



**OFFICE OF THE CITY CLERK
COUNCIL ACTION FORM**

SUBJECT: Res 22-11087 Intent to create SID 1421 Cypress Point

Council Meeting Date: 12/12/22

Vote: Approved 10-0, Tidswell absent

**Shaw, Gulick, Neese, Owen, Joy, Choriki, Tidswell,
Purinton, Boyett, Rupsis, Mayor Cole**

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the City of Billings, Montana (the City), hereby certify that the attached resolution is a true copy of Resolution 22-11087, entitled: **RESOLUTION RELATING TO SPECIAL IMPROVEMENT DISTRICT NO. 1421; DECLARING IT TO BE THE INTENTION OF THE CITY COUNCIL TO CREATE THE DISTRICT FOR THE PURPOSE OF UNDERTAKING CERTAIN LOCAL IMPROVEMENTS AND FINANCING THE COSTS THEREOF AND INCIDENTAL THERETO THROUGH THE ISSUANCE OF SPECIAL IMPROVEMENT DISTRICT BONDS SECURED BY THE CITY'S SPECIAL IMPROVEMENT DISTRICT REVOLVING FUND** (the "Resolution" was duly adopted by the City Council of the City at a meeting on December 12, 2022 that the meeting was duly held by the City Council and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.)

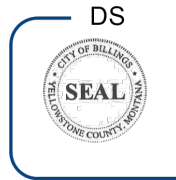
I further certify that, upon vote being taken on the Resolution at said meeting, the following Councilmembers voted in favor thereof: Shaw, Gulick, Neese

Owen, Joy, Choriki, Purinton, Boyett, Rupsis and Mayor Cole

voted against the same: _____

or were absent: Tidswell

WITNESS my hand officially this 12th day of December, 2022.



DocuSigned by:

Denise R. Bohlman

Denise R. Bohlman, City Clerk

RESOLUTION 22-11087

RESOLUTION RELATING TO SPECIAL IMPROVEMENT DISTRICT NO. 1421; DECLARING IT TO BE THE INTENTION OF THE CITY COUNCIL TO CREATE THE DISTRICT FOR THE PURPOSE OF UNDERTAKING CERTAIN LOCAL IMPROVEMENTS AND FINANCING THE COSTS THEREOF AND INCIDENTAL THERETO THROUGH THE ISSUANCE OF SPECIAL IMPROVEMENT DISTRICT BONDS SECURED BY THE CITY'S SPECIAL IMPROVEMENT DISTRICT REVOLVING FUND

BE IT RESOLVED by the City Council of the City of Billings (the City), Montana, as follows:

Section 1. Proposed Improvements: Intention To Create District. The City proposes to undertake certain local Improvements (the "Improvements") to benefit certain property located in the City. The Improvements consist of the construction of Opal Lane, Greenbriar Road, and Cypress Point, as more particularly described in Section 5. The total estimated costs of the Improvements are \$1,195,908.34. The costs of the Improvements are to be paid from the following sources: (1) \$335,000.00 of Special Improvement District bonds hereinafter described; and (2) \$860,908.34 of cash contribution by Ron Hill, the owner of 17 of the 23 lots in the District, as more particularly described in Sections 6 and 9(f). It is the intention of this Council to create and establish in the City under Montana Code Annotated, Title 7, Chapter 12, Parts 41 and 42, as amended, a Special Improvement District (the "District") for the purpose of financing costs of the Improvements and paying costs incidental thereto, including costs associated with the sale and the security of Special Improvement District bonds drawn on the District (the "Bonds"), the creation and administration of the District, the funding of a deposit to the City's Special Improvement District Revolving Fund (the "Revolving Fund"). The total estimated costs of the Improvements, including such incidental costs, to be financed by the Bonds are \$335,000.00. The Bonds are to be payable primarily from special assessments to be levied against property in the District, which property will be specially benefited by the Improvements.

Section 2. Number of District. The District, if the same shall be created and established, shall be known and designated as Special Improvement District No. 1421 of the City of Billings, Montana.

Section 3. Boundaries of District. The limits and boundaries of the District are depicted on a map attached as Exhibit A hereto (which is hereby incorporated herein and made a part hereof) and more particularly described on Exhibit B hereto (which is hereby incorporated herein and made a part hereof), which boundaries are designated and confirmed as the boundaries of the District. A listing of each of the properties in the District is shown on Exhibit C hereto (which are hereby incorporated herein and made a part hereof).

Section 4. Benefited Property. The District and territory included within the limits and boundaries described in Section 3 and as shown on Exhibits A, B, and C are hereby declared to be the Special Improvement District and the territory which will benefit and be benefited by the Improvements and will be assessed for the costs of the Improvements as described in Section 7.

Section 5. General Character of the Improvements. The general character of the Improvements, as shown in Exhibit D, is the construction of Opal Lane, Greenbriar Road, and Cypress Point. This includes construction of water, sanitary sewer, storm drain, curb and gutter, and street improvements.

Section 6. Engineer and Estimated Cost. The Engineer for this project will be WWC Engineering who was chosen from proposals. WWC Engineering has estimated that the costs of the Improvements, including all incidental costs, are \$1,195,908.35.

Section 7. Assessment Methods.

7.1. Property to be Assessed. All properties within the district are to be assessed for the costs of the Improvements, as specified herein. The costs of the Improvements shall be assessed against the property in the District benefiting from the Improvements based on the equal amount option described in Section 7-12-4162, M.C.A., as particularly applied and set forth in this Section 7.

7.1.1 Equal Amount Option.

Assessment #1 will include the construction of water and water service, sanitary sewer and sanitary sewer services, storm drain and street improvements to Opal Lane, Greenbriar Road and Cypress Point. The properties to be assessed for these improvements include Lake Hills Subdivision 21st Filing, Block 52, Lots 2A, 3, 4, and 5A, Block 53, Lots 1-6, Block 54, Lots 6A and Lots 7-18. The total estimated cost of Assessment #1 is \$335,000.00 and shall be assessed against each lot, tract, or parcel of land within the District, as above-mentioned, receiving water, sanitary sewer, storm drain and street improvements and not paying a cash contribution, on an equal amount basis based on the bid price to be received. The equal amount assessment is estimated to be \$55,833.33399. The remaining parcels within Assessment #1 are owned by Ron Hill, which will be making a cash contribution for their assessment for a total of \$860,908.34. If an increase occurs in the number of properties within the boundaries of the District (due to the subdivision of any one or more properties or otherwise) during the term of the Bonds, the assessment per property then in the District will be calculated as provided in M.C.A. 7-12-4162(3)(b).

7.2. Assessment Methodologies Equitable and Consistent With Benefit. This Council hereby determines that the methods of assessment and the assessment of costs of the specific improvements against the properties benefited thereby as

prescribed in this Section 7 are equitable in proportion to and not exceeding the special benefits derived from the respective improvements by the lots, tracts, and parcels to be assessed therefore within the District.

Section 8. Payment of Assessments. The special assessments for the costs of the Improvements shall be payable over a term not exceeding 15 years, each in equal semiannual installments of principal, plus interest, or equal semiannual payments of principal and interest, as this Council shall prescribe in the resolution authorizing the issuance of the Bonds. Property Owners have the right to prepay assessments as provided by law. Further, all owners shall have the opportunity to prepay their assessments prior to sale of the SID bonds.

Section 9. Method of Financing; Pledge of Revolving Fund; Findings and Determinations. The City will issue the Bonds in an aggregate principal amount not to exceed \$335,000.00 in order to finance the costs of the Improvements. Principal of and interest on the Bonds will be paid from special assessments levied against the properties in the District. This Council further finds it is in the public interest, and in the best interest of the City and the District, to secure payment of principal of and interest on the Bonds by the Revolving Fund and hereby authorizes the city to enter into the undertakings and agreements authorized in Section 7-12-4225 in respect of the Bonds.

In determining to authorize such undertakings and agreements, this Council has taken into consideration the following factors:

(a) **Estimated Market Value of Parcels.** The estimated market value of the lots, parcels, or tracts in the District as of the date of adoption of this resolution, as estimated, by the County Assessor for property tax purposes ranges from \$6,378.00 to \$16,016.00, and is set forth in Exhibit E. The average market value is \$13,695.74 with the median being \$14,023.00. The special assessments to be levied under Section 7 against each lot, parcel, or tract in the District is less than the increase in estimated value of the lot, parcel, or tract as a result of the construction of the Improvements.

(b) **Diversity of Property Ownership.** There is a total of 23 parcels within the district boundaries. No improvements, public or private, are located on any of the parcels within the District. Seventeen (17) of these parcels are owned by Ron Hill. The remaining 6 parcels are owned by separate owners.

(c) **Comparison of Special Assessments and Property Taxes and Market Value.** Based on an analysis of the aggregate amount of the proposed, any outstanding special assessments (whether or not delinquent), and any delinquent property taxes (as well as any known industrial development bonds theretofore issued and secured by a mortgage against a parcel in the District) against each lot, parcel, or tract in the District in comparison to the estimated

market value of such lot, parcel, or tract after the Improvements, the City concludes that, overall, the estimated market value of the lots, tracts, or parcels of land in the District exceeds the sum of special assessments, delinquent property taxes, and current assessments and is set forth in Exhibit E.

(d) **Delinquencies**. An analysis of the amount of delinquencies in the payment of outstanding special assessments or property taxes levied against the properties in the District shows that of 23 properties, zero (0) properties were delinquent, and is set forth in Exhibit E.

(e) **The Public Benefit of the Improvements**. The total estimated costs of the Improvements are \$1,195,908.34. The costs of the Improvements are to be paid from the following sources: (1) \$335,000.00 of Special Improvement District bonds hereinafter described; and (2) \$860,908.34 of cash contribution by Ron Hill, the owner of 17 of the 23 lots in the District. All of the properties within the District are zoned N3 – Suburban Neighborhood. The public improvements contemplated under the terms of this proposed District are required by the City Subdivision, Site Development and Zoning Ordinances in order for the parcels to develop.

(f) **Other Factors**. As previously noted, Ron Hill, owner of 17 of the 23 lots in the District will pay a cash contribution of \$860,908.34 to the project. The cash contribution from Ron Hill represents 72 percent of the construction and administrative costs of the Improvements. This condition is necessary to satisfy the City's Special Improvement District Policy regarding raw land subdivision.

Section 10. Reimbursement Expenditures.

10.01. Regulations. The United States Department of Treasury has promulgated final regulations governing the use of proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City for project expenditures paid by the City prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the "Regulations") require that the City adopt a statement of official intent to reimburse an original expenditure not later than 60 days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds within 18 months (or three years, if the reimbursement bond issue qualifies for the "small issuer" exception from the arbitrage rebate requirement) after the later of (i) the date the expenditure is paid or (ii) the date the project is placed in service or abandoned, but (unless the issue qualifies for the "small issuer" exception from the arbitrage rebate requirement) in no event more than three years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the bonds.

10.02. Prior Expenditures. Other than (i) expenditures to be paid or reimbursed from sources other than the Bonds, (ii) expenditures permitted to be reimbursed under the transitional provision contained in Section 1.150-2(j)(2) of the Regulations, (iii) expenditures constituting preliminary expenditures within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a “de minimus” amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures for the Improvements have been paid by the City before the date 60 days before the date of adoption of this resolution.

10.03. Declaration of Intent. The City reasonably expects to reimburse the expenditures made for costs of the Improvements out of the proceeds of Bonds in an estimated maximum aggregate principal amount of \$335,000.00 after the date of payment of all or a portion of the costs of the Improvements. All reimbursed expenditures shall be capital expenditures, a cost of issuance of the Bonds or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations.

10.04. Budgetary Matters. As of the date hereof, there are no City funds reserved, allocated on a long-term basis or otherwise set aside (or reasonably expected to be reserved, allocated on a long-term basis or otherwise set aside) to provide permanent financing for the expenditures related to the Improvements, other than pursuant to the issuance of the Bonds. The statement of intent contained in this resolution, therefore, is determined to be consistent with the City’s budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof.

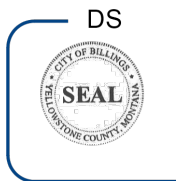
10.05. Reimbursement Allocations. The City’s financial officer shall be responsible for making the “reimbursement allocations” described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the Bonds to reimburse the source of temporary financing used by the City to make prior payment of the costs of the Improvements. Each allocation shall be evidence by an entry on the official books and records of the City maintained for the Bonds or the Improvements and shall specifically identify the actual original expenditure being reimbursed.

Section 11. Public Hearing Protests. At any time within fifteen (15) days from and after the date of the first publication of the notice of the passage and approval of this resolution, any owner of real property within the District subject to assessment and taxation for the cost and expense of making the Improvements may make and file with the City Clerk until 12:00 p.m., M.T., on the expiration date of said 15-day period (January 23, 2023), written protest against the proposed Improvements, or against the extension or creation of the District or both, and this Council will at its next regular

meeting after the expiration of the fifteen (15) days in which such protests in writing can be made and filed, proceed to hear all such protests so made and filed; which said, regular meeting will be held on Monday the 23rd day of January 2023, at 5:30 p.m., in person or via a virtual videoconferencing environment, at 220 North 27th Street, in Billings, Montana.

Section 12. Notice of Passage of Resolution of Intention. The City Clerk is hereby authorized and directed to publish or cause to be published a copy of a notice of the passage of this resolution in the Yellowstone County News, a newspaper of general circulation in the County on January 6, January 13, and January 20, 2023, in the form and manner prescribed by law, and to mail or cause to be mailed a copy of said notice to every person, firm, corporation, or the agent of such person, firm, or corporation having real property within the District listed in his or her name upon the last completed assessment roll for state, county, and school district taxes, at his last-known address, on or before the same day such notice is first published.

PASSED AND ADOPTED by the City Council of the City of Billings, Montana, this 12th day of December 2022.



CITY OF BILLINGS:

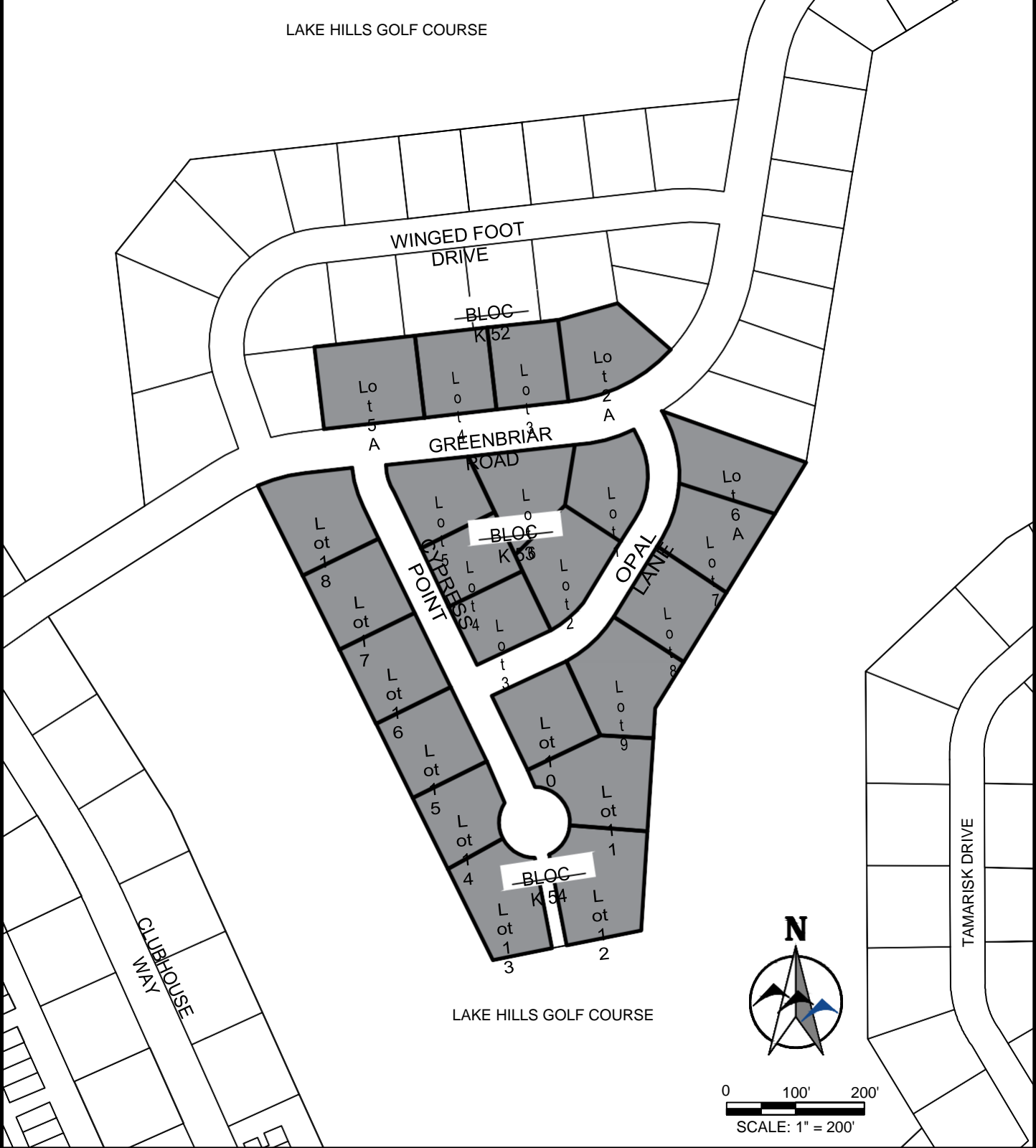
DocuSigned by:
By: William A. Cole
William A. Cole, Mayor

ATTEST:

DocuSigned by:
BY: Denise R. Bohlman
Denise R. Bohlman, City Clerk

EXHIBIT A

LAKE HILLS SUBDIVISION
21ST FILING & 21ST AMENDED



SID 1421 - Cypress Point	PREPARED FOR		DESIGNED BY: BSR
	CITY OF BILLINGS		DRAWN BY: BSR
	2224 Montana Ave.		CHECKED BY: GTR
LOT LAYOUT			W
	L		S
	O		T

NTY, MT

PREPARED BY

Billings, MT 59101
550 S. 24TH ST. W., SUITE 201
BILLINGS, MT 59102
(406) 894-2210
www.wwcengineering.com

DATE: 10/04/22

SHEET

1

SID 1421 EXHIBIT B

SID 1421 includes Lake Hills Subdivision 21st Filing, Block 52, Lots 2A, 3, 4, and 5A, Block 53, Lots 1-6, Block 54, Lots 6A and Lots 7-18.

SID 1421 Cypress Point

Exhibit C Property Owner Description and Assessment

Prepared By: City of Billings

								ASSESSMENT #1
								STREETS & UTILITIES
TAX ID	OWNER	OWNER	MAILING ADDRESS	CITY	STATE	ZIP CODE	LOT AREA	\$55,833.3399/Lot
A22682	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	15,029	
A22683	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	12,600	
A22684	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	12,600	
A22685	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	12,600	
A22692	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	13,428	
A22693	Patel, Shailesh B 26 Sioux Ave Waltham, Ma 02451-3218	PATEL, SHAILESH B	26 SIOUX AVE	WALTHAM	MA	02451-3218	14,851	\$55,833.33
A22694	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	11,400	
A22695	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	11,400	
A22696	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	13,342	
A22697	Schneiter Enterprises 1546 E Sienna Oak Ct Sandy, Ut 84092-4604	SCHNEITER ENTERPRISES	1546 E SIENNA OAK CT	SANDY	UT	84092-4604	14,534	\$55,833.33
A22703	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	15,269	
A22704	Schneiter Enterprises 1546 E Sienna Oak Ct Sandy, Ut 84092-4604	SCHNEITER ENTERPRISES	1546 E SIENNA OAK CT	SANDY	UT	84092-4604	14,338	\$55,833.33
A22705	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	14,400	
A22706	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	17,542	
A22707	Hosaka, Kellie Y A & Glen Y Trustee 45-629 Haukaekae Pl Kaneohe, Hi 96744-1777	HOSAKA, KELLIE Y A & GLEN Y TRUSTEE	45-629 HAUKAEKAE PL	KANEOHE	HI	96744-1777	14,400	\$55,833.33
A22708	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	18,192	
A22709	Bennett, Kathrynne L & Wendell E Jr 283 Aswan Pl Billings, Mt 59105-2909	BENNETT, KATHRYNE L & WENDELL E JR	283 ASWAN PL	BILLINGS	MT	59105-2909	19,106	\$55,833.33
A22710	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	16,923	
A22711	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	13,019	
A22712	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	14,400	
A22713	Norman, Michael Anthony 775 Reffitt Rd Jeffersonville, Ky 40337-8942	NORMAN, MICHAEL ANTHONY	775 REFFITT RD	JEFFERSONVLEKY		40337-8942	14,400	\$55,833.33
A22714	Hill, Ron S Living Trust Po Box 50636 Billings, Mt 59105-0636	HILL, RON S LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	14,400	
A22715	Ron S Hill Living Trust Po Box 50636 Billings, Mt 59105-0636	RON S HILL LIVING TRUST	PO BOX 50636	BILLINGS	MT	59105-0636	13,834	
							332,007.00	\$335,000.00

SID 1421 Cypress Point
Exhibit D Description of Improvements
Prepared by: City of Billings

Special Improvement District No. 1421 shall construct street, curb and gutter, water, sanitary sewer, and storm drain improvements to Greenbriar Road, Cypress Point, and Opal Lane within the City of Billings.

SID 1421 Cypress Point

Exhibit E Property Market Value and Delinquency

Prepared By: City of Billings

TAX I.D. NUMBER	PREVIOUS SID #	PREVIOUS SID PAY-OFF	DELINQUENT	SID 1421 ASSESSMENT	SID 1421 CASH CONTRIBUTION	SID PAY-OFF + DELINQUENT + SID 1421 ASSESSMENT	ESTIMATED MARKET VALUE	ESTIMATED MARKET VALUE AFTER IMPROVEMENTS
A22682					\$50,641.67		\$14,307.00	\$64,948.67
A22683					\$50,641.67		\$13,170.00	\$63,811.67
A22684					\$50,641.67		\$13,170.00	\$63,811.67
A22685					\$50,641.67		\$13,170.00	\$63,811.67
A22692					\$50,641.67		\$6,378.00	\$57,019.67
A22693				\$55,833.33		\$55,833.33	\$14,227.00	\$70,060.33
A22694					\$50,641.67		\$12,564.00	\$63,205.67
A22695					\$50,641.67		\$12,564.00	\$63,205.67
A22696					\$50,641.67		\$13,529.00	\$64,170.67
A22697				\$55,833.33		\$55,833.33	\$14,084.00	\$69,917.33
A22703					\$50,641.67		\$14,414.00	\$65,055.67
A22704				\$55,833.33		\$55,833.33	\$13,994.00	\$69,827.33
A22705					\$50,641.67		\$14,023.00	\$64,664.67
A22706					\$50,641.67		\$15,386.00	\$66,027.67
A22707				\$55,833.33		\$55,833.33	\$14,023.00	\$69,856.33
A22708					\$50,641.67		\$15,651.00	\$66,292.67
A22709				\$55,833.33		\$55,833.33	\$16,016.00	\$71,849.33
A22710					\$50,641.67		\$15,128.00	\$65,769.67
A22711					\$50,641.67		\$13,374.00	\$64,015.67
A22712					\$50,641.67		\$14,023.00	\$64,664.67
A22713				\$55,833.33		\$55,833.33	\$14,023.00	\$69,856.33
A22714					\$50,641.67		\$14,023.00	\$64,664.67
A22715					\$50,641.67		\$13,761.00	\$64,402.67
AVERAGE		#DIV/0!	\$0.00	\$55,833.33	\$50,641.67	\$55,833.33	\$13,695.74	\$65,691.75
MEDIAN		#NUM!	\$0.00	\$55,833.33	\$50,641.67	\$55,833.33	\$14,023.00	\$64,664.67
LOW		\$0.00	\$0.00	\$55,833.33	\$50,641.67	\$55,833.33	\$6,378.00	\$57,019.67
HIGH		\$0.00	\$0.00	\$55,833.33	\$50,641.67	\$55,833.33	\$16,016.00	\$71,849.33

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Signatures: 3

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Initials: 0

Toni Keehner

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keehnert@billingsmt.gov

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keehnert@billingsmt.gov

Signer Events

William A. Cole

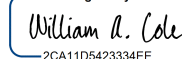
coleb@billingsmt.gov

Mayor

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:



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Timestamp

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Signature Adoption: Pre-selected Style

Using IP Address: 72.175.160.94

Electronic Record and Signature Disclosure:

Accepted: 12/3/2020 8:46:12 AM

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Denise R. Bohlman

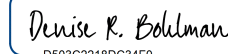
bohlmand@billingsmt.gov

City Clerk

City of Billings

Security Level: Email, Account Authentication (None)

DocuSigned by:



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Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Toni Keehner

keehnert@billingsmt.gov

Deputy City Clerk

City Clerk

Security Level: Email, Account Authentication (None)

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp**

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Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	12/16/2022 10:14:12 AM
Completed	Security Checked	12/16/2022 10:14:12 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO City of Billings (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO City of Billings:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kampal@billingsmt.gov

To advise Carahsoft OBO City of Billings of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kampal@billingsmt.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO City of Billings

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kampal@billingsmt.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO City of Billings

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to kampal@billingsmt.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO City of Billings as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO City of Billings during the course of your relationship with Carahsoft OBO City of Billings.