



The Weekly Update – August 18, 2022

Attachments:

1. Journal of City Commission Work Session, July 19, 2022
2. Journal of City Commission Work Session, August 2, 2022
3. Department Monthly Update, July, 2022
4. City of Great Falls Pooled Investments as of July 31, 2022

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 5:30 PM

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

STAFF PRESENT: City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Attorney Jeff Hindoen and Deputy City Attorney David Dennis; Finance Director Melissa Kinzler, Deputy Finance Director Kirsten Myre, Budget Analyst Andrea McCracken and Grant Administrator Tom Hazen; Planning and Community Development Director Craig Raymond; Park and Recreation Director Steve Herrig; Municipal Court Judge Steve Bolstad and Court Supervisor Morgan Medvec; Human Resources Director Gaye McInerney; Library Director Susie McIntyre; Fire Chief Jeremy Jones; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. BUDGET FOLLOW UP – MUNICIPAL COURT.

Municipal Court Judge Steve Bolstad reported that Municipal Court’s Budget included an increase in paper, printing and travel expenses. He explained that he hopes to utilize ARPA funding for additional security measures and a secondary escape route. Without the addition of a second judge, having a heavy caseload and an overburdened Municipal Court only benefits defendants, as well as defense attorneys. The Justice Reinvestment Act, number of outstanding warrants and COVID-19 have impacted the judicial caseload. A second courtroom would provide efficiency for the City; however, would require additional effort from the prosecution and police department. Judge Bolstad provided and discussed 2021 and 2022 citation fine statistics and outstanding balances spreadsheets.

Judge Bolstad requested that the Commission take into consideration that any changes made in one department would have an impact on other departments.

Commissioner McKenney received clarification that one full-time clerk would be needed, in addition to a second judge.

City Manager Greg Doyon added that an urgent area requiring administrative support is the Prosecutors Office.

2. PUBLIC SAFETY LEVY DISCUSSION

City Manager Greg Doyon explained that the Commission would need to decide soon if it is interested in pursuing a study. A firm provided a proposal for a study of the police department and takes approximately 135 days to complete with a base cost of \$56,500 plus expenses. City Manager Doyon added that a City

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Administrator in Billings advised him that the Billings study was helpful in their effort.

Commissioner Wolff commented that she understands the value of having a third party provide information; however, she would rather find resources for a strategist to assist the City with a communication plan for public safety. She expressed concern about the City's expertise with regard to running a public safety levy successfully.

Commissioner McKenney stated that he has mixed feelings about a study; however, the Crime Task Force (CTF) provided the Commission with sufficient information.

Commissioner Tryon received clarification that the money for a study would come from CARES funds. He expressed opposition to having a study done because of the cost and length of time. The CTF provided the Commission with in-depth reports and sufficient information.

Commissioner Hinebauch expressed opposition to having a study done because time is of the essence. He added that the CTF provided sufficient recommendations and made it obvious what the needs of fire, police and judicial are.

Mayor Kelly explained that he does not like to ignore the success of a study and Billings relied heavily on its study. The City of Great Falls relied on the Master Plan for the Park Maintenance District Levy and Great Falls Development Authority (GFDA) relied on its study that indicated a need for 4,500 housing units. A study identifies the needs of a department and equates a City's standard performance, equipment and facilities against other communities similar in size. Mayor Kelly commented that without a study, other funding sources would need to be established or an organization would need to provide a strategy for an educational process for the voters.

Commissioners Hinebauch and Wolff inquired if CARES funds or foundations supporting police and fire could assist with funding for a strategist.

City Manager Doyon responded that CARES funds are very discretionary and there are no foundations for the Fire Department.

Commissioner McKenney suggested that the Commission rely on the CTF recommendations and find a strategist to assist City staff with a communication plan for public safety.

After further discussion, it was the consensus of the Commission that City Manager Doyon consider the Park District Maintenance Plan educational process with regard to finding resources for a strategist to assist the City with a communication plan for public safety.

3. ARPA APPLICATIONS AND REVIEW COMMITTEE.

Finance Grant Administrator Tom Hazen provided and discussed City ARPA Applications and Application Review Process Memo, as well as a scoring matrix for applications for the City ARPA Sub-Awards handouts. He reported that there were 10 capital improvement proposals, seven requests for \$500,000 or more, six requests for \$50,000 or less, 27 requests for \$50,000 or more, nine applications from agencies that received funding from Cascade County and 16 for programs designed to impact the

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low to moderate income population.

Grant Administrator Hazen reported that Fire and Rescue Community Risk Manager Katie Brewer; Finance Deputy Director Kirsten Myre; Legal Assistant Robin Beatty; and, Planning and Community Development CDBG Administrator Tonya Shumaker are members of the Review Committee. The Review Committee would make its recommendations to City Manager Doyon for review and to the Commission for approval. He clarified that an applicant could apply for ARPA funds for different programs.

Mayor Kelly expressed support of the entire ARPA application process, as well as the members of the Review Committee.

Commissioner Tryon inquired about the discretion between the Review Committee, City Manager Doyon and the Commission with what applications to move forward.

City Manager Doyon responded that his first priority is that the Commission is confident with the Review Committee and scoring matrix. He explained that the scoring matrix would help delineate projects that are deserving of an appropriation.

Grant Administrator Hazen explained that documentation and transparency is crucial with regard to the application process.

Commissioner McKenney received clarification that every member of the Review Committee would read and score each application based upon their perspective, as well as the consideration of Commission priorities.

Commissioner Hinebauch received clarification that applicants were aware of the scoring matrix because it was included on the application.

Mayor Kelly received clarification that applicants were aware that they could possibly receive partial funds as opposed to the full amount requested. He further received clarification that the scoring matrix does not indicate if an applicant received funding from Cascade County.

Commissioner Wolff stepped out at 6:23 p.m. and returned at 6:25 p.m.

4. GFDA/CARES APPLICATION DISCUSSION

Great Falls Development Authority (GFDA) Senior Vice President Jolene Schalper introduced GFDA Organizational Development Consultant Heidi Gibson.

Ms. Schalper explained that the GFDA, Association of Realtors and NeighborWorks commissioned a study by a private sector housing study group to confirm that there is a housing problem within the City. Three key findings from the study included the following:

- There are not enough market rate housing units to meet the current demand.

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- The existing migration patterns were seen in the last census; however, did not include the influx due to the pandemic, new Medical University and upgrades to Malmstrom Air Force Base. There is a need for 4,500 units over the next 10 years.
- There is an older housing stock and not enough in the middle or upper end of the spectrum.

The study showed that there were increases in typical family patterns and some families start with an apartment, a starter home and finally purchase a home. Purchasing a home predominantly does not happen and families are stuck at a starter level, which causes pressure overall on the system. Housing and construction costs and higher interest rates, along with high infrastructure rates. There are several local and regional builders that want to build in the City; however, there are not many lots available and rising costs are pricing them out of market.

GFDA works across the United States with economic development teams to come up with solutions such as the following: a community purchases land and gifts it to developers; uses sales tax or other tax dollars to build out infrastructures for specific developers; uses cash incentives to attract housing developers. GFDA helps with gap funding and revolving loans; however, GFDA is running out of money. Ms. Schalper reported that GFDA brought \$233 million in capital investments to the City.

Ms. Schalper requested that the City Commission consider GFDA's request for additional revolving loan funds for two types of specific gaps. The Milwaukee Depot, the station project, because it was the easiest and is not earmarked towards any project and the Housing Infrastructure Revolving Loan Fund capital. Ms. Schalper added that this revolving loan fund would be low interest and GFDA would work with the City to determine what the terms should be. GFDA tracks impacts and reports to the Department of Treasury, Environmental Protection Agency, Economic Development Administration and other various funding sources. She concluded that any amount of money that the City allocates to help GFDA's revolving loan fund would be a long-term solution.

Mayor Kelly received clarification that GFDA utilizes Economic Development Administration Grants and banks as sources for revolving loan funds; the terms for a revolving loan fund depends on the project; and 100 percent of the City's funds would be used within city limits for the duration of the revolving loan.

Commissioner McKenney received clarification that typically, GFDA would be paid prior to a bank because it has a percentage point higher interest for gap financing. He further received clarification that some banks recently started doing Prescribed Investor Rate (PIR) investments into Community Development Finance Institutes and it reviews GFDA's whole loan portfolio.

Commissioner Wolff inquired if there is potential for any kind of a percentage to come back to the City to cover its staff costs necessary to move the projects forward, if it allocates funds to GFDA.

Ms. Schalper responded that GFDA could potentially consider a percentage; however, the margins do not completely cover GFDA's staff costs.

Referring to the Milwaukee Station project, Commissioner Tryon inquired if it is appropriate for a private developer to utilize CARES funds for a bridge loan to develop an upscale project.

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Ms. Schalper responded that the funds would go into a revolving loan pool, be used by private sector businesses, create high wage jobs, and provide homes at all levels in the community. She added that private sector support is necessary in order to have a thriving public sector.

Commissioner Hinebauch commented that using the revolving loan fund, whether for infrastructure or adding to the already existing revolving loan fund, would be a great way to leverage money for the future.

Commissioner Wolff commented that the Milwaukee Station project would benefit the whole community, as well as professionals by providing workforce housing.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that topics for the July 19, 2022 work session include a Great Falls Veterans Memorial Update, as well as Marijuana Business Regulations.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of July 5, 2022 at 6:50 p.m.

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 and Deputy City Manager Chuck Anderson; City Attorney Jeff Hindoien and Deputy City Attorney David Dennis; Finance Director Melissa Kinzler; Planning and Community Development Director Craig Raymond; Park and Recreation Director Steve Herring; Municipal Court Judge Steve Bolstad and Court Supervisor Morgan Medvec; Fire Marshall Mike McIntosh; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. MONTANA VETERANS MEMORIAL UPDATE

Mr. Winters introduced Montana Veterans Memorial President Star Darko.

Mike Winters reported that the Montana Veterans Memorial is located along the Missouri River, overlooking the Black Eagle Dam and honors the contribution of all veterans. The memorial has cauldrons with solar lights, a wall five feet high and 50 feet in diameter, encircling a cast bronze Warrior Angel statue that stands over 12 feet high. Having raised and invested over \$2 million into the Veterans Memorial Park makes it an important part of the community history. Mr. Winters provided historical material about the Montana Veterans Memorial that will be maintained in the City Clerk's office.


Montana Veterans Memorial President Darko reported that she was elected president of the Montana Veterans Memorial in January 2022 through the Montana Veterans Memorial Association. The Montana Veterans Memorial was granted official memorial status when the state legislature passed HB 460 in 2015. The official designation ensured that the site appears marked on official state maps. Ms. Darko's vision is to preserve the dignity of the veterans whose names are on the tiles of the granite benches and tree plaques. Currently, there are 7,854 tiles and donations for the tiles are greater now than last year. The ceremony for tile placement is done around Memorial Day and Veterans Day. She expressed appreciation to Mr. Winters and the Montana Veterans Memorial Association Members for their efforts, the community and surrounding areas for its generous support with regard to the tile ceremonies, and local businesses for the construction of new cement, solar lights and replacing three flagpoles.

2. MARIJUANA BUSINESS REGULATIONS

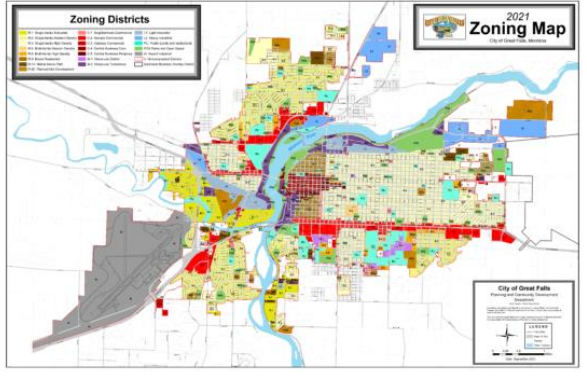

City Attorney Jeff Hindoien reviewed and discussed the following PowerPoint:

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 <p style="text-align: center;">MARIJUANA REGULATORY FRAMEWORK – STATUS UPDATE</p> <p style="text-align: center;">CITY COMMISSION WORK SESSION AUGUST 2, 2022</p> <p style="text-align: center;">JEFF HINDOEN, CITY ATTORNEY CRAIG RAYMOND, DIRECTOR, PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT</p>	<h3 style="color: #0056b3;">PURPOSE</h3> <ul style="list-style-type: none"> ➤ Update to Commission re: Status of Marijuana Regulatory Process <ul style="list-style-type: none"> ➤ Referendum – Proposed Ordinance to be Voted on by Citizens ➤ Alternative Regulatory Framework – to be effective upon either (1) citizen vote rejecting Referendum ordinance OR (2) Court order directing City to allow activities
<h3 style="color: #0056b3;">ACTION TO BE TAKEN AT AUGUST 2, 2022 REGULAR MEETING</h3> <ul style="list-style-type: none"> ➤ Commission will be considering and taking action on a RESOLUTION to refer an ordinance amendment to a vote of the electors <ul style="list-style-type: none"> ➤ The referred ordinance language – if approved by the voters – would create a voter-enacted specific prohibition of any land use in the City for marijuana business activities (dispensaries, cultivation, manufacturing, testing or transporting) ➤ If adopted by Commission this evening, the RESOLUTION will be certified and transmitted to Cascade County Election Administrator for inclusion of the referred ordinance amendment on the ballot in November 	<h3 style="color: #0056b3;">ALTERNATIVE REGULATORY FRAMEWORK</h3> <ul style="list-style-type: none"> ➤ INDEPENDENT OF THE REFERENDUM PROCESS that has been developed at the direction given by the Commission at its April 19, 2022 Special Meeting, City staff has also been working to develop an alternative regulatory framework for consideration by the City Commission that WOULD ALLOW the various commercial marijuana business categories to operate within the City of Great Falls <ul style="list-style-type: none"> ➤ Dispensary (Adult-Use/Medical) ➤ Cultivation ➤ Manufacturing ➤ Testing ➤ Transporter
<h3 style="color: #0056b3;">ALTERNATIVE REGULATORY FRAMEWORK</h3> <ul style="list-style-type: none"> ➤ As initially envisioned, this alternative regulatory framework was intended to become effective in the event that the specific ban ordinance amendment is REJECTED by the electors in November <p style="text-align: center;">HOWEVER,</p> <ul style="list-style-type: none"> ➤ The City's current prohibition against marijuana businesses operating in the City has been challenged in District Court, so the alternative regulatory framework is also being structured to also become effective in the event that the City is ORDERED by a Court to allow commercial marijuana business activities within the City of Great Falls 	<h3 style="color: #0056b3;">ALTERNATIVE REGULATORY FRAMEWORK</h3> <ul style="list-style-type: none"> ➤ Consistent with advisement to Commission at July 5, 2022 Work Session, City staff has developed a proposed alternative regulatory framework that will be presented to Planning Advisory Board / Zoning Commission at its August 9, 2022 meeting ➤ Following the Planning Advisory Board / Zoning Commission's consideration of the proposed alternative regulatory framework on August 9th, it will then be brought before the City Commission for 2nd Reading / Public Hearing at its September 6, 2022 Regular Meeting
<h3 style="color: #0056b3;">ALTERNATIVE REGULATORY FRAMEWORK</h3> <ul style="list-style-type: none"> ➤ BASICS OF PROPOSED ALTERNATIVE REGULATORY FRAMEWORK: <ul style="list-style-type: none"> ➤ Current City Code provisions prohibiting commercial marijuana activities would be specifically amended to allow for them: <p style="font-size: small;">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, except for land uses relating to activities licensed by the Montana Department of Revenue under the Montana Marijuana Regulation and Taxation Act and identified as allowed in 17.20.3.010 and its accompanying exhibits.</p>	<h3 style="color: #0056b3;">ALTERNATIVE REGULATORY FRAMEWORK</h3> <ul style="list-style-type: none"> ➤ BASICS OF PROPOSED ALTERNATIVE REGULATORY FRAMEWORK: <ul style="list-style-type: none"> ➤ City Code would be amended to include state law definitions of authorized commercial marijuana activities (e.g., dispensary, cultivation, etc.) ➤ All commercial activities will be subject to State law licensure requirements (16-2-207, MCA): <ul style="list-style-type: none"> ➤ Premises must be approved by local building, health and/or fire officials ➤ Premises cannot be within "500 feet of and on the same street as a building used exclusively as a church, synagogue, or other place of worship or as a school or postsecondary school other than a commercially operated school, unless the locality requires a greater distance. This distance must be measured in a straight line from the center of the nearest entrance of the place of worship or school to the nearest entrance of the licensee's premises."

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<p style="text-align: center;">ALTERNATIVE REGULATORY FRAMEWORK</p> <p>➤ BASICS OF PROPOSED ALTERNATIVE REGULATORY FRAMEWORK:</p> <ul style="list-style-type: none">➤ Current City Code land use table would make State-licensed activities either a PERMITTED USE or a CONDITIONAL USE in the I-1 Light Industrial Base Zoning District or I-2 Heavy Industrial Base Zoning District➤ Dispensary, Testing Laboratory or Transportation allowed as a PERMITTED USE in I-1 or I-2➤ Cultivation allowed as a CONDITIONAL USE in I-1 and PERMITTED USE in I-2➤ Manufacturing allowed as PERMITTED USE <u>only</u> in I-2	 <p>The map displays the City of Great Falls with various zoning districts color-coded. A legend in the top left corner lists the districts: I-1 Light Industrial Base, I-2 Heavy Industrial Base, C-1 Community Center, C-2 Community Center, C-3 Community Center, C-4 Community Center, C-5 Community Center, C-6 Community Center, C-7 Community Center, C-8 Community Center, C-9 Community Center, C-10 Community Center, C-11 Community Center, C-12 Community Center, C-13 Community Center, C-14 Community Center, C-15 Community Center, C-16 Community Center, C-17 Community Center, C-18 Community Center, C-19 Community Center, C-20 Community Center, C-21 Community Center, C-22 Community Center, C-23 Community Center, C-24 Community Center, C-25 Community Center, C-26 Community Center, C-27 Community Center, C-28 Community Center, C-29 Community Center, C-30 Community Center, C-31 Community Center, C-32 Community Center, C-33 Community Center, C-34 Community Center, C-35 Community Center, C-36 Community Center, C-37 Community Center, C-38 Community Center, C-39 Community Center, C-40 Community Center, C-41 Community Center, C-42 Community Center, C-43 Community Center, C-44 Community Center, C-45 Community Center, C-46 Community Center, C-47 Community Center, C-48 Community Center, C-49 Community Center, C-50 Community Center, C-51 Community Center, C-52 Community Center, C-53 Community Center, C-54 Community Center, C-55 Community Center, C-56 Community Center, C-57 Community Center, C-58 Community Center, C-59 Community Center, C-60 Community Center, C-61 Community Center, C-62 Community Center, C-63 Community Center, C-64 Community Center, C-65 Community Center, C-66 Community Center, C-67 Community Center, C-68 Community Center, C-69 Community Center, C-70 Community Center, C-71 Community Center, C-72 Community Center, C-73 Community Center, C-74 Community Center, C-75 Community Center, C-76 Community Center, C-77 Community Center, C-78 Community Center, C-79 Community Center, C-80 Community Center, C-81 Community Center, C-82 Community Center, C-83 Community Center, C-84 Community Center, C-85 Community Center, C-86 Community Center, C-87 Community Center, C-88 Community Center, C-89 Community Center, C-90 Community Center, C-91 Community Center, C-92 Community Center, C-93 Community Center, C-94 Community Center, C-95 Community Center, C-96 Community Center, C-97 Community Center, C-98 Community Center, C-99 Community Center, C-100 Community Center. The map also shows major roads, water bodies, and the city boundary.</p>
 <p style="text-align: center;">QUESTIONS?</p>	

Commissioner McKenney received clarification that if there is a Referendum, individual City Commissioners could vote as long as they do not utilize public resources. He further received clarification that all commercial marijuana businesses would be subject to State law licensure requirements. Commissioner McKenney reported that he visited marijuana businesses in the county to get an idea of how they operate. He explained that patrons did not use the product on-site, the businesses were set up like any other retail store and the customer base was similar to other retail establishments. He recommended treating legal marijuana sales like any other retail business and allowing marijuana businesses to operate wherever off-premise alcohol is zoned.

Commissioner Tryon received clarification that the lawsuit against the City for prohibiting a marijuana business to operate within City limits does not challenge the Referendum. He further received clarification that State law licensure requirements prohibits on-site advertising and minors to be on the premises of a marijuana business.

Commissioner Hinebauch expressed support of treating legal marijuana sales like any other retail business and allowing marijuana businesses to operate in any commercial area within the City.

After further discussion, it was the consensus of the Commission that City Manager Doyon consider scheduling a special work session to further discuss marijuana business activities and alternative regulatory framework structure.

City Manager Doyon suggested that the Commission consider the following:

- Crime Task Force reports from Drug Enforcement Agency (DEA) Resident in Charge Stacy Zinn-

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Brittain and Rocky Mountain High Intensity Drug Trafficking (HIDTA) about the impacts marijuana has on jurisdictions.

- Municipal Court Judge Steve Bolstad's report about the increase in minors in possession of marijuana and the impact to the community if marijuana is easier purchase.
- Marijuana businesses are not similar to other retail establishments and expanding access to marijuana should not be made easy to anyone.
- The City would not generate revenue from marijuana sales to offset the negative impacts of allowing access to marijuana.

City Manager Doyon recommended that the Department Heads advise him about the impacts that marijuana business activities could have on their department, prior to making any decisions about the alternative regulatory framework.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that the August 16, 2022 work session would consist of an Insurance Services Office (ISO) Audit and Rating update. Marijuana Business Activities/Alternative Regulatory Framework Structure could be a topic for a special work session or the August 16, 2022 work session.

Mayor Kelly recommended that the Commission contact City Attorney Hindoien, City Manager Doyon or Police Chief Newton with any questions or concerns about the alternative regulatory framework or marijuana business regulations. He added that the Commission's responsibility is not to advocate for something, it is to give the public an opportunity to choose.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of August 2, 2022 at 6:39 p.m.

Department Monthly Update
July 31, 2022
Key Updates

City Manager	<ol style="list-style-type: none"> 1) Attended GF Area Chamber of Commerce Central Montana Work Board Meeting 2) Interviewed Public Works Director Candidates and Interim Candidate; Interviewed City Engineer candidate 3) Attended 341 MW Change of Command Ceremony; Toured new Aim High Big Sky Recreation Center with General Martin, Colonel Reeves 4) Visited City of Havre to participate in a town hall meeting for change of government 5) Met with Chief Newton and Rob Lewis regarding community relations with African-American Community 6) Completed all direct report performance evaluations 7) Participated in GF Public Library design charrette 8) Coordinated response to encampment
Deputy City Manager (IT, Clerk, Comm Specialist, Events, GFAS)	<p>Info Tech: I.T. initiated the MTR (Managed Threat Response) by Sophos. Thanks to ARPA funding and the support for security upgrades, the City is now utilizing a team of experts to assist in finding and diagnosing any potential threats to the network. Mapping completed 116 splits which involves changing parcel GIS attributes/Legal Descriptions, etc. Splits are needed when land data changes. Examples: When adding subdivisions, combining parcels or processing City resolutions.</p> <p>Animal Shelter: Had a Consultation visit from University of Wisconsin-Madison Shelter Medicine Program Veterinarians advising best shelter practices for complete animal care, process and policy changes. Animals in care for the month of July ranged from 172 to 189. Intake including strays and animals surrendered in the field to Animal Control was 35 dogs and 46 cats. Outgoing (adopted, reclaimed or transferred) animals were 44 dogs and 28 cats. 49 of the adoptions were due to the success of the Bissell hosted adoption event. 52 Animals were microchipped and 26 spay/neuter surgeries were arranged. Volunteers logged over 106 hours.</p> <p>Communications/Neighborhood Councils: NC: NC#8 hosted their 19th Annual Ice Cream Social with 50 neighbors in attendance. NC#3 Secretary recorded and aired on KGPR another episode of "Your Neighborhood Councils" with NC#5 Chair Eric Ray.</p> <p>Communications: Created a new webpage to promote the City Communications tools. Recorded two City Connections interviews with Tonya Shumaker (CDBG/HOME programs) and Mark Juras (Water Service Line Inventory). Provided communication support to Public Works to promote the Water Service Line Inventory. In conjunction with IT, implemented two new email subscriptions – News Releases and Bids/RFPs. Then coordinated and conducted training for the departmental website content managers. Promoted the new email subscriptions options with staff and on social media. Provided clerical support in the City Manager's office.</p> <p>Events: Passion for Pigs from Shelbina, Missouri held an agricultural event in the Convention Center. This is a new customer and they are planning to make this an annual event at our facility to target pork producers in our area. The box office started selling tickets on July 22nd for the comedian Rodney Carrington and sales have already exceeded 500 tickets for the October show.</p>
Finance	<ol style="list-style-type: none"> 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. Having issues with Utility Customer Services balances in UB Central. Working on fixing software errors, one area of the software stops working (such as work orders), a software patch is deployed and three other things stop working. 2) Completed and help present the FY 2023 Proposed City Wide Budget. Adopted FY 2023 City Wide Budget. 3) Working on finalizing FY 2022 financial numbers and year end entries. Preparing for the Fiscal Year End 2022 Financial Audit. 4) Helped Departments to start implementing Tier 1 ARPA projects. Started the review process for the Community American Recovery Plan Act Applications.

**Department Monthly Update
July 31, 2022
Key Updates**

Fire	<p>Operations Division: Responded to 676 Calls for service in July. These calls ranged from a building fire mutual aid request in the county to a grass fire in the city and a passenger car fire.</p> <p>Responded to 17 motor vehicle crashes, 7 of those crashes had reported injuries. There were 11 Hazmat incidents to include several Carbon Monoxide leaks, 4 natural gas leaks and one radioactive condition which usually results in the detection of radioactive chemotherapy medication being thrown away.</p> <p>Conducted a total of 1466 training hours that ranged from Advanced Life Support scenarios, to car fires in a parking garage to Rescue Task Force active shooter training. This training was conducted across all four platoons and the GFFR training division.</p> <p>Cared for 298 patients in July. During that patient care, GFFR administered 134 advanced life support medications for pain, advanced cardiac life support, cardiac arrest, heart attacks, nausea, breathing problems, allergic reactions and seizures. 5 advances airways were placed for patients who were not breathing on their own, 93 vascular access procedures were also performed.</p> <p>Conducted training with GFFD and Probation and Parole for annual active shooter exercises at East Middle School. GFFR's role in this training is performing Rescue Task Force roles in removing injured patients from inside the building, triaging and arranging for proper transport to the hospital.</p> <p>Fire Prevention Division: Conducted 246 Annual Inspections, 45 Reinspections, 19 new SIC inspections, 146 fire code violations noted, and 110 fire code violations corrected. 1 fire alarm system accepted, 1 fire sprinkler system accepted. 1 occupancy load assessments were conducted.</p> <p>Witnessed 4 hydrostatic sprinkler system tests and flushed 5 fire lines, 2 fire alarm systems accepted, 1 kitchen hood system accepted.</p> <p>1 structure fire investigated, ATF joined investigation as the residence was a known criminal hangout.</p> <p>Through the Online reporting system, IROL, GFFR had 92 IT and M reports submitted, 23 of these reports had deficiencies. Of those 23 deficiencies, 1 reports were corrected. As of this time, there are 55 businesses, which have deficiencies with their life safety systems.</p> <p>The annual Safety Inspection renewals are completed, all businesses renewed for 2022. There are still 3 outstanding SIC's from 2021, Blue Cross Blue Shield, Panda Express and The Gillespie Agency.</p>
Housing Authority	6-plex modernization contractor has been secured with demo to begin next week. New leasing manager has been hired and began Aug. 8th. We are still accepting applications for maintenance position.
Human Resources	<ol style="list-style-type: none"> 1) Currently managing the recruitment of 42 regular positions. 2) Processed FY23 increases for approximately 135 non-union employees. 3) Fine tuning renewal items for health and welfare benefits for FY23.
Legal	<ol style="list-style-type: none"> 1) Civil Division represented City's interests in matters such as Tyler/Munis/EnerGov software implementation issues, 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, prosecution of Code Enforcement criminal cases in Municipal Court, coordination and assistance with litigation matters referred to outside counsel, legal action regarding the City's position relative to the City-County Board of Health "governing body" issue, preparation for upcoming City Commission appeals (SIC and utility rate complaints), 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, and assisting departments with contract reviews/approvals. 2) Civil Division continued to address the First United Methodist Church encumbrance issue via PCD and legal action. 3) Civil Division continued preparation of the Municipal Court Charter Amendment and Marijuana Regulation Ballot Referendum for City Commission final adoption.

**Department Monthly Update
July 31, 2022
Key Updates**

	<p>4) Civil Division processed 104 record requests. 5) Criminal Division prosecuted/resolved over 814 cases, processed 91 deferred prosecution agreements, and prepared 1023 subpoenas for witnesses to attend trials and hearings.</p>
Library	<p>1) We partnered with Belt Public Library and Wedsworth Memorial Library to apply for Cascade County ARPA funds. The awards were announced on July 12th. Cascade County approved funding as follows. \$160,000 to expand the Belt Public Library to include a meeting room (with equipment for online meetings), storage closet and ADA accessible bathroom. \$6,000 to upgrade the Wedsworth Library with AC/Heating ducting in their vestibule, a canopy over their front doors and UV protective shades for their windows. \$20,000 to replace the Great Falls Public Library front door. (Our request for \$80,000 to upgrade the Great Falls Public Library 3rd floor air handler was not approved for funding.) 2) Contractors started installing the new cabling on June 20th. The installation continues to move forward. The next phase of the cabling project will involve switching our network to the new cabling. We will then be installing new OPAC systems which will allow greater flexibility in the placement of the OPACs and the use of Library space. (A picture of the proposed new OPAC system is in your packet.) Our eRate proposal has been approved. Federal eRate funds will pay for 80% of our monthly internet bills and for 80% of our Broadband upgrade from a copper to a fiber connection. VisionNet has not yet scheduled the project because they are having some issues with their contractor obtaining permitting. 3) We have received a \$2,000 award from the Montana Geriatric Education Center to start a Memory Café for persons with dementia. We are partnering with the Alzheimer’s Association of Montana and the MSU Extension Office for the Memory Café. The first meeting will be September 19th and then will be on the second Monday of each month. 4) Big River Ruckus will be August 11, 12 and 13th. In addition to the great musical acts, the Library is sponsoring a presentation by national bestselling author Craig Johnson, a Montana Author Panel, two puppet shows, two StoryWalks and a variety of kids arts activities. 5) The Library is working to lower the barriers to Library use. The Board is considering a change to Library Card policy to allow persons age 14 – 17 to obtain cards without requiring a parent signature. We are also considering a proposed project to partner with local school districts to provide students with Great Falls Public Library digital resource access Library cards.</p>
Park and Recreation	<p>1) New memorial pavilion completed in Oddfellows Park. 2) New elk Sculpture commissioned to be placed adjacent to the River's Edge Trail. 3) Electrical service installed to restroom in Lions Park and tennis court renovations started. 4) New Indoor Aquatic and Recreation Center concrete lap pool floor and footings poured. See Supplemental Report for pictures.</p>
Police	<p>1) Sgt. Jeff Beecroft officially retired after having served 33 years with the Great Falls Police Department. 2) Continued with the hiring process with both lateral and entry level police applicants and entry level dispatch applicants. 3) Collaborated with the Montana Air National Guard to support their open house and air show. 4) Joe Dusatko was promoted to the rank of Sergeant, and was assigned to the Patrol Bureau.</p>
Planning and Community Development	<p>1) COGF will be formally adopting the 2021 Building codes per State mandate on September 9, 2022. We will continue to reach out and notify development community. Word is already getting out as we are fielding several calls about specific projects and which code is applicable so I know the word is getting out. 2) Chastity Tarrow started as Permit Technician on July 11th. She is already getting up to speed on the position and is doing very well.</p>

Department Monthly Update

July 31, 2022

Key Updates

	<p>3) On July 21, City staff hosted a visit from Dominique Jackson, who was recently appointed as the new Region 8 Director of Housing and Urban Development (HUD) in Denver. In addition to meeting with CDBG staff, Mrs. Jackson also met with City Manager Greg Doyon, Mayor Bob Kelly, and non-profit organizations in Great Falls as part of a listening tour to better understand the challenges communities in Montana were facing in providing services to low to moderate income residents of their communities.</p>
Public Works	<p>Central Garage: Currently replacing tires on heavy duty units. Repairs to A/C units in vehicles. Also minor repairs to the Public Works Fuel Island.</p> <p>PW Administration: Transitioned to Interim Public Works Director and several PW and IT employees were trained to help in interim until new Asset Management Tech can be hired.</p> <p>Engineering: Coordinating development review in the absence of the review engineer. Construction management of ongoing project. Preparing for the mass lead and copper service line mailer that will be sent out in August.</p> <p>Water Plant: The Plant is operating at 25 to 30 MGD to sustain the City of Great Falls. Communication failure from backwash clarifier was temporarily fixed, and carbon feed moved to rapid mix, repairs to Gore Hill Pump #2 complete. Working through supply chain issues with lack of product and available drivers.</p> <p>Utilities: 1 Water main break repair; 1 gate valve repair; 1 fire hydrant repair; 20 fire hydrants painted; 2 water main taps; 1 8" water tap for main extension; 4 main break holes prep for asphalt; 29 valve gates checked; 1 storm inlet repaired; 1 sewer main repair; 167,372 ft. of sewers cleaned and 445 inlets cleaned.</p> <p>Street and Traffic: Milling and overlay projects along with striping roads continuing.</p> <p>Environmental: Resumed conducting yearly FSE inspections; conducted 2nd round of interviews to fill ENV Program Specialist vacancy; began update Storm Water Mgmt. Program document to reflect new MS4 permit; completed 1 round required MS4 wet weather sampling.</p> <p>Sanitation: short-staffed, and our crews are working major overtime to complete their daily routes; have also adjusted work hours.</p>



Finance Department Memorandum

To: Greg Doyon, City Manager; City Commission; Members of the Investment Committee

From: Kirsten Myre, Deputy Finance Director

Date: August 18, 2022

Re: Total Cash and Investments as of July 31, 2022

The City of Great Falls' total cash and investments at the end of July 2022 was \$120,172,587.45. This included cash in bank accounts totaling \$17,101,984.42. Total cash and investments decreased slightly from \$121.8 million in June to \$120.2 million at the end of July. The City received more 2nd half tax payments in July, but also made many construction payments. The General Fund cash balance decreased from \$11.6 million in June to \$10.3 million in July. The graphs for the City's total cash and investments as well as the General Fund, specifically, are on the next pages. Cash balances in all funds are monitored on a monthly basis.

Also on the next page is the summary of the City's total cash and investments. The maturity dates of the City's investments run through December 31, 2022, which falls within the 5-year statutory limitation. The City's investment policy specifies the percentage the City of Great Falls must have of the different types of instruments allowed by state statute. The chart below lists those percentages compared to the City's investments as of July 31st. The investments in the Montana Board of Investments (STIP) and US Bank Insured Cash Sweep (ICS) are liquid and may be called at any time.

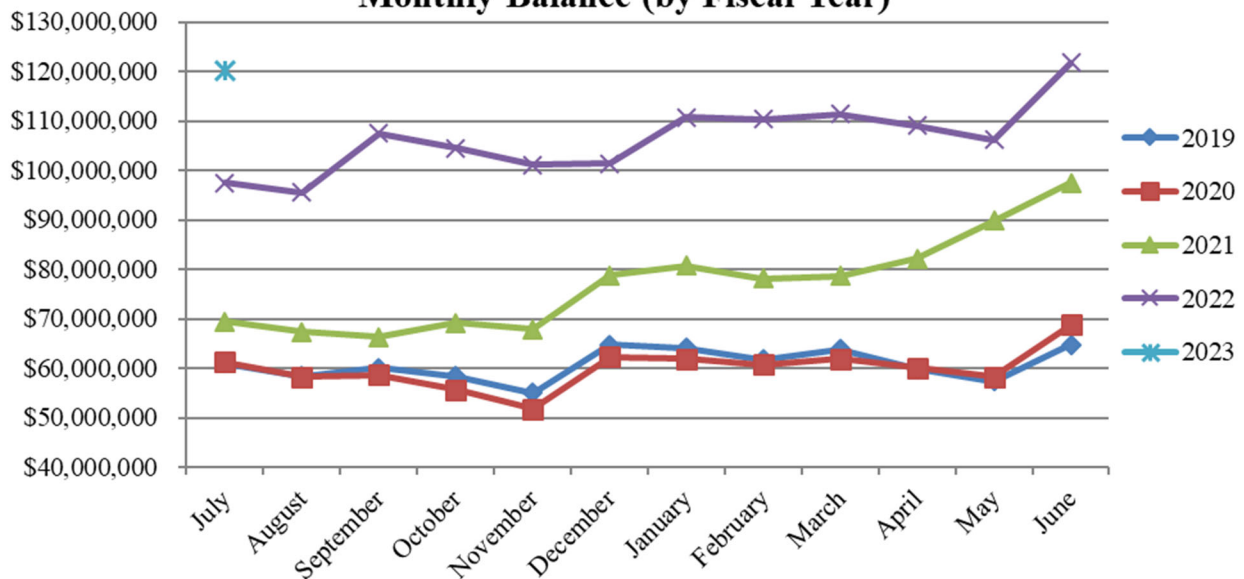
Issuer category	Minimum %	Maximum %	City's Investments % as of July 31, 2022
Master, savings, and ICS accounts	20% combined	100%	99.60%
Montana Board of Investments STIP		100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0.40%
Obligations of agencies of the U.S.	0%	30%	0.00%

City of Great Falls
Total Cash & Investment Summary
July 31, 2022

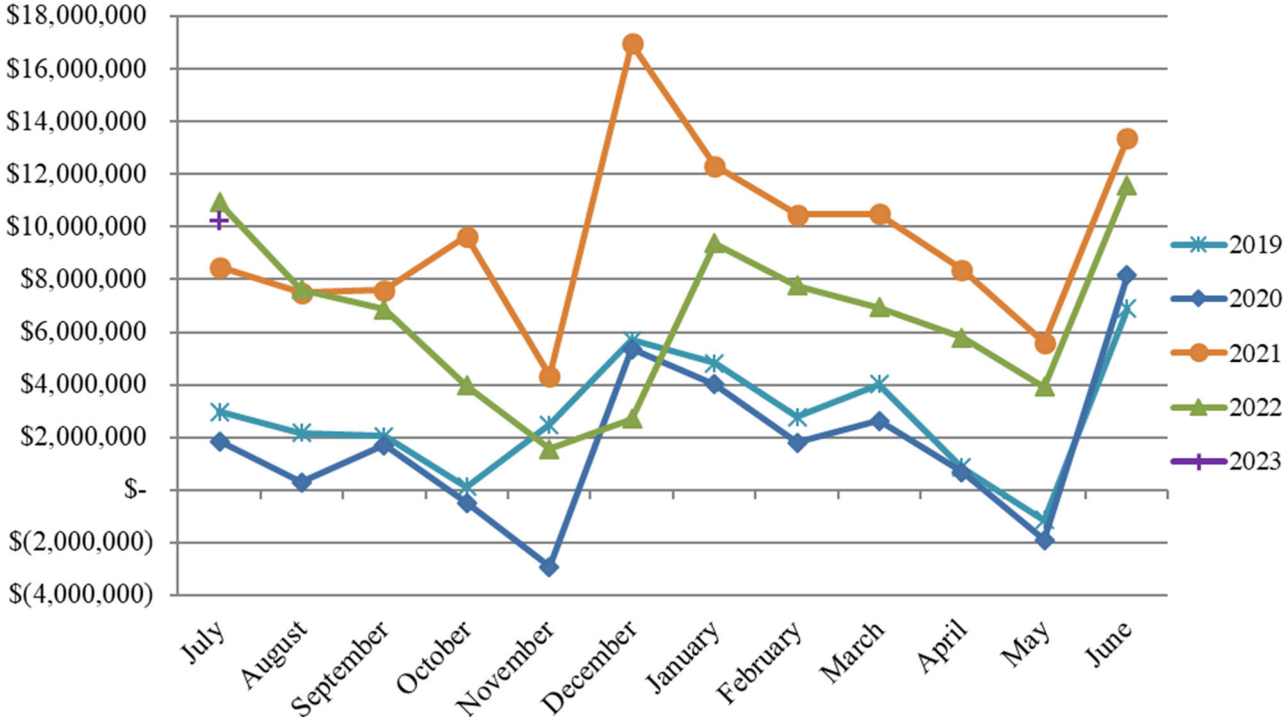
Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
US Treasury Note	1.625%	8/31/2022	240,742.19	249,857.75
US Treasury Note	2.125%	12/31/2022	245,390.63	249,277.25
Insured Cash Sweep	Variable		75,607,397.70	75,607,397.70
Total US Bank Investments			76,093,530.52	76,106,532.70
State of Montana Short Term Investment Pool (STIP)				
	1.581%		26,977,072.51	26,977,072.51
Total Investments			103,070,603.03	103,083,605.21
Cash on Hand, Deposits in Bank			17,101,984.42	17,101,984.42
Total Cash and Investments			\$120,172,587.45	\$120,185,589.63

Compared to previous years, total cash and investments is at a higher level. The higher levels can be attributed to receipt of American Rescue Plan (ARPA) funding and bond funding from the Park Maintenance District and Downtown Tax Improvement District. These monies originally accounted for over \$35 million included in our total cash and investments and are being spent down as the Civic Center façade and new recreation center construction is completed. The ARPA funding will be spent down as it is allocated on a project by project basis.

Total Cash & Investments
Monthly Balance (by Fiscal Year)



General Fund Monthly Cash Balance (by Fiscal Year)



If you have any questions, please feel free to contact me at (406) 455-8423 or kmyre@greatfallsmt.net.