



The Weekly Update – April 18, 2024

Attachments:

1. Journal of City Commission Special Work Session, March 5, 2024
2. Journal of City Commission Special Work Session, April 2, 2024
3. City of Great Falls Total Cash and Investments as of March 31, 2024
4. Department Monthly Update, March 2024

JOURNAL OF SPECIAL COMMISSION WORK SESSION
March 5, 2024

1

City Commission Special Work Session
Civic Center, Gibson Room 212

Mayor Reeves presiding

CALL TO ORDER: 4:30 PM

CITY COMMISSION MEMBERS PRESENT: Cory Reeves, Susan Wolff, Joe McKenney and Shannon Wilson. Commissioner Rick Tryon arrived at 4:48 p.m.

STAFF PRESENT: City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Attorney David Dennis and Deputy City Attorney Rachel Taylor; Finance Director Melissa Kinzler; Park and Recreation Director Steve Herring and Deputy Director Jessica Compton; Public Works Director Chris Gaub, City Engineer Jesse Patton, Development Review Coordinator Mark Juras and Environmental Division Manager Nate Besich; Municipal Court Judge Steve Bolstad and Court Supervisor Morgan Medvec; Information Technology Director Todd Feist; Assistant Fire Chief Bob Shupe; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. SEMI-ANNUAL LITIGATION UPDATE

Mayor Reeves explained that this portion of the meeting will be closed to the public pursuant to Mont. Code Ann (MCA) § 2-3-203(4)(a) to discuss strategy to be followed with respect to a pending litigation matter because an open meeting would have a detrimental effect on the City's litigating position. The meeting will be re-opened at the conclusion of the litigation strategy discussion.

Mayor Reeves moved, seconded by Commissioner Wolff, to close the meeting from the public to discuss pending litigation in executive session pursuant to MCA § 2-3-203(4)(a).

Mayor Reeves called for the vote.

Motion carried 4-0.

At 4:35 p.m., the meeting continued in executive session in the Gibson Room with the City Commission, City Manager, Deputy City Manager, City Attorney, Deputy City Attorney and Deputy City Clerk, for the purpose of discussing pending litigation and strategy.

- EXECUTIVE SESSION - -



03/05/2024

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

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[REDACTED]

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JOURNAL OF SPECIAL COMMISSION WORK SESSION
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JOURNAL OF SPECIAL COMMISSION WORK SESSION
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JOURNAL OF SPECIAL COMMISSION WORK SESSION
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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The meeting reconvened into an open meeting. Mayor Reeves called the special meeting back to order at 5:25 p.m.

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City Attorney Dennis reported that discussion included updates and strategy with regard to outstanding, potential and pending litigation and claim matters.

PUBLIC COMMENT



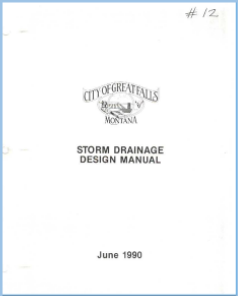

Ben Forsyth, City resident, provided and discussed a handout pertaining to the purpose of Initiative No. 190. Mr. Forsyth expressed concern about the harmful effects of marijuana.

Roberta Beute, City resident, provided and discussed a Prairie Ridge Estates bid form, E911 GIS Data Collection and Conveyance Agreement and aerial map. Ms. Beute expressed concern that her property was never platted. She explained that the subdivision bid form indicates that the land should have been platted for duplexes; however, it was platted for single-family dwellings. Because her property cannot be located on the aerial map, it makes it difficult for emergency responders to find houses.









City Manager Doyon suggested that Ms. Beute provide her contact information to Planning and Community Development Director Brock Cherry so she could discuss these issues with him.

2. STORM DRAIN DESIGN MANUAL (SDDM) UPDATE

Public Works Development Review Coordinator Mark Juras reviewed and discussed the following PowerPoint:

	<p align="center">Agenda</p> <ul style="list-style-type: none"> • Purpose - What/Why • Progress Update • Next Steps • Q&A 
<p align="center">Purpose - What/Why</p> <ul style="list-style-type: none"> • Updates 1990 SDDM • Provides design guidance and outlines requirements • Protects health, safety, welfare, property, and local water bodies through control of storm water quantity / quality 	<p align="center">Purpose - What/Why</p> <ul style="list-style-type: none"> • Storm water quantity <ul style="list-style-type: none"> • Mitigates flooding risk • Detention storage • Peak flow attenuation • Storm water quality <ul style="list-style-type: none"> • Mitigates environmental impacts • Erosion control • Treatment per MS4 

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 <p align="center">Purpose - What/Why</p> <ul style="list-style-type: none"> • Monuments current process • Unifies Engineering & Environmental Division requirements into one Manual • Consistency with OCCGF, permit checklists, and City Standards for Design & Construction • Incorporates current MS4 Permit requirements 	 <p align="center">Purpose - What/Why</p> <p>What's new/different:</p> <ol style="list-style-type: none"> 1. Preferred Contractor Program 2. Regional Treatment Facility Policy 3. Industry Standard Updates 4. Standardized Permit Application 5. Clarify thresholds 
 <p align="center">Progress Update</p> <ul style="list-style-type: none"> • Revised draft completed • Public outreach <ul style="list-style-type: none"> • Written comments • Open house • Final draft completed 	 <p align="center">Next Steps</p> <ul style="list-style-type: none"> • Resolution <ul style="list-style-type: none"> • Adopt SDDM • Future revision provisions • Ordinance <ul style="list-style-type: none"> • Update OCCGF references to SDDM • Clarify applicability • Future action(s) <ul style="list-style-type: none"> • Fee Resolutions, other 
 <p align="center">Questions?</p>	

Commissioner Wilson inquired if there is coordination between the Montana Department of Transportation (MDT), Cascade County and City with regard to the MS4 permit.

Environmental Division Manager Nate Besich responded that the City has a good relationship, works cooperatively and coordinates with the MDT and County on a regular basis.

Commissioner Tryon received clarification that the SDDM will be updated to the current MS4 requirements and would need to be updated again when MS4 permit requirements change. Since 1990, the MS4 permit requirements have been enforced by the Public Works Environmental Division and through the Official Code of the City of Great Falls (OCCGF). Most of the updates are not significant and do not change the performance criteria.

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With regard to the “Purpose – What/Why Mitigates flooding risk” slide, Commissioner McKenney received clarification that the City is mitigating at a five-year storm rate and a 100-year storm would be released at a five-year rate.

Commissioner Wolff inquired about detention pond storage, like the one at the University of Providence soccer field.

Development Review Coordinator Juras responded that the goal of a detention pond is to slow down storm water from hitting streets and infrastructures.

Commissioner Wilson inquired about illicit discharge events.

Environmental Division Manager Besich responded that the City logs 20 to 30 illicit discharge events per year; however, most events are insignificant.

Public Works City Engineer Jesse Patton explained that the underground pipe storage at the University of Providence’s soccer field was one of the City’s larger storm mains and is sized for a 100-year event.

Commissioner Tryon received clarification that the requirements for detention ponds, especially in subdivisions, has prevented development in the City. The SDDM does not address this; however, it might be addressed in the Growth Policy Manual.

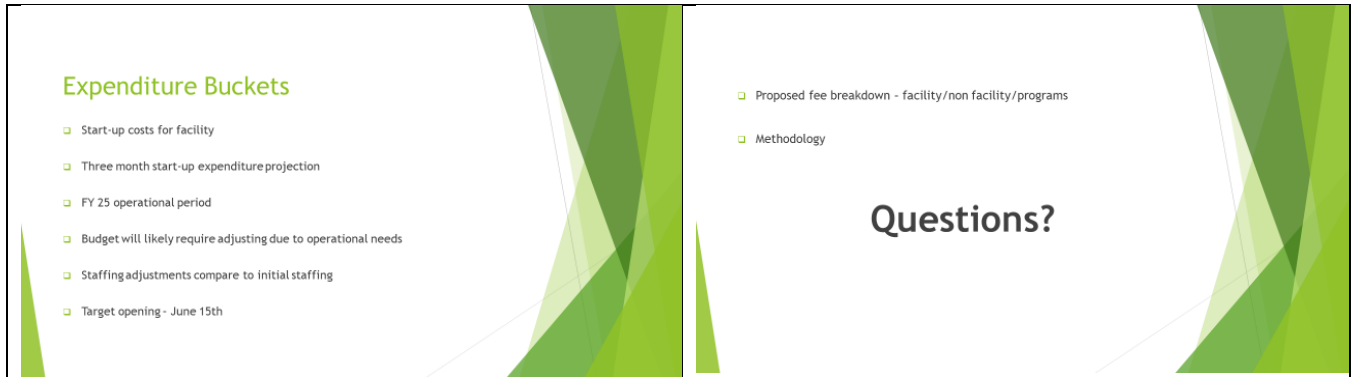
Planning and Community Development Director Brock Cherry added that the biggest issue now is the significant capital costs associated with providing such infrastructure. City staff will meet with the Development Review Audit Committee, as well as explore different funding mechanisms, such as Special Improvement Districts (SIDs), in order to support those infrastructure improvements.

3. PARK AND RECREATION FEE UPDATE

Park and Recreation Director Steve Herrig reviewed and discussed the following PowerPoint:



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Director Herrig explained that the start-up cost for the Scheels Aim High Big Sky Recreation Center (AHBS) would be approximately \$375,000. A three-month start-up expenditure projection is a deficit of approximately \$180,000; however, it would more than likely be one to two months.

Commissioner Wilson inquired if closing the Community Recreation Center would coincide with opening the AHBS facility.

Director Herrig responded that programs at the Community Recreation Center would shut down the first part of May and the daycare would continue to operate until a decision is made to either lease or sell the building.

Commissioner Wolff inquired if the proposed fees were compared with other facilities in the community.

Director Herrig responded that the proposed fees were compared with the Peak and City staff believes the fees are in line so everyone in the community would have an opportunity to use the AHBS facility.

Commissioner McKenney inquired about marketing plans to inform the community of the June opening. He added that there is only one opportunity to market the AHBS's grand opening.

Director Herrig responded that after the adoption of the proposed Park and Recreation fees, there could be press releases, interviews with the media and passes could be sold.

Commissioner Tryon inquired about the "Expenditure Buckets – Budget will likely require adjusting due to operational needs" and "FY25 operational period" slide. He further inquired if a large deficit in the Park and Recreation budget is anticipated.

Director Herrig responded that there needs to be budget adjustments for expenditures going towards the AHBS facility and there is a \$200,000 operational deficit in the Park and Recreation budget due to the AHBS facility.

Commissioner Tryon inquired if general fund subsidies would be considered to make up for the \$200,000 deficit.

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Director Herrig responded that fee adjustments, the aquatics fund or parks special revenue fund could be considered to make up for the \$200,000 deficit. He is not anticipating any large increases in the Park and Recreation's budget, other than for staffing.

Mayor Reeves inquired about prior discussions that the general fund would potentially have to be used to offset some of these deficits.

City Manager Doyon responded that in prior discussions there were two facilities, the pool program and Community Recreation Center. The recreation center will have a deficit; however, the fund balance for aquatics has been robust because the Morony Natatorium is no longer up and running. In his experience, when it involves aquatics, there will more than likely be an ongoing subsidy from the general fund to support operations of the facility. Rates for the AHBS facility could be adjusted depending on the community response with regard to utilization of the facility. The \$750,000 solution to possibly remedy some of the public safety issues may have to be cut from the general fund. Having a combined facility with multiple revenue streams and year round aquatic access will be beneficial to the City. Once the AHBS facility opens, there will be monthly expenditure and revenue meetings, in case there needs to be any programming or expenditure adjustments.

Commissioner Tryon inquired about the \$750,000 being possibly cut from the general fund.

City Manager Doyon responded that the City has not fully recovered from the Covid experience and will more than likely start FY25 with a deficit again. The City needs to break that cycle, which would require general fund departments to reduce their budgets in order to prevent using the fund balance to offset the shortage in revenues.

Commissioner Tryon commented that asking general fund departments to cut their budgets rather than adding the minimal amount of budget asks for public safety should be a huge concern to everyone. He concluded that the proposed Park and Recreation fees look good.

City Manager Doyon added that there is an unusual fee adjustment in the rates for a non-resident charge for utilizing the AHBS facility because taxpayers already support that through the Park Maintenance District assessment.

4. COURSECO GOLF FEES AND AGREEMENT EXTENSION

Park and Recreation Director Steve Herrig explained that the agreement and partnership with CourseCo is going great. He introduced CourseCo President/CEO Michael Sharp and General Manager Jeff Stange.

CourseCo President/CEO Michael Sharp explained that the City put out a Request for Proposals (RFP) in 2018 for the golf courses and CourseCo has been partners with the City since 2019. The partnership has far exceeded expectations and has been a model private-public partnership. A testament of CourseCo's good work is a lack of complaints from the community about the operations, facilities, fees and conditions of the golf courses. CourseCo owns, leases and manages 44 golf courses predominantly on the west coast, and specializes in public municipal golf courses. CourseCo has never had a contract canceled or not

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renewed and its core values include financial performance, community engagement, stakeholder communication, environmental sustainability and stewardship. The current contract ends next year and CourseCo desires to continue to work with the City. The two golf courses in Great Falls are well supported by the community and golf will continue to grow. CourseCo is working with the City on challenges, such as inflation and equipment needs.

CourseCo General Manager Jeff Stange reported that the rates are very modest increases. Green fees are a dollar increase and aligns historically with green fee increases. The dollar increase will allow CourseCo to cover some of the inflationary challenges. CourseCo is disciplined about the expenditure side of that, which allows the City to operate profitably and provides a return. CourseCo has built a 100 percent self-sustaining model over the years and has not had to have additional funds to operate. Golf passes increased between 1.9 and 2.8 percent, which is a modest increase that allows for meeting revenue goals that are needed. CourseCo looks at the market here and surrounding areas in Montana to get a feel for where the rest of the state is. CourseCo believes the costs are in line and allow for an affordable recreational activity for the community. CourseCo's philosophy is to do small increases on an annual basis instead of large increases over several years.

Mayor Reeves commented that the City appreciates the partnership with CourseCo.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that topics for the March 19, 2024 work session will include a library board update, as well as a public safety advisory commission establishment update. A growth management plan RFP update and utility rate review will be topics for the April 2, 2024 work session.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal special work session of March 5, 2024 at 6:47 p.m.

City Commission Special Work Session
Civic Center, Gibson Room 212

Mayor Reeves presiding

CALL TO ORDER: 5:00 PM

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

STAFF PRESENT: City Manager Greg Doyon; City Attorney David Dennis and Deputy City Attorney Rachel Taylor; Finance Director Melissa Kinzler, Deputy Finance Director Kirsten Wavra and Utility Manager Laura Lynch; Public Works Director Chris Gaub, Sanitation Manager Ross Bartell, Utilities System Manager Jake McKenna and City Engineer Jesse Patton; Municipal Court Judge Steve Bolstad; Information Technology Director Todd Feist; Fire Chief Jeremy Jones; Police Captain Doug Otto; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

Richard Irving, City resident, expressed concern about a Professional Services Agreement for the library remodel design being approved as presented at the March 26, 2024 Library Board of Trustees meeting, because the written amount and number amount did not match under the payment section. Mr. Irving further expressed concern with regard to the Library Board of Trustees job description being a partnership with the library director. He added that the trustee's job is to provide direction to the library director and not to approve whatever the library director does.

Jack Beckman, City resident, encouraged the Commission to think outside the box, determine its mission and remember that the City receives taxpayer funds with regard to public safety. Mr. Beckman expressed concern that the public is not being represented because there are no members from the public on the Public Safety Advisory Committee (PSAC). He further expressed concern about the length of the 2024 Sanitation Rate Analysis PowerPoint to justify the rate increase and not providing the total dollar value of the increase.

1. PUBLIC SAFETY DISCUSSION

Commissioner Wolff proposed a poll to gather community input to determine if there would be support for another public safety levy.

Mayor Reeves received clarification that the cost of a poll would be approximately \$35,000 to \$40,000. Billings did one and found it to be very helpful. He inquired if a poll should be done now or after the PSAC is established.

Commissioner Tryon responded that unless there are timing issues, he recommended waiting until after the PSAC is established. He expressed concern with regard to spending approximately \$40,000 from the general fund on a poll when that amount could be used to fund some of the public safety needs.

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Commissioner Tryon suggested exploring all other options, including private fund raising, which could also gauge the willingness of the public to get involved.

Commissioner Wilson concurred with Commissioner Tryon's recommendation to wait until the PSAC is established before spending money on a poll.

Commissioner McKenney expressed support of making a decision prior to the PSAC being established because the PSAC could be disbanded prior to receiving results from a poll or responses from a Request for Proposals (RFP).

City Manager Greg Doyon commented that another other option would be to issue an RFP now and make a decision when the responses are received, that way the Commission would have a better understanding of the details and costs. He explained that the community was made aware that if the safety levy failed, the City would continue to try to find a way to address public safety. Without additional resources to address public safety, the community will be let down in a major way. There is not a sufficient amount in the general fund to redirect towards public safety and capping levy asks will be considered at the 2025 legislative session.

Commissioner Wolff commented that Kalispell and Billings successfully passed public safety levies after having a study done. The City of Great Falls did not gather enough information from the public with regard to the levy ask. She clarified that there are members from the public on the proposed PSAC.

Commissioner Tryon received clarification that Missoula County did a grant; however, the requirements may not be ideal for what the City is looking to do and City Manager Doyon would discuss it further with Finance Grant Administrator Tom Hazen. Commissioner Tryon further received clarification that the PSAC will be an official panel if the Commission adopts Resolution 10544 at the Commission meeting tonight.

It was the consensus of the Commission to start the process of issuing an RFP.

2. 2024 SANITATION RATE ANALYSIS

Public Works Sanitation Manager Ross Bartell reviewed and discussed the following PowerPoint:

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**City of Great Falls
Sanitation Division**



**2024 RATE ANALYSIS
Public Hearing
April 2, 2024**




**Day in the Life of a
Sanitation Employee**

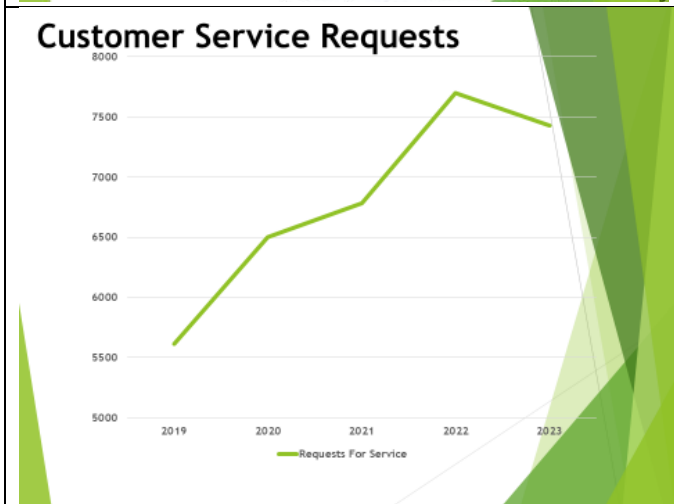




**Day in the Life of a
Sanitation Employee**

City Sanitation Customer Base

Sanitation Customers in the City limits of Great Falls FY 2024 January	21,924	100%
City SN Residential Customers	17,231	
City SN Commercial Customers	1,553	
Total City of Great Falls Customers	18,784	85.6%
Total Republic Services Customers <small>Republic could not provide an accurate split between residential and commercial customers without including customers outside city limits.</small>	*3,333 <small>*2023</small>	14.4%

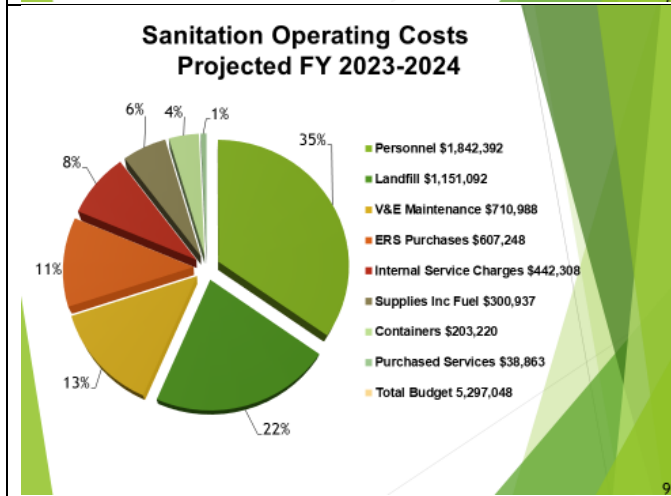


JOURNAL OF SPECIAL COMMISSION WORK SESSION


April 2, 2024




- ### MAJOR RATE DRIVERS
- ▶ **Landfill Costs:** 22% of Budget (Approx. \$1,151,092 per year)
 - 1.40% CPI increase 2021
 - 6.85% CPI increase 2022
 - 7.15% CPI increase 2023 (max agreement 7.00%)
 - 3.12% CPI increase 2024
 - ▶ **Personnel Costs:** 35% of Budget
 - 4.5% average increase last 4 years
 - ▶ **Vehicle Replacement:** 11% of Budget (Updating Fleet)
 - Budgeted FY24 \$607,248 (Roll-Off / Rearloader)
 - Projected FY25 \$1,299,240 10 (2-Res sideload / 1-Comm sideload)
 - ▶ **Vehicle Maintenance:** 13% of Budget
 - Budgeted FY24 \$710,988
 - Projected FY25 \$746,537



Cost of residential dumpsters



96 - Gallon Kart
2016 - \$43.72 each
2024 - \$52.84 each
30% increase



300 - Gallon Dumpster
2016 - \$231.33 each
2024 - \$399.00 each
72% increase

\$94,720 budgeted each year for Residential dumpsters

Cost of Commercial Dumpsters




3-cubic yard dumpsters
2016 - \$554.65 each
2024 - \$760.00 each
37% increase



30-yard roll-off dumpsters
2016 - \$4,700.00 each
2024 - \$7,269.00 each
54% increase


\$108,500 budgeted each year for commercial dumpsters

Cost of Trucks



Residential Sideload
2016 - \$259,650
2024 - \$453,740
74% increase

Average Residential Fleet Age 6 years - Industry Target: 7-10 years



Commercial Rear load
2016 - \$207,224
2024 - \$333,878
61% increase

Average Commercial Fleet Age 9 Years - Industry Target: 8-12 years

Insured Value to replace our whole fleet \$4,581,949

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SANITATION LANDFILL

FY YEAR	REPUBLIC LANDFILL RATE	CPI RATE INCREASE PER YEAR	TONNAGE	TOTAL FEES PAID TO REPUBLIC
2017	\$25.61	3.00%	35,138	\$ 885,484
2018	\$26.64	4.00%	33,704	\$ 787,782
2019	\$27.35	2.65%	33,422	\$1,001,077
2020	\$27.98	2.30%	36,873	\$1,018,742
2021	\$28.37	1.40%	36,121	\$1,015,358
2022	\$30.31	6.85%	35,185	\$1,025,642
2023	\$32.43	7.00%	38,462	\$1,185,760
2024	\$33.43	3.12%	24,035 <small>**As of 3/1/24</small>	\$779,160 <small>**As of 3/1/24</small>

Average Landfill Rate Increase Per Year since 2017: 3.79%

5 Year Cash Flow with Capital Outlay

	FY23 Actual	FY24 Projected Revenue Increase 10%	FY25 Projected Revenue Increase 5%	FY26 Projected Revenue Increase 5%	FY27 Projected Revenue Increase 5%	FY28 Projected Revenue Increase 5%	FY29 Projected Revenue Increase 5%
Beginning Cash Balance	\$1,143,684	\$1,482,820	\$1,777,250	\$1,324,772	\$1,257,192	\$1,337,357	\$1,448,080
Revenues	\$5,361,614	\$5,625,062	\$5,906,315	\$6,201,631	\$6,511,712	\$6,837,298	\$7,179,163
Expenses	\$5,022,478	\$5,330,632	\$6,358,793	\$6,269,211	\$6,431,547	\$6,726,575	\$6,957,099
Over/Under	\$ 339,136	\$ 294,430	\$ (452,478)	\$ (67,580)	\$ 80,165	\$ 110,723	\$ 222,064
Ending Unrestricted Cash Balance**	\$1,482,820	\$1,777,250	\$1,324,772	\$1,257,192	\$1,337,357	\$1,448,080	\$1,670,144

**17% of Operating Expenses (2 months)

COMMERCIAL RATES

MONTHLY	CURRENT	5% PROPOSED
96 Gallon	\$ 27.60	\$ 29.00
300 Gallon	\$ 33.00	\$ 35.00
1.5 yard	\$ 46.70	\$ 49.00
2 yard	\$ 55.80	\$ 59.00
3 yard	\$ 80.00	\$ 84.00
4 yard	\$ 106.70	\$ 112.00
5 yard	\$ 158.70	\$ 167.00
8 yard	\$ 210.80	\$ 221.00
Cardboard Recycling	\$ 24.00	\$ 25.00
Vacant Business	\$ 6.00	\$ 7.00
DROP BOX (PER PICK-UP)		
3 yard construction dumpster	\$ 64.00	\$ 67.00
6 yard construction dumpster	N/A	\$ 150.00
8 yard construction dumpster	N/A	\$ 180.00
10 yard concrete dumpster (plus rental & disposal)	\$ 203.00	\$ 213.00
20 yard construction dumpster	\$ 362.00	\$ 380.00
30 yard construction dumpster	\$ 407.00	\$ 427.00
40 yard construction dumpster	\$ 447.00	\$ 470.00
30 yard compacted (plus disposal charge)	\$ 257.00	\$ 270.00
40 yard compacted (plus disposal charge)	\$ 257.00	\$ 270.00
Flat Rate Surcharge (overweight containers)	\$ 126.00	\$ 133.00
Dry Run Fee	\$ 60.00	\$ 63.00
Per Day Rental Fees	\$ 2.00	\$ N/A

Blue Text = Most Common

RESIDENTIAL RATES

MONTHLY	CURRENT	5% PROPOSED
Single Family Home (SFH)	\$ 16.50	\$ 17.33
Duplex (SFH rate x 2 units)	\$ 33.00	\$ 34.66
Triplex (SFH rate x 3 units)	\$ 45.00	\$ 51.99
Additional 96 Gallon	\$ 9.35	\$ 9.82
Senior Citizen	\$ 11.55	\$ 12.13
Large Appliances	\$ 22.00	\$ 23.00
Large Appliances with Freon	\$ 66.00	\$ 70.00
Special Services – Dumpster Cleaning		
Residential Dumpster	\$ 16.50	\$ 20.00
Commercial Dumpster	\$ 55.00	\$ 60.00
Compactors/Receiver Box	\$ 110.00	\$ 120.00

Blue Text = Most Common

Previous Residential Rate Increases

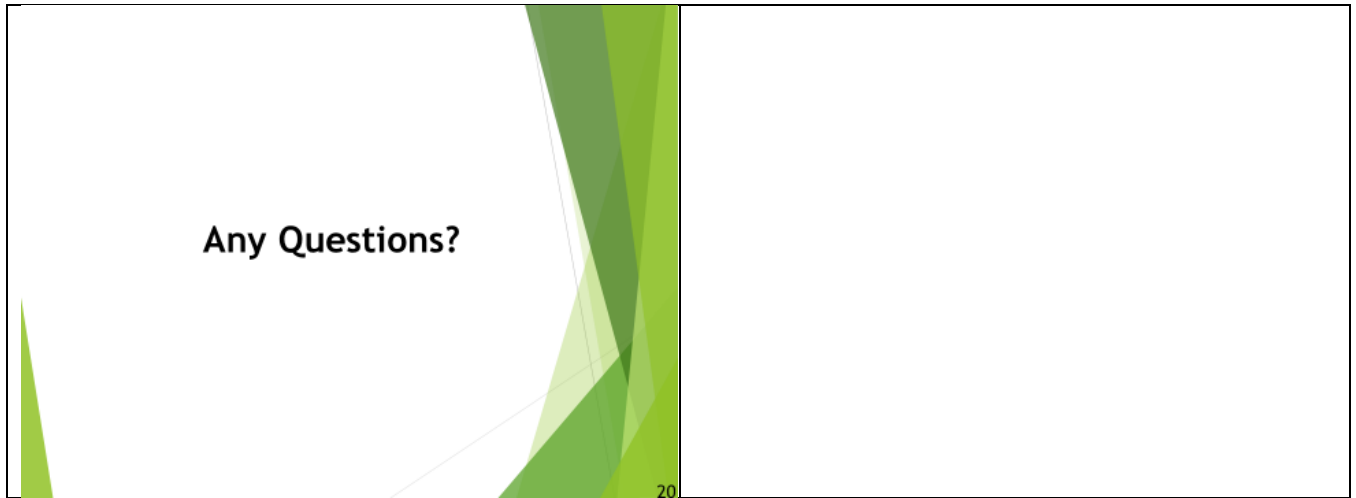
Year	Residential Rate	Residential Increase
2015	\$11.51/mo.	\$0.55/mo.
2016	\$11.51/mo.	\$0
2017	\$12.09/mo.	\$0.58/mo.
2018	\$12.09/mo.	\$0
2019	\$12.70/mo.	\$0.61/mo.
2020	\$13.65/mo.	\$0.95/mo.
2021	\$13.65/mo.	\$0
2022	\$15.00/mo.	\$1.35/mo.
2023	\$16.50/mo.	\$1.50/mo.
2024	\$17.33/mo. proposed	\$0.83/mo. proposed

10 year average annual increase: \$.64

RECOMMENDATION NEXT STEPS

- ▶ 4/2 - City Commission - Public Hearing
- ▶ 5/7 - Public Hearing
- ▶ 6/1 - Proposed Rates Effective

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Commissioner Wilson expressed appreciation to Sanitation Manager Bartell for his analysis with regard to the PowerPoint presentation. The public needs to be aware of the challenges and costs that the Sanitation Department faces. She received clarification that residential dumpsters have a five or 10-year warranty and dumpster cleaning is done by request.

Commissioner Wolff expressed appreciation to the Sanitation Department for their efforts. She commented that the cost of equipment and length of time it takes to receive it, are challenges for the Sanitation Department.

Commissioner Tryon expressed appreciation to Sanitation Manager Bartell for his detailed PowerPoint presentation. He received clarification that the City will continue utilizing the current disposal area because a new landfill would not be cost effective.

Commissioner McKenney commented that the time for the City to make small adjustments is when the cost of goods and services increases.

3. 2024 UTILITY RATE ANALYSIS

Public Works Manager Chris Gaub, Utilities System Manager Jake McKenna and Water Plan Manager Jason Fladland reviewed and discussed the following PowerPoint:

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April 2, 2024



\$2B Capital Replacement Value

Heavy regulatory oversight

- | | |
|---|---|
| <p>REGULATION: EPA, DEQ</p> <ul style="list-style-type: none"> - Nutrient Removal - Manganese - Poly Vinyl Chlorides - Plastics (Micro and Nano) - Lead & Copper <ul style="list-style-type: none"> - Lead Line Removal - Corrosion Control - PFOS/PFOA (Forever Chemicals) - Disinfection byproducts - Arsenic - Ammonia - Manganese | <p>OPPORTUNITIES:</p> <ul style="list-style-type: none"> - Malmstrom AFB Installation Resiliency Study <p>COST DRIVERS: Nutrient Removal</p> <ul style="list-style-type: none"> - Electric Grid - Wage Growth - Zero rate increases 3 yrs (COVID) = \$8.5M deferred capital investment - High Inflation <p>DEVELOPMENT</p> <ul style="list-style-type: none"> - Stormwater solutions - Aging infrastructure vs new infrastructure requirements - Calumet Pretreatment (City or Calumet?) |
|---|---|

FINANCING IS ONLY GETTING MORE DIFFICULT

PROPOSED RATE ADOPTION SCHEDULE

- April 2, 2024 - City Commission sets Public Hearing Date
- Public Notices will be published three times
- Individual Customer Notices will be mailed
- May 7, 2024 Public Hearing at City Commission Meeting
- June 1, 2024 proposed rates take effect after City Commission adoption

MAJOR COST DRIVERS

- Electricity: Rates Increased over 300% 2022 & 2023
- Chemical Rates Increased by 30%
- Inflation: double and triple digits
 - "We have not experienced a level of inflation like this in 40-45 years. It's a completely different environment."
 - Chris Goodman, professor of public administration, expert in municipal finance at Northern Illinois University
- On the Horizon: Undefined regulator requirements (lead lines, nutrient removal, disinfection byproducts, PVC, WWTP expansion, etc.....)

AVERAGE MONTHLY UTILITY BILL CITY OF GREAT FALLS (PROPOSED INCREASES)

- **Residential: average utility bill would increase \$6.72 (12.5%)**
 - Average water bill increase \$3.02 (15%) from \$20.18 to \$23.20 per month
 - Average sewer bill increase \$2.62 (10%) from \$26.29 to \$28.91 per month
 - Average storm drain bill increase \$1.08 (15%) from \$7.26 to \$8.34 per month
- **Commercial: average monthly utility bill increase \$19.42 (12.5%)**
 - Average water bill increase \$9.48 (15%), from \$63.21 to \$72.69 per month
 - Average sewer bill increase \$8.38 (10%) from \$83.84 to \$92.22 per month
 - Average storm drain bill increase \$1.56 (15%) from \$10.40 to \$11.96 per month

RESIDENTIAL CHARGES 3/4" METER, 600 CF WATER, 600 CF SEWER, LOT SIZE 7,500 SQ FT

Year	Water bill	Total % inc.	Sewer bill	Total % inc.	Storm drain bill	Total % Incr	Total \$ Incr	Total % inc	Total avg bill
2012	\$13.55	5%	\$19.54	10%	\$4.27	0%	\$3.15	6%	\$37.36
2013	\$14.23	5%	\$21.49	10%	\$4.27	0%	\$3.44	7.0%	\$39.99
2014	\$14.93	5%	\$21.49	0%	\$4.27	0%	\$1.42	1.8%	\$40.69
2015	\$15.97	7%	\$22.12	3%	\$4.70	10%	\$3.22	5.2%	\$42.79
2016	\$17.59	10%	\$22.78	3%	\$5.17	10%	\$4.40	6.4%	\$45.54
2017	\$19.35	10%	\$23.49	3%	\$5.69	10%	\$4.79	6.6%	\$48.53
2018	\$17.64	-9%	\$23.72	1%	\$6.26	10%	\$0.91	-1.9%	\$47.62
2019	\$18.35	4%	\$23.90	1%	\$6.60	5%	\$1.21	2.6%	\$48.85
2020	\$18.35	0%	\$23.90	0%	\$6.60	0%	\$0.00	0.0%	\$48.85
2021	\$18.35	0%	\$23.90	0%	\$6.60	0%	\$0.00	0.0%	\$48.85
2022	\$18.35	0%	\$23.90	0%	\$6.60	0%	\$0.00	0.0%	\$48.85
2023	\$20.18	10%	\$26.26	10%	\$7.26	10%	\$4.88	10.0%	\$53.73
2024	\$23.20	15%	\$28.91	10%	\$8.34	15%	\$6.72	12.5%	\$60.45

Average Rate Increase Per Year: 3.06%

COMMERCIAL CHARGES 1" METER, 2,400 CF WATER, 2,400 CF SEWER, LOT SIZE 7,500 SQ FT

Year	Water bill	Total % inc.	Sewer bill	Total % inc.	Storm drain bill	Total % inc.	Total \$ inc.	Total % inc.	Total avg bill
2012	\$36.37	5%	\$60.01	10%	\$6.14	0%	\$3.15	6%	\$102.52
2013	\$38.09	5%	\$66.01	10%	\$6.14	0%	\$3.44	7.5%	\$110.24
2014	\$40.07	5%	\$66.01	0%	\$6.14	0%	\$1.42	1.8%	\$112.22
2015	\$42.90	7%	\$67.93	3%	\$6.75	10%	\$3.22	4.8%	\$117.58
2016	\$47.17	10%	\$70.09	3%	\$7.42	10%	\$4.40	6.0%	\$124.68
2017	\$51.74	10%	\$72.03	3%	\$8.18	10%	\$4.79	5.8%	\$131.95
2018	\$54.46	5%	\$74.12	3%	\$9.00	10%	\$0.91	4.3%	\$137.58
2019	\$57.47	6%	\$76.22	3%	\$9.45	5%	\$1.21	4.0%	\$143.14
2020	\$57.47	0%	\$76.22	0%	\$9.45	0%	\$0.00	0.0%	\$143.14
2021	\$57.47	0%	\$76.22	0%	\$9.45	0%	\$0.00	0.0%	\$143.14
2022	\$57.47	0%	\$76.22	0%	\$9.45	0%	\$0.00	0.0%	\$143.14
2023	\$63.21	10%	\$83.84	10%	\$10.40	10%	\$14.31	10.0%	\$157.45
2024	\$72.69	15%	\$92.22	10%	\$11.96	15%	\$19.42	12.5%	\$176.87

Average Rate Increase Per Year: 3.65%

UTILITIES SERVICE CONNECTIONS

	Residential	Commercial
Water	19,888	2,672
Sewer	19,724	2,602
Storm Drain	19,900	2,789

Water Mains - 331 Miles
Sanitary Sewer Mains - 271 Miles
Storm Mains - 128 Miles
Utilities staff repairs and maintains

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WATER DISTRIBUTION

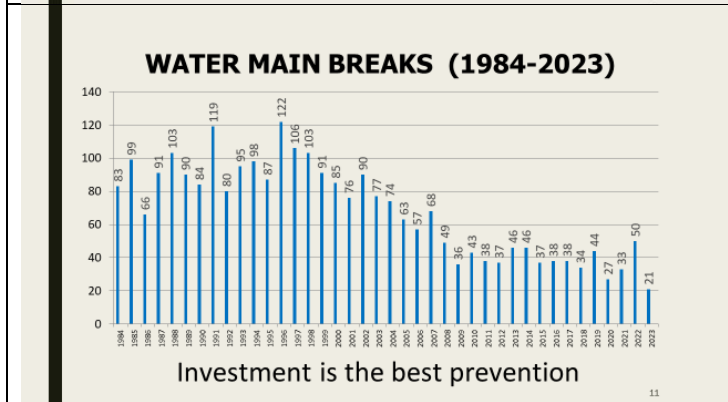
The map shows the water distribution network in the area. Callouts include:

- Water Main Break (indicated by a red X on the map)
- Water Main Construction (indicated by a yellow circle on the map)
- Water Main Replacement (indicated by a blue circle on the map)

EMERGENCY WATER MAIN REPAIRS

- 6" cast iron pipe installed in 1960
- 30°F and frost down to the water main

Benefis East Campus Hospital 10



WATER MAIN REPLACEMENTS

Year	Cost	Footage	Miles	Emergency Repair Costs
2012	\$1,531,862	9,246	1.75	\$259,514
2013	\$1,680,436	12,831	2.40	\$322,641
2014	\$1,388,989	7,392	1.40	\$322,841
2015	\$1,672,072	4,182	.79	\$277,507
2016	\$1,688,250	9,680	1.82	\$285,791
2017	\$1,610,581	8,614	1.63	\$285,891
2018	\$2,061,000	8,843	1.67	\$77,435
2019*	\$6,170,000	10,800	2.05	\$290,718
2020	\$930,000	3,900	.74	\$174,507
2021	\$1,590,000	6,765	1.28	\$321,712
2022	\$1,637,000	4,995	.95	\$415,583
2023	\$3,725,271	6,791	1.28	\$178,500

* Year 2019 includes the added cost of installing a 24 inch water main crossing under the Missouri River 12

MATERIAL COSTS DUE TO INFLATION

Material	2019 cost (\$)	2023 cost (\$)	2024 costs (\$)
¾" Corp Stop (water main to service line valve)	\$57.59	\$93.45 (62%) ↑	\$91.28 (2%) ↓
1" Corp Stop (water main to service line valve)	\$71.77	\$132.59 (84%) ↑	\$118.18 (11%) ↓
¾" Water Meter	\$198.78	\$214.89 (8%) ↑	\$216.47 (1%) ↑
1" Water Meter	\$253.43	\$282.85 (11%) ↑	\$382.54 (29%) ↑
Radio antenna for water meter	\$159.47	\$189.50 (18%) ↑	\$190.00 (.3%) ↑
7" Fire Hydrant Assembly	\$1917.00	\$3568.27 (86%) ↑	\$3650.00 (2%) ↑

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WATER MAIN TAPS

Sizes	2019 Parts, Equipment, and Labor	2023 Parts, Equipment, and Labor	2024 Parts, Equipment and Labor (Proposed)
¾"	\$584	\$685	\$720
1"	\$613	\$775	\$815
1.5"	\$924	\$1260	\$1325
2"	\$1166	\$1740	\$1830
4"	\$550	\$605	\$635
6"	\$574	\$631	\$665
8"	\$598	\$658	\$690
12"	\$644	\$708	\$745

* Prices are per tap up to 5 taps, up to 2" are City supplied parts. 14

- ### FUTURE PRIORITY CAPITAL NEEDS
- Water main replacement
 - 25 Blocks (\$15M FY23-FY28)
 - Projected 75-100 more phases depending on cost
 - North side river crossing for water (Design: \$3.3M FY28)
 - Regulation accommodation: TBD (LSLR, PVC, etc)
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WASTEWATER UTILITY SYSTEM

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SANITARY SEWER COLLECTION REHAB AND REPLACEMENT

Year	Cost	Footage	Miles	Emergency repair Cost
2012	\$1,223,120	14,760	2.80	\$66,846
2013	\$380,000	13,400	2.54	\$47,815
2014	\$373,617	13,882	2.63	\$23,925
2015	\$448,384	11,574	2.19	\$156,076
2016	\$580,775	15,699	2.97	\$109,287
2017	\$528,000	12,789	2.42	\$17,000
2018	\$1,792,690	22,741	4.31	\$95,000
2019	\$360,728	12,604	2.38	\$19,687
2020	\$830,711	11,782	2.23	\$18,519
2021	\$764,666	12,962	2.45	\$64,776
2022	\$856,914	13,804	2.61	\$35,691
2023	\$825,938	20,015	3.79	

Relining is 20-50 times less expensive than replacing.

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Future Sewer Capital Needs

- Sewer lining phase 23-28 (\$5.9M FY23-27)
 - Estimated 75-100 more phases depending on costs
- Lift station # 1 upgrades and Missouri River force main crossing (\$7.8M FY23-24)
- Manhole rehab phase 7-11 (\$500,000 FY23-27)
 - Estimated 90-125 more phases depending on costs
- 6th St and 3rd St rehab of 48" and 30" main trunk lines FY23-27
- Regulation accommodation: Nutrient removal

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STORM DRAIN SYSTEM



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FUTURE STORM DRAIN NEEDS

- NW Great Falls & Northwest bypass (\$450,000 FY23)
- South Great Falls storm drain improvements (\$600,000 FY24)
- Valeria way phase III rehab of old main (lining) (\$600,000 FY23)
- Central Ave and 3rd St drainage construction phase I-IV (\$8.3M FY23-25)
- 5th St and 12th Ave S drainage improvements (\$1.8M FY26)
- Future conversation: who pays for storm water retention ponds? Rate payer (directly or debt service) or developer (directly or SID?)
- SDDM, SDMP, Rate Study

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WATER TREATMENT PLANT



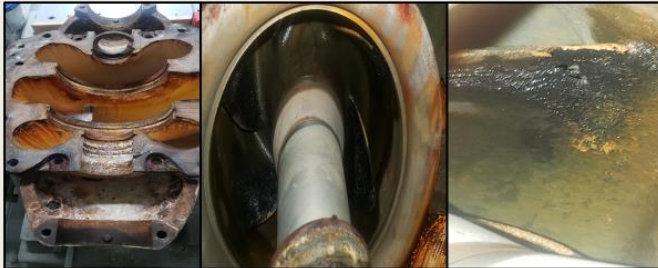
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FUTURE WATER TREATMENT NEEDS

- Regulatory requirements
 - Lead & Copper
 - PFAS/PFOS
 - Manganese
 - Disinfection By-products
- Capital improvements
 - Head house concrete repairs
 - High & Low service pump and MCC upgrades
 - 33rd Street Reservoir Rehab (CY2024)
 - On-site Chlorine generation

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High service #1 Repairs



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Head House Floor Repairs



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Travelling Screen Replacement and Floor Bay cleaning



CURRENT ONGOING PROJECTS

- Corrosion study completed moving towards implementation (Orthophosphate & Sodium Hydroxide)
- Solids mitigation facility (Screw Press) (\$12M split with sewer, FY 23-24)
- Hill 57 pump station upgrades (\$700K, FY 26)
- 33rd St water storage tank rehab (\$3m, FY 25)



Waste Water Treatment Plant



ONGOING PROJECTS

- Lift station # 1 upgrades and Missouri River force main crossing (\$7.8M FY23-24)
- Final clarifier No. 1 & No. 2 rehabilitation (\$3M FY23)
- Lift Station #4 (\$1M FY25)
- Lift Station #31 (\$750,000 FY25)
- Solids building HVAC improvements(\$1.1M FY23-24)
- Westside pump station bar screen improvements (\$1.5M FY23-24)



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33rd Street Tank



FUTURE PRIORITY CAPITAL NEEDS

- 33rd St water storage tank rehab (\$3M FY23) or replacement (\$12M FY 24)
 - Tank has exposed rebar concrete degradation, leaking
- Secondary east zone booster station and tank (\$2.2M FY26-27)
- Filtration improvements phase 3 (\$3.5M FY27)
- High/Low service pump upgrades (\$5.5M FY 25-27)
- Head house structural improvements (\$2.3M FY 25-26)
- Emergency power supply (\$3.6M FY26)
- On Site Chlorine Generation (\$1.5); ROI 5 years; eliminates safety risk and EPA reporting
- Result of MAFB IR Study
- Cost of Development: Growth Management Policy strategic decisions

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COMPLETED PROJECTS

- Final Basins 1 & 2 rehab
 - Final Basin 2 equipment failure



WWTP IMPROVEMENTS



HVAC repairs on solids building (\$1.1M)

WWTP Final Clarifier Rehabilitation(\$4.3M)

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FUTURE PRIORITY CAPITAL NEEDS

- Nutrient removal improvements
 - Driven by EPA guidelines
- Additional centrifuge
 - Increased reliability and redundancy for the WWTP
- Lift station #4, #15, #29, #30, #31 rehabilitation
 - Maintain and preserve current infrastructure
- Lift station backup power generators
 - Crucial to prevent sewage from overflowing into city streets, generators keep lift stations running when times of outages.




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THANK YOU



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**2023 CITY COMPARISON
RESIDENTIAL**
 Monthly water and sewer charges based on:
 3/4" meter, 600 of water, 600 of sewer

City	2023 Water Rate	2023 Sewer Rate	Total
Missoula	\$37.50	\$17.95	\$55.45
Kalispell	\$25.61	\$50.39	\$76.00
Bozeman	\$35.37	\$39.26	\$74.63
Butte	\$82.17	\$28.50	\$110.67
Helena	\$29.60	\$29.77	\$59.37
Billings	\$31.73	\$37.53	\$69.26
Great Falls (Current)	\$20.18	\$26.29	\$46.47
Great falls (Proposed)	\$23.20	\$28.91	\$52.11

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**2023 CITY COMPARISON
COMMERCIAL**
 Monthly water and sewer charges based on:
 1" meter, 2,400 of water, 2,400 of sewer

City	2023 Water Rate	2023 Sewer Rate	Total
Missoula	\$89.85	\$50.10	\$139.95
Kalispell	\$66.59	\$158.91	\$225.50
Bozeman	\$85.38	\$117.99	\$203.37
Butte	\$91.86	\$73.30	\$165.16
Helena	\$113.56	\$117.49	\$231.05
Billings	\$88.51	\$130.92	\$219.43
Great Falls (Current)	\$57.47	\$76.22	\$133.69
Great Falls(Proposed)	\$63.19	\$83.84	\$147.03

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Commissioner Tryon commented that inflation is a huge driving force to the costs of providing services and the Public Works Department is a nonprofit that is captive to the same market forces as the public. The only options are to either reduce the level of service or increase rates.

Referring to the “Investment is the best prevention” slide, Commissioner Wilson commented that it is encouraging to see a downward trend in water main breaks.

Commissioner Wolff commented that these departments are nonprofit and need to have money to do their work. She pointed out that the Police and Fire Departments do not charge citizens to respond to their emergencies.

Commissioner Wilson received clarification that the 33rd Street water storage tank rehab would include repair and a liner that is guaranteed for 20 years. She further received clarification that if a new tank were built it would cost \$3 million, have a 50 to 75 year life span and be located next to the old tank.

Commissioner Wolff received clarification that there should not be any impact to residents on the east end of town when the 33rd Street water storage tank is emptied for the rehab.

4. GROWTH MANAGEMENT PLAN - RFP UPDATE

JOURNAL OF SPECIAL COMMISSION WORK SESSION April 2, 2024

Public Works Director Brock Cherry reviewed and discussed the following PowerPoint:

Where are we now?

We received six (6) total proposals by the required deadline.

Consultant Selection Committee

PCD Director, **Brock Cherry**
 PCD Deputy Director, **Lonnie Hill**
 Public Works Director, **Chris Gaub**
 City Engineer, **Jesse Patton**
 Financial Director, **Melissa Kinzler**
 Deputy Financial Director, **Kirsten Wavra**
 GFPS Director of Operations, **Brian Patrick**

First Round - Grading

Company	Grading	Drainage	Site Plan	Final Report	Interview	Final Ranking
ECNorthwest	40	15	30	25	10	21
Cushing Terrell	3	1	4	5	2	6

Next Steps

4/5 - 4/8 **Selection Committee selects preferred Consultant**

The selected consultant will be asked to submit a Proposal, Work Plan, and Budget. Negotiations with the preferred consultant include discussing proposal elements, work scope, and cost. **Negotiations will begin with the next-ranked consultant if an agreed-upon scope, timeline, and cost cannot be reached.** The City of Great Falls, upon reaching an agreement on a final work plan and fee, will consider the contract with a staff recommendation for award.

4/19 **Conclude Fee & Contract Negotiations**
 5/7 **RFP Awarded – City Commission Accepts Contract**
 5/10 **City Staff will instruct the selected Consultant to proceed**

Growth Policy Steering Committee

Due 4/12 by 5:00 PM

Planning and Community Development Director Cherry explained that several applications were received;

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April 2, 2024

however, he would like to see more from representatives of higher education, public health, agriculture and environment.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that there would be an early start time for the April 16, 2024 work session and topics will include an electricity supply RFP discussion, a quarterly budget review and upcoming budget/TIF, ARPA and CARES update, as well as an update on the transit district and ARPA project scoping-sewer force main-river crossing.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal special work session of April 2, 2024 at 6:36 p.m.



Finance Department Memorandum

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

From: Kirsten Wavra, Deputy Finance Director

Date: April 10, 2024

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

The City of Great Falls' total cash and investments at the end of March 2024 was \$103,435,126.78. This included cash in bank accounts totaling \$16,329,730.23. Total cash and investments decreased from \$104.6 million in February to \$103.4 in March. 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 increased slightly from \$6.6 million in February to \$6.8 million in March. The balance will 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 March 31st. The investments in the Montana Board of Investments (STIP) and US Bank Insured Cash Sweep (ICS) are liquid and may be called at any time. The current interest rates being earned in STIP and ICS are competitive. They are listed in the table on the next page.

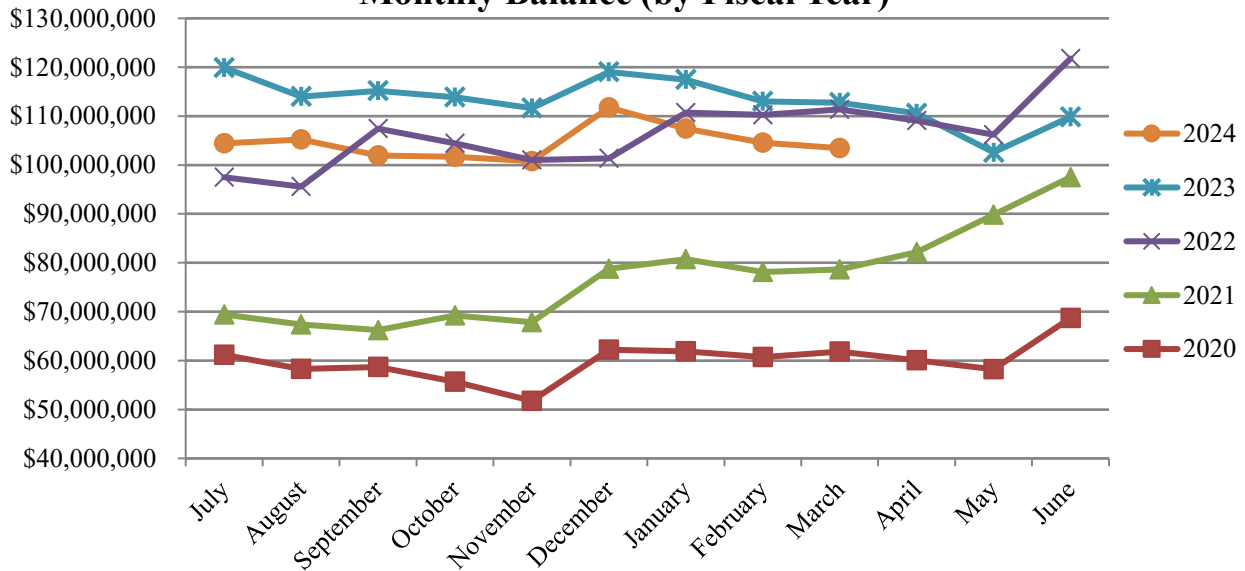
Issuer category	Minimum %	Maximum %	City's Investments % as of March 31, 2024
Master, savings, and ICS accounts	20% combined	100%	100%
Montana Board of Investments STIP		100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0%
Obligations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

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

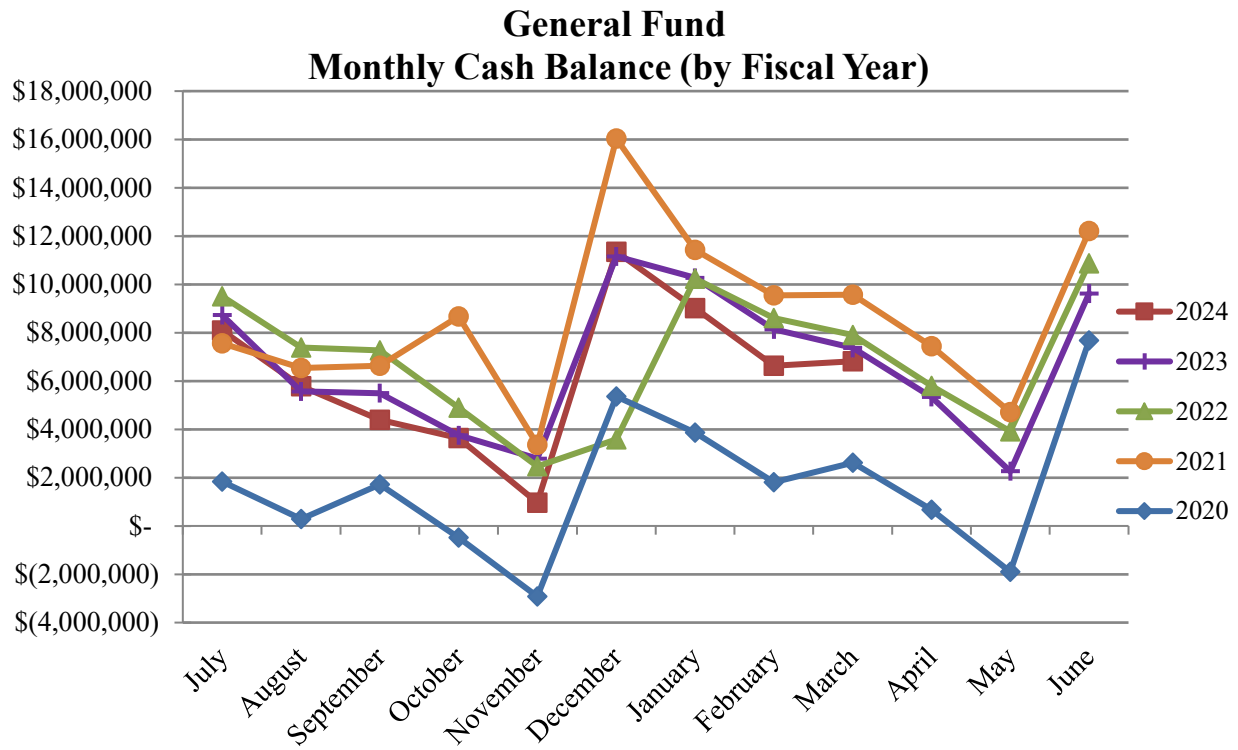
Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
Insured Cash Sweep	4.450%		40,128,324.04	40,128,324.04
Total US Bank Investments			40,128,324.04	40,128,324.04
State of Montana Short Term				
Investment Pool (STIP)	5.359%		46,977,072.51	46,977,072.51
Total Investments			87,105,396.55	87,105,396.55
Cash on Hand, Deposits in Bank			16,329,730.23	16,329,730.23
Total Cash and Investments			<u>\$103,435,126.78</u>	<u>\$103,435,126.78</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.

Department Monthly Update
March 31, 2024
Key Updates

<p>City Manager</p>	<p>Attended the MLCT/MMIA Executive Forum with Mayor Reeves in Sidney, Montana. Met with CourseCo on fees, operations, and golf carts. Visit with Jamie Marshall regarding prior efforts of KEY to be successful with their operational levies. Met with Bannack to discuss fund raising campaign for the AHBS facility. Completed/graduated the inaugural Emerging Leaders class. Met with MTDOT leadership. Reviewed options with Jim Morin regarding energy supply purchases. Prepped for Commission Retreat with Mark Willmarth. Attended the MMIA Board meeting in Helena. Addressed a variety of personnel, operational, and Commission inquiries/matters.</p>
<p>Deputy City Manager (Clerk, Comm Specialist, Events, GFAS)</p>	<p>Clerks: Facilitated the donation and transfer of a large volume of archived records to The History Museum Animal Shelter: In March the shelter received a \$5000 grant from the Best Friends Animal Society aimed at improving our live outcome rates. We have maintained lower in-house animal numbers through successful adoptions, managed intake, and increased return to home practices. As such we have seen better standards of care for the animals, increased employee moral, and decreased animal euthanasia. Neighborhood Councils: NC3 finalized fundraising plans for pavilions in Valley View and Skyline Park. NC5 hosted a GFPS Board Candidate Forum. NC6 awarded funds to Park & Rec to resurface the basketball court in Sunnyside Park. Council of Councils quarterly attendance stats – Residents = 124, Guest Speakers = 22, High School Students = 5. Communications: Designed and distributed the Staff Quarterly Newsletter. Designed and distributed the Civic Center Ribbon Cutting information. Proofed and revised the Growth Policy application. Continued development and posting of the Civic Insights campaign. Via email, introduced the Montana League of Cities and Towns Public Affairs Director to the distribution list of Montana City/County communication professionals. Quarterly Facebook stats: - 99.8k Reach, 12.2K visits, 251 new followers, 7,114 total Events: New City Church has renewed their contract for another month and will be using our facility on Sunday's until the end of April. The Community Concert Association has selected their 6 show lineup for next season and those tickets are on sale. The Nutcracker and Swan lake ballets have been contracted for this coming fall. Almost 8,000 people attended 55 meetings or events at the Mansfield Center in March.</p>
<p>Finance</p>	<p>1. Continued software conversion back to New World. Utilities division received fourth data validation and is working through the data with New World trainers. Go live in New World is scheduled for mid-May for Finance and early-June for Utilities. 2. Worked with Public Works on proposed Water, Sewer, Storm Drain, and Sanitation rate increases. 3. Worked with the City Commission to awarded the ARPA Court Relocation project. A public hearing on MT HB 355 projects was held. Submitted the City Commission approved MT HB 355 projects to the State of Montana.</p>
<p>Fire</p>	<p>Operations Division: Responded to 498 calls for service including 6 fires. This total included 2 structure fires, 1 vehicle fire, 1 grass fire and 2 rubbish fires. Also responded to 21 motor vehicle accidents, 8 hazardous material incidents and 1 ice rescue call. Crews performed 3594 hours of training. Notable training was centered on our recruit training academy which covered various aspects of training skill sets such as fire attack, rescue operations, hazardous material response, auto extrication and technical rescue. Cared for 231 patients in March 2024. These complaints range from cardiac arrest, chest pain, shortness of breath, falls, overdoses, seizures and diabetic emergencies. 5 patients were transported by GFFR ambulances due to no private ambulances available. 7 Cardiac arrest patients were treated by GFFR with 2 achieving ROSC (Return of Spontaneous Circulation).</p>

Department Monthly Update

March 31, 2024

Key Updates

	<p>Accommodated multiple rider observers from CMR HOSA, Great Falls College MSU EMT Class. These riders are experiencing the life in the fire service. This can also serve as a recruiting tool for future GFFR prospect fire fighters.</p> <p>Fire Prevention Division: FPB conducted 339 Annual Inspections, 65 fire code violations were noted. 2 fire alarm systems were accepted, 1 kitchen hood systems was accepted, 1 fire sprinkler system hydro completed.</p> <p>Responded to 35 false alarms in January, NO false alarm fees were issued.</p> <p>45 life safety system reports were submitted, 40 were compliant, 5 were non-compliant, this was an 88% compliant rate for the month.</p> <p>Conducted multiple site inspections for Western Art Week, the Gun and Antique show, and State Basketball tournaments occurring around the community.</p> <p>The annual SIC renewal process is underway, and 2nd notices with interest have been mailed to those who have yet to pay. Payment date for SICs was 12/31.</p> <p>Roughly 138 businesses have yet to pay, this is down from 300 last month.</p> <p>Working with PCD, the City Attorney’s office, and the Fiscal department on changing language to Title 5 of the City of Great Falls. The language change is looking to clean up the SIC process by re-naming it as a Business License. A presentation to the Commission will be coming in the near future.</p>
Human Resources	<ol style="list-style-type: none"> 1. Managed the recruitment of 42 positions, which includes regular and summer hire positions. There were 142 applicants yielding the onboarding of 37 new employees. March's turnover rate was 2.1 percent. 2. Robyn Bogie will begin on April 8, 2024 as the new HR Benefits Specialist. Lori Smith's retirement date is May 3, 2024 after 7.33 years with the City. 3. Two work comp (WC) claims were reported. Both claims were in GFPD.
Information Technology	<p>Systems: Started the process for HR to implement E-Timesheets. New Crime Analytics install complete, training in progress, go live by the end of April. Munis to New World migration continues, focused on Utility Management.</p> <p>Network/Endpoint: Started testing Windows 11 compatibility. Prepping equipment for SAHBS Aquatic Center, coordinated fiber installation.</p> <p>GIS: Created violent crime map for PD, finishing fuel tax map for state, assisting Park and Rec with use of Survey123 app for data collection.</p> <p>Cybersecurity: Processed over 2.6 million website requests (decrease of 17%) and prevented access to over 6,200 threats (decrease of 13%) including over 5,700 malware infected sites (decrease of 5%). Email server processed over 80,000 inbound emails and blocked 9,052 malicious or SPAM messages (51% increase). Antivirus detected and/or blocked 31 threats (59% decrease), triggered 1 investigation (100% increase).</p> <p>Department: 192 IT requests created (86% increase) and 213 IT requests closed (59% increase). Current backlog is 53 requests. Continue to review applicants for open Sr. Network Administrator position.</p>
Legal	<ol style="list-style-type: none"> 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. 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. 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). 4. Civil Division processed 152 record requests. 5. Criminal Division processed 122 deferred prosecution agreements, and prepared 1047 subpoenas for witnesses to attend trials and hearings.

Department Monthly Update
March 31, 2024
Key Updates

<p>Library</p>	<ol style="list-style-type: none"> 1. Thanks to the HR Department for their assistance! We have recruited new staff including two Safety Specialists, two part-time Library clerks, one full-time Library Specialist for Youth Services, one part-time Library Specialist for Youth Services and one Technology Systems assistant. They should all be working by the first or second week of April. We are in the process of recruiting two more part-time library clerks who will start in mid-April. 2. At their March meeting, the Library Board approved expanded hours for the Library. Starting in June, the Library will be open seven days a week for a total of 63 open service hours. Sunday 1:00 - 6:00, Monday 9:00 - 6:00, Tuesday 9:00 - 8:00, Wednesday 9:00 - 6:00, Thursday 9:00 - 8:00, Friday 9:00 - 6:00, Saturday 9:00 - 6:00. Bookmobile service will be expanded to 6 days a week. Our homebound service will also restart which helps our seniors, veterans, and people with disabilities. We are pleased to be making key investments in community services and keeping our promises to Great Falls voters. 3. At their March meeting, the Library Board approved a contract with Cushing Terrell for the Library remodel design project. The proposed design work is the necessary first step in the Library Remodel. This project will not have a fiscal impact on the operational budget of the Library. The Great Falls Public Library Foundation participated in the Request for Proposal committee and is committed to this project. The Library currently holds \$117,000 in Library funds designated to the remodel project. As Cushing Terrell submits invoices, the Library will use existing funds and then request dedicated funds from the Foundation as needed to pay the invoices. 4. At their March meeting, the Library Board approved an updated Library Board of Trustees job description. The updated job description provides more clarity to Board candidates regarding the role and responsibilities of being a Library Board Trustee. We hope that it will also assist the Commission in their appointment process. 5. Thanks to a great suggestion from the Park & Rec Department, the Library is going to start a City Employee Book Club. It will meet from 12:00 pm to 1:00 pm (brown bag) on the 2nd Monday of each month starting on May 13th. The first book is A River Runs Through It by Norman Maclean. Copies of the book will be available for checkout at the Library.
<p>Park and Recreation</p>	<ol style="list-style-type: none"> 1. Longtime Park and Recreation Parks Foreman, Jay Rowton retired. 2. The Parks Department was awarded a \$850.00 DNRC Grant for Arbor Day. These funds will go towards the purchase of trees that will be planted at Wadsworth Park/Pond. 3. On 3/19/2024 the Commission approved Resolution No. 10536, Park and Recreation Fees. This new fee structure will bring the departments programs, rentals, and use fees in line with current standards. 4. North Shore Bank Stabilization project was originally scheduled for a Spring construction start. This project has now been moved to have a Fall 2024 start date, due to permitting delays and high water concerns. This project will cause a closure on the section of trail between the Water Treatment Plant and the 9th ST Bridge. 5. The Rivers Edge Trail Foundation has approved the funding of a second, 3 month seasonal employee for the Trails Division. 6. On 3/29 Parks staff held the annual duck release at Gibson Pond and hosted the annual Easter Egg Hunt in Gibson Park on 3/30. Both events had a great turn outs!
<p>Police</p>	<ol style="list-style-type: none"> 1. The GFPD received authorization to start the project to improve the front counter area. The funding mechanism derived from State SLIPA allocations. In addition, the evidence expansion project continues to move forward, with proposed ground breaking in August, 2024. 2. During March, Doug Mahlum was promoted to Captain, Aaron Frick was promoted to Lieutenant, Jacob Smith was promoted to Sergeant, and Lance Souza and Mike Draper were promoted to Master Police Officer. Due to promotions, staffing and assignment changes occurred within the agency.

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Key Updates

	<p>3. Two officers graduated from the Montana Law Enforcement Academy, and we hired two new officers. There are still vacancies with sworn officers and the 911 Center. The recruitment and hiring process continues for both.</p> <p>4. The GFPD had two High Risk Unit callouts during the month to arrest subjects involved in violent crimes in our community.</p>
<p>Planning and Community Development</p>	<p>1. After a competitive application process, the Growth Policy Update Selection Committee has chosen to begin contract negotiations with Orion Planning + Design. Staff anticipates providing the City Commission with a proposed contract and recommendation in the near future.</p> <p>2. The Development Review Team (consisting of PCD, Public Works, and Fire) is concluding its "Development Review Audit". It is anticipated that the group's findings and recommendations will be presented to the City Commission during a work session in June or July.</p>
<p>Public Works</p>	<p>Director/Administration: PWD was elected Chair of the Transportation Advisory Committee (previous Chair, Tom Micuda retired); Representatives from Benefis Health Care provided the management team a Stop The Bleed Course; toured WTP Screw Press Project with Comm Wolff to view progress; DPW toured new Aquatic Center; continued sending monthly Story Boards to the CC; continued assisting PCD in transfer of Private Property Weed Enforcement from PW to PCD (one stop shop; clean accounting); continued discussions with/advisement to Pondera County Commissioners (at their request) on Calumet plan to inject wastewater into injection wells in Pondera County; continued organizational restructure of PW (will put one division manager over the plants, utilities and environmental; pull Program Specialist from Operations to Admin level over all of PW; normalize Admin duties across PW); started PW Complex 2050 Master Plan (lays out facility requirements to set PW up for next 50 years of operation); continued addressing concerns on Gibson Flats flooding; attended MDT quarterly meeting and MDT executive session with CM; served on selection committee for City Growth Policy RFP; served as "Management Rep" on PW monthly safety committee meeting; hosted close hold discussion on WWTP; continued meeting with PCD on a crosswalk art proposal.</p> <p>Utilities:</p> <p>640- Fire Hydrants checked 105-Gates Checked 99,899 Ft-Sanitary sewers cleaned 1-Water Main Breaks 3-Fire Hydrants Repaired or Replaced 1- CL12 taps-Domestic water tap 220-Locates 33-Private Water calls 28-Private Waste water calls 1- Private Storm Calls 7-Sewer main repaired 11-After hours water calls 2-After hours waste water calls 55-Public system maintenance calls for water. Water off: 45 water on: 37 5-Public system maintenance calls for waste water 3-Public system maintenance calls for storm water</p>

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Key Updates

Fleet: New police car unit #5 put into service 3/23/24. New water dept. service truck #618 put into service 3/29/24. Sweeper annual preseason repairs ran through the month of March as staff is preparing for the spring sweeping schedule. Lawn mowers preseason annual services are also in full swing for spring. Yellow iron annual maintenance services are complete and ready for the construction season.

Sanitation: Hauled 2,491 tons with 2,495 man hours. 152 requests for roll-off service. Fleet mileage: 15,144 miles. We are gearing up for spring. Also, working with finance on our upcoming rate presentation for a rate increase.

Environmental: Continued participation in Development Review Audit process, began conducting yearly FOG inspections (~15), assisted with investigation of potential illicit dumping event, hosted booth at MSU Science Fun event, continued progress revising/updating expired industrial discharge permits (several will be ready early March), Completed and submitted IPT annual report; hosted "International Potluck" for Env, Admin, Utilities front office.

Water Plant: Continue to operate uninterrupted between 6-8 MGD. Construction of Solids Mitigation project continues with electrical, prepping for paving, and currently holding in sedimentation basins to fill gravity thickener. Made PLC upgrades at Hill 57 and the last step will be the plant to gain control of pump stations remotely. Water Treatment Branch Managers office nearly complete with desk installation.

Street/Traffic: Snow Report - 10 Days of Snow Fall; 13 Days of Snow Operations; 9.5" Monthly Snow Fall- Cost: \$43,000. Requests for Service: 53 Pothole Repairs: 429 using Recycled Material and UPM - Total Cost: \$10,800, Grading Requests: 8 - Street Sweeping: 8 Days removing 240 cubic yards of material - Total Cost: \$24,000, 9 Safety/Leadership Meetings, Traffic Tasks- Sign Pole Repairs: 31 Street Sign Replacement: 19 Update Pavement Marking: 3 Build Street Sign: 26 Traffic Signal Repair: 10 Traffic Signal Inspection: 12 Electrical Install: 7 Radio Install 5

Engineering: Facilitated the completion of the updated Storm Drainage Design Manual and presented to City Commission Work Session and Commission Session. Ongoing work associated with the Storm Drainage Rate study, capacity model, and master plan. Continued working on the City's inventory of lead service lines. Continued meetings and discussions regarding the federal grant through Malmstrom for resiliency planning, and submitted the Grant Application. Prepared/reviewed documents regarding storm drainage in Gibson Flats. 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. PROJECT MAJOR MILESTONES: Storm Drainage Rate Study - New Rate Structure (Fall 2024) // EPA Lead Service Line Rule - City Wide Inventory (Oct 2024) // List Station No 1 Improvements and River Crossing - 90% Design Documents (Spring 2024) // Solid Mitigation Building Construction - Equipment Start Up (Spring 2024)