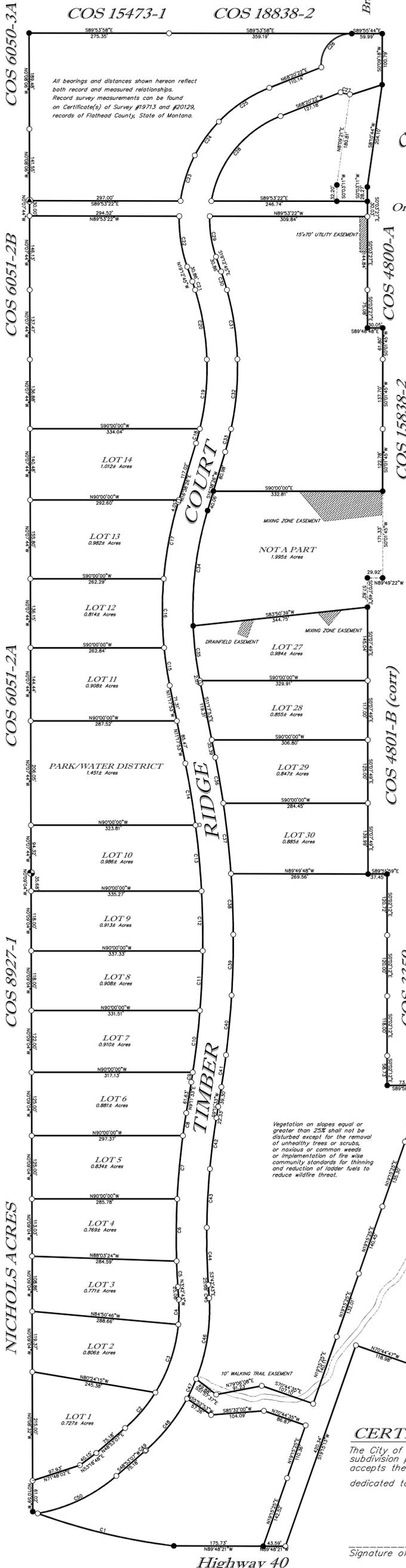
The City of Columbia Falls, Montana, does hereby certify that it has examined this subdivision plat and, having found the same to conform to law, approves it, and hereby accepts the dedication to public use of any and all lands shown on this plat as being dedicated to such use, this _____ day of _____, 20____ at _____ o'clock.

Signature of City Clerk

Signature of Mayor



O.C. Ervin Land Surveying, Inc
 Honesty. Integrity. Attention to Detail.
 132 North Fork Trail
 Columbia Falls, MT 59912
 Olaf C. Ervin PLS, CFM



Braig Lane
 COS 15473-1
 COS 18838-2
 COS 6050-3A
 COS 6051-2B
 COS 6051-2A
 COS 8927-1
 COS 16600-1
 COS 4800-A
 COS 4801-B (cont)
 COS 3359
 COS 15838-2

All bearings and distances shown hereon reflect both record and measured relationships. Record survey measurements can be found on Certificate(s) of Survey #19713 and #20129, records of Flathead County, State of Montana.

NOT A PART
 1.995± Acres

LOT 14
 1.012± Acres

LOT 13
 0.882± Acres

LOT 12
 0.814± Acres

LOT 11
 0.908± Acres

LOT 10
 0.885± Acres

LOT 9
 0.913± Acres

LOT 8
 0.908± Acres

LOT 7
 0.910± Acres

LOT 6
 0.881± Acres

LOT 5
 0.834± Acres

LOT 4
 0.782± Acres

LOT 3
 0.771± Acres

LOT 2
 0.800± Acres

LOT 1
 0.724± Acres

Vegetation on slopes equal or greater than 25% shall not be disturbed except for the removal of unhealthy trees or shrubs, or noxious or common weeds or implementation of fire wise community standards for thinning and reduction of ladder fuels to reduce wildfire threat.

1570' UTILITY EASEMENT

10' WALKING TRAIL EASEMENT

Highway 40

CITY OF COLUMBIA FALLS PLANNING DEPARTMENT

FINAL PLAT REPORT

For: Timber Ridge, Phase 1
Report No.: CFP-16-02
Date: November 3, 2016
Prepared By: Eric H. Mulcahy, AICP – City Planner

Recommendation: Grant Final Plat approval to Timber Ridge Phase 1.

Site History:

The Columbia Falls City Council approved the preliminary plat of Timber Ridge on July 21, 2014 by Resolution 1678 and subject to 31 conditions. At the time the applicants proposed the subdivision in four phases. The proposed Final plat is for Phase 1.

Submittals:

Please find included with this report the following documents:

- ✓ Final Plat Application and Fees.
- ✓ The prescribed quantity of plat drawings.
- ✓ Cover Letter for Conditions (10/18/16)
- ✓ CC&R's Timber Ridge (10/31/16)
- ✓ Engineer's Certification Letter and supporting Documents – Larsen Engineering and Surveying, Inc (10/17/16)
 - Record Drawing Set
 - Columbia Falls Letter
 - Water System Design
 - MDEQ approval EQ#16-1845 (Water Supply Well and System)
 - Water Right/Provisional Permit 76LJ30072123
 - Road Construction Reports and Testing
- ✓ MDOT Approval (1/14/16)
- ✓ USPS Letter (5/26/16)
- ✓ School District #6 Letter (5/19/16)
- ✓ MDEQ Approval EQ #16-1844 (5/23/16)
- ✓ As-Built Drawings (Paper and Digital)
- ✓ Flathead Electric Company Work Order.
- ✓ Weed Management Plan(10/16/16)
- ✓ Evergreen Disposal Letter (5/25/16)
- ✓ Title report First American Title, dated October 7, 2016, Guarantee #5010500-611755-CT, Order # 611755-CT.
- ✓ Consent to Plat – Freedom Bank (6/30/16)

- ✓ Consent to Plat – Rita Dowler
- ✓ Consent to Plat – Whitefish Credit Union
- ✓ Tax Certification

Significance of Changes Finding:

In accordance with CFMO 17.12.110 C.4., the Planning Director has determined that the proposed Final Plat conforms to the Preliminary Plat (See discussion on Condition 23 for the additional parkland) and the Conditions of Preliminary Plat Approval.

Compliance with Preliminary Plat Conditions per Resolution 1678:

1. All road right-of-ways within the subdivision shall be privately owned and maintained but open to the public.

This condition is met. The dedication statement appears on the face of the plat

2. The applicants shall provide at final plat, Road Users Agreement or CC&R's that address the road maintenance and snow plowing. The face of the plat shall be annotated to inform the lot owner of the road maintenance responsibility.

This condition is met. The applicant provided a set of CC&R's and Title 5.2.2 and 10.1 describe the maintenance and assessment for maintenance.

3. The road construction shall be constructed to meet the requirements of Chapter 17.18 of the City of Columbia Falls Subdivision Regulations and the Flathead County Public Works Standards and certified by a registered engineer that they meet such standards. The construction plan shall be reviewed and approved by the City prior to construction.

This condition is met. The letter from Jeff Larsen, PE of Larsen Engineering and Surveying certifies the construction of the subdivision roads.

4. The applicants shall secure a new "Driveway Approach Permit" from the MDOT for use of the Hidden Meadows approach/frontage road.

This condition is met. See MDOT Letter dated 1/14/16

5. Hidden Meadow Lane "frontage road" portion shall be considered the primary access for the subdivision. The frontage road shall be constructed to meet the standards of 17.18.090.k.3. of the City of Columbia Falls Subdivision Regulations.

This condition is met. The letter from Jeff Larsen, PE of Larsen Engineering and Surveying certifies the construction of the frontage road.

6. The internal Subdivision Road shall extend to the northeast corner of the subdivision as indicated on the preliminary plat and ending in a cul-de-sac. An emergency ingress/egress gate approved by the Columbia Falls Rural Fire Department shall be installed between the cul-de-sac and Braig Lane. The small section of Braig Lane that is currently less than twenty feet in width shall be improved to meet the twenty foot gravel standard for emergency access. The construction shall be certified by a registered engineer that it meets the approved design.

This condition is met. The letter from Jeff Larsen, PE of Larsen Engineering and Surveying certifies the construction of 175 lineal feet of Braig Road. I spoke with Rick Hagen, Fire Chief, and he approved a gate with a breakaway lock.

7. The face of the plat shall be annotated to inform subdivision owners that access to Braig Lane is restricted to emergency access only.

This condition is met. The note appears on the face of the final plat.

8. The applicants shall install a 30,000 gallon tanker recharge facility on-site. The design of which shall be approved by the Columbia Falls Volunteer Fire District. The applicants do have the option of paying cash-in-lieu of tanker recharge to the Fire District for development of a Tanker Recharge facility at the Fire District Substation or other mutually beneficial location.

This condition is met. The applicants paid \$40,000.00 to the Columbia Falls Rural Volunteer Fire Department for a tanker recharge facility.

9. A note shall be placed on the face of the plat requiring that each structure provide defensible space as prescribed by the then current regulations of the fire service area jurisdiction. This requirement shall also be placed in the CC&R's.

This condition is met. The note appears on the face of the final plat. Defensible space is addressed in the CC&R's, Title 8.38.4

10. The responsible postmaster shall approve a common mailbox facility at an approved location. The facility shall meet the requirements of 17.18.250. The facility shall be installed prior to final plat or included in an SIA.

This condition is met. See letter from the USPS – Columbia Falls. And the mailboxes are installed

11. Developer shall provide a student loading/unloading facility at an approved location as directed by School District 6 or provide a letter from the School District stating that the bus stop is not required.

This condition is met. The applicant provided a letter from School District #6 indicating that the existing bus service can handle the new students.

12. The sewer and water facilities shall be reviewed and approved by the Flathead City County Health Department and Montana Department of Environmental Quality. The water and sewer shall be constructed in accordance with the approved plan and the construction shall be certified by a registered engineer that they meet the approved specifications.

This condition is met. See MDEQ approval EQ #16-1844.

13. All lots shall be served the proposed public water system located at a location approved by the Flathead County Health Department and Montana Department of Environmental Quality. The well(s) shall be constructed in accordance with requirements of these departments and certified as such. The applicants shall provide approval of water rights for water system at Final Plat of Phase 1.

This condition is met. See MDEQ approval EQ#16-1845 (Water Supply Well and System) and Water Right/Provisional Permit 76LJ30072123 both attached to the Larsen Engineering and Surveying letter.

14. A drainage plan approved and stamped by a certified engineer and approved by Montana Department of Environmental Quality shall be implemented prior to final plat of each phase.

This condition is met. See MDEQ approval EQ #16-1844 and the letter from Jeff Larsen, P.E.

15. A note shall be placed on the face of the Final Plat stating: "All dwellings shall have house numbers visible from the internal subdivision road".

This condition is met. The note appears on the face of the Final Plat.

16. The applicants shall provide copies of the final plat drawing and as-built construction drawings for all public infrastructure and utilities existing or constructed in the right-of-way or easements. Copies of drawings shall be in both paper and digital. Digital copies shall be in a format prescribed by the City.

This condition is met. The applicants provided "as-builts" as required per this condition.

17. All utilities shall be installed underground and stubbed to each lot prior to the paving of the roads.

This condition is met. The utilities are underground

18. The Flathead County Weed Department shall approve a Weed Management Plan for the Development prior to Final Plat. A note shall be placed on the face of the final plat stating: "Lot owners are subject to the Weed Management Plan approved by the Flathead county Weed Department."

This condition is met. See attached Weed Management Plan.

19. Trees throughout the site, except areas where street infrastructure, buried utility, buildings foot print and associated defensible space, shall be managed in a manner that selectively maintains healthy trees of varying diameters and heights at a twenty (20) foot minimum spacing.

This condition is met and this statement appears in the CC&R's Article 8.38.10.

20. The western twenty (20) feet of lots 1 through 19 and park shall be maintained as a tree buffer. Trees shall be managed in a manner that selectively maintains healthy trees of varying diameters and heights at a twenty (20) foot maximum spacing.

This condition is met and this statement appears in the CC&R's Article 8.38.11.

21. Areas possessing slopes equal or greater than 25% shall be delineated on the plat face and the plat face shall state: "No-Build Zone. Vegetation on slopes equal or greater than 25% shall not be disturbed except the removal of unhealthy trees or scrubs, or noxious or common weeds."

This condition is met and this statement appears in the CC&R's Article 8.38.10 and on the face of the Plat. However there are no lots within Phase 1 that include steep slopes.

22. A Note shall be placed on the Face of the Final Plat and in the CC&R's that states: "For Lots 34 – 40 building adjacent to any slope equal or greater than 25% shall be not closer than 25 feet of the top of the slope."

This condition is met and this statement appears in the CC&R's Article 8.38.14 and on the face of the final plat. Lots 34 – 40 will be platted on a subsequent phase and are not included in Phase 1.

23. That the parkland requirement shall be met by providing either land or cash-in-lieu in accordance with 17.14.080 of the Subdivision Regulations. The applicant shall provide 2.78 acres of parkland. Based on the preliminary plat 1.7 acres of the 4.58 acres shown as park meets the requirements for parkland dedication. This leaves 1.08 acres of parkland that shall be met with cash-in-lieu and shall be an amount based on Chapter 17.14.080.E of the Columbia Falls Subdivision Regulations and be paid to Flathead County Parks Department at the time of final plat.

The applicants are requesting an amendment to the approved preliminary plat with this submittal of Timber Ridge Phase 1. The proposed final plat includes an additional 1.767 acres in homeowners park along the ridge and down near the mini-storage property below. The increased parkland area, are lands that could be suitable for parkland however at present it has a bunch of fill piled on the property which needs to be leveled and reseeded. To address this the applicant is providing a check to the City as collateral and the developer will grade and reseed this area so that it is suitable park land

As provide for in Chapter 17.12.080 of the Columbia Falls Subdivision Regulations, the Planning Staff must determine if the amendment is "significant" or a change of little impact. The proposed change does not move or alter ingress and egress points, does not rearrange five or more lots, does not increase the number of lots, does not relocate buildings or parking. The addition does not

change the location of the common area, it instead increases the size of the common area by 1.7 acres. The change does not eliminate Condition 23 it merely provides an alternative to the cash-in-lieu portion of the condition.

Based on the finding above, Planning staff has determined that the parkland addition is not a "significant" change to the plat and that the applicant is meeting the parkland requirement with land and a walking trail down to the park area below.

24. Assessment for taxation and special assessments for lands within the common areas shall be proportionally shared among all lots in the subdivision. The proportion may be equal or based upon the area of the lot in proportion to the total area of all lots. Such assessment shall be reported to Flathead County, billed and collected with other tax and assessment due each lot.

This condition is met. The note appears on the face of the plat

25. Plat notes shall be added to the face of the plat delineating that the parks and common area are dedicated in perpetuity and that said space(s) will be owned and maintained by the Homeowners Association. Changes to the use and/or management of the common space or parks shall be approved by the Homeowners Association and the City.

This condition is met. The note appears on the face of the final plat.

26. The Preliminary Plat is approved with four phases. The Phasing of the subdivision shall comply with the Phasing Plan provided in the preliminary plat application. The applicants may amend or combine phases with approval of the Columbia Falls Planning Staff.

This condition is met. Planning staff approved the alteration of the phasing plan.

27. All improvements to the public right-of-way shall be complete or guaranteed through a SIA prior to final plat approval. The Developer shall warranty all infrastructure improvements (including the Public Water System) for a minimum of one (1) year after approval of the final plat.

This condition is met. See the letter from Jeff Larsen, P.E included with this application.

28. The applicant shall provide a letter from the applicable Solid Waste Contractor stating that Solid waste Service is available to the Subdivision. The CC&R's will encourage use of a Solid Waste contractor for residences in the subdivision.

This condition is met. See Letter from Evergreen Disposal and Section 8.29 of the CC&R's

29. The preliminary plat shall expire three (3) years after the approved effective date stipulated by the City Council if the first phase does not go to final plat. With the final plat of Phase 1 the subsequent phase(s) will expire in two (2) year from the date of approval of Phase 1 or the previously approved phase. Extensions may be granted by the City Council if the applicant requests extension 30-days prior to the expiration of the plat or any remaining phase.

This condition is met.

30. The 30' private road easement north of Lots 17 & 22 shall be added to the common area and maintained by the HOA.

This condition is met and the easement is shown in the common area on the final plat.

31. A pull-out designed for vehicle turn around to be a minimum of 10-feet wide for a distance of 40-feet shall be provided between Lots 10 and 11

This condition is met. The pull-out is certified in the letter provided by Jeff Larsen, P.E.



130 6th STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

PHONE (406) 892-4391
FAX (406) 892-4413

November 4, 2016

Additional documents on the Final Plat can be found in the finance office.

If you need additional information please give me a call at 406-892-4388 or email at staalandb@cityofcolumbiafalls.com.

November 4, 2016

To: Mayor & Council

From: City Manager Nicosia

RE: Manager's Update

1. We are continuing discussions on EDA funding and other grant opportunities in Columbia Falls. I attended a meeting with the Missoula MCDC office, hosted by MWED, to learn more about new market tax credits (nmct) At the same time, the State DOC office has planning funds available which could assist with a downtown plan. One of the advantages for successful EDA and NMTC applicants is the availability of a plan. We can discuss more on Monday night.
2. The Graduation Matters group, advised by Betsy Funk, met with Dave Petersen, Eric Mulcahy and I on Monday, October 24th to discuss wayfinding signs. The GM group has developed a potential design that I will bring on Monday night. We will be meeting with them again. The MT DOT has to approve encroachment permit(s) for the signage and it must meet certain standards. The GM group is proposing 10 signs at this time.
3. Council committees have been busy. The Nov. 1st Riverwood Neighborhood meeting went very well and was very well attended. They were particularly appreciative of the City's desire to keep the project affordable for homeowners. The Parks Committee met on Nov. 2nd to preliminarily explore the Bell's proposal for 8 acres. Mayor Barnhart and I attended the CFAC Liaison Panel on Thursday night and heard a good update from both company and governmental officials. The first round of tests have been completed and will now go through the evaluation and verification process. Both EPA and CFAC expressed that a report of the results will be released in Feb/March.
4. The HHN did a nice article on the Red Bridge Park project. Due to recent rain, the project was stalled a bit but it is coming along on schedule. I visited the site last week and will share photos with Council on Monday night.

**CITY OF COLUMBIA FALLS
CORRESPONDENCE LIST
COUNCIL MEETING
November 7, 2016**

Regular Correspondence:

10/17/16 Letter from Kenneth & Carole Bell

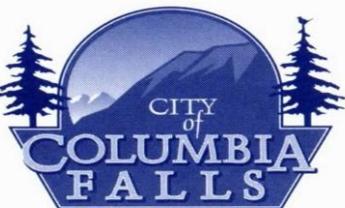
10/18/16 Letter from Kevin Darling-drilling a well at 256 2nd Ave WN

10/20/16 Flathead County Solid Waste District Board of Agenda

11/01/16 Tavern Times

11/01/16 Donation from Mert Webb

11/02/16 Chamber of Commerce Newsletter



130 6th STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

PHONE (406) 892-4391
FAX (406) 892-4413

DATE: November 3, 2016
TO: Mayor and City Council
FROM: Todd Watkins
Susan M. Nicosia, City Manager

RE: Financial Report – October 2016

Attached are the following condensed monthly reports for your review, for activity from July 1 through October 31, 2016:

We have completed 42% of the fiscal year. The accounting system has been updated to include all budgetary information including line items as prepared by the City Manager and approved by Council. Reserves within the cash report have been updated to reflect the current budgeted amounts.

First report: Summary of **Revenues Budget and Actual** for the Month of October and Year to Date. In total, we have received 22% of total revenues budgeted compared to 22% for the prior year.

Second report: Summary of **Expenditures Budget and Actual** for the Month of October and Year to Date. There are no significant variances from anticipated expenditures/expenses. In total, we have committed 16% of the total expenditure budget compared to 22% for the prior year.

Third report: Detail revenue and expenditures/expense for the General Fund, Water Operating Fund, and Sewer Operating Fund. These reports show detail totals of revenues by source and expenditures by activity. General Fund has received \$333,373.77 less, compared to \$390,157.04 less than expended through October 2016. Water Fund reflects revenues exceeding expenditures by \$138,870.77 versus expenditures exceeding revenues in the prior year by \$56,565.63. This remains the result of water projects completed in the Spring and Summer of 2015 while no projects of significance were started for the same time period in 2016. The Sewer Fund reflects revenues exceeding expenditures by \$105,815.68 versus \$64,316.47 for the same time period in the prior year.

Fourth report: The Cash Balance report for October 2016 has been provided as a separate report for your review. Total reconciled cash/investments equal \$6,764,973.31 compared to \$6,200,367.21 from one year ago. The City as of October 31, 2016 had invested \$2,507,371 in STIP (current rate .715%), \$2,239,224 in Glacier Bank REPO, MBS various term investments of \$2,095,000 with rates ranging from 1.20% to 1.73%.

Should you have any questions on these reports or any financial matter, please do not hesitate to contact me via email: watkinst@cityofcolumbiafalls.com or by cell phone at 406-253-4645.

CITY OF COLUMBIA FALLS
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 16

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
1000 GENERAL FUND	42,268.62	316,444.80	2,506,670.00	2,190,225.20	13 %
2372 PERMISSIVE MEDICAL LEVY	679.37	6,175.76	124,789.00	118,613.24	5 %
2394 BUILDING CODE ENFORCEMENT FUND	8,477.45	29,518.47	114,600.00	85,081.53	26 %
2400 SPECIAL LIGHTING DISTRICT FUND	77.95	803.79	34,183.00	33,379.21	2 %
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	445.10	8,959.55	336,560.00	327,600.45	3 %
2700 CEDAR CREEK TRUST	1,678.83	190,056.20	169,695.00	-20,361.20	112 %
2805 Youth Recreation Grant 17 FY MT DOC	0.00	0.00	88,000.00	88,000.00	0 %
2820 GAS TAX FUND	7,678.30	30,639.37	91,585.00	60,945.63	33 %
2917 CRIME VICTIMS ASSISTANCE FUND	191.00	417.00	4,600.00	4,183.00	9 %
3010 GO BOND - POOL	85.46	2,621.38	64,563.00	61,941.62	4 %
3020 GO Street Improvements	99.82	3,212.35	86,513.00	83,300.65	4 %
3534 SID 34 FUND - 5th Avenue Water Main	0.31	121.23	5,715.00	5,593.77	2 %
3536 SID 36 FUND - Talbott & 4th Avenue Water Main	1.18	277.22	3,802.00	3,524.78	7 %
4000 CAPITAL PROJECTS FUND - Building Improvements	46.50	161.09	300.00	138.91	54 %
4010 CAPITAL PROJECTS FUND - Parks Improvements	328.08	1,111.98	5,500.00	4,388.02	20 %
4020 CAPITAL PROJECTS FUND - General Equipment	109.26	369.28	900.00	530.72	41 %
4040 CAPITAL PROJECTS FUND - Street Construction	136.24	461.77	251,968.00	251,506.23	0 %
5210 WATER ENTERPRISE FUND	47,978.58	286,033.72	674,521.00	388,487.28	42 %
5211 WATER CAPITAL EXPANSION	7,566.70	22,021.52	71,500.00	49,478.48	31 %
5310 SEWER ENTERPRISE FUND	78,774.89	346,595.55	969,694.00	623,098.45	36 %
5311 SEWER CAPITAL EXPANSION	7,215.99	21,112.18	71,500.00	50,387.82	30 %
7120 FIRE RELIEF DISABILITY/PENSION FUND	73.62	4,800.60	91,790.00	86,989.40	5 %
Grand Total:	203,913.25	1,271,914.81	5,768,948.00	4,497,033.19	22 %

CITY OF COLUMBIA FALLS
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 16

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL FUND	151,074.45	649,818.57	3,057,600.00	3,057,600.00	2,407,781.43	21 %
2372 PERMISSIVE MEDICAL LEVY	0.00	0.00	132,900.00	132,900.00	132,900.00	0 %
2394 BUILDING CODE ENFORCEMENT FUND	8,030.06	19,645.33	102,867.00	102,867.00	83,221.67	19 %
2400 SPECIAL LIGHTING DISTRICT FUND	2,984.00	9,840.27	54,255.00	54,255.00	44,414.73	18 %
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	27,645.75	92,083.41	390,230.00	390,230.00	298,146.59	24 %
2700 CEDAR CREEK TRUST	0.00	6,322.83	45,000.00	45,000.00	38,677.17	14 %
2805 Youth Recreation Grant 17 FY MT DOC	0.00	0.00	88,000.00	88,000.00	88,000.00	0 %
2820 GAS TAX FUND	0.00	5,900.00	147,106.00	147,106.00	141,206.00	4 %
2917 CRIME VICTIMS ASSISTANCE FUND	191.00	417.00	4,600.00	4,600.00	4,183.00	9 %
2940 CDBG-HOME INVESTMENT PARTNERSHIP PROGRAM	0.00	0.00	7,627.00	7,627.00	7,627.00	0 %
3010 GO BOND - POOL	0.00	350.00	64,350.00	64,350.00	64,000.00	1 %
3020 GO Street Improvements	0.00	19,729.62	84,690.00	84,690.00	64,960.38	23 %
3534 SID 34 FUND - 5th Avenue Water Main	0.00	0.00	5,715.00	5,715.00	5,715.00	0 %
3536 SID 36 FUND - Talbott & 4th Avenue Water	0.00	0.00	3,802.00	3,802.00	3,802.00	0 %
4000 CAPITAL PROJECTS FUND - Building	1,644.50	1,644.50	30,000.00	30,000.00	28,355.50	5 %
4010 CAPITAL PROJECTS FUND - Parks Improvements	0.00	0.00	90,000.00	90,000.00	90,000.00	0 %
4020 CAPITAL PROJECTS FUND - General Equipment	0.00	0.00	51,000.00	51,000.00	51,000.00	0 %
4040 CAPITAL PROJECTS FUND - Street Construction	0.00	0.00	405,078.00	405,078.00	405,078.00	0 %
5210 WATER ENTERPRISE FUND	29,389.64	147,162.95	943,076.00	943,076.00	795,913.05	16 %
5310 SEWER ENTERPRISE FUND	38,371.79	240,779.87	1,723,672.00	1,723,672.00	1,482,892.13	14 %
7120 FIRE RELIEF DISABILITY/PENSION FUND	0.00	0.00	91,790.00	91,790.00	91,790.00	0 %
Grand Total:	259,331.19	1,193,694.35	7,523,358.00	7,523,358.00	6,329,663.65	16 %

1000 GENERAL FUND

	Beginning	Debit	Credit	Net Change	Ending Balance
REVENUE					
311010 Real Property Taxes	15,095.50	0.00	427.93	427.93	15,523.43
311020 Personal Property Taxes	23,548.68	0.00	533.36	533.36	24,082.04
312000 Penalty & Interest on Delinquent	664.48	0.00	39.23	39.23	703.71
322010 Alcoholic Beverage Licenses and	6,210.00	0.00	0.00	0.00	6,210.00
322020 Professional Business Licenses	420.00	0.00	45.00	45.00	465.00
322030 General Business Licenses	275.00	0.00	0.00	0.00	275.00
323060 Non-Exclusive Cable TV Franchise	12,812.21	0.00	0.00	0.00	12,812.21
334000 State Grants/Hwy Safety	0.00	0.00	6,521.41	6,521.41	6,521.41
334122 DNRC Grant	0.00	0.00	0.00	0.00	0.00
335005 Alcohol Enforcement Funds	0.00	0.00	0.00	0.00	0.00
335120 Gambling Licenses & Permits	0.00	0.00	18,400.00	18,400.00	18,400.00
335230 State Entitlement	174,758.96	0.00	0.00	0.00	174,758.96
336020 State On-Behalf Retirement	0.00	0.00	0.00	0.00	0.00
337340 Flathead County (EMS)	0.00	0.00	0.00	0.00	0.00
337350 Flathead County (SRO)	0.00	0.00	0.00	0.00	0.00
337360 School District #6 (SRO)	0.00	0.00	0.00	0.00	0.00
341000 General Miscellaneous (Copies,	565.96	0.00	119.00	119.00	684.96
341070 Planning and Zoning Fees	1,170.00	0.00	2,090.00	2,090.00	3,260.00
342020 Special Fire Protection Services	0.00	0.00	0.00	0.00	0.00
342021 Fire Protective Inspections	1,552.00	0.00	1,362.00	1,362.00	2,914.00
343005 Public Works Billing - Weed Charges	57.75	0.00	0.00	0.00	57.75
343300 Weed Control Charges - Private	418.00	0.00	0.00	0.00	418.00
346030 Swimming Pool User Fees	5,007.55	0.00	0.00	0.00	5,007.55
346031 Parks Use Permits/Fees	1,397.50	0.00	0.00	0.00	1,397.50
346032 Pool Concession Fees	448.81	0.00	0.00	0.00	448.81
346033 Swim Lessons	2,953.25	0.00	0.00	0.00	2,953.25
346034 Individual Swim Pass	128.00	0.00	0.00	0.00	128.00
346035 Lap Swim Pass	64.00	0.00	0.00	0.00	64.00
346036 Family Swim Pass	1,074.00	0.00	0.00	0.00	1,074.00
346037 Pool Parties	(50.00)	0.00	0.00	0.00	(50.00)
346050 Swim Team Agreement	0.00	0.00	0.00	0.00	0.00
351030 City Courts Fines & Forfeitures	19,641.50	0.00	10,493.50	10,493.50	30,135.00
351031 Court Fines Surcharge	1,584.00	0.00	840.00	840.00	2,424.00
351034 Court Administration Costs	631.00	0.00	120.00	120.00	751.00
361000 Rents/Leases	0.00	0.00	0.00	0.00	0.00
366000 Miscellaneous	1,734.90	0.00	600.00	600.00	2,334.90
367000 Sale of Junk/Old Supplies for	200.00	0.00	0.00	0.00	200.00
371010 Investment Earnings	1,813.13	0.00	677.19	677.19	2,490.32
383000 Interfund Operating Transfer	0.00	0.00	0.00	0.00	0.00
Total REVENUE	274,176.18	0.00	42,268.62	42,268.62	316,444.80
EXPENDITURES					
410100 LEGISLATIVE SERVICES	7,852.35	2,281.03	0.00	2,281.03	10,133.38
410131 Tree City Program (Tree Board)	2,331.91	773.09	0.00	773.09	3,105.00
410132 Arbor Day (Tree Board)	0.00	0.00	0.00	0.00	0.00
410360 CITY COURT	38,531.32	14,937.04	18.51	14,918.53	53,449.85
410365 CITY COURT PROSECUTION	11,095.00	2,773.75	0.00	2,773.75	13,868.75
410400 ADMINISTRATIVE SERVICES	10,366.37	2,898.01	0.00	2,898.01	13,264.38

1000 GENERAL FUND

	Beginning	Debit	Credit	Net Change	Ending Balance
410500 DEPT. OF FINANCE	33,179.06	9,096.33	0.00	9,096.33	42,275.39
410580 Computer Systems & Programs	4,194.79	1,639.93	0.00	1,639.93	5,834.72
411000 PLANNING & ZONING	7,814.75	2,138.62	0.00	2,138.62	9,953.37
411100 LEGAL SERVICES	8,990.84	2,345.21	0.00	2,345.21	11,336.05
411200 FACILITIES ADMINISTRATION	12,131.14	2,189.34	0.00	2,189.34	14,320.48
411800 Employee Asst Program & Flex Plan	1,180.00	0.00	0.00	0.00	1,180.00
420100 LAW ENFORCEMENT SERVICES	174,450.43	59,233.20	333.11	58,900.09	233,350.52
420160 COMMUNICATIONS/DISPATCH	0.00	28,795.66	0.00	28,795.66	28,795.66
420400 FIRE PROTECTION & CONTROL	35,928.32	10,828.04	120.01	10,708.03	46,636.35
420730 Emergency Medical Services	0.00	90.63	0.00	90.63	90.63
430200 ROAD & STREET SERVICES	0.00	0.00	0.00	0.00	0.00
430230 Road and Street Construction	0.00	0.00	0.00	0.00	0.00
430400 Transit Systems	0.00	20.21	0.00	20.21	20.21
431100 WEED CONTROL	0.00	0.00	0.00	0.00	0.00
431200 Flood Control -High Hazard Dam	7,064.90	455.70	0.00	455.70	7,520.60
440600 ANIMAL CONTROL SERVICES	0.00	0.00	0.00	0.00	0.00
460400 PARK & RECREATION SERVICES	39,251.65	10,366.51	83.73	10,282.78	49,534.43
460445 SWIMMING POOL	40,705.44	767.55	0.04	767.51	41,472.95
490500 Other Debt Service Payments	6,268.46	0.00	0.00	0.00	6,268.46
510100 SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
510300 ORDINANCE CODIFICATION/CONSULTANTS	0.00	0.00	0.00	0.00	0.00
510330 Comprehensive Liability Insurance	57,407.39	0.00	0.00	0.00	57,407.39
510620 TERMINATION COSTS	0.00	0.00	0.00	0.00	0.00
521000 INTERFUND OPERATING TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES	498,744.12	151,629.85	555.40	151,074.45	649,818.57

Revenue less Expenditures Current Month (108,805.83)

Revenue less Expenditures Year to Date (333,373.77)

5310 SEWER ENTERPRISE FUND

	Beginning	Debit	Credit	Net Change	Ending Balance
REVENUE					
343030 Sewer Administrative Fees	0.00	0.00	0.00	0.00	0.00
343031 Sewer Service Charges	263,310.59	7.04	74,813.87	74,806.83	338,117.42
343032 Sewer Connection Fees/New	750.00	0.00	300.00	300.00	1,050.00
343033 Sewer Permit Fees	250.00	0.00	150.00	150.00	400.00
343035 Sale of Materials, Supplies & Misc.	211.02	0.00	70.34	70.34	281.36
343038 Disposal Fee Agreements	0.00	0.00	2,001.46	2,001.46	2,001.46
363020 Special Assmts - Bond P&I	0.00	0.00	0.00	0.00	0.00
371010 Investment Earnings	3,299.05	0.00	1,446.26	1,446.26	4,745.31
Total REVENUE	267,820.66	7.04	78,781.93	78,774.89	346,595.55
EXPENDITURES					
430600 Sewer Operating	140,497.30	29,381.07	1.51	29,379.56	169,876.86
430610 Sewer Administration	12,572.93	3,985.33	0.01	3,985.32	16,558.25
430670 Sewer Customer Accounting &	12,541.70	5,006.91	0.00	5,006.91	17,548.61
490200 Revenue Bonds, Series 2000	0.00	0.00	0.00	0.00	0.00
490215 Revenue Bonds, Series 2009	0.00	0.00	0.00	0.00	0.00
490500 Other Debt Service Payments	12,951.64	0.00	0.00	0.00	12,951.64
510330 Comprehensive Liability Insurance	23,844.51	0.00	0.00	0.00	23,844.51
510400 Depreciation	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES	202,408.08	38,373.31	1.52	38,371.79	240,779.87
				Revenue less Expenditures Current Month	40,403.10
				Revenue less Expenditures Year to Date	105,815.68
				Grand Total Revenue less Expenditures Current Month (49,813.79)
				Grand Total Revenue less Expenditures Year to Date (88,687.32)

CITY OF COLUMBIA FALLS
Cash/Bank Reconciliation
For the Accounting Period: 10/16

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL FUND						
101000 CASH/CASH EQUI VALENTS	338,329.91	44,071.32	0.00	159,648.19	0.00	222,753.04
102000 CASH - RESERVE	532,720.00	0.00	0.00	0.00	0.00	532,720.00
102200 CASH - RESTRICTED DONATIONS	233.00	0.00	0.00	0.00	0.00	233.00
103000 CASH - CHANGE FUND/PETTY CASH	225.00	0.00	0.00	0.00	0.00	225.00
Total Fund	871,507.91	44,071.32		159,648.19		755,931.04
2372 PERMISSIVE MEDICAL LEVY						
101000 CASH/CASH EQUI VALENTS	13,608.74	679.37	0.00	0.00	0.00	14,288.11
102000 CASH - RESERVE	33,279.00	0.00	0.00	0.00	0.00	33,279.00
Total Fund	46,887.74	679.37				47,567.11
2394 BUILDING CODE ENFORCEMENT FUND						
101000 CASH/CASH EQUI VALENTS	-1,585.95	8,477.45	0.00	8,749.33	0.00	-1,857.83
102000 CASH - RESERVE	79,688.00	0.00	0.00	0.00	0.00	79,688.00
Total Fund	78,102.05	8,477.45		8,749.33		77,830.17
2400 SPECIAL LIGHTING DISTRICT FUND						
101000 CASH/CASH EQUI VALENTS	13,942.46	77.95	0.00	2,984.00	0.00	11,036.41
102000 CASH - RESERVE	20,000.00	0.00	0.00	0.00	0.00	20,000.00
Total Fund	33,942.46	77.95		2,984.00		31,036.41
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND						
101000 CASH/CASH EQUI VALENTS	-902.61	445.16	0.00	24,598.66	0.00	-25,056.11
102000 CASH - RESERVE	175,995.00	0.00	0.00	0.00	0.00	175,995.00
Total Fund	175,092.39	445.16		24,598.66		150,938.89
2700 CEDAR CREEK TRUST						
101000 CASH/CASH EQUI VALENTS	47,049.60	1,678.83	0.00	0.00	0.00	48,728.43
102030 Cash/Investments-Restricted Trus	591,825.79	453.10	0.00	0.00	0.00	592,278.89
Total Fund	638,875.39	2,131.93				641,007.32
2820 GAS TAX FUND						
101000 CASH/CASH EQUI VALENTS	72,582.13	7,678.30	0.00	0.00	0.00	80,260.43
2917 CRIME VICTIMS ASSISTANCE FUND						
101000 CASH/CASH EQUI VALENTS	0.00	191.00	0.00	191.00	0.00	0.00
2940 CDBG-HOME INVESTMENT PARTNERSHIP PROGRAM GRANT FUND						
101000 CASH/CASH EQUI VALENTS	7,627.00	0.00	0.00	0.00	0.00	7,627.00
3010 GO BOND - POOL						
101000 CASH/CASH EQUI VALENTS	1,972.62	85.46	0.00	0.00	0.00	2,058.08
102000 CASH - RESERVE	23,000.00	0.00	0.00	0.00	0.00	23,000.00
Total Fund	24,972.62	85.46				25,058.08
3020 GO Street Improvements						
101000 CASH/CASH EQUI VALENTS	-18,440.14	99.82	0.00	0.00	0.00	-18,340.32
102000 CASH - RESERVE	43,000.00	0.00	0.00	0.00	0.00	43,000.00
Total Fund	24,559.86	99.82				24,659.68
3534 SID 34 FUND - 5th Avenue Water Main						
101000 CASH/CASH EQUI VALENTS	349.33	0.31	0.00	0.00	0.00	349.64
3536 SID 36 FUND - Talbott & 4th Avenue Water Main						
101000 CASH/CASH EQUI VALENTS	1,330.36	1.18	0.00	0.00	0.00	1,331.54
4000 CAPITAL PROJECTS FUND - Building Improvements						
101000 CASH/CASH EQUI VALENTS	29,814.46	46.50	0.00	1,644.50	0.00	28,216.46
102000 CASH - RESERVE	24,197.00	0.00	0.00	0.00	0.00	24,197.00
Total Fund	54,011.46	46.50		1,644.50		52,413.46

CITY OF COLUMBIA FALLS
Cash/Bank Reconciliation
For the Accounting Period: 10/16

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
Glacier Bank Repo - \$2,239,224.43						
Glacier Bank Wire - \$500						
INVESTMENTS:						
MBS 1.46% FEDFRM 09-01-21 \$500,000						
MBS 1.65% Fannie Mae 09-30-19 \$500,000						
MBS 1.20% Wells Fargo 11-20-18 \$246,000						
MBS 1.50% Fed Nat MT 07-28-21 \$200,000						
MBS 1.35% Opp Helena 12-26-18 \$249,000						
MBS 1.73% Fed H Loan 02-26-21 \$400,000						
OTHER ACCOUNTS:						
Glacier Bank Flex Spending \$6,013.70						
OTHER:						
STIP - \$2,507,370.84						
ADJUSTMENTS:						
O/S ELECTRONIC:						
Payroll - (\$10,673.62) 7-15 Payroll PERS						
Payroll - (\$9,537.33) 8-12 Payroll PERS						
Payroll - (\$9,500.92) 8-26 Payroll PERS						
Payroll - (\$9,165.07) 9-9 Payroll PERS						
Payroll - (\$9,622.05) 9-23 Payroll PERS						
Payroll - (\$9,177.27) 10-07 Payroll PERS						
Payroll - (\$10,367.15) 10-21 Payroll PERS						
Centurylink - (\$37.28) JV or Claim Adj						
Totals	6,824,575.98	224,467.22	1,158.09	284,069.89	1,158.09	6,764,973.31

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

**Columbia Falls Police Department
Monthly Activity Report
October 2016**

Police	October					5 Year Average
	2016	2015	2014	2013	2012	
Arrests (Total)	21	24	29	12	12	20
Adult	20	17	24	9	11	16
Juvenile	1	7	5	3	1	3
Accidents Investigated	8	11	10	6	5	8
Stolen Property (Value)	3824	28881	1335	4541	7705	9257
Stolen Property (Recovered)	74	20114	6	0	20	4043
Criminal Mischief (Incidents)	3	3	3	6	15	6
Damage Amount	50	7385	400	1500	962	2059
Misdemeanor Citations Issued	125	131	156	155	170	147
Traffic Offenses	106	112	137	146	154	131
Cell Phone Violations	1	2	2	0	0	1
DUI Offenses	4	7	6	3	3	5
Drug Offenses	2	6	4	1	3	3
Traffic Stops	143	158	226	244	211	196
Court Fines and Forfeitures	11107	15187	13260	16710	20445	15342
Miles Patrolled	5703	N/A	5523	6283	6791	6075
911 Phone Calls	77	92	69	56	76	74
Incident Reports	965	703	742	605	562	715
Domestic Abuse/Assault	31	27	34	21	16	26
Felony Investigations	8	11	6	5	5	7
Buisness Checks	54	27	18	13	4	23
Welfare Checks	14	6	8	4	4	7
Citizen Assist	71	55	104	37	23	58
Agency Assist	52	53	47	37	24	43

Columbia Falls Fire Department Incident Breakdown

	2016												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Dispatches	21	13	18	19	22	22	23	24	20	29			211
ALS Total	1	3	1	2	1	2	2	3	0	0			15
BLS Total	10	3	3	6	5	5	6	6	5	4			53
Ambulance Driver	0	0	1	0	0	0	0	0	0	0			1
Medical CPR	0	0	0	1	0	0	0	2	0	0			3
Medical ALS	1	1	0	0	0	1	1	0	0	0			4
Medical BLS	0	0	0	0	0	0	0	0	1	1			2
Medical Lift Assist	2	3	2	2	1	0	3	2	3	0			18
MVA with injury	3	0	1	1	2	1	3	2	0	1			14
Extrication	0	1	0	0	0	0	0	1	0	0			2
MVA non injury	5	1	1	4	3	3	1	3	1	2			24
Airport Emergency	1	0	0	0	0	0	0	1	0	0			2
Traffic Control	0	0	0	0	1	0	1	0	1	0			3
HazMat	0	0	0	0	0	0	0	0	0	0			0
Hazardous Conditions													
CO	1	0	0	0	0	0	0	0	2	0			3
Gas Leak/Odor inside	0	0	2	0	0	1	0	0	0	0			3
Gas Leak/Odor outside	1	0	1	2	0	1	1	1	0	0			7
Powerline	1	0	0	0	1	0	0	1	1	8			12
Other	0	0	0	0	1	0	0	1	0	0			2
Service	0	2	0	0	0	1	1	0	0	0			4
Good Intent	1	0	2	1	3	1	5	3	1	3			20
Fire Alarm	0	0	1	0	0	1	1	0	0	0			3
False Alarm	0	0	1	0	2	2	1	0	6	1			13
Illegal burn	0	0	0	3	0	1	2	2	1	1			10
Smoke Investigation, outside	0	0	1	0	0	1	0	0	0	0			2
Smoke Investigation, inside	0	2	1	0	0	1	0	1	0	1			6
Cancelled enroute	4	3	3	3	5	6	3	3	3	11			44
Fire, residential	0	0	1	1	1	0	0	0	0	0			3
Fire, chimney	1	0	0	0	0	0	0	0	0	0			1
Fire, commercial	0	0	0	0	1	1	0	0	0	0			2
Fire, vehicle	0	0	0	0	1	0	0	1	0	0			2
Fire, vegetation, grass	0	0	1	1	0	0	0	0	0	0			2
Fire, vegetation, wildland	0	0	0	0	0	0	0	0	0	0			0
Dispatch Totals	31	13	18	19	22	22	23	24	20	29	0	0	211
Structure fires	0	0	1	0	0	1	0	0	0	0			2
Acres burned	0	0	0	0	0	0	0	0	0	0			0