

JOURNAL OF SPECIAL COMMISSION WORK SESSION
Commission Retreat – Commission Initiatives for FY 2018
April 17, 2017

City Commission Special Work Session
Great Falls College MSU, Room R276
2100 16th Avenue South, Great Falls, MT

Mayor Kelly presiding

CALL TO ORDER: 12:00 p.m.

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Bill Bronson, Bob Jones, Tracy Houck and Fred Burow

STAFF PRESENT: City Manager Greg Doyon and City Clerk Lisa Kunz

1. PUBLIC COMMENT

Ron Gessaman, 1006 36th Avenue NE, suggested the fines collected from cell phone violations be used for publicity and signage to educate the public.

Mr. Gessaman discussed a police vehicle not observing a stop sign where the traffic is being diverted at 9th Street and 36th Avenue NE. He also referred to the proposed park maintenance district including a dog park in Montana Park. He wasn't aware of anyone asking for a dog park except Neighborhood Council 3.

2. COMMISSION INITIATIVES FOR FISCAL YEAR 2018

City Manager Greg Doyon provided the Commission a draft discussion outline. No changes or additions were suggested.

Manager Doyon began discussion of the status of some of the initiatives from the January 24, 2017, retreat:

- Boards and Commissions - One board was terminated; recruitment procedure was updated; and, the ACIR board will stay under the City for grant purposes.
- Staffing and Capacity of Planning and Community Development - Undergoing recruitment; will be looking at wages internally; the Historic Preservation Officer position recommended to be full time will be more support from the general fund. Deputy City Manager Chuck Anderson has been focusing on the internal and external development process, as well as on the IT Department. Next year there will be an IT capital improvement plan.
- Drafting of a Park Maintenance Fee - After the subcommittee meeting, Park and Recreation Interim Director Patty Rearden will provide an update.

- Reviewing the CDBG process (city funding priorities) – Commission members attending CDC meetings were warned to be careful not to make statements and to only observe so as to avoid conflicts of interest. At an upcoming work session City Attorney Sara Sexe will discuss implementing a procedure for members of the City Commission and members of Boards and Commissions to provide the City with conflict disclosure statements on an annual basis.
- Potential closure of Anaconda golf course – It does not appear likely that the golf fund can repay the general fund. At the Commission’s request, staff is gathering information and will continue to look at all options – longer repayment period, closure costs, and other uses. Due to tournament obligations, there will be no recommendations this year. Also, GovHR is recruiting a Park and Recreation Director for the City.
- Wage compression issues create pay inequities between non-union and union represented employees. Some employees have asked for wage adjustments. HR will first look at wages market-wide around the state.
- With regard to Planning, Manager Doyon suggested that design review can be done at the staff level, eliminating a step in the development process.
- Maintain focus on police and fire needs – large capital purchases for Great Falls Fire Rescue, and being diligent about maintaining equipment.

Break 1:00 pm to 1:07 pm.

Fiscal Services Director Melissa Kinzler provided and discussed a handout of the City of Great Falls estimated FY 2018 general fund revenue. Director Kinzler noted that she will know more after the Legislature adjourns.

Manager Doyon asked the Commission to let him know if they had any concerns about utilizing the permissive medical levy. No concerns were expressed.

MMIA is performing referenced based pricing negotiations with Benefis. Union negotiations will be conducted after negotiations with Benefis, and there will also be budget considerations.

Police Chief Dave Bowen provided and discussed a PowerPoint pertaining to the Police Department’s outlook for fiscal year 2018. He discussed staffing models, being proactive versus reactive, workload, and data driven approaches to crime and traffic safety (DDACTS). Chief Bowen also noted that there were no federal community partners to address child abuse, drugs, and homelessness.

Fire Chief Steve Hester provided and discussed a handout pertaining to Great Falls Fire Rescue’s operational staffing needs. He noted that a deputy fire marshal and full time inspector were added.

Chief Hester discussed the geographical size of the city and it being critical to meet customer needs in a timely manner. The goal is to get to the call within five minutes. He discussed fires

burning differently than they did years ago due to different materials being used. Chief Hester reported that GFFR responds to about 7,500 calls per year.

Chief Hester discussed challenges of Fire Station #5 being in a high density housing area, with industrial businesses and a large box store. Six additional firefighters, two per shift plus an additional inspector will relieve the response burden in four districts. He discussed conducting a study for a future additional fire station to address geographical growth.

Break 2:50 pm – 3:00 pm

Animal Shelter Operations Manager Lynn Formell provided and discussed a handout pertaining to capital improvements for FY 2018. She reported that the fund raising efforts of the Help Us Grow (HUG) project total approximately \$350,000. She explained a grant opportunity through the ASPCA for a dollar for dollar match. After discussion she was authorized to move forward with the grant submittals. She discussed cost estimates for each phase of the capital improvement project pending City Commission approval.

Operations Manager Formell discussed the costs of yearly repair to the incinerator versus the costs of a new hydro incinerator. Manager Doyon advised that the new incinerator will be included in the budget.

Park and Recreation Interim Director Patty Rearden provided and discussed a handout updating the Commission on the proposed Special Park District. The committee's discussions on April 13th included whether the resolution to create a special park district would include an end date for the district, property value versus square footage assessment format, and the pros and cons of the assessment amount being \$1.3 million or \$2.2 million. The timetable proposed is to present an overview of the proposed Special Park District at the May 16 work session, and then bring the Resolution of Intent to Create a Park District to the Commission at its June 6th meeting. Public education would begin after the resolution of intent is adopted.

Interim Director Rearden concluded that the key decisions to make are whether to proceed on June 6th, the amount to proceed with: \$1.3 or \$2.2 million; what method to use for the valuation: taxable value or square footage; and, whether or not to have an expiration date of the district.

Break 3:50 pm - 4:00 pm

3. OPEN DISCUSSION

Manager Doyon updated the Commission on office space needs. He noted that he sent the Children's Museum a letter and that he would not recommend more than a one time, five-year lease renewal. He reported that CTA Architects is preparing plans and specifications for a comprehensive bid package for the Civic Center façade project.

Mayor Kelly commented that the Library has great foundation support, is staffed properly, Director Kinzler will be attending one of the Library Board's upcoming meetings, and that there are State funding opportunities. He does not think the Library is expecting more than the allotted mills and the county support.

In conclusion, Manager Doyon reiterated that he continues to work on office space, wages, increased training and development demands, IT department and strategy, succession planning for the next 3 to 5 years, legal staffing and that department's case load and productivity, and hiring a Park and Recreation Director.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal special work session of April 17, 2017 at 4:14 p.m.