



Special Assessment Task Force

September 20, 2021

The Special Assessment Task Force is scheduled to meet in regular session every first and third Monday of the month at 3:30 p.m. in the Large Conference Room at Bismarck Public Works, 601 S 26th St, Bismarck, ND 58504.

1. Approval Of Minutes

Documents:

[MIN-08-16-21.PDF](#)

2. Review Of Assumptions Considered In Street Utility Framework

Documents:

[BISMARCK SUF DATA SUMMARY.PDF](#)

3. Consensus Building Exercise

Documents:

[BUILDING CONSENSUS EXERCISE.PDF](#)

4. Discussion Of Next Steps Based On Consensus Exercise Outcome

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Meeting Minutes

8/16/2021 - Minutes

1. Approval Of Minutes

Commissioner Splonskowski made a motion to approve the minutes, Kate Herzog seconded the motion. All voted aye, M/C

2. Discussion To Cancel Or Reschedule 9-6-21 Labor Day Meeting

Brent Erickson made a motion to cancel the 9-9-21 meeting, Robb Sattler seconded the motion. All voted aye, M/C

(Secretary's Note: At the end of the meeting it was discussed to reschedule rather than cancel the meeting. Staff was requested to send a poll with new date options)

3. Discussion On Initial Ranking Of The 5 Alternatives Listed In The Street Utility Framework Report

There was general discussion of the underlying assumptions for each alternative, with Mike Schmitz stating that he would be unable to rank them without knowing more details. City Engineer Gabe Schell stated that each alternative was built on the one before, as concerns were raised with each of them. Kevin Strege stated that the final decision needs to be understandable and sellable to voters. Brent Erickson stated that it needs to work for most people, but there is no solution that will work for all people. Brent Bogar from AE2S said that additional policies could be put in place to handle contingency or "one-off" situations. Commissioner Guy said that she has been told by many people that a tiered system sounds the most fair, others in the group confirmed they had been told the same.

4. Continue Review Of Street Utility Framework Report With AE2S Consultants Brent Bogar And Abby Ritz

Brent Bogar gave a presentation.

[HTTPS://BISMARCKND.GOV/DOCUMENTCENTER/VIEW/38371/TASK-FORCE-081621](https://bismarcknd.gov/documentcenter/view/38371/task-force-081621)

It was requested that City Engineer Gabe Schell find out the number of parcels that currently have street maintenance special assessments to present at the next meeting. After reviewing the alternatives it was the general consensus to move forward with Alternative 5, while continuing to improve it and adjust tiers for commercial properties.

5. Discussion Of Changes To SATF Mission

The prior mission was reviewed. It was noted that the goals had been accomplished. Commissioner Guy presented the following possible recommendations:

- Residential and commercial fee structure using the AE2S NEXUS study as a starting point.
- Request ballot question verbiage approving replacement of the street maintenance special assessment policy and practices with the street utility fee concept.

- Timing of the ballot question: Either the city election in June of 2022, or the general election in November of 2022.

After discussion on ballot timing, Kevin Strege made a motion to approve these recommendations, Commissioner Splonskowski seconded. Upon roll call all voted aye, M/C.

The meeting was adjourned at 5:20 p.m.

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DRAFT

Summary of Data Used for the Bismarck Street Utility Framework

Underlying data:

- Utility billing data from Bernadette from City's Utility Billing Dept. (11/6/2020)
 - Address, account class, number of units, parcel number
- City of Bismarck Capital Improvement Projects (2021-2025) from Gabe (10/2/2020)
 - High level project costs (engineer, construction, other)
 - Project funding breakdown (sales tax, special assessment bonds, other)
- Parcel Export from City's GIS (10/13/2020)
 - Parcel number, property address, lot size, frontage, zoning, many other attributes

What Is Account Class?

Account class is a more granular description of the property use. Account class is not used by any of the existing city utilities and is additional data that city staff have collected when available. There are a number of parcels with nothing or the word "None" listed for the account class – they are not empty lots, just parcels where the account class has not yet been assigned.

Residential

Residential fees are assigned based on parcel area. Account class does not impact the fee assignment, but to provide additional information on the types of parcels included in the residential user class, a breakdown of account classes for residential parcels is included in Table 1.

Table 1: Residential Parcels by Account Class

Account Class	Parcel Count
Addition for relatives	1
Apartment	12
Assisted Living Facility	4
Club House	2
Condo or Townhouse	945
Healthcare Service (Home health, marijuana dispensary, etc.)	1
Independent Living Apartments	3
Meeting Hall for Church/gathering place	1
Mixed Use Facility - living units and commercial entity	1
Parsonage for Church	7
Pool House, Public Pool	1
Single Family Dwelling	15,303
Triplex Homes	52
Twin Home / Duplex	1,782
Grand Total	18,115

Table 2 below provides the average, minimum, and maximum parcel area for each account class. Of the 18,115 residential accounts, there are 380 without a parcel area listed. These are largely a result of instances where a parcel has more than one residence (condos, duplexes, etc.) and city staff chose to assign the parcel area to a single account. Each account has the corresponding building area listed, rather than the total building area.

Table 2: Average, Minimum, and Maximum Parcel Area by Residential Account Class

Account Class	Average Parcel Area	Minimum Parcel Area	Maximum Parcel Area
Addition for relatives	-	-	-
Apartment	17,131	-	77,100
Assisted Living Facility	354,390	-	814,656
Club House	159,737	2,501	316,972
Condo or Townhouse	25,546	-	204,220
Healthcare Service (Home health, marijuana dispensary, etc.)	7,500	7,500	7,500
Independent Living Apartments	93,016	14,441	245,176
Meeting Hall for Church/gathering place	99,039	99,039	99,039
Mixed Use Facility - living units and commercial entity	11,250	11,250	11,250
Parsonage for Church	68,325	-	173,400
Pool House, Public Pool	-	-	-
Single Family Dwelling	11,323	-	5,287,743
Triplex Homes	6,705	-	41,817
Twin Home / Duplex	11,427	-	439,195

The percentiles of residential parcel area were calculated and used to define the ranges for the three residential tiers.

Table 3: Residential Tiering Using Parcel Area Percentiles

	Parcel Area (sqft.)	Tier
10%	5,929	Tier 1 = 0 – 8,000 sqft.
20%	7,480	
30%	8,043	
40%	8,842	Tier 2 = 8,001 – 11,000 sqft.
50%	9,613	
60%	10,500	
70%	11,641	Tier 3 = +11,000 sqft.
80%	13,160	
90%	16,508	
100%	5,287,743	

The three tiers were weighted at 75%, 100%, and 125% and the tier 2 rate was set to generate the target residential revenues. The resulting parcel count, monthly fee, and projected revenues are shown in Table 4.

Table 4: Residential Tiers and Resulting Revenues

Tier	Parcel Count	Monthly Fee	Monthly Revenue	Annual Revenue
1	5,282	\$24.00	126,768	1,521,216
2	6,426	\$32.25	207,239	2,486,862
3	6,407	\$40.00	256,280	3,075,360
Total	18,115		\$590,287	\$7,083,438

Non-Residential

Account class plays a large role in the fee assigned to each account. Table 5 shows the number of non-residential and multi-family residential parcels assigned to each of the City’s account classes.

Table 5: Non-Residential and Multi-Family Residential Parcel Count by Account Class

Account Class	Parcel Count
Activity Center for Condo Complex	2
Apartment	626
Apartment Business Office	1
Assisted Living Facility	3
Auto Body Repair Shop	4
Auto Repair Shop	8
Bank	19
Bar/Tavern	3
Brewery	1
Car Dealership - New, Used, Rental	7
Car Wash separate or no Gas Station	8
Child Day Care Center	2
Church	48
City Fire Station	4
Club House	4
College Dormitory	6
Concrete Batch Plant	4
Condo or Townhouse	208
Contracted Consecutive User	2
Emergency Service for the public	1
Event Center	2
Fast Food Restaurant	9
Fraternal organization owned property	1
Funeral Home, Accountant, Salon, Etc...	42
Gas Station separate or no Car Wash	10
Gas Station with Car wash	12
Golf Course Pro Shop	2
Grocery Store, butcher shop, food sales	8
Gym/Workout Facility	6
Hanger for airport	1
Healthcare Service (Home health, marijuana dispensary, etc.)	22
Healthcare, Dental, Eye Clinic	23
Hotel	36
Independent Living Apartments	7
Large retail chain store	4
Large Retail Mall	37
Laundromat	3
Law Enforcement Facility - Police, Highway Patrol, Sheriff	1

Account Class	Parcel Count
Light Industrial uses - contractor, landscaper, etc.	36
Local Jail, County Jail	1
Main Hospital Building	5
Maintenance Shop	10
Meeting Hall for Church/gathering place	1
Military Installation - housing, shops, etc.	1
Mixed Use Facility - living units and commercial entity	6
Movie Theatres, Performing Arts, Etc.	8
MULTI FAMILY CONDO'S	1
Museum	2
Newspaper Publishing Facility	1
None	1,114
Nursing Home, Memory Care	8
Office Building	89
Parking Garage	2
Parsonage for Church	1
Police Department	1
Pool House, Public Pool	4
Public Park	30
Public zoo	1
Restaurant	28
Restaurant with a Bar	23
Retail	53
RV, Auto, and Equipment Dealership	7
School	49
Sewer Lift Station	4
Shelter for at risk persons	3
Shop Condo	67
Single Family Dwelling	3
Small Retail or Mixed Services Mall	12
Sports Facility	6
State Government Building	5
State or Public Library	1
State Prison	2
Storage Units	12
Storage Warehouse	32
Strip Mall	92
Strip Mall with Mainly Professional Services in it	15
Tire Sales and Service	2
Trailer Court - Mobile Home Park	20

Account Class	Parcel Count
Triplex Homes	90
Twin Home / Duplex	838
Utility Substation	3
Veterinary Clinic	1
Wastewater Treatment Plant	7
Water only meter that also feeds a cooling tower	1
Water Pumping Station	1
Water Treatment Plant	1
WHOLESALE SALES	2
(blank)	2,715
Grand Total	6,604

After identifying all account classes used by the City, each class was assigned an equivalent ITE trip generation code, with a corresponding daily trip rate. Table 7 shows the account class and ITE code assignments and Table 6 lists the ITE daily trip rates associated with each ITE code as well as the number of parcels associated with each ITE code.

Table 6: ITE Daily Trip Rate and Parcel Counts (Trip Generation Manual, 10th Edition)

ITE No.	Land Use Description	Unit	Daily Rate	Parcel Count
Industrial/Agricultural				
110	General Light Industrial	ksf	4.96	36
130	Industrial Park	ksf	3.37	-
140	Manufacturing	ksf	3.93	4
150	Warehousing	ksf	1.74	32
151	Mini-Warehouse	ksf	1.51	13
160	Data Center	ksf	0.99	-
Residential				
210	Single-Family Detached Housing	DU	9.44	4
220	Multifamily Housing	DU	7.32	1,840
231	Mid-Rise Residential w/ 1st-Floor Commercial	DU	3.44	6
240	Mobile Home Park	DU	5	20
251	Senior Adult Housing - Detached	DU	4.27	-
252	Senior Adult Housing - Attached	DU	3.7	-
253	Congregate Care Facility	DU	2.02	3
254	Assisted Living	beds	4.24	-
255	Continuing Care Retirement Community	units	2.4	-
270	Residential Planned Unit Development	DU	7.38	-

ITE No.	Land Use Description	Unit	Daily Rate	Parcel Count
Lodging				
310	Hotel	rooms	8.36	36
311	All Suites Hotel	rooms	4.46	-
312	Business Hotel	rooms	4.02	-
320	Motel	rooms	3.35	-
330	Resort Hotel	rooms	n/a	-
Recreational				
411	Public Park	ac.	0.78	31
416	Campground/Recreational Vehicle Park	occ. sites	n/a	-
444	Movie Theatre	screens	220	-
445	Multiplex Movie Theatre	screens	292.5	-
488	Soccer Complex	fields	71.33	-
490	Tennis Courts	courts	30.32	-
491	Racquet/Tennis Club	courts	27.71	-
492	Health/Fitness Club	kfs	n/a	-
495	Recreational Community Center	kfs	28.82	25
Institutional				
520	Elementary School	kfs	19.52	49
522	Middle School/Junior High School	kfs	20.17	-
530	High School	kfs	14.07	-
534	Private School (K-8)	students	4.11	-
536	Private School (K-12)	students	2.48	-
540	Junior/Community College	kfs	20.25	6
560	Church (Weekday)	kfs	6.95	49
	Church (Sunday/Sunday peak)	kfs	27.63	4
565	Daycare Center	kfs	47.62	2
590	Library	kfs	72.05	-
Medical				
610	Hospital	kfs	10.72	5
620	Nursing Home	kfs	6.24	8
630	Clinic	kfs	38.16	47

ITE No.	Land Use Description	Unit	Daily Rate	Parcel Count
Office				-
710	General Office Building	ksf	9.74	2,829
715	Single Tenant Office Building	ksf	11.25	-
720	Medical-Dental Office Building	ksf	34.8	-
730	Government Office Building	ksf	22.59	27
732	United States Post Office	ksf	103.94	-
750	Office Park	ksf	11.07	15
760	Research and Development Center	ksf	11.26	-
770	Business Park	ksf	12.44	1,251
Retail				-
813	Free-Standing Discount Superstore	ksf	50.7	-
814	Variety Store	ksf	63.47	58
815	Free-Standing Discount Store	ksf	53.12	-
816	Hardware/Paint Store	ksf	9.14	-
817	Nursery (Garden Center)	ksf	68.1	-
820	Shopping Center	ksf	37.75	49
840	Automobile Sales (New)	ksf	27.84	7
841	Automobile Sales (Used)	ksf	27.06	7
843	Automobile Parts Sales	ksf	55.34	2
850	Supermarket	ksf	106.78	8
851	Convenience Market	ksf	762.28	-
853	Convenience Market w/ Gas Pumps	ksf	624.2	-
854	Discount Supermarket	ksf	90.87	-
857	Discount Club	ksf	41.8	2
858	Farmers Market	ksf	103.94	-
862	Home Improvement Superstore	ksf	30.74	-
875	Department Store	ksf	22.88	4
880	Pharmacy/Drugstore w/o Drive-Thru Window	ksf	90.08	-
881	Pharmacy/Drugstore w/Drive-Thru Window	ksf	109.16	-
890	Furniture Store	ksf	6.3	-
899	Liquor Store	ksf	101.49	-

ITE No.	Land Use Description	Unit	Daily Rate	Parcel Count
Services				-
912	Drive-In Bank	ksf	100.03	19
925	Drinking Place	ksf	11.36	4
930	Fast Casual Restaurant	ksf	315.17	-
931	Quality Restaurant	ksf	83.84	51
932	High-Turnover (Sit-Down) Restaurant	ksf	112.18	-
933	Fast Food Restaurant w/o Drive-Thru	ksf	346.23	-
934	Fast Food Restaurant w/ Drive-Thru	ksf	470.95	9
936	Coffee/Donut Shop w/o Drive-Thru	ksf	754.55	-
937	Coffee/Donut Shop w/ Drive-Thru	ksf	820.38	-
942	Automobile Care Center	ksf	15.86	20
944	Gasoline/Service Station	ksf	1202.83	22
945	Gasoline/Service Station w/ Convenience Market	ksf	1440.02	-
949	Car Wash and Detail Center	stalls	156.2	-
960	Super Convenience Market/Gas Station	ksf	837.58	-
970	Winery (Weekday)	ksf	45.96	-
Total				6,604

Table 7: Account Classes and Attributed ITE Code

Account Class	ITE Code	ITE Code Description
Activity Center for Condo Complex	495	Recreational Community Center
Addition for relatives	220	Multifamily Housing
Apartment	220	Multifamily Housing
Apartment Business Office	710	General Office Building
Assisted Living Facility	253	Congregate Care Facility
Auto Body Repair Shop	942	Automobile Care Center
Auto Repair Shop	942	Automobile Care Center
Bank	912	Drive-In Bank
Bar/Tavern	925	Drinking Place
Brewery	925	Drinking Place
Car Dealership - New, Used, Rental	840	Automobile Sales (New)
Car Wash separate or no Gas Station	942	Automobile Care Center
Child Day Care Center	565	Daycare Center
Church	560	Church (Weekday)
City Fire Station	730	Government Office Building
Club House	495	Recreational Community Center
College Dormitory	520	Elementary School
Concrete Batch Plant	140	Manufacturing

Account Class	ITE Code	ITE Code Description
Condo or Townhouse	220	Multifamily Housing
Contracted Consecutive User	770	Business Park
Emergency Service for the public	630	Clinic
Event Center	495	Recreational Community Center
Fast Food Restaurant	934	Fast Food Restaurant w/ Drive-Thru
Fraternal organization owned property	495	Recreational Community Center
Funeral Home, Accountant, Salon, Etc...	770	Business Park
Gas Station separate or no Car Wash	944	Gasoline/Service Station
Gas Station with Car wash	944	Gasoline/Service Station
Golf Course Pro Shop	814	Variety Store
Grocery Store, butcher shop, food sales	850	Supermarket
Gym/Workout Facility	495	Recreational Community Center
Hanger for airport	151	Mini-Warehouse
Healthcare Service (Home health, marijuana dispensary, etc.)	630	Clinic
Healthcare, Dental, Eye Clinic	630	Clinic
Hotel	310	Hotel
Independent Living Apartments	220	Multifamily Housing
Large retail chain store	875	Department Store
Large Retail Mall	820	Shopping Center
Laundromat	814	Variety Store
Law Enforcement Facility - Police, Highway Patrol, Sheriff	730	Government Office Building
Light Industrial uses - contractor, landscaper, etc.	110	General Light Industrial
Local Jail, County Jail	730	Government Office Building
Main Hospital Building	610	Hospital
Maintenance Shop	710	General Office Building
Meeting Hall for Church/gathering place	560	Church (Weekday)
Military Installation - housing, shops, etc.	730	Government Office Building
Mixed Use Facility - living units and commercial entity	231	Mid-Rise Residential w/ 1st-Floor Commercial
Movie Theatres, Performing Arts, Etc.	710	General Office Building
MULTI FAMILY CONDO'S	220	Multifamily Housing
Museum		Ineligible Property
Newspaper Publishing Facility	710	General Office Building
None	770	Business Park
Nursing Home, Memory Care	620	Nursing Home
Office Building	710	General Office Building
Parking Garage		Ineligible Property
Parsonage for Church	210	Single-Family Detached Housing

Account Class	ITE Code	ITE Code Description
Police Department	730	Government Office Building
Pool House, Public Pool	495	Recreational Community Center
Public Park	411	Public Park
Public zoo	411	Public Park
Restaurant	931	Quality Restaurant
Restaurant with a Bar	931	Quality Restaurant
Retail	814	Variety Store
RV, Auto, and Equipment Dealership	841	Automobile Sales (Used)
School	520	Elementary School
Sewer Lift Station	730	Government Office Building
Shelter for at risk persons	220	Multifamily Housing
Shop Condo	220	Multifamily Housing
Single Family Dwelling	210	Single-Family Detached Housing
Small Retail or Mixed Services Mall	820	Shopping Center
Sports Facility	495	Recreational Community Center
State Government Building	710	General Office Building
State or Public Library	770	Business Park
State Prison	730	Government Office Building
Storage Units	151	Mini-Warehouse
Storage Warehouse	150	Warehousing
Strip Mall	770	Business Park
Strip Mall with Mainly Professional Services in it	750	Office Park
Tire Sales and Service	843	Automobile Parts Sales
Trailer Court - Mobile Home Park	240	Mobile Home Park
Triplex Homes	220	Multifamily Housing
Twin Home / Duplex	220	Multifamily Housing
Utility Substation	730	Government Office Building
Veterinary Clinic	630	Clinic
Wastewater Treatment Plant	730	Government Office Building
Water only meter that also feeds a cooling tower	730	Government Office Building
Water Pumping Station	730	Government Office Building
Water Treatment Plant	730	Government Office Building
WHOLESALE SALES	857	Discount Club

Once an ITE code and daily trip rate is assigned to each parcel, the units of measure (1,000 square feet, dwelling units, acres, and beds) are applied to calculate each parcels estimated daily trips. An example calculation is shown below. Table 8 shows the average, minimum, and maximum daily trips for each account class.

Example: Small Community Church

Account Class = Church → ITE Code = 560 (Church)

ITE Code 560 = 6.95 daily trips per 1,000 square feet

Church has 3,199 square feet.

$6.95 \times 3.199 = 22.23$ daily trips

Table 8: Non-Residential and Multi-Family Average, Minimum, and Maximum Daily Trips by Account Class

Account Class	Average Daily Trips	Minimum Daily Trips	Maximum Daily Trips
Activity Center for Condo Complex	105	16	194
Apartment	105	7	1069
Apartment Business Office	52	52	52
Assisted Living Facility	23	2	65
Auto Body Repair Shop	119	52	165
Auto Repair Shop	115	37	381
Bank	1,093	0	7,020
Bar/Tavern	115	100	128
Brewery	97	97	97
Car Dealership - New, Used, Rental	184	65	331
Car Wash separate or no Gas Station	214	51	960
Child Day Care Center	143	129	157
Church	34	0	286
City Fire Station	0	0	0
Club House	498	239	732
College Dormitory	0	0	0
Concrete Batch Plant	119	119	119
Condo or Townhouse	51	15	395
Contracted Consecutive User	0	0	0
Emergency Service for the public	153	153	153
Event Center	0	0	0
Fast Food Restaurant	1,239	383	2640
Fraternal organization owned property	739	739	739
Funeral Home, Accountant, Salon, Etc...	101	10	967
Gas Station separate or no Car Wash	25,570	0	188,204
Gas Station with Car wash	8,782	3,476	18,451
Golf Course Pro Shop	67	0	133
Grocery Store, butcher shop, food sales	2,870	337	6,461
Gym/Workout Facility	4,038	0	21,190
Hanger for airport	0	0	0

Account Class	Average Daily Trips	Minimum Daily Trips	Maximum Daily Trips
Healthcare Service (Home health, marijuana dispensary, etc.)	726	0	3,804
Healthcare, Dental, Eye Clinic	2,141	0	28,058
Hotel	11	0	134
Independent Living Apartments	178	7	307
Large retail chain store	4,254	3,223	5,108
Large Retail Mall	15,650	3,552	27,756
Laundromat	313	107	416
Law Enforcement Facility - Police, Highway Patrol, Sheriff	0	0	0
Light Industrial uses - contractor, landscaper, etc.	202	10	1,856
Local Jail, County Jail	0	0	0
Main Hospital Building	0	0	0
Maintenance Shop	47	0	184
Meeting Hall for Church/gathering place	117	117	117
Military Installation - housing, shops, etc.	0	0	0
Mixed Use Facility - living units and commercial entity	99	3	402
Movie Theatres, Performing Arts, Etc.	262	0	599
MULTI FAMILY CONDO'S	22	22	22
Museum	0	0	0
Newspaper Publishing Facility	398	398	398
None	151	0	4,425
Nursing Home, Memory Care	231	0	972
Office Building	144	0	992
Parking Garage	0	0	0
Parsonage for Church	9	9	9
Police Department	0	0	0
Pool House, Public Pool	0	0	0
Public Park	12	0	126
Public zoo	142	142	142
Restaurant	595	0	4,020
Restaurant with a Bar	2,294	146	29,826
Retail	3,103	73	46,667
RV, Auto, and Equipment Dealership	192	65	370
School	28	0	1,032
Sewer Lift Station	0	0	0
Shelter for at risk persons	93	24	205
Shop Condo	12	7	73
Single Family Dwelling	35	19	57

Account Class	Average Daily Trips	Minimum Daily Trips	Maximum Daily Trips
Small Retail or Mixed Services Mall	3,180	3,180	3,180
Sports Facility	0	0	0
State Government Building	0	0	0
State or Public Library	0	0	0
State Prison	0	0	0
Storage Units	7	3	18
Storage Warehouse	24	0	112
Strip Mall	293	15	1,252
Strip Mall with Mainly Professional Services in it	87	22	143
Tire Sales and Service	361	356	365
Trailer Court - Mobile Home Park	683	60	2,290
Triplex Homes	22	15	29
Twin Home / Duplex	15	15	44
Utility Substation	0	0	0
Veterinary Clinic	114	114	114
Wastewater Treatment Plant	0	0	0
Water only meter that also feeds a cooling tower	0	0	0
Water Pumping Station	0	0	0
Water Treatment Plant	0	0	0
WHOLESALE SALES	1,609	542	2,676
(blank)	10	0	606
Grand Total	266	0	188,204

As done for the residential class, percentiles of non-residential daily trips were calculated and used to define the ranges for the four non-residential tiers in Table 9.

Table 9: Non-Residential Tiering Using Daily Trip Percentiles

	Daily Trips	Tiers
10%	-	Tier 1 = 0 – 11 Daily Trips
20%	-	
30%	11	
40%	15	Tier 2 = 12 – 23 daily trips
50%	15	
60%	23	
70%	44	Tier 3 = 24 – 88 Daily Trips
80%	88	
90%	204	Tier 4 = +89 Daily Trips
100%	188,204	

A single tier was created for multi-family accounts, charged per dwelling unit. Table 10 shows the number of multi-family dwelling units by account class. All account classes shown below are charged the same rate.

Table 10: Multi-Family Dwelling Unit Count by Account Class

Multi-Family Account Classes	Dwelling Units
Activity Center for Condo Complex	12
Apartment	8,964
Apartment Business Office	12
Assisted Living Facility	34
College Dormitory	13
Condo or Townhouse	1,437
Independent Living Apartments	170
Mixed Use Facility - living units and commercial entity	172
MULTI FAMILY CONDO'S	3
Shelter for at risk persons	30
Single Family Dwelling	11
Trailer Court - Mobile Home Park	2,730
Triplex Homes	266
Twin Home / Duplex	1,681
Grand Total	15,535

Once the tiers were defined, monthly non-residential fees were weighted at 1, 3, 6, and 10 and the multi-family fee was weighted at 80% the tier 1 non-residential rate. After the weighting was established, the tier 1 rate was set to collect the established revenue requirement. Table 11 shows the parcel counts for each tier, monthly fees, and projected revenues.

Table 11: Non-Residential and Multi-Family Tiers and Resulting Revenues

Commercial Tiers	Parcel Count	Monthly Fee	Monthly Rev	Annual Rev
Multi-Family	1,814	\$26.60 per unit	\$413,231	\$4,958,772
1	1,036	\$33.25	\$65,104	\$781,242
2	744	\$99.75	\$103,341	\$1,240,092
3	1,052	\$199.50	\$148,428	\$1,781,136
4	1,814	\$332.50	\$349,790	\$4,197,480
Total	6,604		\$1,079,894	\$12,958,722

Building Consensus Exercise

Bismarck City Engineer, Gabe Schell, will facilitate an exercise with the Special Assessment Task Force members to build consensus in utility fee framework concepts, screen the universe of alternatives down to viable options to consider, and target efforts for framework refinement.

Please bring a smart phone to the September 20, 2021 Special Assessment Task Force meeting to participate in the interactive exercise. The exercise questions are listed below to help prepare task force members prior to participating in the exercise.

1. Is the task force interested in pursuing a street utility fee to replace street maintenance special assessments?
 - a. Yes
 - b. No

2. Is Objective 1 of the draft framework valid? The fee should be equitable, affordable, and reasonably tied to use of city streets.
 - a. Strongly Agree
 - b. Agree
 - c. Disagree
 - d. Strongly Disagree

3. Is Objective 2 of the draft framework valid? The framework should be consistent with current City billing department billing parameters.
 - a. Strongly Agree
 - b. Agree
 - c. Disagree
 - d. Strongly Disagree

4. Should all utility accounts pay a flat fee for each account?
 - a. Yes
 - b. No

5. Should accounts be split as Residential and Commercial types?
 - a. Yes
 - b. No

6. Do you concur with definition of residential as single family/twin home/three plex and commercial as all other accounts?
 - a. Yes
 - b. No

7. Should residential accounts be a flat fee or varied and tiered into groups?
 - a. Flat Fee
 - b. Varied and tiered into groups

8. If Residential accounts are varied, what is the preferred basis for differentiation?
 - a. Front Footage
 - b. Parcel Area
 - c. Building Footprint Area
 - d. Building Finished Floor Area
 - e. Assessed value
 - f. Garage Stall
 - g. Impervious Area
 - h. Other
 - i. Weighted Combination of some of the listed options

9. If Residential accounts are varied, rank the following basis for differentiation?
 - a. Front Footage
 - b. Parcel Area
 - c. Building Footprint Area
 - d. Building Finished Floor Area
 - e. Garage Stall
 - f. Impervious Area
 - g. Other
 - h. Weighted Combination of some of the listed options

10. Should multi-family residential be considered separately from other commercial property?
 - a. Yes
 - b. No

11. If multi-family residential is considered separately from commercial, should basis be a percentage of single family home or some other basis?
 - a. Percentage of single family home (actual percentage to be determined later)
 - b. Some other basis

12. Should Commercial accounts be a flat fee or varied and tiered into groups?
 - a. Flat Fee
 - b. Varied and tiered into groups

13. If commercial accounts are varied, what is the preferred basis for differentiation?
 - a. Front Footage
 - b. Parcel Area
 - c. Building Footprint Area
 - d. Building Finished Floor Area
 - e. Provided Parking

- f. Impervious Area
- g. Land Use/Zoning
- h. ITE Trip Generation
- i. Other
- j. Weighted combination of some of the listed options

14. If commercial accounts are varied, rank the following basis for differentiation?

- a. Front Footage
- b. Parcel Area
- c. Building Footprint Area
- d. Building Finished Floor Area
- e. Provided Parking
- f. Impervious Area
- g. Land Use/Zoning
- h. ITE Trip Generation
- i. Other
- j. Weighted combination of some of the listed options