

City of Shelby Data Collection Equipment Replacement



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**MONTANA LAND
INFORMATION GRANT
APPLICATION**

**STATE FISCAL YEAR
2020**

JULY 1, 2019 – JUNE 30, 2020

APPLICATION FOR MLIA GRANT FUNDING**SECTION 1 – APPLICANT, PARTNER, AND PROPOSAL INFORMATION**

Primary Applicant Contact Information <i>(Please fill this section out in its entirety)</i>	
Name of Agency/Entity:	City of Shelby, Montana
Department:	Public Work
Division/Section:	
Street:	112 1 st St. So.
City:	Shelby
County:	Toole County
State:	Montana
Zip Code:	59474
<i>Project Manager Contact Information:</i>	
Name:	Gary McDermott
Title:	Mayor of Shelby
Email Address:	garym@3rivers.net
Phone Number:	(406) 434-5222
Fax Number:	(406) 434-2309
<i>Secondary Project Manager Contact Information:</i>	
Name:	Lorette Carter
Title:	Community Development Director
Email Address:	shbcdc@3rivers.net

Phone Number:	(406) 434-5222
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MLIA Grant Funding Request & Match:	
Total Requested MLIA Funds:	\$9,625.00
Total Matched Funds:	\$800.00

Proposal Information	
Date Submitted:	2-12-2019
Identified Grant Priority:	<i>Build Geographic Information Systems to Improve Local & Tribal Government Workflows, business Processes and Operations-Infrastructure and Asset Management</i>
Annual or Multi-Year Proposal:	<i>One time grant proposal –2019</i>
Proposal Prepared By:	<i>Lorette Carter, Community Development Director</i>
Short Title of Proposal:	<i>Data Collection Equipment Replacement</i>
<p>Executive Summary (required – 250 maximum word count):</p> <p>The collection of Shelby’s land information into a digital format has created a consistent, maintainable and accessible format critical to our growing base of users, both public and private. The city’s smart mapping has allowed the querying of map layers for identification and reporting; analysis; navigation and location of critical infrastructure; updating and editing of features and attributes; and the result – accurate maps.</p> <p>Through the generous support of the Montana State Library and Montana Land Information Act Grant in 2014, the City of Shelby was able to hire a professional contractor – MaPS, Inc. to verify and map curb stops, gate valves, meter pits and fire hydrants within the community. The water department staff located and mark 2,131 infrastructure points which MaPS, Inc. then GPS mapped – creating a GIS feature dataset of water infrastructure, including a preliminary pipe network. At that time, two ArcGIS software licenses and the dataset was installed on city computers to continue infrastructure mapping. In 2015, again through MLIA support, the city was able to purchase GIS/GPS mapping equipment to maintain and collect new infrastructure information including sewer and storm drainage. This project was successfully complete in 2016 and city staff continue to use the equipment to identify, maintain and repair critical infrastructure as well as provide infrastructure data for commercial purposes.</p> <p>The intent of the 2019 grant proposal is to update and purchase new electronic devices for staff mapping and identification of critical infrastructure. In the last few years, the City of Shelby has added several water systems into the responsibilities of our current system as part of the North Central Montana Regional Water Authority. In 2002, the Authority was</p>	

formed in partnership with the Chippewa Cree Tribe of the Rocky Boy's Reservation to provide a water supply to the Tribe and the counties of Chouteau, Hill Liberty, Pondera, Teton, Glacier and Toole. The in-take facility at Tiber Reservoir has not been constructed yet, but portions of the water lines have been constructed including sections south, west and soon to be - north of Shelby. The City of Shelby has taken on the commitment to provide water to these "west" end communities until the regional water system is completed. In addition to the city's previous commitment to the residents of Ethridge and Big Rose Colony, the City of Shelby now provides water to the City of Cut Bank and will be providing water to the Devon Water District, Oilmont Water District and Nine Mile Water District in the coming year.

There will be five separate water systems which must be identified in order for city personnel to conduct maintenance and address infrastructure issues. The city's current electronic tablets only have the capacity to upload and use one base map at a time. Staff must physically go to the City Shop, using the main computer terminal to delete the map on the tablet and upload the new data map for identification, maintenance, troubleshooting and repair work. This process takes approximately 2 hours which is critical in the time necessary to find valves and curb stops and identify and repair water issues, plus a tremendous inefficiency for staff time.

The City of Shelby would like to upgrade current technology to the Microsoft Surface tablet which will hold five base maps, serving the City of Shelby and regional water users in a much more efficient and less costly manner. The new mapping system will also have online support, providing greater efficiency and time savings when addressing technical issues which is currently not available with the city's tablets.

Lastly, the current system is set up with an Android operating system which the city will be better served with a Windows operating system.

List All Past Awarded MLIA Grants:

2014 ~ City of Shelby Water Utility Infrastructure GPS/GIS Technology Project

- Grant award ~ \$36,050.00

2015 ~ City of Shelby Utility Infrastructure GPS/GIS Technology Project Phase II

- Grant award ~ \$18,555.00

Funding Partners:

(required for each partner, copy box as needed)

Name of Contact:	N/A
Name of Agency:	
Street:	
City:	
County:	
State:	
Zip Code:	
Contact Email Address:	
Contact Phone Number:	

**Each identified Funding Partner must also submit a letter of support, see Section 6.*

SECTION 2 – RELEVANCE

The City of Shelby has embraced the purpose of the Montana Land Information Act (MLIA) in developing a standardized, sustainable method to collect and disseminate information in digital forms in relation to the city's utility infrastructure.

Through the generous support of the Montana State Library, the City of Shelby has been able to map the city's utility infrastructure, providing current data to the Montana GIS Data List.

The GIS/GPS mapping of utilities has vastly improved the city's land use planning; improved infrastructure and asset management; and provided important geographical data that supports the Montana State Library and Montana Land Information Act.

The North Central Montana Regional Water Authority asked the City of Shelby to temporarily provide water to several systems on the west end of the non-core portion of the water project. The Non-Core System consists of pipelines, storage and pumping facilities that will deliver water from the Core System at Lake Tiber Reservoir to the participating systems which include communities, rural water districts, Hutterite Colonies and rural users. Our current mapping technology does not allow for efficient mapping, identification, location and troubleshooting of the additional water systems added to the City of Shelby's water demand.

Updating the city's mapping technology creates a timely and relevant data list in which to further improve important geographical data supporting the standards of the Montana State Library and Montana Land Information Act.

SECTION 3 – PUBLIC BENEFIT

The City of Shelby project is identified in the Land Information Plan Grant Category priorities *II.b.* – Build Geographic Information Systems to Improve Local & Tribal Government Workflows, Business Processes and Operations ~ Infrastructure & Asset Management. The City of Shelby believes this investment leverages local and state funding, time and talent to coordinate a strong Montana GIS system – improving the quality of life for Shelby, Toole County and citizens of North Central Montana.

Utilizing GIS/GPS technology enhances the city in relevant decision making – serving to compete globally for economic development on a city, regional and state-wide level while at the same time creating a high level of efficiency in addressing local infrastructure maintenance and issues improving our infrastructure & asset management.

The spatial data is essential for land design; financial estimates and the bidding process for projects within city limits. It assists fire protection services in hydrant location as well as water volume and pipe size – critical in fire suppression.

Within the larger North Central region, this technology will assist city utility staff in identification and location of service lines and shut-off valves for maintenance as well as in time of repair and replacement. Accurate data provides efficient and exact information for residential, commercial and regional water systems in the North Central Montana Regional Water Authority as they continue work to extend water infrastructure along the northern tier of Montana.

SECTION 4 – PROJECT MANAGEMENT AND ORGANIZATIONAL CAPABILITY

As evidenced by successful closeout of the 2014 and 2015 MLIA grant opportunities, the City of Shelby has organizational capacity to successfully complete this grant opportunity.

Project Manager is Mayor Gary McDermott. Mayor McDermott is in his first term as Mayor of Shelby. He is an active new mayor, seeking to educate himself on all city matters. He has strong team with the Chief Finance Officer, Jade Goroski, City Foreman, Brian Roark and Community Development Director, Lorette Carter.

Chief Finance Officer, Jade Goroski has served the community of Shelby for over three years. He has been very successful in the financial oversight of over \$20 million infrastructure grants/loans which benefit the community of Shelby as well as county and regional infrastructure users. He will research product quality, usefulness and cost. He will complete the purchase and submit all invoices for reimbursement.

City Foreman, Brian Roark has 2 years' experience working for the City of Shelby, with numerous years previously working for the Toole County Road Department and the Town of Sunburst Public Works. Roark will work hand-in-hand with CFO Goroski and the potential consultant to select the best electronic equipment, accessories and set-up of the new electronic technology. He will oversee all future GIS/GPS mapping projects and ensure proper use of new equipment to keep the technology in good condition.

Community Development Director, Lorette Carter will assist in Project Management. Carter has served in her position for over 15 years. Carter oversees the reporting on multiple grant-funded projects which has included the 2014 and 2015 MLIA grants. She will conduct all communication with the State Library and complete required reporting and administrative duties. She will work with the Shelby Public Works office to fulfill data requirements and successfully close out the grant opportunity.

Upon grant award, the City will contract for consultation on the electronic technology needed to move forward with the City's GIS/GPS mapping system and infrastructure maintenance, repair and replacement identification including on-site set-up. The hired consultant will provide training of the new technology to utility staff and office personnel on usage and uploading to the City's mapping system.

SECTION 5 – SCOPE OF WORK

The goal of the City of Shelby Data Collection Equipment Replacement Project is to update and replace the current data collection electronic devices to meet the needs of the multiple water systems in mapping and identification of critical infrastructure. The objective is to create an efficient and timesaving measure when addressing critical infrastructure issues.

1. Task ~ Hire Consultant

- The City of Shelby will hire the consultant to research appropriate technology and establish a scope of work for on-site tasks which are to include assembly of units and antennas; charging of batteries; installation of ESRI software; loading of county aerial imagery tile package; installation of GPS unit software; installation of Team Viewer remote access/support software; and opening of City's map set-up and test the GPS.
 - Deliverable: Signed contract and scope of work

2. Task ~ Consultation

- Consultant will provide "best fit" equipment/accessories, costs and benefit to the City.
 - Deliverable: Equipment quotes

3. Task ~ Equipment Purchase

- City will purchase quality products which include 5 tablets and accessories to complete data collection; identification; and troubleshooting of the 5 water systems under compliance of section 90-1-411 (1) of MCA.
 - Deliverable: Equipment purchase invoices

4. Task ~ On-site Tasks/Training

- Upon arrival of equipment and accessories, the City will coordinate with consultant for on-site tasks as mentioned above and complete on-site staff training.
 - Deliverable: Schedule/training/support

5. Task ~ Grant Reporting and Close-out

- The City will complete all grant reporting; reimbursement requests; and grant close-out information.
 - Deliverable: Grant close-out ~ report ~ Final draw request

Project Schedule:

Scheduled Date	Activity
July 2019	Grant Award Notification
July 2019	Contractor Agreement
July – August 2019	Consultation
August 2019	Purchase of Equipment
September 2019	On-site tasks/training
October 2019	Estimated grant close-out

SECTION 6 – BUDGET JUSTIFICATION AND BUDGET TABLE

Personnel: The City of Shelby anticipates the following hours and associated wage scale for the training on technology:

Position	Wage	Hours	Total
Foreman	40.09	3	120.27
Office Clerk	28.14	2	56.28
Service Worker	27.06	2	54.12
Service Worker	32.59	2	65.18
Service Worker	35.95	2	71.90
Service Worker	23.33	2	46.66
Service Worker	38.42	2	76.84
Service Worker	24.19	2	48.38
Service Worker	34.52	2	69.04
Service Worker	43.52	2	87.04
Grant Admin	35.37	3	106.11
Total			801.82

Equipment: The estimated cost for tablets is \$1,500.00 each. The City will purchase 5 tablets for staff usage for a total of \$7,500.00. Accessories include (5) cases at \$30.00 each = \$150.00; (5) GPS Antenna XGPS at \$135.00 each = \$675.00 and (5) wireless mouse at \$60.00 each = \$300.00. The total for equipment is \$8,625.00

Contractual: The estimated cost for the consultant for travel, lodging, meals, and per diem; set-up of tablets; and staff training is estimated at \$1,000.00.

MLIA GRANT BUDGET SUMMARY TABLE

MLIA GRANT BUDGET SUMMARY								
	MLIA Summary	Applicant Summary			Funding Partner Summary*			Total: MLIA Share, Applicant Subtotal, Partner Subtotal
Category	MLIA Share	Applicant Cash	Applicant In-kind	Applicant Subtotal	Funding Partner 1	Funding Partner 2	Partner Subtotal	
a. Personnel		\$800.00		\$800.00				
a. 1. Fringe Benefits								
b. Travel								
c. Equipment	\$8,625.00							
d. Supplies & Materials								
e. Contractual	\$1,000.00							
f. Other								
Total	\$9,625.00	\$800.00		\$800.00				\$10,425.00

****Modify, add, or remove the funding partners column(s) as needed to define a clear budget***

SECTION 7 – RENEWABLE GRANT ACCOUNTABILITY

2014: City of Shelby Water Utility Infrastructure GPS/GIS Technology Project ~ \$36,050.00

The funding enabled the City to verify and map city curb stops, gate valves, meter pits and fire hydrants in the City of Shelby. The tasks included hiring a contractor to work in partnership with public works staff to develop a collection plan; locate and pre-mark water utility infrastructure; complete data collection; translate data and load to geodatabase; purchase, install and train staff on ArcGIS licenses; and successfully complete reporting, reimbursement and grant close-out.

The grant was awarded in 2014 with a successful close-out within the grant period of eligibility. There were no delays or failures.

2015: City of Shelby Utility Infrastructure GPS/GIS Technology Project Phase II ~ \$18,555.00

The funding enabled the City to continue the mapping project with the purchase of GPS equipment and field data collection software to allow City staff to:

- Use water utility information in the field to find existing infrastructure;
- Collect remaining infrastructure in areas that were in development or outside the original 2,000 point boundary;
- Collect/map other City infrastructure;
- Maintain the current infrastructure dataset by mapping points as they are installed or re-mapping changed points.

The grant was awarded in 2015 with a successful close-out within the grant period of eligibility. There were no delays or failures.

SECTION 8 – CHECKLIST

Initial or mark n/a	Completed Required Task
N/A	Proposal Prepared by an outside party – I have read this document in its entirety. <i>(if applicable)</i>
LC	Section 1 – Applicant, Partner, and Proposal Information
LC	Primary Applicant Information
N/A	Funding Partner <i>(if applicable)</i>
LC	Proposal Information
LC	List All Past Awarded MLIA Grants
LC	Section 2 – Relevance <i>(300 max word limit)</i>
LC	Section 3 – Public Benefit <i>(if applicable)</i>
LC	Section 4 – Project Management <i>(if applicable)</i>
LC	Section 5 – Scope of Work Narrative <i>(4-page limit)</i>
LC	Section 6 – Budget Justification Narrative and Table <i>(3-page limit)</i>
LC	Budget Justification Narrative
LC	Complete Budget Table
N/A	Section 7 – Funding Partner Statements of Support <i>(if applicable)</i>
LC	Section 8 – Renewable Grant Accountability Narrative <i>(if applicable)</i>
N/A	FY2019 Grantee Report <i>(if applicable)</i>
LC	Past MLIA Grant Project Narratives (FY2018 - FY2015) <i>(if applicable)</i>
LC	Section 9 – A Signed Authorizing Statement

SECTION 9 – AUTHORIZING STATEMENT

Authorizing Statement

I hereby certify that I have read the application and the information and all statements in this application are true, complete and accurate to the best of my knowledge and that the project or activity complies with all applicable state, local and federal laws and regulations.

I further certify that this project will comply with applicable statutory and regulatory standards.

I further certify that I am (by my signature) authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.

Gary McDermott

Name (print or type)

Mayor of Shelby, Montana

Title (print or type)


Signature and Title of Authorized Representative(s) of Public Entity Applicant

Feb 12, 2019
Date