



## **The Weekly Update – February 29, 2024**

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***Attachments:***

1. Journal of City Commission Work Session, February 6, 2024
2. Journal of City Commission Special Work Session, Safety Discussion, February 12, 2024
3. Journal of City Commission Work Session, February 20, 2024
4. City of Great Falls Total Cash and Investments as of January 31, 2024
5. Department Monthly Update, December 2023
6. Department Monthly Update, January 2024

City Commission Work Session  
Civic Center, Gibson Room 212

Mayor Reeves presiding

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

**CITY COMMISSION MEMBERS PRESENT:** Cory Reeves, Joe McKenney, Rick Tryon and Shannon Wilson. Commissioner Susan Wolff was excused.

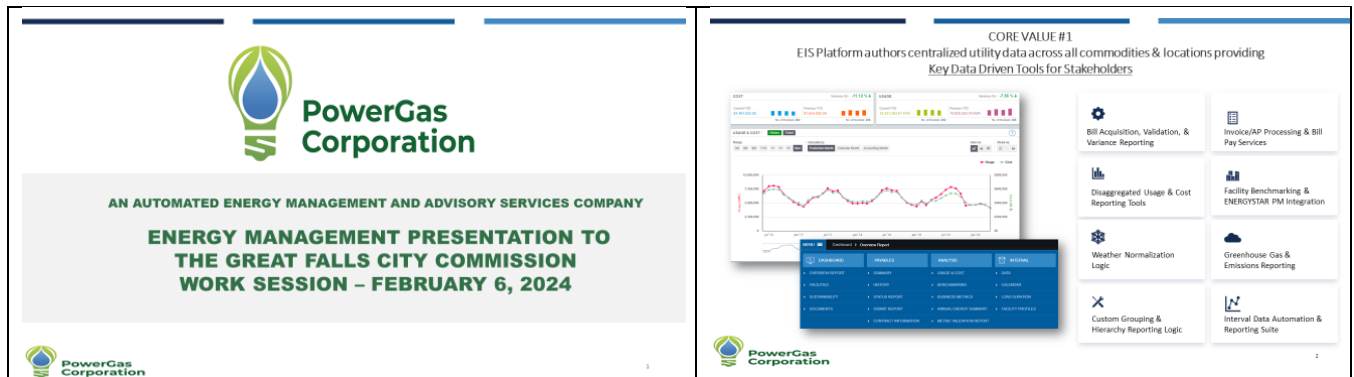
**STAFF PRESENT:** Deputy City Manager Chuck Anderson; City Attorney David Dennis and Deputy City Attorney Rachel Taylor; Public Works Director Chris Gaub, City Engineer Jesse Patton and Civil Engineer Project Manager James Hewitt; Finance Director Melissa Kinzler, Grant Administrator Tom Hazen and ARPA Project Manager Sylvia Tarman; Planning and Community Development Director Brock Cherry; Park and Recreation Director Steve Herrig; Information Technology Director Todd Feist; 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**

**Ben Forsyth**, City resident, expressed concern that previous city commissions have ignored and broken laws in order to create a better marijuana situation in the City. Mr. Forsyth read and provided a prepared handout pertaining to marijuana being a dangerous drug and laws relating to marijuana.

**1. ENERGY CONSULTING CONTRACT – POWERGAS CONSULTING**

PowerGas Corporation (PGC) President Jim Morin reviewed and discussed the following PowerPoint:




# JOURNAL OF COMMISSION WORK SESSION


## February 6, 2024

### CORE VALUE #2

#### Meeting Latest Standards in Sustainability Reporting

- Meets latest Standards in EPA/SASB Reporting Requirement
- EIS automatically integrates with EPA to allocate facilities to regional emission datasets by service address
- Measure CO2e and other scope 2 emissions easily – by facility, region, business unit, or enterprise wide
- Work with EIS team to create customized emissions profiles that represent renewable purchasing strategies, and automate the entry and collection of other external data sources like ENERGY STAR.





### CORE VALUE #3

#### EIS combined with Advisory Services – An Integrated Offering

**MANAGEMENT EFFICIENCY**


- Client specific portal and platform build out unique to client.
- Hierarchy Control – Senior Management and Division Leadership control.
- Annual and if required Semi-Annual Energy Business Reviews.
- Serving Key Stakeholders: Facilities/Accounting/Management
- Building the groundwork for a Sustainable Energy Management Program.
- On-Going Data History Build creates a dynamic profile that becomes more powerful with time as to key trends, anomalies, and usage/price variations providing better data driven decision making. (Involes 334 meters and 278invoices per month + over 5 years 12 years historic 3 years forward represents updating and analyzing over 20,000 meter reads and 16,000 invoices).

**POTENTIAL FINANCIAL SAVINGS IMPACT**


- AP Prep – Includes bill audits, Build-out GL Template, GL Coding and bill ready for payment\* (Value \$80/invoice x 278 invoices x 12 mos. = approx. \$100K annually)
- Electric Power and Natural Gas Contract Review and Procurement Management (\$55 impact could be several \$100,000/yr)
- Demand Side Management: Potential opportunity to reduce demand charges 10-15% = (\$50-\$75,000 annually)
- Tariff and Rate Review – Conducted when new rates introduced. (20/80 rule). Often source of billing errors.
- Energy Intensity Analysis – Benchmarking Data congruent with facility SF will drive most efficient use of space as may be required.

**COST OF ENERGY INTELLIGENCE SUITE (EIS) AND INTEGRATED ADVISORY SERVICES – 3 YEAR CONTRACT**

- Buildout of COG EIS Portal and Invoice templates, Historic data download and validation: \$38,500 One Time Onboarding Cost.
- Ongoing monthly account maintenance, A/P prep, technical review, business review, and advisory services: \$4250/Month (7/10's of 1% of energy spend reviewed and analyzed)
- Ongoing monthly technical and advisory energy management support.





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## 5 YEAR REVIEW - \$22,000,000+ ENERGY SPEND


“ YOU CAN'T MANAGE WHAT YOU CAN'T MEASURE ”





THANK YOU FOR VIEWING THESE SLIDES

JAVEL MORIN - PRESIDENT  
POWERGAS CORPORATION  
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PGC President Morin explained that the EIS Platform serves 350,000-meter locations throughout the United States and would provide data driven capabilities and knowledge to the City. The City needs to be diligent with regard to the energy contract coming up for renewal in November 2024 because of the increase in power prices.

Commissioner Tryon inquired about what the City is currently doing to meet the standards in EPA/SASB reporting requirements and if it currently has Staff that does analytics for energy management.

PGC President Morin responded that there is not a reporting requirement at this time; however, it is only a matter of time before there is a mandate from the State of Montana.

Finance Director Melissa Kinzler added that the Accounts Payable Department spends a lot of time and effort processing approximately 278 Northwestern Energy invoices a month; however, Staff does not have the technical ability to analyze the bills.

Referring to the “Core Value #3 EIS combined with Advisory Services – An Integrated Offering” slide, Deputy City Manager Chuck Anderson pointed out that the AP Prep is the Accounts Payable Department. A part of the EIS Platform would be to analyze the meters at the Wastewater Treatment Plant and Water Treatment Plant, because they are large energy consumers.

Mayor Reeves received clarification that no other cities in Montana are currently utilizing the EIS Platform; however, Great Falls Public Schools has utilized the platform for the past four years.

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Finance Director Kinzler explained that she contacted Brian Patrick, Director of Business Operations at Great Falls Public Schools and he indicated that the EIS Platform has been invaluable.

Commissioner McKenney received clarification that benchmarking is important because it determines the energy use from prior years to the present. Commissioner McKenney inquired if the EIS Platform would have to go through the Request for Proposals (RFP) process.

Deputy City Manager Anderson responded that the RFP process would not be necessary because the City has had a relationship with PowerGas Corporation for several years, uses its advisory services and specific software.

Finance Director Kinzler added that the City currently has a Professional Services Agreement with PowerGas Corporation for consulting services.

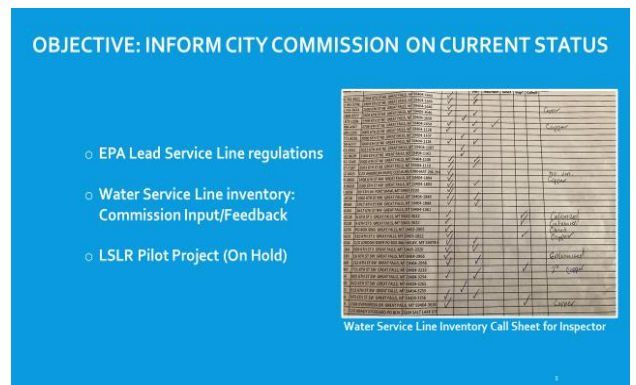
Commissioner Wilson inquired if a hypothetical determination could be made with regard to what the cost savings would be prior to installing solar panels.

PGC President Morin responded that the cost savings would be determined by the manufacturer; however, PowerGas would validate the cost savings by examining its database of other facilities that switched to solar panels.

**2. LEAD SERVICE LINE REPLACEMENT (LSLR) PILOT PROJECT UPDATE**

Public Works Director Chris Gaub explained that the Environmental Protection Agency (EPA) is attempting to eliminate lead service lines and mandated the City to do an inventory of all water service lines to determine where lead lines are located. Currently, lead service line replacement has not been mandated by the EPA. The City does not own the water service lines and would be the homeowner's responsibility. The intent of the LSLR Pilot Project was to explore options to assist homeowners with replacing lead lines; however, the project is on hold because the State Revolving Fund (SRF) loan was not applicable.

Public Works Civil Engineer Project Manager James Hewitt reviewed and discussed the following PowerPoint:



# JOURNAL OF COMMISSION WORK SESSION

## February 6, 2024

### LEAD AND COPPER RULE IMPROVEMENTS (NOT FINAL)

- EPA will finalize rules 2024? (In Public Comment):
  - 100% lead pipe replacement within 10 years
  - Improve tap sampling
  - Lower lead action level
  - Provide point of use Pitcher Filter
    - City provides 6 months filters when changing meters, partial line replacement, full lead service line replacement



Point of Use Pitcher Filter

### WATER SERVICE LINE INVENTORY: CURRENT STATUS


- Cost to date: 4,822 Total Hours; \$426,000
  - Administrative, Engineers and Inspectors
  - \$12,000 to mail test forms
  - \$70,000 Professional Services Agreement with AE25
- Inspectors called ~ 3,500 homeowners
  - Does not include returning messages
  - Does not include multiple call backs/interactions
- Provided on site identification as requested or needed
- Creating/updating inventory list
- What we've done: Homeowner letters, Lead Water Service Phone #, Lead Water Service Email, City Website (Radio Interview, Lead & Copper Rule Summary, Link to EPA)
- Challenges with Contacting Citizens
  - Increase of not returning calls and hang ups
  - Homeowners refuse to participate
  - Invalid phone numbers
- Call remaining homeowners (5,000)

• Non-Lead	15,092	(68.8%)
• Lead	150	(0.7%)
• *Galvanized	543	(2.5%)
• **Unknown	6,132	(28.0%)
<b>Total</b>	<b>21,917</b>	

\*Absorbs particles of lead and releases back into water. Great Falls galvanized lines will need to be replaced because not known if ever downstream from lead line.  
\*\*Unknown lines are considered lead until proven otherwise

### WATER SERVICE LINE INVENTORY: WAY FORWARD?

- Aim for 100% inventory by:
  - Calling remaining half of homeowners (~5,000)
  - Inspector home visits for non-responders
    - Two-person team for safety
    - Possible work outside normal work hours (overtime)
- Declare "complete" after calls attempted, inspector visits
  - City made "good faith" effort per EPA
  - Unknown lines considered 'lead' by City (and EPA)




Inspector calling non-responders

### WATER SERVICE LINE INVENTORY: WAY FORWARD?

Other options to consider


- Incentivize with \$25 credit to water bill for:
  - Homeowners that responded & future homeowners
    - Leaves no one out, encourages future participation
    - \$25 for 10,000 homeowners equals \$250,000 (costly)
  - Only future responding homeowners (\$125,000)
    - Leaves out those who did respond
- Hang door tags with request for inspection or pipe identification
- In person utility bill pick up, advised inspection is necessary
- Withholding utility bill
- Disincentive: Turn water off until response (Not Desired)



Inspector performing visual identification for Homeowner

### LSLR PILOT PROJECT

- Original Intent: 60/40 cost share with homeowner
  - 60% SRF loan forgiveness for homeowner
  - 40% covered by homeowner (CDBG, loan, full payment)
- Funding strategy not viable
  - SRF loan not applicable: After 60% SRF forgiveness, remaining 40% not allowed to pass to homeowner. City retains liability and must pay back.
- Consultant will refund City for scope of work not performed



Parts of removed lead lines in Great Falls

### WAY FORWARD

- Await formal EPA LCRI promulgation, which may (hopefully)
  - Outline City verses property owner responsibilities
    - Great Falls: Homeowners own and are responsible for water service lines from water main in the street to the meter (OCCGF 13.6.010)
  - Create or identify new/alternate funding sources
- Upon EPA formal requirements, develop City approach to LSL

Public Works Civil Engineer Project Manager Hewitt explained that the water service line inventory must be completed by October 2024 regardless of the length of time it would take for the improvements.

Commissioner Wilson received clarification that water service lines for an apartment building would be the property owner's responsibility.

Commissioner Tryon received clarification that replacing lead lines would not take place until the EPA finalizes the rules. He inquired about the process with regard to non-responders.

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Public Works City Engineer Jesse Patton responded that after several good faith attempts, the EPA would recognize that the City did its due diligence; however, the City would have to re-engage every time the water bill changes names.

Commissioner McKenney suggested that the Public Works Department continue with the good faith effort because there is not much more the City can do until the EPA finalizes the rules.

**DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

Deputy City Manager Chuck Anderson reported that topics for the February 20, 2024 work session include a Park and Recreation fee update, House Bill 355 – award and funding recommendation and city wide storm water master plan update including fees.

**ADJOURN**

There being no further discussion, Mayor Reeves adjourned the informal work session of February 6, 2024 at 6:45 p.m.

City Commission Special Work Session  
Civic Center, Gibson Room 212

Mayor Reeves presiding

**CALL TO ORDER:** 2:00 PM

**CITY COMMISSION MEMBERS PRESENT:** Cory Reeves, Susan Wolff, Joe McKenney, Shannon Wilson and Rick Tryon.

**STAFF PRESENT:** City Manager Greg Doyon and Deputy City Manager Chuck Anderson, City Attorney David Dennis; Human Resources Director Gaye McInerney and Training/Development Coordinator Mark Willmarth; Information Technology Director Todd Feist and GIS Specialist Nathaniel Williams; Public Works Director Chris Gaub; Planning and Community Development Director Brock Cherry; Finance Director Melissa Kinzler, Deputy Director Kirsten Wavra, Financial/Tax/Budget Analyst Levi Johnson and Grant Administrator Tom Hazen; Library Director Susie McIntyre; Municipal Court Judge Steve Bolstad and Court Supervisor Morgan Medvec; Fire Chief Jeremy Jones, Fire Marshal Mike McIntosh and Deputy Chief EMS Jeremy Virts; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

None.

**1. PUBLIC SAFETY DISCUSSION**

City Manager Greg Doyon explained that public safety was identified as a priority by the Commission at the January 8, 2024 City Commission Retreat. Areas of discussion included having a better understanding of whether the City's goals were in alignment with the community's goals, the impact of tax adjustments that occurred over the last year, a potential levy asks from other taxing entities and why voters did not support the levy. Potential considerations included a public safety advisory panel, survey for community members, Citizen's Academy's education and direct response from the affected public safety departments.

City Attorney David Dennis reviewed and discussed the following PowerPoint:

# JOURNAL OF SPECIAL COMMISSION WORK SESSION

## February 12, 2024

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <h3>WHATS WORKING?</h3> <ul style="list-style-type: none"> <li>Continuing to process the most cases per prosecutor than any other City</li> <li>Our team</li> <li>Seamlessly replaced the loss of an experienced prosecutor</li> <li>Able to attract extraordinary candidates to open positions.</li> <li>Culture</li> </ul> </div> <div style="width: 10%; text-align: center;">  </div> <div style="width: 45%;"> <h3>STRAINED/BROKEN?</h3> <ul style="list-style-type: none"> <li>Mission</li> <li>Processes</li> <li>Service to Crime Victims</li> <li>Witness co-ordination</li> <li>Morale</li> <li>Ability to Cross-Train</li> </ul> </div> </div> <div style="text-align: center; margin-top: 20px;">  </div>	<div style="text-align: right;">  </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 50%;"> <h3>Trends:</h3> <ul style="list-style-type: none"> <li>Fewer traffic citations</li> <li>Increase in disorderly conduct and assault of officers services</li> <li>Increase in theft/shoplifting cases</li> <li>Increase in cases/defendants with hired or appointed counsel</li> <li>High rate of continuances</li> </ul> </div> </div> <div style="margin-top: 20px;"> <h3>Biggest Challenge: Addition of Second Judge</h3> <ul style="list-style-type: none"> <li>Increase speed at which cases move through system.</li> <li>Requires department to staff two courts.</li> </ul> </div> <div style="text-align: right; margin-top: 10px;">  </div>														
<h3>Changes:</h3> <ul style="list-style-type: none"> <li>Implement Prioritization of Offenses</li> <li>Reduce Time Spent Per Case</li> <li>Pursue Earlier Resolution of Cases</li> <li>Identify/Dismiss Problem Cases Earlier</li> <li>Reduce Unnecessary Court Attendance</li> </ul> <div style="text-align: right; margin-top: 20px;">  </div> <div style="text-align: center; margin-top: 20px;">  </div>	<div style="text-align: center;"> <h3>Cases/Prosecutors</h3>  <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>Number of Cases per Prosecutor</caption> <thead> <tr> <th>City</th> <th>Number of Cases</th> </tr> </thead> <tbody> <tr> <td>Billings (6)</td> <td>~650</td> </tr> <tr> <td>Bozeman (4)</td> <td>~450</td> </tr> <tr> <td>Great Falls (3)</td> <td>~1150</td> </tr> <tr> <td>Helena (3)</td> <td>~400</td> </tr> <tr> <td>Kalispell (2)</td> <td>~450</td> </tr> <tr> <td>Missoula (6)</td> <td>~550</td> </tr> </tbody> </table> </div>	City	Number of Cases	Billings (6)	~650	Bozeman (4)	~450	Great Falls (3)	~1150	Helena (3)	~400	Kalispell (2)	~450	Missoula (6)	~550
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<div style="text-align: center; margin-bottom: 20px;"> <h3>CRITICAL NEED</h3> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Prosecutor</td> <td style="text-align: right;">\$135,000</td> </tr> <tr> <td>Prosecution Management Software</td> <td style="text-align: right;">\$30,000</td> </tr> <tr> <td>Victim/Witness Coordinator</td> <td style="text-align: right;">\$115,000</td> </tr> <tr> <td>Related Accommodations, Equipment, and Training</td> <td style="text-align: right;">\$15,000</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>\$295,000</b></td> </tr> </table> <div style="margin-top: 20px;">  <p style="font-size: small;">City of Great Falls Legal Department</p> </div>	Prosecutor	\$135,000	Prosecution Management Software	\$30,000	Victim/Witness Coordinator	\$115,000	Related Accommodations, Equipment, and Training	\$15,000	<b>\$295,000</b>						
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City Attorney Dennis explained that the FullCourt system made the Legal department’s operations more efficient; however, it no longer has access to the system. He added that losing a prosecutor or support staff would be devastating to the Legal Department.

Mayor Reeves inquired if other Cities in Montana have access to the FullCourt system.

City Attorney Dennis responded that Great Falls was unique with regard to having access to the FullCourt system and other municipalities use other data management software.



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With regard to the “Changes and Critical Need” slides, Commissioner Tryon received clarification that the \$295,000 would be the Legal Department’s ask in the upcoming budget.

City Attorney Dennis added that City staff considered a grant for a Victim Witness Coordinator position; however, it made more sense to wait for another grant cycle because there would need to be a commitment to continue that position once the grant funds were no longer available. Billings funded at least two positions through that same grant.

City Manager Doyon further explained that he declined the grant in anticipation of this year’s budget because he did not want to commit the City to funding a position that could not be supported.

Commissioner Wilson commended that she observed Municipal Court and was impressed with how they were able to move through cases; however, she was concerned about the tag-teaming between the prosecutors and dismissal of most charges.

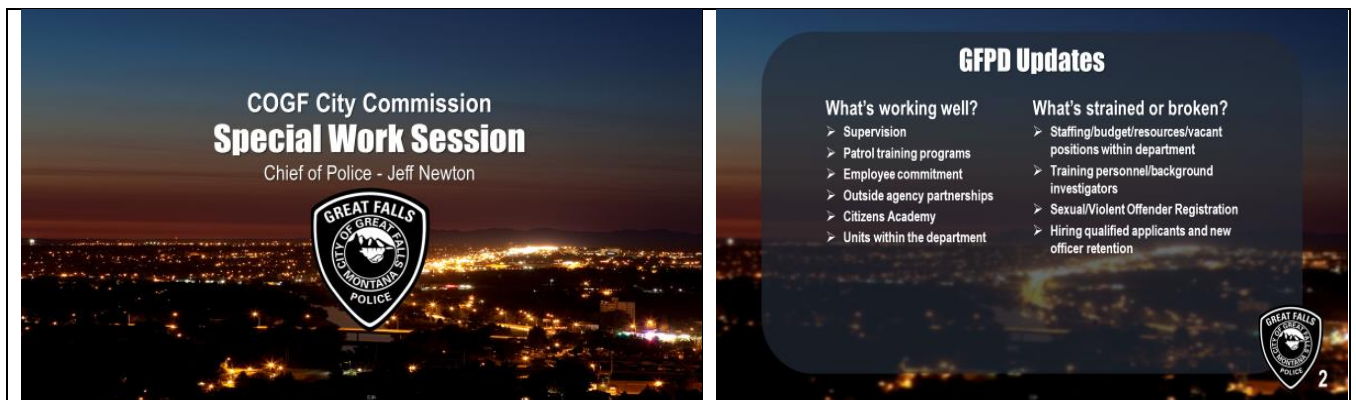
City Attorney Dennis responded that some charges are dismissed because of resource issues and an additional prosecutor would help negate those concerns, as well as the workload.

Commissioner Wolff commented that the City is unable to appropriately take care of the crime that is occurring because of a lack of resources.






With regard to the “Changes” slide, Commissioner McKenney inquired about the prioritization of offenses and if the Legal Department would reduce time spent per case or choose which cases to spend time on.

City Attorney Dennis responded that cases that affect the community most would be top priority and the Legal Department would reduce time spent per case, choose which cases to spend time on and develop strategies for eliminating difficult cases without sacrificing a good result.

Police Chief Jeff Newton reviewed and discussed the following PowerPoint:



**JOURNAL OF SPECIAL COMMISSION WORK SESSION**  
**February 12, 2024**

<p style="text-align: center;"><b>What's Changing?</b></p> <p style="text-align: center;">*** More focus on core functions ***</p> <ul style="list-style-type: none"><li>➢ Solvability factors in investigations</li><li>➢ Concentrated patrol efforts (DDACTS, saturation traffic patrols, etc)</li><li>➢ Revisit alarm response (over 95% of alarms are false)</li><li>➢ Eliminate community presentations (risk assessments, safety talks, training for businesses)</li><li>➢ Eliminate Master Citizens Academy</li><li>➢ Require more on-line reporting</li><li>➢ Streamline vehicle crash reporting</li><li>➢ Transition to self-issued trespass notices (residents and businesses)</li></ul>  <p style="text-align: right;">3</p>	<p style="text-align: center;"><b>What's Trending?</b></p> <p style="text-align: center;"><i>Growing mental health and substance abuse issues are impacting every facet of the department</i></p> <p><b>INVESTIGATION SERVICES BUREAU</b></p> <ul style="list-style-type: none"><li>➢ Seizures of Fentanyl up 148%</li><li>➢ More gang activity - younger populations</li><li>➢ Increase in calls for SRO's</li><li>➢ Challenges with staffing Sexual Assault Nurse Examiners</li><li>➢ Overdose deaths and suspected overdose deaths up by 5%</li></ul> <p><b>PATROL SERVICES BUREAU</b></p> <ul style="list-style-type: none"><li>➢ Shoplifting up 65%</li><li>➢ Assaults on officers up 21% (highest level in 5 years)</li><li>➢ Using data to focus officers where needed most (DDACTS)</li><li>➢ Retooling the mental health Mobile Response Team (Mary Rivers, grants)</li></ul>  <p style="text-align: right;">4</p>
<p style="text-align: center;"><b>What's Trending?</b></p> <p><b>COMMUNICATIONS BUREAU - 911</b></p> <ul style="list-style-type: none"><li>➢ Maintaining minimum staffing requirements</li><li>➢ Recruiting practices review</li></ul> <p><b>RECORDS BUREAU</b></p> <ul style="list-style-type: none"><li>➢ Complying with unfunded mandates from State of Montana</li><li>➢ Changing requests for data creates additional workload for staff (SAKI, SVOR)</li></ul> <p><b>SUPPORT SERVICES BUREAU</b></p> <ul style="list-style-type: none"><li>➢ Recruiting/hiring/training challenges - changes at State level impact procedures/timelines</li><li>➢ Reduction in slots at the Montana Law Enforcement Academy</li><li>➢ Critical review of recruiting/hiring practices</li></ul>  <p style="text-align: right;">5</p>	<p style="text-align: center;"><b>What's Needed</b></p> <ul style="list-style-type: none"><li>➢ At capacity with available resources, no option to further cut without negative effect to core services</li><li>➢ Steps taken to streamline services<ul style="list-style-type: none"><li>➢ changed processes</li><li>➢ sought grant funding</li><li>➢ collaborated with allied agencies</li><li>➢ focused personnel into core functions</li></ul></li><li>➢ 2023 Public Safety Mill Levy proposal<ul style="list-style-type: none"><li>➢ what was asked was what was needed</li><li>➢ met minimum standards</li><li>➢ focused on operations</li><li>➢ added minimum support staff</li></ul></li><li>➢ 2023 levy ask outlined resources to serve current needs<ul style="list-style-type: none"><li>➢ reduction does not prepare for future growth/community challenges</li></ul></li></ul>  <p style="text-align: right;">6</p>
<p style="text-align: center;"><b>Questions?</b></p>  <p style="text-align: right;">6</p>	

Police Chief Newton explained that providing another bailiff to the second courtroom would also impact the Police Department. The busier the Police Department is impacts the Legal Department and Municipal Court. Referring to the downtown infrastructure, Police Chief Newton stated if there is not an effective public safety component, it is difficult to have a healthy business growth model. Having community partnerships is crucial and the Police Department would continue to do the best it can with what it has because it has cut and streamlined as much as it can. There were 109 calls for service per day the past week and the volume of calls continues to increase.

Commissioner Wolff received clarification that the same amount, approximately \$4.6 million, requested during the public safety levy process, is what the Police Department would still need. Referring to a signed petition about community livability and public safety responses received by the Commission, Commissioner Wolff commented that the City would be unable to maintain quality of life policing

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methods until it can find the resources to enhance public safety. Commissioner Wolff indicated that she saw where a department was producing videos as a part of recruitment processes and would send the information to Police Chief Newton.

Commissioner Wilson commented that she remembered when officers would attend Neighborhood Council (NC) meetings to provide updates and having services continue to decrease even further is difficult.

Police Chief Newton responded that there were not enough officers to attend NC meetings; however, upon request, updates could be provided to a Neighborhood Council liaison.

Commissioner Tryon received clarification that the Police Department would make an ask in the upcoming budget.

Commissioner McKenney inquired about community outreach programs and core functions that have been eliminated.

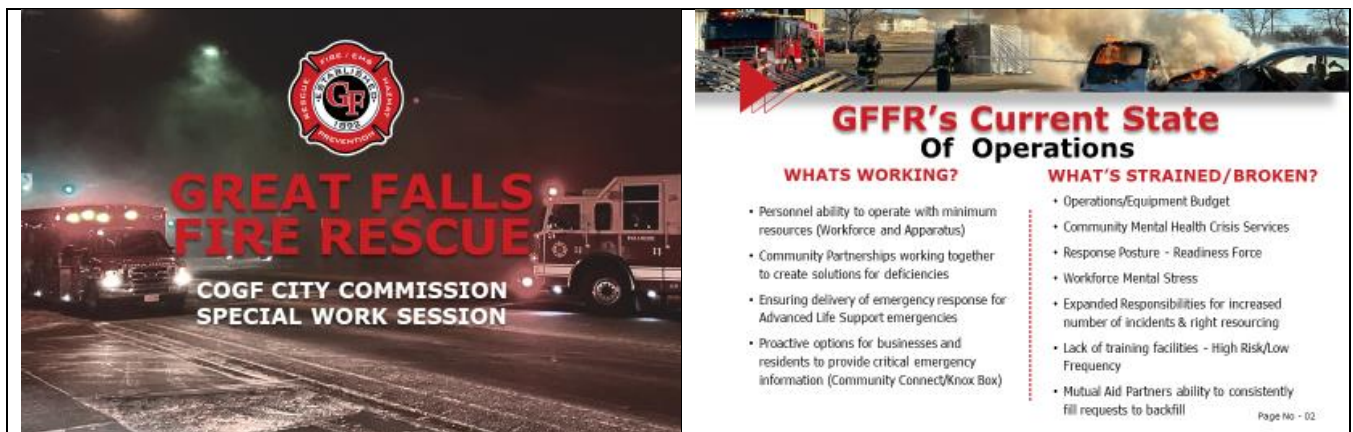
Police Chief Newton responded that NC meetings, safety talks, basic crime prevention, traffic control, investigations, citations, effective evidence handling, 911 Center and Records Bureau.

Mayor Reeves added that 86 Neighborhood Watch programs have been eliminated.




Commissioner Tryon stated that he heard one of the reasons why the levy did not pass was because the community does not feel there is a problem.

Police Chief Newton responded that individuals need to be more engaged in the community because they do not believe there is problem until they become a victim or are personally affected by a crime.

Fire Chief Jeremy Jones reviewed and discussed the following PowerPoint:



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<p><b>Personnel (Recruitment, Retention &amp; Morale)</b></p> <ul style="list-style-type: none"> <li>Decline of applicants to fire service locally and nationally</li> <li>Firefighters are retiring earlier in their careers due to fatigue and stress from increased calls for service</li> <li>Morale is impacted by increase of call volume combined with the nature of the incidents</li> </ul> <p><b>Community Trends</b></p> <ul style="list-style-type: none"> <li>Increased need of EMS transport services</li> <li>Fentanyl impact on resource utilization</li> <li>Mental Health and lack of crisis intervention resources</li> <li>Great Falls' highest percentage of 911 user population is ages 65+, higher than the state and national average</li> <li>Number of overlapping incidents continues to increase</li> <li>Increased need for housing availability</li> <li>High number of non-emergent calls</li> </ul>  <p align="center"><b>Over 40% of the City is outside industry standards of fire and emergency services response</b></p> <p align="right">Page No - 03</p>	<p align="center"><b>Minimum needs for Impact</b></p>  <p><b>2023 Public Safety Levy and Bond</b></p> <p>The 2023 request would have improved GFFR's ability to meet NFPA and ISO response standards for the City as it stood 5 years ago.</p> <p>The 2023 PSL and Bond <u>WOULD NOT</u> cover future needs.</p> <p align="center"><b>Current resources fail to meet national standards to provide timely and effective response.</b></p> <p><b>If GFFR is mandated to implement a least possible, staggered approach for personnel, the following will "help" but won't address public safety shortcomings</b></p> <ul style="list-style-type: none"> <li>Operations: Minimum of 12 or more firefighters (This <u>WILL NOT</u> prevent ISO Regression or meet NFPA Standards for timely and effective response)             <ul style="list-style-type: none"> <li>Cross staff an aerial/med unit</li> </ul> </li> <li>Prevention/Code Enforcement: 1 Deputy Fire Marshal</li> </ul> <p align="right">Page No - 04</p>
<p align="center"><b>Changes to the Department</b></p> <p><b>Currently implemented</b></p> <ul style="list-style-type: none"> <li>Reduced delivery of Prevention Education in schools</li> <li>Changes to City Ordinances for False Alarms and Code Violations</li> <li>No longer primary response to Code 1 medicals</li> <li>Implementation of Third Party Reporting Platform (TROL)</li> <li>Cross staffing</li> <li>Utilization of MT ANG and MAFB to backfill City</li> </ul>  <p><b>Implementations to address PSL &amp; Bond failures</b></p> <ul style="list-style-type: none"> <li>1-FTE Deputy Fire Marshal Position increasing proactive education, prevention activities and life safety plans review</li> <li>Increased safety requirements for public events - adoption of IFC permitting</li> <li>Reduced EMS standby at events</li> <li>Update and amend Title 5 and Title 15, Chapter 9 of Official Code of City of Great Falls</li> <li>No longer responding to lift assist calls at Assisted Living and Independent Living facilities</li> <li>Triage calls. Review of Emergency Medical Dispatch. Delay response to non-emergent calls during surge events</li> <li>Unable to support development outside current City limit boundaries</li> </ul> <p align="right">Page No - 05</p>	<p align="center"><b>OTHER CONSIDERATIONS</b></p> <ul style="list-style-type: none"> <li>Community survey establishing baseline for residents' for current and future expectation of public safety</li> <li>Hiring of third party consultant evaluation of current public safety posture</li> <li>Forced annexation of all County enclaves within incorporated City limits</li> <li>Implement Special Improvement Districts and reduce TIF Designations</li> <li>Implement a Payment in lieu of Taxes for large non-profits that have high public safety reliance</li> </ul> <p align="right">Page No - 06</p>

Fire Chief Jones explained that it takes every department to be able to provide the most effective and safe response component within the community. The Fire Department needs to get back to being an emergent response department. Fire Chief Jones added that he would be requesting a Deputy Fire Marshal, proximity dispatching software and mental health program in the upcoming budget.

Commissioner Wilson received clarification that approximately 65 percent of calls received are medical and they increases about five percent a year regardless of whether an individual has health care coverage.

Commissioner Tryon commented that the City needs to do a better job communicating to the public all of the other duties, besides responding to fires, that GFFR does in conjunction with the Police Department and community partners. He expressed appreciation to Fire Chief Jones for his blunt and honest assessment about the situation the community would be facing.

Commissioner McKenney explained that in 1970, a bond helped build the four fire stations, which employed 102 GFFR personnel. Currently there are 70 GFFR personnel, which is a skeleton crew. He inquired about the services that have been eliminated since 1970 and decline of GFFR personnel.

Fire Chief Jones responded that in 1972 there were 102 full time GFFR personnel covering approximately 15 square miles and currently there are 71 GFFR personnel covering 27 square miles. The bond included a training center; however, the center is currently condemned. There were more labor intensive fires in

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the past; however, there were more units available. The focus going into the upcoming budget is to make a stronger stance on the preventative side enforcing laws and the International Fire Codes for large assembly events in the community. The decline of GFFR personnel is stress and culture related, as well as work load.

Commissioner Wolff stated that the City needs to figure out an effective way to get the message about public safety out to the entire community. She expressed support of implementing a payment in lieu of taxes for large businesses.

City Manager Doyon clarified that any code changes require City Commission approval and Fire Chief Jones wants to move GFFR into a prevention model instead of a reactive model. The Commission mentioned at the Retreat, that it was interested in economic development, infrastructure and public safety.

Commissioner Wolff added that the Commission also mentioned at the Retreat that it wanted to explore infill projects as well.

Mayor Reeves called a recess at 3:43 pm and called the meeting back to order at 3:48 pm.

Municipal Court Judge Steve Bolstad encouraged the legislators present at the Special Work Session to take the opportunity to talk to the four public safety department heads. Judge Bolstad explained that the increase in theft and shoplifting cases is more than likely a direct result of HB 133 because it took away the time spent for first time offenses. In May 2023, Municipal Court switched from a program based system to FullCourt Enterprise, a web based system put out by the State of Montana Office of Court Administrator. Most courts, including District Court, utilizes or will be utilizing FullCourt Enterprise. Municipal Court does not make the decision as to whether the prosecutors can utilize FullCourt and is made by a higher level to safe guard the criminal justice system.

Municipal Court Judge Bolstad reviewed and discussed the following PowerPoint:

The image shows two side-by-side PowerPoint slides. The left slide is titled 'Municipal Court – Current Status' and lists four bullet points: 'Adjusting to second Municipal Judge', 'Court is fully staffed' (with a sub-bullet 'Although stretched thin, staff morale is good'), 'Discontinued open court sessions on Wednesdays', and 'Evaluating other methods of operation'. The right slide is titled 'Minimum Needs' and lists four items with their costs: '1 Additional Jury Clerk' (\$62,000), '1 Additional Court Office Clerk' (\$62,000), '1 Compliance Officer' (\$72,000), and 'Related Accommodations, Equipment, and Training' (\$36,000). At the bottom of the right slide, there is a note: 'Work flow of Municipal Court is impacted heavily by the number of officers on the street. Requests reflect the projected impact of new GFFD officers on Judges and support staff.'

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<p style="text-align: center;"><b>Jury Clerk Need</b></p> <ul style="list-style-type: none"><li>• Municipal Court has seen a number of mistrials due to lack of compliance by those summoned.<ul style="list-style-type: none"><li>• For a jury trial, the court must have 13 jurors.</li><li>• Example: 60 community members were called for jury duty; 15 showed up.</li></ul></li><li>• The Court schedules on average 60 jury trials <b>a week</b> (Tuesday – Thursday).</li><li>• Current Court Clerks are pulled away from their current tasks resulting in a work and overtime.</li></ul>	<p style="text-align: center;"><b>Compliance Clerk Need</b></p> <ul style="list-style-type: none"><li>• Approximately 7,000 outstanding warrants at any given time.</li><li>• 2023 court ordered 8126 hours of community service<ul style="list-style-type: none"><li>• Total hours completed 872.75 (11% compliance rate)</li></ul></li><li>• A Compliance Clerk<ul style="list-style-type: none"><li>• Aid in compliance with warrants, court orders and sentencing requirements, community service, and jail alternatives.</li><li>• Position would potentially decrease the number of warrants being issued by the Court</li></ul></li></ul>
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Commissioner Wilson commented that she was impressed by the volume of work Municipal Court does, how well things run and for working with individuals by offering community service or payment arrangements.

Mayor Reeves asked if there was any public comment.

**Jeremy Trebas**, Senate District 13, City resident, commented that he would be available to discuss his opinions and thoughts.

**Fred Anderson**, Montana House of Representatives District 20, expressed appreciation to City staff for the information and the opportunity to attend. Mr. Anderson suggested reaching out to him if there was anything he could do to assist the City.

**Terry Thompson**, 317 34<sup>th</sup> Avenue NE, commented that she belongs to an advocacy committee called the Electric City Citizens for Public Safety. The committee wants to be more actively engaged and invested in assisting the City find a way to provide information to the community with regard to how citizens are going to be impacted. Ms. Thompson suggested that the Commission and City staff contact her for more information.

**Russ Miner**, Montana House of Representatives District 19, expressed appreciation to the Commission and City staff for the educational presentation.

City Manager Doyon summarized that the City made a deliberate effort to build capacity in the general fund; however, it failed because the City was not growing enough. Approximately 80 percent of the general fund already goes to supporting police, fire, and court and legal, which leaves approximately \$8 million to reallocate. Expenses that fall under the general fund include the City Commission, City Manager, Neighborhood Councils, City Clerk, Animal Shelter, a contingency amount, an agreement with the County to fund the City County Health Department and miscellaneous administration. Miscellaneous administration was \$1.1 million last year and almost half of that goes towards public safety related capital purchases and there would not be enough left over unless severe cuts were made.

There are a few challenges as a community dealing with public safety needs, including a statewide

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property tax that allows the City to raise revenues to a certain rate of inflation average; however, sometimes that is not sufficient to meet the expenses. The uptick in City growth is in Tax Increment Financing (TIF) districts or where new tax revenue stays within to help support additional infrastructure or residential units and does not yield a significant amount to support public safety needs.

Commissioner Wolff suggested surveying a broad spectrum of community members by doing google polls because they are far less expensive than other polls. It needs to be determined what questions should be asked, it should be kept short and simple, but provide enough information about what the community could support.

Commissioner McKenney suggested a public safety advisory panel to help determine funding and/or service reduction recommendations. He provided and discussed a Public Safety Advisory Panel handout.

Commissioner Wilson expressed support of a public safety advisory panel.

Commissioner Tryon expressed support of a public safety advisory panel. He requested that the panel consider the Crime Task Force recommendations and distill them down into actionable items. He inquired if the panel's recommendations would be centered on another levy ask.

Commissioner McKenney responded that the panel should be allowed the freedom to creative thinking and would need to be educated about the funding needs for public safety.

Commissioner Wolff commented that many citizens did not vote on the Public Safety Levy. She suggested that the panel review the proposed completed survey and police officers and firefighters provide information to the panel.

Commissioner McKenney suggested that Mayor Reeves put together a working group of two City Council Members and other members that he sees appropriate.

Mayor Reeves suggested exploring TIF districts and tax abatements. He commented they are used for economic development and growth; however, the City loses millions of dollars in the general fund.

City Manager Doyon added that there are five total, four have obligations for debt service and one could be retired which would generate money back to the City.

Commissioner McKenney commented that TIF districts and tax abatements need to be used judiciously because they both have penalties that include funging public service.

Commissioner Tryon expressed support of exploring implementing a payment in lieu of taxes for large non-profits that have high public safety reliance, a proposed survey and public safety advisory panel. However, prior to implementing any of those, the City needs to explore finding the resources needed for public safety out of its current budget and resources. Commissioner Tryon added that \$740,000 was the total ask tonight in the upcoming budget from three public safety departments and he would make it a priority to see that they receive that, even if it means hard choices for others. Commissioner Tryon

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commented that he would not support another levy until the City demonstrates to the taxpayers that it is willing to explore every available resource in the budget to fund public safety. Public safety departments are top priority and the City cannot ask taxpayers to sacrifice their incomes when it cannot ask its own departments to make sacrifices.

Commissioner Wolff commented that the questions in a proposed survey need to be worded in a way that would help the City get the answers it needs. It would also need to be determined who would receive and analyze the survey.

Mayor Reeves suggested reaching out to other cities in Montana to see if they have ever done a survey after a bond or levy failure.

City Manager Doyon summarized that members for a public safety advisory panel would be determined and the administration and Park and Recreation groups in the general fund would be considered. He added that he would query the Commission individually about those two groups.

Commissioner Tryon commented that there are other funding options available to departments receiving general fund subsidies and fees in their enterprise fund could be increased.

Commissioner Wolff suggested implementing some of the needs that Fire Chief Jones brought up tonight, such as inspection fees.

City Manager Doyon responded that Fire Chief Jones is ready to go on some of this; however, there are details that need to be worked through first.

**ADJOURN**

There being no further discussion, Mayor Reeves adjourned the informal special work session of February 12, 2024 at 4:50 p.m.



City Commission Work Session  
Civic Center, Gibson Room 212

Mayor Reeves presiding

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

**CITY COMMISSION MEMBERS PRESENT:** Cory Reeves, Susan Wolff, Joe McKenney, Rick Tryon and Shannon Wilson.

**STAFF PRESENT:** City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Attorney David Dennis; Public Works Director Chris Gaub, City Engineer Jesse Patton and Roadway Engineer Russ Brewer; Finance Director Melissa Kinzler, ARPA Project Manager Sylvia Tarman and Grant Administrator Tom Hazen; Planning and Community Development Director Brock Cherry; Park and Recreation Director Steve Herrig; Information Technology Director Todd Feist; Municipal Court Judge Steve Bolstad, Court Judge Mark Dunn and Court Supervisor Morgan Medvec; Library Director Susie McIntyre; Fire Chief Jeremy Jones; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

**Max Davis**, Attorney, explained that he represents James Talcott Construction and is protesting the bid award to Wadsworth Builders for the Great Falls Police Department Evidence Building Expansion. Bids must be responsive and from a responsible bidder. The competing bid from Wadsworth Builders was not responsive because it did not comply in all material respects. Wadsworth Builders failed to include a 2.5 percent contingency item in its bid and City staff added it in for Wadsworth Builders, which made the Wadsworth bid approximately \$24,000 below the Talcott bid. The Wadsworth bid should not be considered because the Talcott bid complied in all material respects with what City staff asked. If the Commission accepts the erroneous Wadsworth bid, legal action may be taken against the City.

**Brad Talcott**, James Talcott Construction President, commented that he never wanted to be in this position and hopes this does not affect his relationship with the City. Communication seems to be a lost art because tonight was his first opportunity to speak with anyone from the City since the bid opening over four weeks ago for the Great Falls Police Department Evidence Building Expansion. If he was given the opportunity to talk this through with City staff, he believes the project could have been awarded two weeks ago.

**Ben Forsyth**, City resident, expressed concern about what marijuana is doing to the society. Mr. Forsyth discussed the zoning regulations, laws and harmful effects related to marijuana.

**1. UPDATE ON MONTANA STATE-LOCAL INFRASTRUCTURE PARTNERSHIP ACT (SLIPA)**

Finance Grant Administrator Tom Hazen reviewed and discussed the following PowerPoint:

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## February 20, 2024

<h3>Montana State-Local Infrastructure Partnership Act ("SLIPA")</h3> <hr/> <p>FEBRUARY 20, 2024</p>	<h3>Background</h3> <ul style="list-style-type: none"><li>• SLIPA was enacted when the Montana Legislature passed House Bill 355 which appropriated \$20 million from the State General Fund to the Montana Department of Commerce to be distributed to cities and towns across the state.</li><li>• The funds are to be used by local governments to "fund the maintenance/repair of local government facilities on a partnership basis with local governments supplying a cash match."</li><li>• Funds were allocated to cities and towns based upon formulas which took the municipality's street/alley mileage and population into account.</li><li>• The City of Great Falls was allocated <b>\$755,461.00</b>.</li></ul>
<h3>Eligibility and Program Requirements</h3> <ul style="list-style-type: none"><li>• Only incorporated cities and towns are eligible to receive funding.</li><li>• Eligible Entities may use SLIPA funds to <b>maintain or repair existing infrastructure</b>, including:<ul style="list-style-type: none"><li>• Drinking Water and Wastewater Treatment Systems;</li><li>• Fire Suppression Systems (if independent of the drinking water system);</li><li>• Streets, Roads, and Street Lights;</li><li>• Airports; and</li><li>• Public Grounds and Buildings.</li></ul></li><li>• Priority is given to Drinking, Wastewater Treatment, and Fire Suppression systems. HOWEVER, a city may select other projects and provide rational.</li><li>• Eligible Entities are required to contribute a cash match equal to 25% of the total project cost. <small>* Local Cash Match is defined as revenue generated by the local government, including via its tax system. Cannot include in-kind services. CANNOT use other grant funds as match.</small></li></ul>	<h3>Project Identification Process</h3> <ul style="list-style-type: none"><li>• <b>Applications shall be solicited and accepted by December 31st, 2023.</b></li><li>• City Department Heads were sent a memo on November 27<sup>th</sup>, 2023 summarizing the Act and requesting project proposals and supporting information be submitted by December 15<sup>th</sup>, 2023.</li><li>• 23 projects totaling approximately \$8.4 million were submitted from seven departments.</li><li>• <b>A public hearing on the applications shall be held;</b><ul style="list-style-type: none"><li>• Pending this evening's discussion, a public hearing will be held on the March 5<sup>th</sup>, 2024 Regular Meeting.</li></ul></li><li>• <b>A recommendation for funding must be prepared and "reasonable efforts" be made to transmit that list to the Montana Department of Commerce by March 30<sup>th</sup>, 2024.</b></li></ul>
<h3>Recommendation Criteria</h3> <p>Projects were reviewed with three primary factors in mind:</p> <ul style="list-style-type: none"><li>• <b>Was the project previously selected for funding?</b></li><li>• <b>What other funding opportunities are available for the project?</b></li><li>• <b>What is the proposed source of matching funds?</b></li></ul>	<h3>Recommended Proposals</h3> <p>Proposed List of Projects in Priority Order</p> <ol style="list-style-type: none"><li>1. <b>Great Falls Police Department Front Counter Remodel</b> - \$85,000 Total Project Cost, \$21,250.00 Required Match from the Police Special Revenue Fund;</li><li>2. <b>Civic Center Elevator</b> - \$120,000.00 Total Project Cost, \$40,000.00 Total Match Required from the City General Fund;</li><li>3. <b>Mansfield Theater Seating Replacement</b> - \$650,000.00 Total Project Cost, \$162,500.00 Match Required from City General Fund;</li><li>4. <b>Animal Shelter Canine Housing Improvements</b> - \$96,650.00 Total Project Cost, \$24,162.00 from H.U.G. (Help Us Grow Capital Campaign);</li></ol>
<h3>Recommended Proposals (Cont.)</h3> <ol style="list-style-type: none"><li>5. <b>Animal Shelter Main Exterior Door Repairs</b> - \$11,000.00 Total Project Cost, \$2,750.00 Match Required from H.U.G. (Help Us Grow Capital Campaign);</li><li>6. <b>Animal Shelter Kitchen Repairs</b> - \$7,000.00 Total Project Cost, \$1,750.00 Match Required from H.U.G. (Help Us Grow Capital Campaign);</li><li>7. <b>Parks and Recreation Visitor Center Parking Lot</b> - \$40,000.00 Total Project Cost, \$10,000.00 Match Required from Park Special Revenue Fund (Total SLIPA remaining to allocate to project - \$28,223.50 the balance will be taken from the Park Special Revenue Fund).</li></ol>	<h3>Next Steps</h3> <ul style="list-style-type: none"><li>• Pending Commission Approval – Place Public Hearing on March 5<sup>th</sup>, 2024 Commission Regular Meeting Agenda and Post Notice;</li><li>• Pending Public Hearing – Submit required paperwork to the Montana Department of Commerce by March 30<sup>th</sup>, 2024.</li></ul>

Commissioner Wolff received clarification that lead service line replacement would not qualify for SLIPA because SLIPA funds need to be used for public infrastructure, not private property. The Civic Center

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elevator would be upgraded, not replaced. The City received \$250,000 for the Mansfield Theater ceiling renovation and Staff is pursuing different avenues for a match. The full renovation of the seating and theater area would be mostly paid for with State funds.

Referring to the “Recommended Proposals” slide, Commissioner Tryon received clarification that the numbers are the total project cost and match, and the amount to be applied to it from SLIPA would be the total project cost minus the match.

Referring to a February 8, 2024 Internal Memo, Commissioner McKenney received clarification that the Montana Department of Commerce considers a City’s match comprised of local cash to be funds that a City would not have to draw down.

Referring to the “Recommended Proposals (Cont.)” slide, Mayor Reeves received clarification that the Parks and Recreation Visitor Center Parking Lot is located on Flag Hill.

Commissioner Wilson received clarification that alternative projects would be projects that have already been submitted.

**2. GREAT FALLS STORM DRAIN UTILITY – RATE STUDY REVIEW – FCS GROUP**

Public Works Roadway Engineer Russ Brewer introduced Great West Engineering Civil Engineer Josh Sommer and FCS Group President John Ghilarducci.

Mr. Ghilarducci reviewed and discussed the following PowerPoint:

**Great Falls Storm Drain Utility**  
**Rate Study Overview**

**Agenda**

- Background
- Rate Study Purpose and Process
- Storm Drain Master Plan and Rate Study
- Rate Restructure Evaluation
- Next Steps

FCS GROUP Solutions-Oriented Consulting February 2024

FCS GROUP Slide 2

# JOURNAL OF COMMISSION WORK SESSION

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### Background: Storm Drain Utility

- The City's Stormwater Management Program is responsible for managing storm water runoff, snow melt runoff, and surface runoff and drainage.
- Utility services and programs include:
  - » Operation and maintenance of stormwater catch basins, grates, inlets, and pipes
  - » Construction site stormwater management
  - » Illicit discharge inspection and reporting
  - » Community education and engagement
  - » Pollution prevention
- Storm drain utility is an enterprise fund similar to other City utilities
  - » Not funded by taxes
  - » Services supported by rates assessed to residential and non-residential customers

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Slide 3

### Background: Storm Drain Rates








- First rate study for City's storm drain utility; rate study performed for water and sewer utilities in 2018.
- Storm Drain customer bill includes two components: fixed monthly rate and variable rate based on parcel size and land use category.
  - » FY 2023 Average Single-Family Residential Monthly Bill: \$7.26
- City historically adjusts storm drain rates on an annual basis.
  - » Rates held steady FY2020 through FY2022 in response to COVID-19.
  - » Five-year rate adjustment history:

FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
5%	0%	0%	0%	10%

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Slide 4

### Rate Study Objectives

-  Maintain the long-term health and integrity of utility system
-  Quantify policies, priorities, and initiatives
-  Tell the "true" cost of providing service
-  Track cost information
-  Evaluate cost equity based on customer class demand
-  Communicate financial decisions and their impact
-  Management tool

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Slide 5

### Rate Study Methodology

Industry standard for utility rate setting includes three key steps:

- 1 Revenue Requirement:** Total amount of money the City must collect to pay expenditures to provide services while also meeting its financial requirements (e.g., debt service, financial reserves)
- 2 Cost of Service:** The equitable allocation of the revenue requirement to the City's customer classes (e.g., single-family residential, commercial) in proportion to the demands they place on the system.
- 3 Rate Design:** A rate structure (fixed and variable charges) assessed to customers that will generate sufficient revenue, be reasonably commensurate with the cost to provide service, and support non-financial objectives.

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Slide 6

### Revenue Requirement Analysis

- Determine the amount of annual revenue necessary to fund all utility financial obligations on a standalone basis
  - » Operating expenses
  - » Debt service (principal & interest)
  - » Capital costs and funding approach
- Meet financial parameters and targets
  - » Target debt service coverage ratios
  - » Maintain target reserve balances
- Evaluate revenue sufficiency over a multi-year period
- Develop rate plan to balance financial needs and minimize customer impacts

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Slide 7

### Financial Policies for Consideration

	Purpose	Target
<b>Operating Fund Balance</b>	Accommodate difference in revenue and expense cycles	30 to 60 days of O&M expenses FY 2024 Target: \$100,000 to \$200,000
<b>Capital Fund Balance</b>	To provide funding for emergency repairs, unanticipated capital, and project cost overruns.	As a practice, City budgets for \$100,000 to \$200,000 per year in unscheduled development projects in capital program
<b>System Reinvestment Funding</b>	Promote ongoing system integrity through reinvestment in the system.	To be discussed

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Slide 8

# JOURNAL OF COMMISSION WORK SESSION

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### System Reinvestment Funding (SRF)

- Utilities must build, maintain, and replace infrastructure
- Long lived assets require long-term management
  - » Operational management: condition assessments & maintenance
  - » Financial management: saving money for repair and replacement



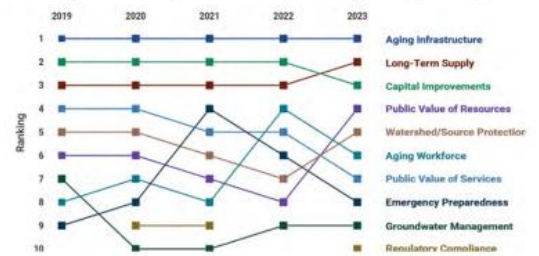
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Slide 9

### System Reinvestment Funding

- According to the American Water Works Association (AWWA), repairing and replacing aging infrastructure is and has been the top issue facing water resource utilities

Top 10 recurring issues in the past five years by ranking

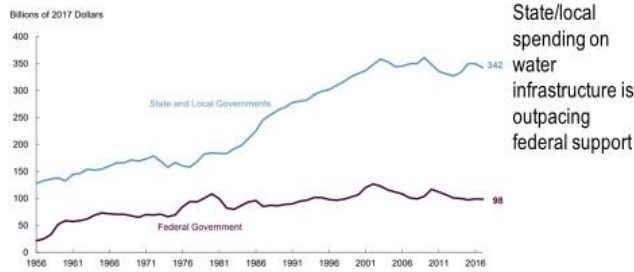


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### Local Government Infrastructure Spending

Public Spending on Transportation and Water Infrastructure, by Level of Government, 1956 to 2017



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Source: Congressional Budget Office (2022)

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### Proactive System Reinvestment Funding Plan Needed

- Rate Funded System Reinvestment Funding – what is it?
  - » An annual cash contribution from current rate revenue
  - » Pays for same-year repair & replacement projects... or
  - » Saved for future capital projects
- Policy Targets – how much do we need?
  - » Original or replacement cost annual depreciation
  - » Average annual repair & replacement projects
  - » Asset management plan

Build 'System Reinvestment Funding' into annual revenue needs

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Slide 12

### Summary of Revenue Requirements

Adequacy of Existing Rate Revenue to Meet Revenue Requirements

	Storm Drain Utility
Operating and Maintenance Expenses	●
Existing Debt Service	●
Financial Reserves	◐
Capital Reserves	To be determined
Capital Improvement Plan	To be determined
System Reinvestment Funding	◐

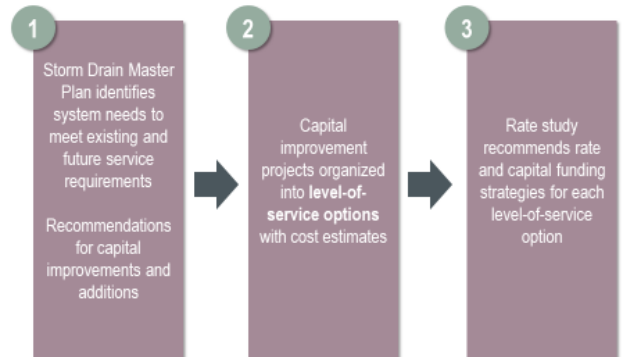
**Legend**

- = Meets current and future requirements
- ◐ = Meets current requirements; insufficient for future requirements
- = Does not meet current or future requirements

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### Storm Drain Master Plan and Rate Study



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**JOURNAL OF COMMISSION WORK SESSION**  
**February 20, 2024**

<h3 style="margin: 0;"> Rate Restructure Evaluation</h3> <ul style="list-style-type: none"><li>● Rate study to evaluate potential options to improve cost equity between storm drain customers</li><li>● Rate study to estimate and allocate share of utility costs that are:</li></ul> <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center; width: 45%;"><div style="background-color: #4a7c59; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">Base</div><p style="font-size: 0.8em; color: #4a7c59; margin: 5px 0;"><i>Cost components that generally do <u>not</u> change as a function of volume/treatment requirements of run-off from customer property (e.g., outreach, education, administration)</i></p><div style="font-size: 2em; color: #4a7c59;">↓</div><p style="font-size: 0.8em; margin: 5px 0;"><b>Potential cost basis for fixed charge</b></p></div><div style="text-align: center; width: 45%;"><div style="background-color: #c4a459; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">Use</div><p style="font-size: 0.8em; color: #c4a459; margin: 5px 0;"><i>Cost components that are influenced by the volume/treatment requirements of run-off from customer property (e.g., facility maintenance, decant operations)</i></p><div style="font-size: 2em; color: #c4a459;">↓</div><p style="font-size: 0.8em; margin: 5px 0;"><b>Potential cost basis for variable charge and/or on-site mitigation credits</b></p></div></div> <p style="font-size: 0.7em; margin-top: 10px;">FCS GROUP <span style="float: right;">Slide 15</span></p>	<h3 style="margin: 0;"> Rate Restructure Evaluation</h3> <ul style="list-style-type: none"><li>● Rate study will also explore impacts of assessing storm drain rates on the basis of impervious surface area <u>in lieu of land use category</u>.<ul style="list-style-type: none"><li>» Impervious surface refers to land that is covered by features that cannot absorb water (e.g., concrete, asphalt and building footprint).</li><li>» Impervious surface area is a widely accepted and appropriate measure of a property's contribution to run-off.</li></ul></li><li>● Impervious surface area data are being gathered as part of master plan</li><li>● Transition to impervious surface-based rates would take into consideration<ul style="list-style-type: none"><li>» Impacts to customer bills relative to existing rate structure</li><li>» City billing system capabilities</li><li>» City commission direction</li></ul></li></ul> <p style="font-size: 0.7em; margin-top: 10px;">FCS GROUP <span style="float: right;">Slide 16</span></p>
<h3 style="margin: 0;"> Wrap Up and Next Steps</h3> <ul style="list-style-type: none"><li>● Rate study to determine overall revenue needs to fully fund storm drain utility on a sustainable and independent basis</li><li>● Storm drain master plan to provide foundation for capital funding and rate scenarios for Commission consideration</li><li>● Rate study to evaluate potential impacts of restructuring rates</li><li>● Preliminary review of revenue requirements: Summer 2024</li></ul> <p style="font-size: 0.7em; margin-top: 10px;">FCS GROUP <span style="float: right;">Slide 17</span></p>	<h2 style="margin: 0;">Thank you!</h2> <h2 style="margin: 10px 0 0 0;">Questions?</h2> <p style="margin: 0;"><a href="http://www.fcsgroup.com" style="color: white;">www.fcsgroup.com</a></p> <div style="text-align: left; margin-top: 20px;"> <b>FCS GROUP</b> <small>Solutions-Oriented Consulting</small></div>

Referring to the “Local Government Infrastructure Spending” slide, City Manager Greg Doyon explained that federal and state regulations have an impact on local stormwater utility services. He inquired about the impact that the regulatory environment had on FCS Group’s rate study.

Mr. Ghilarducci responded that the biggest impact was the Clean Water Act that resulted in Phase 1 National Pollutant Discharge Elimination System (NPDES) permit requirements for larger populations. Phase 2 impacted smaller populations and put the burden on a City to meet regulatory requirements.

City Manager Doyon commented that the impact is significant to developers who want to create subdivisions because they have to meet those standards.

Referring to the “Local Government Infrastructure Spending” slide, Commissioner Wolff received clarification that 2016 was the most current year; however, an updated chart would be provided to the Commission later.

**JOURNAL OF COMMISSION WORK SESSION**  
**February 20, 2024**

Commissioner McKenney inquired if the Great Falls Storm Drain Utility Rate Study coincides with the Growth Management Plan.

Public Works City Engineer Jesse Patton responded that they are separate items; however, they pertain to each other. The Storm Drain Masterplan would identify potential regional retention ponds, pump stations and pipe locations. The CIP requirements and conditions would be included in the Storm Drain Utility Rate Study, which coincides with the Growth Management Plan.

Commissioner Tryon received clarification that FCS Group is a sub consultant to Great West Engineering. Great West Engineering would help develop the Storm Drain Masterplan and FCS Group would perform the associated Rate Study.

Public Works City Engineer Patton added that City staff would collaborate with FCS Group and Great West Engineering to ensure that the Masterplan identifies the City's greatest needs. The City may need to determine at what level it wants to support or enable development in areas where the stormwater drains away from the City and potentially onto other property.

Commissioner Wolff commended the Public Works Department for their efforts with regard to thinking ahead and all of the work it has been doing.

Commissioner Wilson expressed appreciation to the Public Works Department for looking at impervious surface areas. She commented that the City needs to be proactive instead of reactive with regard to keeping up on its infrastructure.

**DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

Mayor Reeves provided and discussed a proposed Commission Vision and Mission Statement handout. He suggested that the Commission email City Manager Doyon with any edits it may have. He suggested having Fish Wildlife and Parks discuss an Urban Deer Management Plan to manage the deer population and deer-related traffic accidents within city limits.

Commissioner Wolff requested to know the number of deer-related traffic accidents if the plan was implemented.

Police Chief Jeff Newton responded that State Crash Report Forms specify the type of accident and he could provide that data if needed.

City Manager Greg Doyon reported that there would be an early start time for the March 5, 2024 work session and topics will include storm drain design manual-environmental MS-4, park and recreation fee and semi-annual litigation updates. An update from the Library Board will be a topic for the March 19, 2024 work session. He added that citizens could sign up to receive meeting and news notifications from the City's website.

**JOURNAL OF COMMISSION WORK SESSION**  
**February 20, 2024**

**ADJOURN**

There being no further discussion, Mayor Reeves adjourned the informal work session of February 20, 2024 at 6:37 p.m.





## Finance Department Memorandum

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

From: Kirsten Wavra, Deputy Finance Director

Date: February 9, 2024

Re: Total Cash and Investments as of January 31, 2024

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The City of Great Falls' total cash and investments at the end of January 2024 was \$107,439,652.68. This included cash in bank accounts totaling \$15,334,256.13. Total cash and investments decreased from \$111.8 million at the end of December to \$107.4 million in January. It is normal for this amount to fluctuate from month to month depending on payments made on large capital projects and funds received from utilities, taxes, and grants, for example. The General Fund cash balance decreased from \$11.4 million in December to \$9.0 million in January. The balance will continue to decrease until the next major tax payments will be received by the City in June. The General Fund balance includes a CARES Act balance of \$2,381,766. The graphs for the City's total cash and investments as well as the General Fund, specifically, are on the next pages. All cash balances are monitored on a monthly basis.

Also on the next page is the summary of the City's total cash and investments. 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 January 31<sup>st</sup>. 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. The current interest rates being earned in STIP and ICS are competitive. They are listed in the table on the next page.

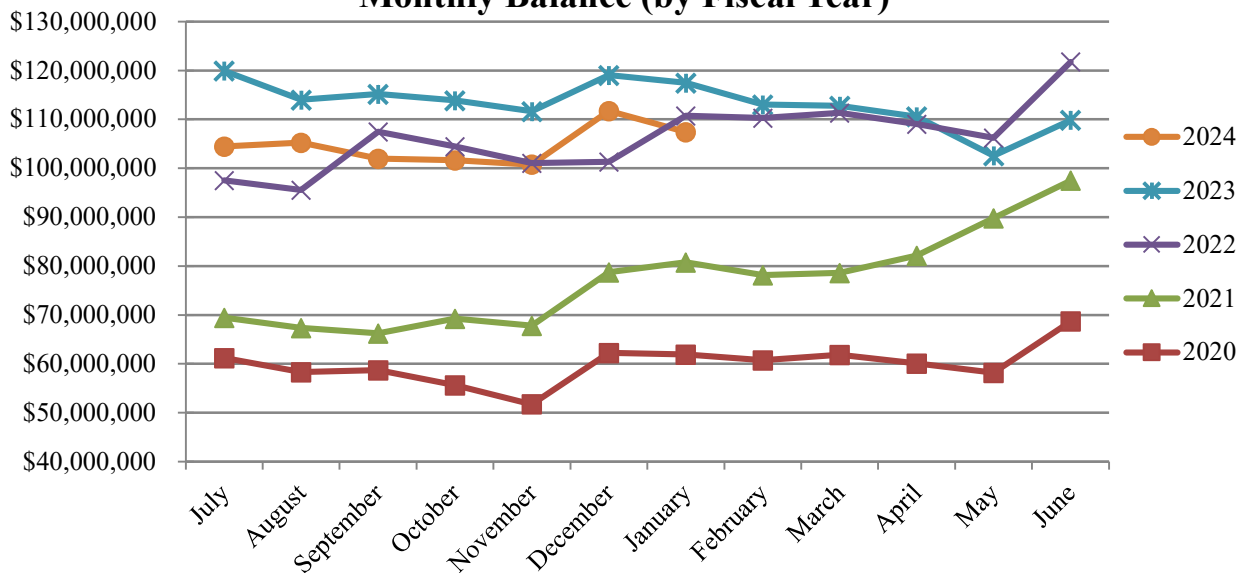
Issuer category	Minimum %	Maximum %	City's Investments % as of January 31, 2024
Master, savings, and ICS accounts	20% combined	100%	100%
Montana Board of Investments STIP		100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0%
Obligations of agencies of the U.S.	0%	30%	0%

**City of Great Falls**  
**Total Cash & Investment Summary**  
**January 31, 2024**

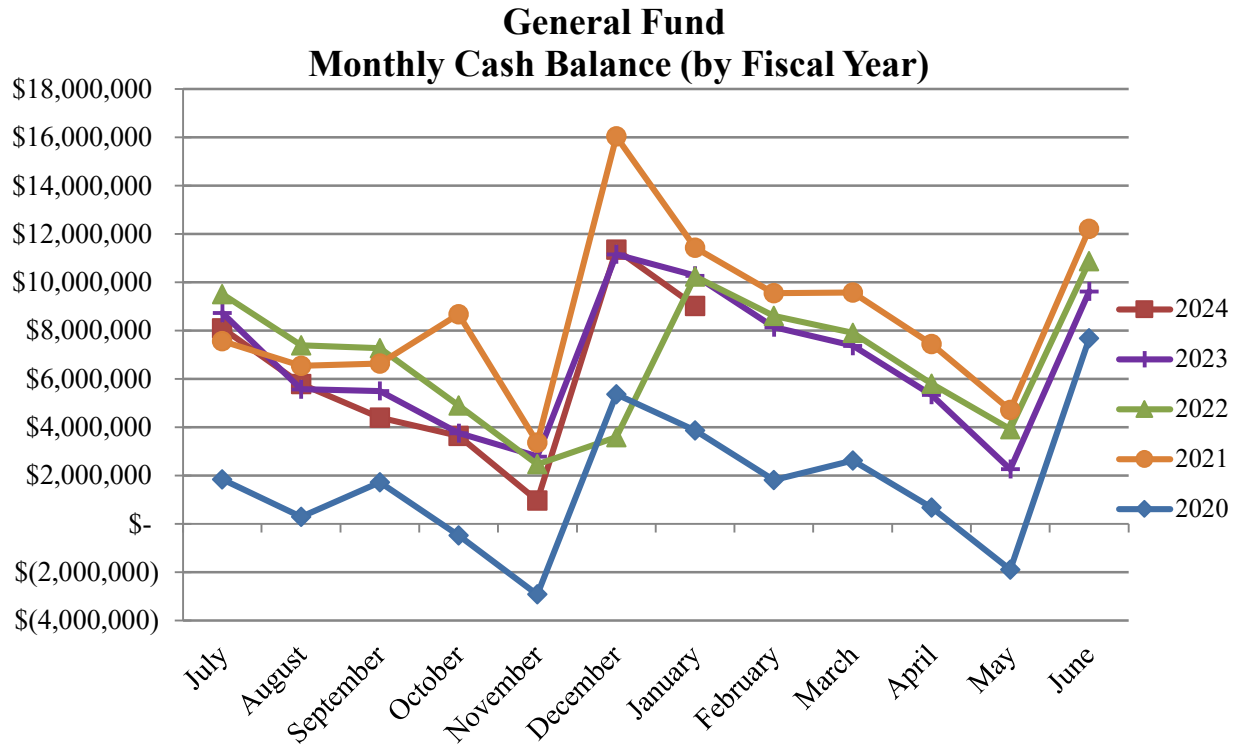
Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
Insured Cash Sweep	4.450%		\$45,128,324.04	\$45,128,324.04
Total US Bank Investments			45,128,324.04	45,128,324.04
State of Montana Short Term Investment Pool (STIP)	5.425%		46,977,072.51	46,977,072.51
Total Investments			92,105,396.55	92,105,396.55
Cash on Hand, Deposits in Bank			15,334,256.13	15,334,256.13
Total Cash and Investments			<u>\$107,439,652.68</u>	<u>\$107,439,652.68</u>

Compared to 2020 and 2021, total cash and investments are still at a higher level (see graph below). 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 Increment District. These monies originally accounted for over \$35 million included in our total cash and investments. The funds received from bonds issued for the Civic Center façade project and new recreation center have been spent at this time. The ARPA funding is being spent down as it is allocated on a project-by-project basis.

**Total Cash & Investments**  
**Monthly Balance (by Fiscal Year)**



The General Fund monthly cash balances generally show a cyclical pattern largely dependent on the receipt of tax revenue usually in December and June each year (see graph below). The cash balance currently includes a CARES Act balance of \$2,381,766.



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

**Department Monthly Update**

**December 31, 2023**

**Key Updates**

<b>City Manager</b>	<ol style="list-style-type: none"> <li>1. Recruited, interviewed and hired a new IT Director - newly created position for the City of Great Falls.</li> <li>2. Met with Realtor Association, Home Builders, and NeighborWorks GF to discuss development review.</li> <li>3. Coordinated, scheduled and conducted newly elected official orientations and tours.</li> <li>4. Briefed GFPD Command Team on Public Safety Levy results.</li> <li>5. Reviewed Annual Financial Report with Audit Committee.</li> <li>6. Team Breakfast and Long Introductions. (leadership team development and growth)</li> <li>7. Presented to Leadership Great Falls, attended Chamber Business Advisory Committee, met with CourseCo leadership, MAFB leadership.</li> <li>8. Visited with Celia Rigler from Governor Gianforte' s office regarding Montana's lack of military support.</li> <li>9. Lady Bulldogs season started!</li> </ol>
<b>Deputy City Manager (Clerk, Comm Specialist, Events, GFAS)</b>	<p><b>Clerks:</b> Processed and completed a total of 210 records requests in 2023 compared to 216 requests in 2021 and 196 requests in 2022; Updated the City Commission Orientation Handbook; Prepared memo/docs for upcoming Local Government Review &amp; Study Commission; Continued to scan and index permanent records to Vasion as time allowed.</p> <p><b>Animal Shelter:</b> Our 'A Home for the Holidays' Adoption Event, where reduced price adoptions were sponsored, ran from November 20th to December 31st, resulted in 81 animals being adopted out to their forever homes. During this time we reduced our in-care population from 122 animals in-care to just 78 animals in-care despite taking in 95 new animals. These successes can be attributed to an increase in community support due to visibility and collaboration between the shelter and the community through education efforts and events.</p> <p><b>Communications/Neighborhood Councils:</b> Designed and published the Jan-March Staff newsletter. Provided backup support for the City Manager's office. Help coordinate the swearing-in ceremony and reception. Hosted the monthly communication team meeting. Created press releases and social media posts for the holiday closures, new IT Director, and Neighborhood Council Meetings. Proofed and provided feedback on PCD press releases. Coordinated a Special Meeting on NC2 to discuss the Bay View Apartments Rezone with approximately 30 residents in attendance. Printed and distributed the Neighborhood Council 2024 Handbook and updated all 9 of the Neighborhood Council web pages with the new member information. Contacted NC write-in candidates to fill vacant positions. All are filled except for two positions in NC5.</p> <p><b>Events:</b> The Montana Organic Association rented the Convention Center, Chambers, Gibson, and Ryan rooms for 3 days. This event moves around the state each year, however they are working to make our facility their permanent location. Broadway's Bluey's Big Play attracted over 1000 people to it's during it's 2 show run. New City Church held Sunday services in the Theater and plan to return for the next few months. Over 7,000 people attended a meeting or event at the Mansfield Center in December.</p>
<b>Finance</b>	<ol style="list-style-type: none"> <li>1. Annual audit for FY2023 completed with no findings. Audit Committee and Commission approved Annual Comprehensive Financial Report (ACFR) and subsequent filings completed.</li> <li>2. Continued software conversion back to New World. Utilities division received first data validation and is working through the data with New World Software trainers.</li> <li>3. The Commission approved \$853,559 of CDBG projects in December which, when spent, will contribute significantly to the City regaining timeliness compliance. Staff are working with Public Works and Park &amp; Recreation to execute the projects.</li> </ol>
<b>Fire</b>	<p><b>Operations Division:</b> Responded to 657 calls for service including 18 fires. This total included 7 structure fires, 4 Vehicle fires, 5 grass fires and 2 rubbish fires. GFFR responded to 21 motor vehicle accidents and 18 hazardous material incidents.</p>

Department Monthly Update

December 31, 2023

Key Updates

	<p>Crews performed 1687.75 hours of training in the areas of Advanced Cardiac Life Support, auto extrication, rural water supply drills, Lieutenants Promotional Assessment center, and mass casualty multiagency drill.</p> <p>Cared for 297 patients in November. These complaints range from cardiac arrest, chest pain, shortness of breath, falls, overdoses, seizures and diabetic emergencies.</p> <p>16 patients were transported by GFFR ambulances (Medic 2 and Medic 1) due to no private ambulances available. 5 Cardiac arrest patients were treated by GFFR with 2 achieving ROSC (Return of Spontaneous Circulation).</p> <p>Conducted 5.5 hours of Advanced Cardiac Life Support training with 30 of our GFFR members.</p> <p><b>Fire Prevention Division:</b> Conducted 156 Annual Inspections, 30 Reinspections, 50 fire code violations noted. 2 fire alarm acceptance tests conducted. Year to date, the FPB has conducted 2365 inspections, accepted 27 fire alarms, 15 sprinkler systems and 8 hood systems. GFFR flushed 9 fire service lines.</p> <p>Responded to 16 false alarms in November, 6 false alarm fees were issued.</p> <p>Issued five compliance letters for failing to fixing deficiencies with life safety systems to the Travelodge, Wheat Montana Building, Elk's Club, Big Sky Animal Medical Clinic, and the apartment building at 207 Smelter Ave NE. If repairs are not established within 30 days, \$200 fees will be issued to each building. If compliance still does not occur, these businesses will be forward onto the City Attorney's office to proceed with 15.9.050 Violation of the city code.</p>
<b>Human Resources</b>	<ol style="list-style-type: none"><li>1. Managed the recruitment of 21 regular full-time positions. On boarded 19 new employees. December's turnover rate was 1.94 percent.</li><li>2. Continued mediations with the Crafts Council for their collective bargaining agreement (CBA) for the Crafts Council. A member vote on the tentatively agreement contract is anticipated to take place on January 10th.</li><li>3. Preparations were made for calendar year-end processing of W-2s and compliance filings such as the Affordable Care Act (ACA) 1094s and 1095Cs related to benefit coverages.</li></ol>
<b>Information Technology</b>	<ol style="list-style-type: none"><li>1. Started project to upgrade Zuercher to latest version and migrate the software to new servers. Train environment is complete with Production due to be completed in January.</li><li>2. Migrated Pipetech software from on premise system to cloud for Public Works.</li><li>3. Deployed a centrally managed contact list to all members of Police Department Patrol and Detective group. Allows for quick updates to be made and pushed out from a central repository. Deployment is now being expanded to other groups within the Police Department.</li><li>4. Munis to New World conversion continues. Financials are near completion but Go Live will be delayed to coincide with Utilities, tentatively scheduled for April or May.</li><li>5. Personnel notes: IT Director Todd Feist started with the City on 12/18/2023. Endpoint Specialist Sawyer Bishop obtained the CompTIA Network+ certification.</li></ol>
<b>Legal</b>	<ol style="list-style-type: none"><li>1. Civil Division represented City's interests in matters such as human resource / personnel matters and union negotiations; coordination and assistance with litigation matters referred to outside counsel; research and management of litigation matters handled internally; commercial marijuana business application, regulation, enforcement, zoning, and legal issues; assisting departments with upcoming proposed OCCGF revisions; and assisting departments with contract reviews/approvals.</li></ol>

Department Monthly Update

December 31, 2023

Key Updates

	<p>2. Civil Division opened 5 new active code enforcement cases (in review, Municipal Court, or other route to resolution), 15 total active cases including remaining open from prior month, and closed 4 cases (permanently or inactive under current conditions). Code enforcement actions increased significantly in 2023. Forty-three (43) 43 total cases escalated to the legal department: 14 cases are actively in review or proceeding through Municipal Court, 1 case was deferred, 17 properties were cleaned-up or the owner changed, 3 cases resolved in Municipal Court (sentenced, dismissed, or deferred); four defendants could not be served did not appear and a warrant issued; the department declined prosecution on 4 cases.</p> <p>3. Civil Division processed 139 record requests.</p> <p>4. Criminal Division processed 113 deferred prosecution agreements, and prepared 1056 subpoenas for witnesses to attend trials and hearings.</p>
<b>Library</b>	<p>1. The RFP review committee reviewed the proposals. After much debate and consideration, the selection committee has elected to start contract negotiations with the top scoring firm. We hope to have a contract for the Library Board to review and approve at their January meeting so that it can be on the contracts list for approval at the City Commission meeting on February 6th.</p> <p>2. The Library received two December Property Tax payments—one in mid-December and one on December 28th. Because the Library Board met on December 20th when only one payment had been made, there were concerns about the low collection property tax collection value and its impact on the Levy implementation. Now that we have the full first half Property Tax payment, we will be asking that the Library’s financing and hiring plan be approved by the Finance Department and the City Manager’s office so that it can be presented for approval to the Library board at their January meeting.</p> <p>3. The Library continues to receive positive feedback as we promote our new electronic resources—Mango Languages, LinkedIn Learning and MontanaLibrary2Go. We are maintaining our regular programming and expanding into new areas. We are growing our relationship with GFDA and exploring ways to partner in bringing training and resources to Great Falls businesses and entrepreneurs. We are providing a fun reading challenge for 2024—Can you read 50 books in 50 categories this year? We are also providing a new book club for introverts—the Books &amp; Brews Silent Book Club.</p> <p>4. The Library Board voted both to accept the Library Park Task Force report and to instruct the Library Director to carry out the Task Force recommendations—including taking down the park band shell. The Library received several generous donations at the end of 2023, including a bequest from a life insurance policy of a longtime Library Patron. Since the demolition of the band shell was not in the Library’s FY2024 budget, we will use those donations to pay for the demolition of the Library Band shell. We have reached out to the Historic Preservation Officer who has requested to document the band shell before it is taken down. Once her documentation work is completed, we will schedule the removal of the band shell.</p>
<b>Park and Recreation</b>	<p>1. Arborists of the Forestry Department spent 2 days stringing up all the lights on the beautiful Christmas tree in front of the Civic Center. This year as an added bonus a beautifully lite star was added to the top! The crew did a "Treemendous" job!</p> <p>2. A new Rapid Flash Trail Crossing Signs project was completed. The City of Great Falls, in partnership with the River’s Edge Trail Foundation, has installed new flashing Trail crossing signs on River Drive North. The new solar-powered signs, referred to as “Rectangular Rapid Flash Beacons” or RRFBs, are user activated, similar to a pedestrian button on a traffic light. When pushed, the signs will flash and a voice announces that fact to inform visually impaired users that the crossing lights have been activated. The crossing sign was made possible as a bequest from the estate of Wilbert Graf.</p> <p>3. The demolition of the Morony Natatorium facility has been completed. Staff is currently working on a CDGB project that will include sidewalks, a pavilion and play structure.</p> <p>4. Installation of a new Play Structure at Kranz Park has been completed. Spring of 2024 construction of a new pavilion and sidewalks will begin.</p>
<b>Police</b>	<p>1. GFPD held a command staff meeting to discuss as a group the direction of the department. This was held after the final vote was known regarding the public safety mill levy. Items of concern were discussed and we will have additional meetings to discuss and formulate a strategy going into 2024.</p>

**Department Monthly Update**

**December 31, 2023**

**Key Updates**

	<p>2. During the month, 3 new officers graduated from the Montana Law Enforcement Academy, and 3 new officers were hired and sworn in.</p> <p>3. The evidence expansion project continues to move forward, and a contractor's pre-bid meeting is scheduled for January, 2024.</p> <p>4. MPO Keith Perkins retired after serving nearly 35 years with the GFPD.</p> <p>5. During the month, a grievance from MFPE - 911 dispatchers was sustained, and a complaint from the USDOJ Disability Rights division was concluded.</p>
<p><b>Planning and Community Development</b></p>	<p>1. The Growth Policy RFP was approved and advertised on December 22nd. It will be advertised until March 15th.</p> <p>2. Deputy Director Tom Micuda will be retiring effective February 2nd. Joelle Marko was recently appointed to the position of Deputy Building Official.</p> <p>3. Staff continues to partner with the development community and other private partners with the Development Review Audit. A report with proposed recommendations is anticipated to be presented to the City Commission this spring.</p>
<p><b>Public Works</b></p>	<p><b>Director/Administration:</b> Leadership Great Falls came to Public Works for a talk and tour; Introduced new Mayor and Commissioner Wilson to our Division Managers and staff and provided 6 hour tour of complex (including WTP and WWTP) ; PW Employees held an Ugly Christmas Sweater Competition; Mid-year feedback (new PWD mandated mid and annual performance feedback for all PW employees) completed with Division Managers and staff; continuing to mature the new Superintendent positions for roles and expectations; continuing to work with HR on Crafts union mediation/negotiation; continuing the multi-year road to transition to an 'asset management' based 'business' for informing budget recommendations and decisions; continuing to closely partner with Planning and Community Development to continue to mature the new Development Review Coordinate position/process and on special teams as part of the Development Review Audit.</p> <p><b>Utilities:</b> 267-Gates Checked      71,812 Ft-Sanitary sewers cleaned    3-Water Main Breaks      1-Fire Hydrants Repaired/Replaced    1- CL12 taps-Domestic water tap    240-Locates    18-Private Water calls    16-Private Waste water calls    1- Private Storm Calls    9-After hours water calls      2-After hours waste water calls    37-Public system maintenance calls for water.    Water off: 26    Water on: 25    1-Public system maintenance calls for waste water    9-Public system maintenance calls for storm water.</p> <p><b>Fleet:</b> New Police Unit #62 put into service. Engine repairs in progress to #118 Fire Ladder Truck. New Police Unit #7 currently being assembled. Annual maintenance in progress for mowers and parks equipment. Repairs to sanitation truck for failed PTO pump. Repairs also in progress for police Unit #45.</p> <p><b>Sanitation:</b> Hauled 2,932 tons with 2,727 man hours. 124 requests for roll-off service. Fleet mileage: 15,407 miles. In 2023 we had 7,426 requests for service. Dec 26th - Jan 11th is Christmas Tree Recycling. We have dumpsters out at two locations, Meadowlark Park and American Little League parking lot.</p> <p><b>Environmental:</b> Received initial feedback from EPA of approved local limits for sanitary sewer and wastewater associated with the Industrial Pretreatment Program submittal; next step is 2nd reading in January. Participated in Development Review Audit process, completed inspections for 10 permitted industrial facilities and completed pond &amp; outfall inspection reports for 2023.</p> <p><b>Water Plant:</b> Continue to operate between 6-8 MGD (million gallons per day) with no disruptions. Construction continues on the Solid Waste Mitigation with interior work to include electrical and painting. Cleaning, inspection, and maintenance of all sedimentation basins, flocculation basins, and rapid mix complete. TD&amp;H inspected failing concrete in head house and awaiting recommendations. Lab continues to search for 30 additional Lead &amp; Copper samples for compliance with over 600 letters sent with very few responses.</p>

Department Monthly Update

December 31, 2023

Key Updates

**Street/Traffic:** Inspected 4,903 Street Signs for Reflectivity, Fabricated and Replaced 26 Street Signs, Repaired or Replaced 11 Street Sign Poles, Completed 5 Traffic Studies, Replaced 5 Traffic Signal LED Lights, Responded to 3 Citizen Requests for Signal Operation, Completed Signal and Head Maintenance on 6 Signalized Intersections, Repaired 1 Decorative Light Pole (auto damage), Installed Decals on 2 City Vehicles, Responded to 36 Requests for Service, Maintained 282 Potholes, Completed Street Sweeping on 1336 Street Assets - Total Cost: \$40,556.52, Maintained 301 Gravel Surface Assets - Total Cost: 23,902, and Completed 14 Street Opening Asphalt Patch Backs using 34.7 Tons Hot Mix Asphalt and 6.58 Tons of Recycled Hot Mix - Total Material Cost: \$2,611.85. Great Falls December Snow Fall: 0".

**Engineering:** Continued training of Staff Engineers regarding development review and participated in the Development Review Audit. Engineering and PCD held a joint meet and greet for staff employees to get to know each other. Facilitated meeting with division heads and Finance to review 5 year CIP and cash flow. Toured the ongoing construction activity for the Solids Mitigation Building at the Water Treatment Plant with Commissioner Wolff. Continued the ongoing management of approximately 98 projects with a combined design cost and construction cost of approximately \$96.9M. This breaks down into 18 (\$17.7M) programmed/future projects, 7 (\$3.8M) system capacity project and future project in the scoping/RFP Phase, 43 (\$42.98M) projects in the design phase, 12 (\$22.3M) projects in the construction phase, and 18 (\$10.1M) projects in the warranty phase.



**Department Monthly Update**  
**January 31, 2023**  
**Key Updates**

<b>City Manager</b>	<p>1) Attended City Commission Retreat.</p> <p>2) Reviewed options waste disposal options with Public Works.</p> <p>3) Met with Municipal Court Judges on interim space needs.</p> <p>4) Met with GF Public Library on cash flow after Charter amendment.</p> <p>5) Meeting with P&amp;R on fee structure for programs and new Scheels' AHBS Recreation Facility.</p> <p>6) Hosted a MDOT meeting regarding USAF Sentinel project and Missile Community update.</p> <p>7) Attended MMIA/TSPC (Treasure State Public Captive, Inc.) meetings in Helena.</p> <p>8) Virtually attended SGR's Servant Leadership Conference.</p> <p>9) Reviewed Lead Service Line replacement program funding options with PWD.</p>
<b>Deputy City Manager (IT, Clerk, Comm Specialist, Events, GFAS)</b>	<p><b>Clerks:</b> Processed and completed 22 records requests; Performed swearing in ceremonies for several NC representatives; Updated the City Commission's webpage; attended Local Government Review webinar; Continued to scan and index permanent records to Vasion as time allowed.</p> <p><b>Animal Shelter:</b> Compared to 2023: intakes are down, adoptions are up, return to home holds steady even with less intakes, and euthanasia is down. 2024 Intake was 49 animals and Outgoing was 55. 2023 Intake was 73 and Outgoing was 70. All can be attributed to managing intakes and strong marketing and</p> <p><b>Communications/Neighborhood Councils:</b></p> <p><b>Events:</b> New City Church held services in the Mansfield Theater every Sunday in January. They have committed to use the facility through the end of February. Montana Pork Producers returned with several vendors coming from the Mid-West. More than 6400 people attended 60 meetings or events at the Civic Center in January.</p>
<b>Finance</b>	<p>1) Continued software conversion back to New World. Utilities division received second data validation and is working through the data with New World trainers.</p> <p>2) Completed FY 2024 Mid-Year Budget Reviews with all City Departments. Presented the Semi-Annual Budget Review to the City Commission.</p> <p>3) Finalized bid packages for two ARPA projects: Evidence Building and Court Relocation. Opened Evidence Building bids which will be awarded in February. The Court Relocation will be awarded in March. The quarterly financial reports were submitted for all ARPA projects and MT HB 632. MT HB 355 will be presented to the City Commission in February.</p>
<b>Fire</b>	<p><b>Operations Division:</b> responded to 645 calls for service including 20 fires. This total included 13 structure fires, 4 vehicle fires and 3 rubbish fires. Responded to 17 motor vehicle accidents and 23 hazardous materials incidents.</p> <p>Crews performed 1524.17 hours of training. Notable training for January was Pediatric advanced life support, Vent enter and search rescue training, ground ladders and hand line deployment. Pediatric Advanced Life Support (PALS) training was conducted on all 4 shifts for our 2 year certification.</p> <p>Cared for 260 patients in January 2024. These complaints range from cardiac arrest, chest pain, shortness of breath, falls, overdoses, seizures and diabetic emergencies. 10 patients were transported by GFFR ambulances (Medic 4 (2) and Medic 1) due to no private ambulances available. 7 Cardiac arrest patients were treated by GFFR with 1 achieving ROSC (Return of Spontaneous Circulation).</p> <p>GFFR has trained a total of 15 civilians in CPR and First Aid throughout the month. 12 of these students were from the Great Falls Public Schools CNA program.</p> <p>GFFR upgraded to a new video laryngoscope and will be conducting in-service training prior to using these on EMS calls.</p> <p><b>Fire Prevention Division:</b> In 2023 the FPB conducted 2311 Annual Inspections, 633 fire code violations were noted. 23 fire alarm systems were accepted, 15 sprinkler systems were accepted, and 8 hood systems were accepted. The FPB flushed 9 underground fire service lines.</p>

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Key Updates

	<p>Responded to 43 false alarms in January, 6 false alarm fees were issued.</p> <p>Responded to over 20 frozen and broken fire sprinkler systems. Some of these broken systems are caused a large amount of damage, and are not repaired as of this time.</p> <p>DFM Zaremski is now a certified fire investigation technician (CFIT). This certification is a requirement of the position.</p> <p>The FM is continuing to work with the Development Review Team on its internal audit of the development process within the city.</p>
<b>Human Resources</b>	<ol style="list-style-type: none"><li>1) Managed the recruitment of 38 regular full-time positions. Onboarded 7 new employees. January's turnover rate was 0.97 percent. Processed 1,503 applications in 2023.</li><li>2) Finalized the Crafts Council collective bargaining agreement (CBA). Members voted to ratify the agreement on January 10, 2024. The Commission will be asked to approve/deny the CBA on February 6, 2024.</li><li>3) Completed and delivered W-2s and 1095Cs for 691 employees.</li><li>4) Five work comp (WC) incidents were reported, 3 of which became a claim(s). Most common cause of injuries was slips/falls.</li></ol>
<b>Information Technology</b>	<ol style="list-style-type: none"><li>1) Completed Central Square/Zuercher migration and upgrade. Currently running the latest software version on new servers.</li><li>2) Tyler ESR (311) has completed initial configuration, starting test phase.</li><li>3) Completed migration of email message archiver from on premise to cloud, greatly increases our email archive capacity.</li><li>4) Munis to New World conversion has transitioned to the Utilities migration. The Finance migration is mostly complete.</li><li>5) Personnel notes: Matt Nowak, IT Manager, retired January 5th. Steven Hankins, Sr. Network Administrator, left City on January 19th.</li></ol>
<b>Legal</b>	<ol style="list-style-type: none"><li>1) Department updated internal record retention schedule to reflect changes in the state schedule, including reducing the retention of the primary criminal paper file type, resulting in the reduction of required departmental physical storage space by one-third.</li><li>2) Civil Division represented City's interests in matters such as human resource / personnel matters and union negotiations; coordination and assistance with litigation matters referred to outside counsel; research and management of litigation matters handled internally; commercial marijuana business application, regulation, enforcement, zoning, and legal issues; assisting departments with upcoming proposed OCCGF revisions; and assisting departments with contract reviews/approvals.</li><li>3) Civil Division opened one new active code enforcement case (in review, Municipal Court, or other route to resolution), 15 total active cases including remaining open from prior month, and closed one case (permanently or inactive under current conditions).</li><li>4) Civil Division processed 140 record requests.</li><li>5) Criminal Division processed 122 deferred prosecution agreements, and prepared 1047 subpoenas for witnesses to attend trials and hearings.</li></ol>
<b>Library</b>	<ol style="list-style-type: none"><li>1) At their January meeting, the Library Board approved the Library Levy Implementation plan. The Library is currently recruiting to hire a Technology Systems Assistant, two Safety Specialists, a full-time and a part-time Youth Services Library Specialist, a part-time Bookmobile Driver, and three part-time Library Clerks. Next month we will start recruiting for an additional part-time custodian and in May we will start recruiting for an Assistant Library Director. Starting in March, the Library will be expanding Monday hours to be open at 10:00 am. We plan on expanding open hours to seven days a week and bookmobile service to be six days a week at the beginning of June.</li><li>2) The January/February issue of American Libraries: The Magazine of the American Library Association had an article on lessons learned from local library elections. They featured the campaigns of six Libraries across the country and included the Great Falls Public Library—a tribute to the excellent work of the Library Board, Library Foundation, VOTE YES FOR LIBRARIES ballot initiative committee and Library. The article can be found online at <a href="https://americanlibrariesmagazine.org/2024/01/02/referenda-roundup-2023-campaign-stories/">https://americanlibrariesmagazine.org/2024/01/02/referenda-roundup-2023-campaign-stories/</a></li></ol>

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	<p>3) The Montana Public Library Standards require that the Library Board review all Library policies at least once every three years. In order to meet that standard, the Library Board will be reviewing a different sections of the Library Policy manual throughout 2024. At their January meeting, the Library Board reviewed and updated the GENERAL INFORMATION section of the Policy manual, including Purpose, Maintenance, Organizational Chart, Chain of Command, Library Bill of Rights, Code of Ethics, and Public Participation Policy. Staff are working making the official updates to be posted on the Library website.</p> <p>4) In an effort to improve the efficiency and effectiveness of Library Board meetings, staff reviewed the Board meeting procedures and materials of the other large Montana Libraries and provided recommendations to the Board. At their January meeting, the Board decided that they would start recording their monthly meetings, but that they would still designate the official written minutes as the document of record. They also decided to no longer use a consent agenda to organize certain parts of the meeting. Going forward, the Board will vote on the minutes and financials separately and all reports (Director report, manager report, statistical report...) will be grouped together as they do not require action by the Board.</p>
<b>Park and Recreation</b>	<p>1) Two staff members attending annual AMTOPP Conference in Fairmont, MT, as part of their ongoing ISA and pesticide accreditation.</p> <p>2) Community Recreation Center hosted annual Electric City Winter Classic Basketball Tournament over a two weekend period. There were a total of 20 girls</p> <p>3) Administration has been working on a new fee structure for parks and facilities, which will be presented at the February 20th Commission Meeting.</p> <p>4) The Department is upgrading to a new recreational software program. In preparation, staff has been attending training sessions and completing data input. The new software will offer customers the ability to access all of our services and products, both in our facilities and online.</p>
<b>Police</b>	<p>1) The evidence expansion project went to bid to obtain a contractor. It is anticipated the bid will be awarded in February, 2024.</p> <p>2) 3 new officers began their training at the Montana Law Enforcement Academy.</p> <p>3) A new GFPD Chaplain was added to the department. The Chaplain program is extremely important for our community and department members.</p> <p>4) The GFPD has been working closely with Human Resources to improve our hiring processes, both for sworn and civilian positions.</p> <p>5) The PD is working on building out our partnerships with Homeland Security to implement an additional Task Force Officer position. This will assist in the investigations with Internet Crimes Against Children and violent crimes.</p>
<b>Planning and Community Development</b>	<p>1) Interviews for the Planning &amp; Community Development Deputy Director position (vacant due to the retirement of Tom Micuda) will begin on February 16th. The Association Transportation &amp; Long Range Planner interviews will begin February 15th. Once the positions are filled the Planning Division will be at full staffing.</p> <p>2) Brock Cherry will present on the Growth Policy Update at the Chamber of Commerce Luncheon on February 21st.</p>
<b>Public Works</b>	<p><b>Director/Administration:</b> Employees from MT State Job Service toured the PW Complex to learn what we do and what our needs are for recruitment; provided monthly Story Boards to CC, CM; hosted ~10x Career and Technology Education (auto and construction) students from GFHS to tour PW complex and meet PW staff, as part of PW recruitment strategy; hired Matthew Corda for the Civil Eng./Asset Mgr. position to start 2/12/24; almost complete with mid-term feedback sessions for all PW employees; met with Cascade County PW Director, GF CE Engineer and Utility staff to tour Gibson Flats/Whispering Ridge storm water concern presented to Mayor Reeves by CCC; Crafts Union Contract completed (ratified by CC 2/6); continued to guide Malmstron AFB Installation Resiliency Study Grant effort; supported PCD in Development Audit; presented Lead Service Line Replacement update to CC at work session</p>

**Department Monthly Update**  
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**Key Updates**

**Utilities:**

563- Fire Hydrants checked  
31-Gates Checked  
69,708 Ft-Sanitary sewers cleaned  
6-Water Main Breaks  
170-Locates  
18-Private Water calls  
11-Private Waste water calls  
1- Private Storm Calls  
1-Sewer main repaired  
82-After hours water calls  
3-After hours waste water calls  
35-Public system maintenance calls for water. Water off: 49 water on: 31  
1Public system maintenance calls for waste water  
5-Public system maintenance calls for storm water

**Fleet:** Fire engine repairs complete to engine 12 and Engine 1. Annual repairs and inspections started on construction equipment for the up coming spring season. Large number of hydraulic hoses replaced during the cold snap. New displays installed on the fuel islands at public works. Fan construction project for compressor complete, City electrician will begin wiring the fans next month.

**Sanitation:** Hauled 2,537 tons with 2,626 man hours. 124 requests for roll-off service. Fleet mileage: 15,407 miles. In 2023 we had 7,426 total requests for service.

**Environmental:** Scheduled for final reading of revised local limits on 2/6, continued participation in Development Review Audit process, began revising/updating expired industrial discharge permits, implemented new Food Service Establishment (FSE) characterization survey as part of development review process, began compiling data for MS4 & IPT annual reports

**Water Plant:** Continue to operate between 6-8 MGD with no disruptions. Construction on Solids Mitigation building continues with installation of pumps, motor controls, and chemical feed. High service #1 pump and motor and Low service #4 motor in for repairs. Lead and Copper sampling continues with over 600 mailers out to find 60 sampling points with some of the sampling points revealing elevated levels. Draft Corrosion Control report completed and under review.

**Street/Traffic:** Snow Report -16 Days of Snow Operation, 8" Monthly Snow Fall, First Snow Fall: 1/7/24 Last Snow Fall: 1/19/24 Last Plow Operation: 1/23/24 Plows/Blades/Toolcat Traveled 7,883 Mile/ 813 Engine Hours, Labor and Equipment Cost: \$61,949.45 Total Snow Removal Tasks: 19,359 - Total Potholes: 235 - 154 Potholes Maintained with 15.38 Tons of Recycled Asphalt+ 81 Potholes Maintained with 2.5 Tons of UPM, Swept 288 Assets for a Total Cost of \$4,773, Maintained 24 Gravel Assets, Hot Mix Patched w/ RAP 3 Utility Openings, Responded to 35 Requests for Service. Replaced 32 Missing/Damaged/New Installation Street Signs, Replaced 3 Sign Poles, Finished or Started 3 Traffic Studies Total Labor Cost \$3,500, Inspected 41/67 Traffic Signal Conflict Monitors, Responded to 6 Traffic Signal Issues 1 City Signal 5 MDT Signals, Began Preseason Work on Street Marking Equipment.

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<p><b>Engineering:</b> Continued training of Staff Engineers regarding development review and participated in the Development Review Audit. Facilitated meeting with County PW Director and City team to visit Gibson Flats with regards to flooding. Continued working on the City's inventory of lead service lines and a pilot project. Started meetings and discussions regarding the federal grant through Malmstrom for resiliency planning. Continued the ongoing management of approximately 98 projects with a combined design cost and construction cost of approximately \$96.9M. This breaks down into 18 (\$17.7M) programmed/future projects, 7 (\$3.8M) system capacity project and future project in the scoping/RFP Phase, 43 (\$42.98M) projects in the design phase, 12 (\$22.3M) projects in the construction phase, and 18 (\$10.1M) projects in the warranty phase.</p>
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