

**JOURNAL OF COMMISSION WORK SESSION
November 18, 2014**

City Commission Work Session
Civic Center, Commission Chambers

Mayor Winters presiding

CALL TO ORDER: 5:30 p.m.

ROLL CALL: City Commissioners present: Michael J. Winters, Bill Bronson, Fred Burow, Bob Jones, and Bob Kelly.

STAFF PRESENT: City Manager; Deputy City Manager; City Attorney; Director of Planning and Community Development; Fire Chief; Police Captain; City Engineer; Human Resources Manager; Risk Manager; Planner II; and the Deputy City Clerk.

**** Action Minutes of the Great Falls City Commission. Please refer to the audio/video recording of this meeting for additional detail. ****

1. PUBLIC COMMENT

There were no comments from the public.

2. RISK MANAGEMENT ANNUAL REPORT

Human Resources Manager Linda Williams and Risk Manager Angela Swingley provided and discussed a PowerPoint Risk Management Annual Report presentation. Ms. Swingley also provided a handout, including examples of 2012-2014 Work Comp and Liability claims.

 FISCAL YEAR 2012	 FISCAL YEAR 2013
Work Comp 71 Claims\$514,843.21	Work Comp 57 Claims\$390,057.65
Liability 64 Claims\$205,653.86	Liability 70 Claims\$48,531.97
<hr style="width: 80%; margin: 0 auto;"/> Total = 135 Claims.....\$720,497.07	<hr style="width: 80%; margin: 0 auto;"/> Total = 127 Claims.....\$438,409.62



FISCAL YEAR 2014

Work Comp 61 Claims	\$122,854.67
Liability 64 Claims	\$102,725.81
Total = 125 Claims.....	\$225,580.48

3 Year Comparison



	2012	2013	2014
Work Comp	\$514,843.21	\$390,057.65	\$122,854.67
Liability	\$205,653.86	\$48,351.97	\$102,725.81
TOTAL	\$720,497.07	\$438,409.62	\$225,580.48

Early Return to Work (ERTW)



- Lowers Workers Comp costs
- Decreases employee time away from work
- Reduces turnover
- Strengthens employee relations
- Boosts employee morale
- Improves overall productivity

Achievements



- 2013 Bob Worthington Risk Management Achievement Award
 - Acknowledgement for use of web-based safety training program
- 2014 Bob Worthington Risk Management Achievement Award
 - Acknowledgement for proactive measures in updating property and liability schedules

Ms. Swingley explained that ERTW is a program that supports the practice of bringing injured employees back to work as soon as they are medically able. Efforts are made to keep the injured employee working light-duty in the department where they work. If that is not possible, efforts are made to place them in light-duty positions in Fiscal Services including opening mail, sorting, filing, contacting customers, folding letters, stuffing envelopes, and shredding. Other light-duty positions at the Library include scanning old newspaper clippings, binding books, facing, peeling labels, dusting shelves, and organizing. The court system has also been utilized for light-duty work including alphabetizing files, numerically placing documents, etc.

Ms. Williams noted employees who are off work on wage-loss benefits only earn 66 2/3% of their salary; it is considered leave without pay status so they do not accrue sick leave and vacation. She explained there must be Union concurrence for an employee to perform work not within the scope of their employment, in a temporary alternative work assignment.

Ms. Swingley noted MMIA training meetings were provided for employees, an emergency responder vehicle education program (SERVE) was done with both Fire and Police Departments, and defensive driver training and ergonomic assessments were provided.

3. CURRENT PLANNING OVERVIEW

City Manager reported that future Work Sessions will include overviews by departments to help the Commission look ahead for the City.

Planning and Community Development Planner II Galen Amy provided and discussed a current Planning & Community Development overview PowerPoint presentation.

Healthy drainage

Unhealthy drainage

AgriTech

Strengths

- What is good in this area?
- What are we good at in this area? Why?
- What do existing people or organizations think are good at in this area?

Weaknesses

- What do we do poorly in this area? Why?
- What could we improve in this area?
- What should we avoid in this area?

Opportunities

- What are the good opportunities facing us in this area?
- Are there new ideas?
- Local developments?
- What are some interesting trends happening in this area?

Threats

- What obstacles do we face in this area?
- Are there new issues?
- Governmental?
- Local developments?

Comprehensive Community Planning

Growth Policy Approach **Comprehensive Planning Approach**

	COMMUNITY DEVELOPMENT BUILDING PERMITS VALUATIONS					
	Oct-14					
	YEAR TO DATE		YEAR TO DATE		FULL YEAR 2013	
OCTOBER, 2014	JAN-OCT 2014	OCTOBER, 2013	JAN-OCT 2013	OCTOBER, 2013	FULL YEAR 2013	
NO. VALUATION	NO. VALUATION	NO. VALUATION	NO. VALUATION	NO. VALUATION	NO. VALUATION	
Residential	0	2,763,462	63	38,379,626	1	68,779,000
Residential Additions			31	827,511	2	150,000
Residential Repairs	11	100,000	181	1,807,919	80	3,768,000
Interior Demos - Residence	0	0	0	1,000	3	2,200
New Mobile/Manufact. Homes			1	17,000	1	9,000
Replace Mobile/Manufact. Homes	2	66,000	2	20,000	0	0
Store Places of Mobile Homes	0	0	0	0	0	0
Replace Mobile Homes	0	0	0	0	0	0
Garage/Carports	2	66,000	27	651,407	5	98,175
Garage/Repair Additions			3	24,100	7	11,644,476
Decks/Deck Repairs			10	64,291	27	164,812
Streets/Drives	2	20,200	21	69,100	13	154,861
New Commercial	1	18,000	0	0	1	11,144,476
New Commercial/Store Shell Pkg.			4	1,400,000	2	1,112,000
Commercial Additions	1	108,000	6	996,121	2	232,200
Commercial Alterations/Repairs	14	319,170	100	17,868,151	7	418,076
Interior Demos - Commercial	1	5,000	0	48,472	1	4,000
Churches			0	0	0	0
Church Alterations/Repairs			0	184,161	2	150,800
School Alterations/Repairs	2	397,011	4	273,531	0	0
Medical Bldg. Alterations/Repairs	1	801,000	3	1,603,200	0	0
Prostitutions (i.e. group relations subject)	3	118,000	8	431,471	2	8,500
Other (i.e. town, state, school)	1	319,271	80	1,828,777	1	35,076
TOTALS	40	4,844,764	500	73,289,262	45	2,864,314

Ms. Amy noted the City's location along the Missouri River is an asset. However, the location also means the reality of soils that create potholes and heaving, along with natural sloping,

coulees, ravines, and drainage basins. She discussed the impact drainage basins have to the cost and direction of development within the City and on the outskirts of the City.

Ms. Amy discussed capital improvement planning and comprehensive land use planning. She also discussed current growth skirting the City and requests for annexation involving infrastructure needs and drainage issues.

City Manager noted growth also involves schools, police and fire services, etc.

Ms. Amy also noted the City cannot take on additional park land that does not pay for itself. Projections show growth over the next couple years will likely increase, and large scale development has an impact on all public systems.

Ms. Amy believes that taking the time to do good planning is the responsibility of a business-friendly community.

4. DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Mayor Winters discussed the sale of underutilized park land. He believes the sale of underutilized City-owned land could generate revenue.

City Manager Greg Doyon provided and discussed a handout Master Work Session Topic List. The consensus of the Commission was to schedule a Work Session with Janet Cornish to better understand the flexibility that the Commission has to direct TIF revenues to specific sources and to also schedule a Work Session on comprehensive planning.

ADJOURN

There being no further discussion, Mayor Winters adjourned the informal work session of November 18, 2014, at 6:48 p.m.