



## **The Weekly Update – June 16, 2022**

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***Attachments:***

1. Journal of City Commission Work Session, June 7, 2022
2. Department Monthly Update, May, 2022

**JOURNAL OF COMMISSION WORK SESSION**  
**June 7, 2022**

City Commission Work Session  
Civic Center, Gibson Room 212

Mayor Kelly presiding

**CALL TO ORDER: 5:30 PM**

**CITY COMMISSION MEMBERS PRESENT:** Bob Kelly, Susan Wolff, Joe McKenney, Eric Hinebauch, and Rick Tryon.

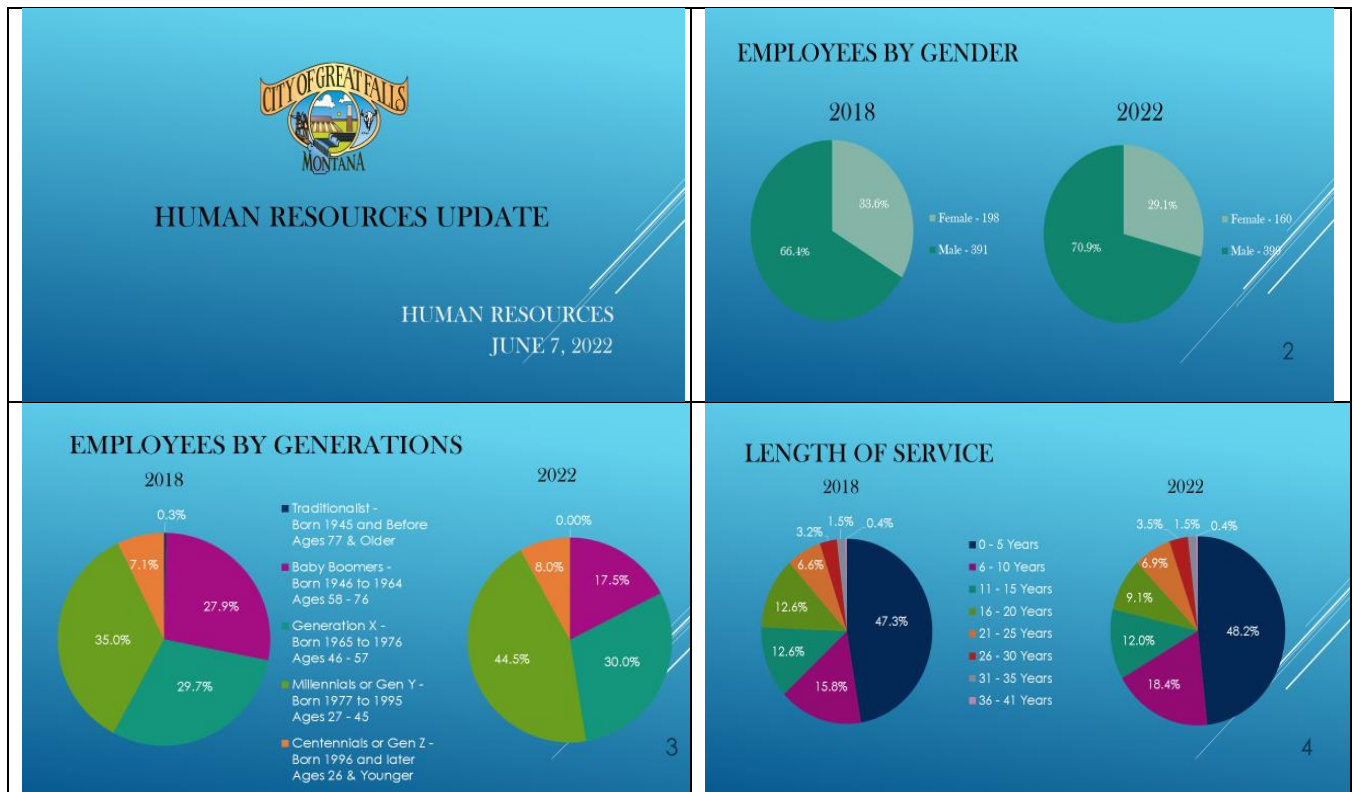
**STAFF PRESENT:** City Manager Greg Doyon; City Attorney Jeff Hindoien and Deputy Attorney David Dennis; Human Resources Director Gaye McInerney; Finance Director Melissa Kinzler and Grant Administrator Tom Hazen; Municipal Court Judge Steve Bolstad and Court Supervisor Morgan Medvec; Fire Chief Jeremy Jones; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

**Kevin Westie**, 602 35<sup>th</sup> Street North, related the use of Tax Increment Financing (TIF) to breaching the trust in government due to people committing crimes in the City, and expressed concern with regard to the amount of time that City staff spends working on TIF's instead of public safety issues.

**1. HUMAN RESOURCES UPDATE – HIRING AND RETENTION.**

Human Resources Director Gaye McInerney reviewed and discussed the following PowerPoint:

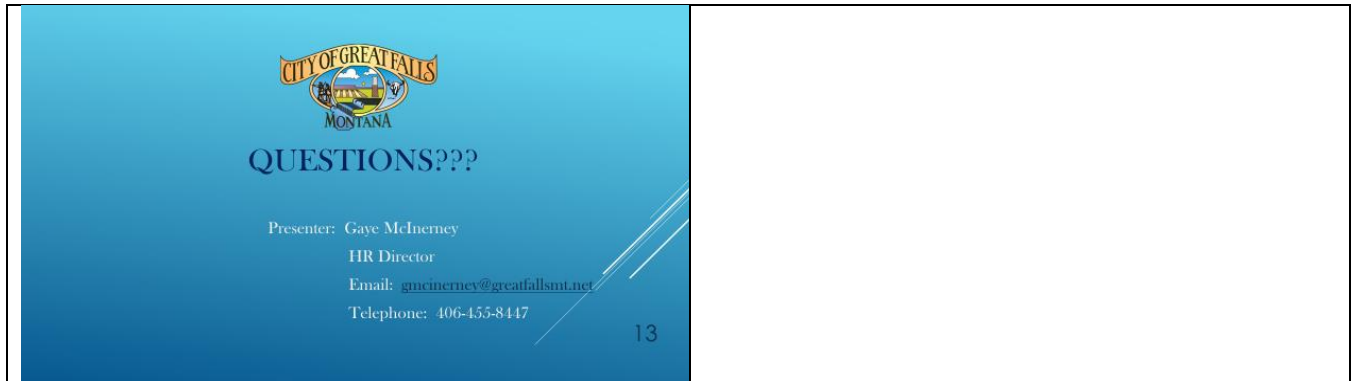


# JOURNAL OF COMMISSION WORK SESSION

## June 7, 2022

<h3 style="text-align: center;">TURNOVER</h3> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>2017 - 7.7%</p> </div> <div style="text-align: center;"> <p>2022 to date - 4.6%</p> </div> </div> <ul style="list-style-type: none"> <li>■ Retirements</li> <li>■ Terminated with Cause</li> <li>■ Moved</li> <li>■ Health Issues</li> <li>■ Better Opportunity</li> <li>■ Dissatisfied with Position/City</li> <li>■ Dissatisfied with Supervisor</li> <li>■ Ready to Move on</li> <li>■ College</li> <li>■ Military</li> <li>■ Family Issues</li> <li>■ Position was Terminated</li> </ul> <p style="text-align: right;">5</p>	<h3 style="text-align: center;">CURRENT CHALLENGES TO RECRUITMENT &amp; RETENTION</h3> <ul style="list-style-type: none"> <li>➢ The Great Resignation</li> <li>➢ April 2022 Unemployment Rates             <ul style="list-style-type: none"> <li>▪ Montana - 2.3%</li> <li>▪ Great Falls - 2.7%</li> </ul> </li> <li>➢ Degrees of availability and interest in the candidate pool</li> <li>➢ Limitations of the public sector to compete with private sector organizations</li> <li>➢ “One size fits all” - Not true today</li> <li>➢ Challenged in employment offerings to candidates</li> </ul> <p style="text-align: right;">6</p>
<h3 style="text-align: center;">APPLICANT &amp; EMPLOYEE PERSPECTIVE</h3> <ul style="list-style-type: none"> <li>➢ Why do you want to work for the City of Great Falls?             <ul style="list-style-type: none"> <li>▪ Good Benefits</li> <li>▪ Job Stability</li> <li>▪ Work Schedule</li> </ul> </li> <li>➢ Candidates want flexibility</li> </ul> <p style="text-align: right;">7</p>	<h3 style="text-align: center;">LOCAL GOVERNMENT RECRUITMENT &amp; RETENTION TODAY</h3> <ul style="list-style-type: none"> <li>➢ Identifying the “competition” based on position/job classification</li> <li>➢ Determining City’s advantages</li> <li>➢ Understanding employees’ needs and desires</li> <li>➢ Conducting six and twelve-month check-in interviews after onboarding in addition to Exit Feedback Forms</li> <li>➢ Obtaining current, independent data to support salary compensation and benefits decisions</li> </ul> <p>Bottom Line: The City can’t keep doing things the way we always have and expect to have a competitive edge in attracting and retaining employees.</p> <p style="text-align: right;">8</p>
<h3 style="text-align: center;">ONGOING CHALLENGES</h3> <ul style="list-style-type: none"> <li>➢ City’s workforce is 75% union members and 25% non-union employees             <ul style="list-style-type: none"> <li>▪ Commission sets the rates of pay for union members</li> </ul> </li> <li>➢ Infrequent Wage/Classification Studies             <ul style="list-style-type: none"> <li>▪ Wages driven by compression/recruitments/labor negotiations</li> </ul> </li> <li>➢ Public perception of public sector compensation</li> <li>➢ Proposing study for FY2023 ahead of labor negotiations</li> </ul> <p style="text-align: right;">9</p>	<h3 style="text-align: center;">NON-UNION COMPENSATION HISTORY</h3> <ul style="list-style-type: none"> <li>➢ Last salary survey completed in 2000</li> <li>➢ In 2019, the City adopted a performance-based management compensation program for non-union employees</li> <li>➢ In October 2021, completed a salary survey for 109 non-union job positions             <ul style="list-style-type: none"> <li>▪ There was market competitiveness (within +/- 5%) for 49% of the salary survey benchmark job classifications.</li> <li>▪ 51% of the jobs were not market competitive (more than -5% below) the salary survey benchmark job classifications.</li> </ul> </li> </ul> <p style="text-align: right;">10</p>
<h3 style="text-align: center;">ACTION STEPS TAKEN BASED ON SURVEY RECOMMENDATIONS</h3> <ul style="list-style-type: none"> <li>➢ Adopted proposed range assignments for all positions</li> <li>➢ Adopted the Open Range Salary Schedule with 5% between midpoints of successive ranges and a 35% range width</li> <li>➢ Implemented salary adjustments for a total impact of 1% of the Personal budget</li> <li>➢ Every two years, will update the Salary Plan by reallocating job classifications to appropriate salary grades reflecting the prevailing rate movement of each position in the marketplace</li> </ul> <p style="text-align: right;">11</p>	<h3 style="text-align: center;">CITY EFFORTS, SO FAR AND MOVING AHEAD</h3> <ul style="list-style-type: none"> <li>➢ Marketing Strategy</li> <li>➢ Wage and Classification Updates</li> <li>➢ Merit Based Pay for Performance (non-union)</li> <li>➢ Self-Insured Medical Plan Transition (85/15 split)</li> <li>➢ Voluntary Benefit Offerings (AD&amp;D, Short/Long-Term Disability, Life)</li> <li>➢ Remote Work Option (for appropriate positions)</li> <li>➢ Workplace Culture (City/department)</li> <li>➢ Employee Communication</li> </ul> <p>➢ Ultimate goal is to attract qualified people, motivate them to perform at the best of their competencies, abilities and skills AND retain key talent by rewarding high-performing employees.</p> <p style="text-align: right;">12</p>

**JOURNAL OF COMMISSION WORK SESSION**  
**June 7, 2022**



Commissioner McKenney received clarification that HR Recruiter Linda Malisani’s main focus is recruitment efforts.

Commissioner Wolff received clarification the Internal Revenue Service (IRS) requires the City to provide benefits to all full time employees, even if they may not want them, because of the on-base retirement component.

Commissioner Tryon received clarification that salary survey benchmark job classifications included feedback from 22 municipalities in Washington, Oregon, Idaho, Wyoming, North Dakota, South Dakota and Montana. He further received clarification that external factors could determine the impact on the Personal budget for future wage and classification updates.

Mayor Kelly received clarification that seasonal employees are classified as short-term workers and not eligible for benefits.

**2. NOVEMBER 2022 MARIJUANA BALLOT REFERENDUM STRUCTURE/LANGUAGE.**

City Attorney Jeff Hindoien reviewed and discussed the following PowerPoint:



# JOURNAL OF COMMISSION WORK SESSION

## June 7, 2022

### MARIJUANA REFERENDUM – BASIC TIMELINE

MARIJUANA REFERENDUM		
	Deadline	Item Due
CCM	June 7, 2022	Work Session re: Referendum Structure/Language
CCM	July 5, 2022	Work Session re: Resolution / Ordinance / Ballot Language
CCM	July 19, 2022	Action on Resolution to Submit Ordinance to Voters at Election to be held on November 8, 2022
	November 8, 2022	Election Day

### MARIJUANA BUSINESS CATEGORIES

- Medical Marijuana Dispensary
- Adult-Use Marijuana Dispensary
- Cultivator
- Manufacturer
- Combined-Use (Tribal Licenses)
- Testing Laboratory
- Transporter Facility

### PROPOSED ORDINANCE LANGUAGE FOR REFERRAL TO VOTERS

**17.20.3.070 Prohibited land uses.**  
 No use of land shall be permitted by right or conditionally permitted within the City of Great Falls that is in violation of federal, state or local law. This prohibition includes, but is not limited to, any use of land for the marijuana business categories otherwise authorized by Montana Code Annotated, Title 16, Chapter 12, Parts 1 through 5 and Admin. R. Mont. §§ 42-39-401 et seq.  
 (Ord. No. \_\_\_\_\_ [2022]; Ord. No. 3054, § 1, 6-1-2010)

### PROPOSED BALLOT LANGUAGE

**FORM OF BALLOT:** The form of the ballot shall be as provided by law and as follows:

**Summary:** Initiative Measure I-190 (I-190) was approved by the electors of the State of Montana (including the electors of Cascade County and the City of Great Falls) in the November 2020 General Election, legalizing possession and use of limited amounts of marijuana by adults over the age of 21 and legalizing certain commercial marijuana business categories. The Montana Legislature subsequently modified various portions of I-190 to create a different legal structure to allow for and regulate marijuana business activities relating to adult-use and medical marijuana. This ballot measure asks voters to approve or disapprove an amendment to the Official Code of the City of Great Falls that would specifically prohibit all of the forms of marijuana business categories otherwise authorized under Montana law from operating within the City of Great Falls. The use and possession of marijuana by adults over the age of 21 as now authorized by Montana law will not be impacted by this vote.

### PROPOSED BALLOT QUESTION

**Proposal:** The City Commission of the City of Great Falls has proposed an amendment to the Official Code of the City of Great Falls to specifically prohibit all types of marijuana business categories from operating within the City of Great Falls. These business categories include marijuana dispensaries (adult-use and medical), combined-use, cultivation and manufacturing activities, testing laboratories and marijuana transportation facilities.

[ ] **FOR** amending the Official Code of the City of Great Falls to specifically prohibit all types of commercial marijuana business categories from operating within the City of Great Falls.

[ ] **AGAINST** amending the Official Code of the City of Great Falls to specifically prohibit all types of commercial marijuana business categories from operating within the City of Great Falls.

### ALTERNATIVE REGULATORY FRAMEWORK

- **INDEPENDENT OF REFERENDUM VOTE,** City staff will be developing a regulatory framework for the City Commission to adopt that **ALLOWS** the commercial marijuana business categories to operate within the City of Great Falls
- This framework will become effective in the event that the specific ban ordinance amendment is **REJECTED** by the electors in November
- Proposals for this framework will be brought forward for City Commission review and discussion at one or more Work Sessions to be conducted in the August / September timeframe

### ALTERNATIVE REGULATORY FRAMEWORK

- **BASIC CONCEPTS FOR CONSIDERATION RE: REGULATORY FRAMEWORK**
  - Allow all business categories in certain specific zoning districts as a matter of right or with CUP process (i.e., all seven categories in I-1 and/or I-2)
  - Special Standards similar to Casino/Bar (i.e., distance buffers from schools, etc.)
  - Distinguish between business categories relative to existing zoning districts, i.e., certain uses allowed only in certain districts (dispensaries in certain districts [commercial], cultivation/manufacturing in certain districts [industrial])
  - Creation of new zoning district structure and/or overlay district structures
  - Separate licensure requirements? – possible limits on numbers of licenses / lottery system





## **JOURNAL OF COMMISSION WORK SESSION**

**June 7, 2022**

City Attorney Hindoien explained that there was mention of a citizen-initiated petition for a countywide election to ban all marijuana activities. If the citizen-initiated petition were to get on the ballot, the City ballot could become meaningless. He mentioned that Yellowstone County voted for a reversal of the I-190 vote for all marijuana activities under a structure that was initiated by the County Commission and was declared by the county not to be legally authorized.

Commissioner Hinebauch received clarification that the City would not receive tax benefits of the sales from marijuana businesses, and the County Commission has indicated that it would not refer the excise tax vote to the electorate.

Commissioner Tryon received clarification that the proposed ordinance language would not be added to the proposed ballot, and that the City would have a fair amount of discretion with regard to a regulatory framework for commercial marijuana business categories to operate within the City.

### **DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

City Manager Greg Doyon reported that the 2023 Budget will be a topic on the June 21, 2022 work session and tentative Budget Special Work Sessions are scheduled for June 28 and 29, 2022.

Commissioner McKenney requested that City Manager Doyon's performance review be added to an upcoming agenda.

**ADJOURN**

There being no further discussion, Mayor Kelly adjourned the informal work session of June 7, 2022 at 6:46 p.m.

**Department Monthly Update**

**May 31, 2022**

**Key Updates**

<p><b>City Manager</b></p>	<p>1) Attended Mayor's Prayer Breakfast, GFPD Awards Luncheon, MAFB monthly meeting, Chamber Business Advocacy, Worlds of Work Planning Session, MLCT Legislative and Resolution Committee, Emerging Leaders Program.</p> <p>2) Wide of variety of Personnel processes including Wage and Classification Adjustments, Employee Health Insurance recommendations, City Engineer candidate follow-up, employee termination review/discipline, department one on ones.</p> <p>3) Reviewed options and processes associated with downtown property code enforcement. Directed appropriate action steps.</p> <p>4) Began more earnest FY23 budget development including Commission Work Session, department budget direction and meetings.</p> <p>5) Keynote for GFPD Citizen's Academy.</p> <p>6) Attended Great Open Spaces City Manager Association in Spearfish, SD with Deputy City Manager Anderson.</p>
<p><b>Deputy City Manager (IT, Clerk, Comm Specialist, Events, GFAS)</b></p>	<p><b>Clerks:</b> Assisted Grant Administrator with AV recordings of the fourth and fifth ARPA Application Q&amp;A Sessions; Pulled 36 archived Office Files to assist Public Works in their research to identify and inventory the locations of lead and galvanized steel service lines within city limits per the EPA's Lead and Copper 2 Rule Revision; processed 30 public records requests April 1 - May 31; organized permanent property files for more efficient retrieval as time allowed; pulled 32 office files to combine with Public Works' and Planning and Community Development's permanent office files for archiving.</p> <p><b>Animal Shelter:</b> Volunteer Coordinator, Laramie has coordinated with Star Radio and initiated Paws on Parade, which are live radio spots done every Friday. Animal Shelter currently has 150 animals in care. During May 59 animals were taken in with 40 adopted, redeemed or transferred out. During a successful Bissell Adoption Event, 29 animals were adopted out. Volunteers provided 137 animal enrichment hours which included walks, yard time, cuddling, petting and play time for shelter animals.</p> <p><b>Communications/Neighborhood Councils:</b> Hosted the May Council of Councils meeting; only one NC was absent. Recorded two City Connections interviews with Susie McIntyre (Library) and Karen Young (911 Center overview and job openings). Provided communications support for Public Works as they announced the Lead Service Line Inventory and supported HR's job openings Facebook posts. Hosted the May Communications Team meeting at the EOC. (An overview of the EOC and JIC was provided to the group.) Coordinated GFPD presentations at the NC meetings.</p> <p><b>Events:</b> The Benefis Foundation returned to the Convention Center and celebrated Mayfaire after a 2 year hiatus due to COVID19. We also had 3 concerts in the Theater including a movie/symphony combination of Charlie Chaplin's City Lights. We are working on contracts with 2 national touring shows for the fall of 2022, to be announced once the details are finalized.</p>
<p><b>Finance</b></p>	<p>1) Continuing to implement Tyler Munis software for Finance and Utilities. The last module to implement is Tyler Cashiering. Working on issues with Finance and Utilities software, including issues with Tyler Cashiering, Utilities, and Finance. Utilities is having problems with electronic bills being delivered to customers and proration of sanitation services. Meeting once a week with Munis about issues.</p> <p>2) Helped City Departments complete their Department requested FY 2023 Budgets.</p> <p>3) Held Question &amp; Answer Sessions Related to City ARPA Application Process. Helped Departments to start implementing Tier 1 ARPA projects.</p>
<p><b>Fire</b></p>	<p><b>Operations Division:</b> GFFR responded to 620 Emergency Calls for service including 10 fires total; consisting of 5 structure fires, 3 vehicle fires and 2 dumpster fires.</p> <p>16 patients were transported by GFFR ambulances (Rescue 4 and Medic 1) due to no vendor ambulances available in May (2022). 4 Cardiac arrest patients were treated by GFFR with 3 achieving ROSC (Return of Spontaneous Circulation). Our peak call times were between 9 am and 10 am with Sundays showing an increase in ALS procedures.</p> <p>Crews performed 2171.15 hours of training across all four platoons. Notable training for May was forcible entry training with the Montana Fire Service Training School, vehicle extrication, water tender wildland ops, structural firefighting performance standards and our Citizens fire academy wrapped up. Commissioner Hinebauch attended Fire Ops out of state with two members of GFFR as well.</p>

Department Monthly Update

May 31, 2022

Key Updates

	<p>86 Advanced life Support medications were administered by GFFR paramedics for conditions such pain control, advanced cardiac life support, cardiac arrest, heart attacks, nausea, breathing difficulties and seizures . Performed 126 Advanced life Support procedures to include, advanced airway placements, cardiac monitor assessments, vascular access and intraosseous access procedures.</p> <p><b>Fire Prevention Division:</b> Conducted 118 Annual Inspections, 50 Reinspections, 7 new SIC inspections, 99 fire code violations noted. 2 occupancy load assessments were conducted.</p> <p>There were 5 building fires and 2 of these were determined to be intentionally set by homeless individuals.</p> <p>The annual Safety Inspection renewals are ongoing. The FPB followed up on 95 outstanding SIC renewals which have until June 15, 2022 to renew their SIC or be cited under Title 5 of the City of Great Falls. As of June 3, 2022 we are down to 6 businesses that have not yet renewed their SIC's.</p> <p>In the Month of April, through Online Inspections Report portal, GFFR had 54 Inspection Testing and Maintenance reports submitted, 9 of these reports had deficiencies. Of those 9 deficiencies, 1 reports were corrected. As of this time, there are 27 businesses, which have deficiencies with their life safety systems.</p> <p>Deputy Fire Marshal Wiench retired.</p> <p>1 business was told to stop selling fireworks as it was not in the permitted time of City Ordinance.</p>
<b>Housing Authority</b>	<p>Bids are being solicited for the site lighting project in Parkdale 2-2 during mid June to complete the underground electrical project. Real Estate Assessment Center (REAC) Physical inspection from HUD is complete with a good score of 163.60 out of 200. These inspections are based on set standards to make sure housing is decent, safe and sanitary.</p>
<b>Human Resources</b>	<ol style="list-style-type: none"><li>1) Currently managing the recruitment of 31 regular positions. Recruited and on boarded 104 short-term and temporary summer workers.</li><li>2) Conducted the annual Open Enrollment period for health and welfare benefits.</li><li>3) Prepared FY23 budgets for HR and Insurance and Safety (Risk Management).</li></ol>
<b>Legal</b>	<ol style="list-style-type: none"><li>1) The City Attorney, along with GFFR Chief Newton and Mayor Pro Tem Wolff, participated in a Public Safety Roundtable hosted by Governor Gianforte on May 19th regarding Public Safety.</li><li>2) City Attorney and Deputy City Attorney attended the annual Jim Tillotson Service Program in Bozeman in early May, for professional development education for municipal attorneys in Montana.</li><li>3) Civil Division represented City's interests in matters such as Tyler/Munis/EnerGov software implementation issues, cable system franchise and right-of-way regulation and use structures, Human Resource / personnel matters, Great Falls Housing Authority legal matters, defense of both driver's license suspension appeals and appeals of Municipal Court convictions in District Court, coordination and assistance with litigation matters referred to outside counsel, ongoing assessment of City's position relative to regulation of adult-use marijuana, addressing the First United Methodist Church encampment issue via PCD and legal action, further discussions and agenda material preparation regarding the City's position relative to the City-County Board of Health "governing body" issue, continuing efforts to resolve the real property title issues for the closing of the sale of the Pasta Montana property, continuing efforts to finalize the plat and easement documents necessary for the closing of the City's property exchange transaction with Independence Bank, assisting departments with upcoming proposed OCCGF revisions, assisting departments contract reviews / approvals, including but not limited to agenda material preparation for the award of the GCCM contract for the upcoming Water Treatment Plant Solids Mitigation Project.</li><li>4) Civil Division renewed the process of citing Code Enforcement violations in Municipal Court.</li><li>5) Criminal Division began an initial assessment of longer-term transitioning to an electronic file management system.</li><li>6) Civil Division processed 95 record requests.</li></ol>



**Department Monthly Update**

**May 31, 2022**

**Key Updates**

	7) Criminal Division prosecuted/resolved over 978 cases, processed 136 deferred prosecution agreements, and prepared 716 subpoenas for witnesses to attend trials and hearings.
<b>Library</b>	<p>1) We are continuing work on the creation of the Library Master Plan. Consultants were in Great Falls May 1st through May 4th assessing the building and gathering community feedback. The Library Board is thinking big to plan for visionary Library services for the community. The final Master Plan report should be completed in August.</p> <p>2) The Library is starting a new Summer Bookmobile service visiting City Parks on Wednesday mornings. We hope that this service will provide better access to the community and better visibility for the new Bookmobile.</p> <p>3) Youth Services staff have planned a wonderful Summer Reading Program—Oceans of Possibilities! Summer Reading events will include fantastic fun and educational events for kids and teens of all ages. The Library serves as an important resource to keep kids reading over the summer and prevent learning loss.</p>
<b>Park and Recreation</b>	<p>1) Staff met several times throughout the month to work on and finalize budget to submit to Finance Department.</p> <p>2) Steve Herrig, Patty Rearden and Erica McNamee attended Child Abuse Training specialized in the prevention of Child Abuse, hosted by MMIA.</p> <p>3) The Electric City Water Park Flow Rider will not be able to operate for the 2022 season due to the failure of the Flow Rider pad. To attempt to offset the loss of this feature, staff purchased a used Kersplash Climbing Wall. This feature will be installed and be ready to use in early June.</p> <p>4) Hosted an Adult and a Class B-C Softball Tournament at the Multi Sports Complex.</p> <p>5) Parks: Had several vandalism occurrences throughout the month; installed new backboards and hoops at Chowen Springs that had been previously vandalized. Held United Way Volunteer Clean-Up Days in the various parks.</p>
<b>Police</b>	<p>1) Began discussions with Tom Hazen and an architect regarding the Tier 1 project of a new evidence area in relation to the ARPA funds.</p> <p>2) Finalized department budget for submission to Finance and the City Manager.</p> <p>3) Completed the 26th session of the Citizen's Academy and had the graduation ceremony for the attendees.</p> <p>4) We had our annual awards luncheon during Police Week, recognizing community members, dispatchers and Law Enforcement officers for performance over and above their regular duties.</p> <p>5) Continued our collaboration with the State of Montana by attending the 911 Advisory Council and Public Safety Radio Communications meeting.</p>
<b>Planning and Community Development</b>	<p>June 2nd, the City-County Historic Preservation Advisory Commission held its annual historic preservation awards event. Over 70 people were in attendance, honoring the accomplishments of 4 award winners.</p> <p>This month, P&amp;CD processed the completion report for the annual Montana Main Street Grant that was accomplished in tandem with the Business Improvement District. The amount for the grant was \$12,500 and the end product was that this grant was used as matching funds for implementation of Wayfinding Signs in the community.</p> <p>Effective June 10, 2022, the State of Montana has adopted the 2021 building codes. The City of Great Falls will have 90 days to also adopt the same codes and any other optional codes that the State allows us to consider.</p>
<b>Public Works</b>	<p><b>PW Admin:</b> PW Director has been sitting in on and facilitating meetings regarding wetland enhancement project to help solve west ridge storm water management. Budget preparation and review meetings with staff.</p> <p><b>Engineering:</b> Coordinating development review in the absence of the review engineer. Updating Engineering's way of doing budget. Drafting changes have been completed for the City standard detail drawings in preparation for a periodic update.</p>

Department Monthly Update

May 31, 2022

Key Updates

**Water Plant:** The Plant continues to operate from 9 to 12 million gallons per day to sustain the City of Great Falls. Clarifier and wet wells cleaned for the year. Plant cleaning and organization continues. CI2 detectors installed. Participated in budget prep.

**Utilities:** 1 gate valve repair; 2 fire hydrants repaired; 1 fire hydrant replaced; 5 water main taps; 1 fire line tap; 13 openings prepared for asphalt; 161,800 ft. sewers cleaned; 704 inlets cleaned; installed irrigation at future booster station lot.

**Central Garage:** Doing annual maintenance on all trailers for the upcoming construction season. Adding some final touches to some paving equipment as well.

**Street:** Completed sweeping all city streets and is preparing to begin mill and overlay efforts.

**Traffic:** Preparing to begin street striping.

**Environmental:** Submitted draft local limits for EPA review; conducted interviews and have chosen candidate to fill IPT Compliance Tech vacancy; completed outreach project with GFHS & installed storm drain markers with students.

**Sanitation:** Currently short 2 employees (Teamsters/CDL drivers). We added the following businesses in the last few weeks: Deals On Wheels, Midway Rental, Travel Lodge, City Brew, Arby's on 10th and Arby's on the west side.