



The Weekly Update – May 30, 2024

Attachments:

1. Journal of City Commission Work Session, May 7, 2024.
2. Journal of City Commission Work Session, May 21, 2024.
3. Department Monthly Update, April 2024.

JOURNAL OF COMMISSION WORK SESSION
May 7, 2024

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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; Finance Director Melissa Kinzler, ARPA Project Manager Sylvia Tarman and Grant Administrator Tom Hazen; Planning and Community Development Director Brock Cherry; Public Works Director Chris Gaub; Park and Recreation Director Steve Herrig; Information Technology Director Todd Feist; Municipal Court Judge Steve Bolstad; Library Director Susie McIntyre; Fire Chief Jeremy Jones and Fire Marshall Mike McIntosh; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. DISCUSSION ON URBAN DEER PROGRAMS

City Manager Greg Doyon explained that previously it was decided not to pursue an Urban Deer Program; however, recently residents have expressed concern about the urban deer population to the City Commission. Tonight's discussion will be about available options to the City to manage its urban deer population.

Montana Fish, Wildlife and Parks (FWP) Region 4 Wildlife Manager Cory Loecker read and discussed Montana Code Annotated (MCA) 87-2-101. FWP Wildlife Manager Loecker explained that he helped Lewistown, Fort Benton, White Sulphur Springs and Geraldine with their plan and would assist the City develop a similar plan for an Urban Deer Program. Upon adoption of a plan, it would go through the FWP Commission process. Options for eliminating nuisance deer include:

- Euthanize with a weapon, such as a 22 Magnum, by an officer or the Sheriff's Office.
- Trap and remove, as in euthanize, because trap and move does not work.
- A hunt within City limits.

FWP Wildlife Manager Loecker further explained that the plan could state who would euthanize or do the sharp shooting, which typically goes hand in hand with the Police Department. A plan could be modified anytime through the public meeting process.

Commissioner Wolff inquired if there is a problem with deer in the City.

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FWP Wildlife Manager Loecker responded that FWP receives multiple calls a week from homeowners, a subdivision within the city limits or HOA's outside the city limits. Long-term issues with deer are disease management and human safety. Currently, a homeowner can disallow enforcement staff to remove deer from their property; however, the City could implement a plan that gives enforcement staff the authority to remove deer from private property. FWP pays and tests for Chronic Wasting disease in every deer removed through them and are donated to a local food bank. The City would benefit by at least exploring options of an Urban Deer Program.

Mayor Reeves commented that he is in favor of an Urban Deer Program; however, he is not a proponent of is putting additional work on police officers. He inquired if there is a program where the City collaborates with FWP for dispatching the excess deer and about the fee for processing harvested deer.

FWP Wildlife Manager Loecker responded that FWP has the same issue with its enforcement staff. The City could state in the plan that enforcement staff could be FWP Wardens, Cascade County Sheriff's Office, City Police Department or designated sharpshooters. There is a list of meat processors in town that participate in the Food Bank Network program that could allocate funds for processing. The plan could also state that harvested deer will be donated to a family on the list, so there would be no cost to the City.

Commissioner Tryon mentioned that Helena's Urban Deer Program harvests over 300 deer a year and he inquired if there would be more or less harvested in Great Falls.

FWP Wildlife Manager Loecker responded that it would be much less than 300 a year in Great Falls. He explained that if the City were to do a hunt, it would have to be between FWP's authorization of August 15 through February 15.

City Manager Doyon inquired how FWP categorizes a deer that is being a nuisance to a property.

FWP Wildlife Manager Loecker responded that currently, it could remove a deer that is causing human safety concerns, harassing neighbors, dogs or children, and if it looks sick.

Commissioner Wolff inquired what the cost would be for the City to implement this program.

Mayor Reeves responded that the cost would be unknown until the City developed a plan that stated which entity would enforce this.

FWP Wildlife Manager Loecker suggested that City staff reach out to other cities similar in size; however, it would be difficult to tell immediately what staff time would cost.

Mayor Reeves mentioned that he does not support using a bow and arrow to harvest deer.

Manager Doyon inquired how the Commission would like to proceed.

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Commissioner Tryon suggested waiting until after the budget because he is concerned about personnel and budget issues.

Mayor Reeves inquired if there would be any significant impact to the general fund to look at a plan.

Manager Doyon responded that it would take staff time to look at a plan.

FWP Wildlife Manager Loecker commented that maintaining a healthy deer population is FWP's utmost concern. Chronic Wasting Disease is showing up more and more in Montana and he would send the Commission more information about that.

Commissioners McKenney and Wolff commented that they have not heard the public mention there is a deer problem in the City.

Commissioner Wolff added that she is looking at this from a practical standpoint and is concerned about the cost for personnel.

Commissioner Wilson commented that she has noticed more deer in town and it is a good idea to plan now to get ahead of it.

FWP Wildlife Manager Loecker explained that between the City and FWP process, it could take approximately six months to a year before a plan is implemented. Just because a plan is implemented, does not mean the City would have to act on it.

Mayor Reeves suggested that Manager Doyon proceed working with FWP Wildlife Manager Loecker about the details of a plan.

Manager Doyon responded that he would have FWP Wildlife Manager Loecker start outlining something and come back at another work session in a few months to revisit the topic.

Commissioner McKenney commented that tonight's discussion was an icebreaker to the topic and the Commission will need to pay attention to feedback from the community.

Commissioner Wolff commented that Manager Doyon knows the best use of his time right now and the right time to discuss this topic further.

Mayor Reeves clarified that he had no expectation that implementing a plan would be done soon; however, he is just trying to anticipate down the road so the City does not end up like Helena, Fort Benton or Missoula.

2. FIRE DEPARTMENT PRESENTATION ON PROPOSED CODE CHANGES – TITLES 5, 9 AND 15 – CHAPTER 9.

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Fire Chief Jeremy Jones explained that what is being presented tonight is a collaboration that has been the mission of the Commission and City Manager's Office to streamline development review, work together to be more effective with processes and address public safety.

Fire Marshal Mike McIntosh reviewed and discussed the following PowerPoint:

<p>ADDRESSING PUBLIC SAFETY BY STRENGTHENING GFFR'S CODE ENFORCEMENT & FIRE PREVENTION DIVISION</p> <p>GREAT FALLS FIRE RESCUE</p>  <p>1</p>	<p>OVERVIEW</p> <ul style="list-style-type: none">• GFFR ADMINISTERS THE CITY OF GREAT FALLS SAFETY INSPECTION CERTIFICATE PROGRAM• GFFR WORKS COLLABORATIVELY WITH PLANNING AND COMMUNITY DEVELOPMENT, AND CITY ENGINEERING IN THE DEVELOPMENT REVIEW PROCESS• GFFR MUST FOCUS ON ADDRESSING FIRE PREVENTION AND CODE ENFORCEMENT AS THE CURRENT RESPONSE POSTURE CANNOT MEET OPERATIONAL RESPONSE TIMES AND STAFFING REQUIREMENTS• GFFR INSPECTS MOST ALL PUBLIC SAFETY EVENTS FOR LIFE SAFETY ISSUES, CURRENTLY THERE IS NO FORMAL PROCESS, GFFR IS LOOKING TO ESTABLISH ONE  <p>2</p>
<p>SAFETY INSPECTION CERTIFICATE (SIC)</p> <ul style="list-style-type: none">• FOR YEARS THE CITY HAS USED THE SIC IN PLACE OF A BUSINESS LICENSE• THE SIC NAME CREATES CONFUSION AMONGST BUSINESSES, SPECIFICALLY OUT OF STATE CORPORATIONS• WORKING COLLABORATIVELY WITH PCD, FISCAL AND LEGAL, GFFR IS WORKING TO STREAMLINE THE PROCESS TO MAKE IT MORE USER FRIENDLY AND TRANSPARENT• GFFR AND THE CITY WILL TRANSITION THE SIC PROGRAM INTO A BUSINESS LICENSE PROGRAM  <p>3</p>	<p>GFFR IS LOOKING TO STRENGTHEN FIRE PREVENTION EFFORTS IN THE COMMUNITY BY ADOPTING PROACTIVE FIRE CODE ENFORCEMENT AND PREVENTION BENEFITS:</p> <ul style="list-style-type: none">• GFFR HAS WORKED WITH LEGAL AND PCD ON CITY FIRE CODE REQUIREMENTS AND PROPOSE THE FOLLOWING CHANGES TO THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF):<ul style="list-style-type: none">• TITLE 45 BUSINESS LICENSES, PERMITS, AND SAFETY INSPECTIONS CERTIFICATES• TITLE 45 BUILDINGS AND CONSTRUCTION (CHAPTER 9) FIRE CODE• TITLE 9 PUBLIC PEACE, MORALS AND WELFARE (CHAPTER 9) FIREWORKS• GFFR LOOKING TO ADD OPERATIONAL PERMITS FROM SECTION 105 OF THE IFC• ADDRESSING CERTAIN CONSTRUCTION PRACTICES THAT HAVE CAUSED PROPERTY LOSS IN THE CITY• GFFR HAS WORKED WITH THE BUILDING OFFICIAL AND LEGAL ON STEPS TO ADDRESS NUISANCE PROPERTIES  <p>4</p>
<p>DEVELOPMENT REVIEW PROCESS</p> <ul style="list-style-type: none">• INTERNATIONAL FIRE CODE (IFC) IS A MAJOR COMPONENT OF THE DEVELOPMENT REVIEW PROCESS• IT TAKES MANY CITY DEPARTMENTS WORKING TOGETHER TO CONTINUE TO REFINE AND IMPROVE THE DEVELOPMENT REVIEW PROCESS FOR OUR COMMUNITY• THIS PROCESS IS A JOINT COLLABORATION BETWEEN GFFR, PCD, ENGINEERING, LEGAL, AND THE CITY MANAGERS OFFICE  <p>5</p>	<p>CURRENT CHALLENGES FACING DEVELOPMENT REVIEW</p> <ul style="list-style-type: none">• WITH THE INCREASE OF GROWTH AND DEVELOPMENT IN THE CITY OF GREAT FALLS, THE FIRE PREVENTION DIVISION (FPD) HAS BEEN BURDENED WITH AN INCREASED WORKLOAD<ul style="list-style-type: none">• THIS HAS RESULTED IN TIMES WHEN FIRE PLANS REVIEWS TAKES A SECONDARY PRIORITY OVER OTHER BUSINESS SUCH AS FIRE INVESTIGATIONS, ALARM SYSTEM TESTING, ETC.• TO ADDRESS THE INCREASED WORKLOAD, ADDRESS THE DELAYS IN THE DEVELOPMENT REVIEW PROCESS, AND THE LACK OF PUBLIC EDUCATION IN FIRE PREVENTION, GFFR IS LOOKING TO ADD AN ADDITIONAL FTP POSITION.  <p>6</p>

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<ul style="list-style-type: none">• GFFR WILL ADDRESS THIS NEED THROUGH THE FY2025 BUDGET PROCESS AND UPDATES TO THE GFFR FEE SCHEDULE FOR SERVICES PROVIDED BY THE FPD• THE ADDITIONAL FTP POSITION WILL:<ul style="list-style-type: none">• HAVE AN EMPHASIS IN DEVELOPMENT REVIEW AND KEEP TIMELINES MOVING• THIS POSITION, WILL ALSO IMPROVE COMMUNICATION AND EFFICIENCY IN THE REVIEW PROCESS AMONGST OTHER CITY DEPARTMENTS• ALLOW FOR FIRE PREVENTION EDUCATION IN OUR SCHOOLS AND PUBLIC EVENTS• ASSIST DURING TIMES OF INVESTIGATION OR BUSINESS INSPECTIONS WITH OTHER FPD PERSONNEL <p style="text-align: center;">7</p>	<h2 style="text-align: center;">GFFR PROPOSED FEE SCHEDULE</h2> <ul style="list-style-type: none">• THE LAST TIME GFFR ADJUSTED ITS FEE SCHEDULE WAS 2022 BEFORE THAT, GFFR FEES WERE ADJUSTED ON AVERAGE EVERY 2.87 YEARS• THE 2022 ADJUSTMENT WAS TO ADD FEES FOR EMS REIMBURSEMENT AND FALSE ALARM VIOLATIONS• THE REST OF GFFR'S FEES WERE LAST ADJUSTED IN 2019, SIC'S WERE LAST ADJUSTED IN 2017• FROM 1999 TO 2005 THE MAJORITY OF FEES SAW NO ADJUSTMENT• GFFR IS PROPOSING FP FEES BASED OFF COMPARISONS OF THE FEES THAT OTHER MONTANA CITIES CURRENTLY CHARGE• GFFR IS PROPOSING A FEE INCREASE TO EMS REIMBURSEMENT BASED OFF OF MEDICARE AND MEDICAIDE REIMBURSEMENT RATES• GFFR IS PROPOSING ALL OTHER FEES INCLUDING BUSINESS LICENSES BE ADJUSTED BASED OFF OF THE CURRENT WESTERN CPI PERCENTAGE <p style="text-align: center;">8</p> 
<h2 style="text-align: center;">CONCLUSION</h2> <ul style="list-style-type: none">• TO ADDRESS THE LACK OF OPERATIONAL RESPONSE POSTURE FOR FIRE AND EMERGENCY SERVICES PROTECTION IN THE CITY, GFFR WILL CONTINUE TO STRENGTHEN IT'S FIRE PREVENTION/CODE ENFORCEMENT EFFORTS IN THE COMMUNITY BY:<ul style="list-style-type: none">• WORKING IN CONJUNCTION WITH PCB, FISCAL AND LEGAL TO MAKE THE CITY BUSINESS LICENSURE PROCESS MORE USER FRIENDLY AND TRANSPARENT• WORKING WITH PCB AND ENGINEERING TO CONTINUE TO IMPROVE THE DEVELOPMENT PROCESS WITHIN THE CITY• ALLOW FOR PERMITTING OF ALL PUBLIC ASSEMBLY EVENTS <p style="text-align: center;">9</p> 	

Fire Marshal Mike McIntosh explained that with the adoption of the new fire code, mobile food preparation vehicles are now required to have suppression systems.

Mayor Reeves received clarification that the cost for mobile vendor suppression systems depends on the vendor's current setup and what they are cooking.

Commissioner Wolff received clarification that a vendor coming into the City to conduct business must have a business license. She mentioned that the math was incorrect under the renewal section of Resolution 10444.

Commissioner Wilson noted she is a board member for the Sons of Norway and the cost was approximately \$7,000 for its mobile food preparation vehicle suppression system.

Commissioner McKenney received clarification that the process of applying for a business licenses would remain the same by having applications signed off from the Zoning, Building, Environmental and Fire Departments, and City County Health, if it is applicable. He further received clarification that there was collaboration with the private sector for the development review process. The City is approximately 20 years behind with regard to not keeping up with the cost of doing business. The requested Full-time Permanent (FTP) position would assist with the additional required permits.

Commissioner Tryon commented that the occupation certificate and some of the new language could have an impact on people doing business in the City.

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Fire Marshal Mike McIntosh responded that with the way the City is currently growing and expanding, people are coming here and doing business regardless. Montana is approximately 10 to 15 years behind the times with the rest of the nation and this is the nature of how business is done today.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that a 2025 budget kick off and BID business and expansion update will be topics for the May 21, 2024 work session.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of May 7, 2024 at 6:46 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, Joe McKenney, Rick Tryon and Shannon Wilson. Commissioner Susan Wolff was excused.

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, Deputy Director Kirsten Wavra and Utility Manager Laura Lynch; Planning and Community Development Deputy Director Lonnie Hill; Public Works Director Chris Gaub; Information Technology Director Todd Feist; Library Director Susie McIntyre; Fire Chief Jeremy Jones; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.








1. GREAT FALLS BUSINESS IMPROVEMENT DISTRICT UPDATE

Great Falls Business Improvement (BID)/Downtown Great Falls Association Executive Director Kellie Pierce reviewed and discussed the following PowerPoint:





<p>Great Falls Business Improvement District</p> <p>Who we are and what we do!</p> 	<p>Mission & Vision</p> <p>The mission of the Great Falls Business Improvement District is to represent the unique interests of the businesses and property owners located in the district. The goal of the BID is to create an environment that is appealing to shoppers, office workers, residents, tourists, and new businesses and investors. Overall, the BID is responsible for downtown revitalization through economic development, real estate development, short and long range planning, grant program administration, and physical and environmental improvement programs.</p> 
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<h3>Business Improvement District Boundaries</h3> 	<h3>Downtown Master Plan Boundaries</h3> 
<h3>BID Assessment Formula</h3> <p>The assessment of the BID consists of the following:</p> <ul style="list-style-type: none"> ○ A flat fee of \$200.00 for each lot or parcel without a Land Use Code of 125, ○ A flat fee of \$50.00 for each lot or parcel with a designated Land Use Code of 125 which is a residential condominium, ○ An assessment of \$.00165 times the market valuation as provided by the Montana Department of Revenue, and ○ An assessment of \$.015 times the square footage of the land area. 	<h3>Services the BID offers</h3>  <ul style="list-style-type: none"> ● Interior Improvement Grant program ● Business Incentive Grant program (paying 1 months rent for new businesses) ● Public art programs and graffiti removal ● Coins for a Cause ● Bike rack programs ● Boulevard tree program ● Garbage and snow removal ● Holiday Decor and banners ● Flower baskets and sound system management ● Community Resource Ambassador program ● Pedlet (outdoor dining program) ● We have assisted with many Streetscape improvements and provided assistance with sidewalk grants.
<h3>A few BID projects and initiatives...</h3> 	<h3>Growing our boundaries</h3> <ul style="list-style-type: none"> ● Original boundaries set in 1989 with the formation of the BID ● Successfully expanded once in 2021 on to the 700 block of Central ● Unsuccessful expansion effort in 2023 to include the 800 block ● Expansion passes if a vote of 60.1% of property owners are in favor, and City Commission approves.
<h3>Downtown Partnerships</h3>  <p style="text-align: center;">Downtown Development Partnership (Accredited National Main Street Organization)</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Downtown Great Falls Assoc. (Promotion)</p> </div> <div style="text-align: center;"> <p>Great Falls BID (Design)</p> </div> <div style="text-align: center;"> <p>Great Falls Development Alliance (Economic Vitality)</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Safety Alliance TIF Programs/District Parking Commission Wayfinding Signage</p> </div> <div style="width: 45%;"> <p>Downtown Master Plan Transformation Strategy Revitalization Projects ArtsFest Montana/Traffic signal boxes</p> </div> </div>	<h3>Development projects - GFDA</h3> 

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<p style="text-align: center;">Kellie Pierce Executive Director - BID/DGFA 406-727-5430 318 Central Ave www.exploredowntowngf.com</p> <div style="display: flex; justify-content: space-around; align-items: center;"></div>	
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Ms. Pierce explained that the Commission had approved Tax Increment Finance (TIF) funding for the Downtown Business Development officer position through the Great Falls Development Alliance. The position was instrumental with regard to ensuring that downtown businesses were receiving the support that they needed.

Mayor Reeves received clarification that the BID wants to reevaluate its boundaries to see how it can expand boundaries without making it look piecemealed.

Commissioner McKenney inquired about the BID renewal process and the downtown housing needs.

Ms. Pierce responded that the renewal process is every 10 years and it must pass with 60.1% of the entire district in order to renew. Expanding would include any new properties that the BID wanted to include. The BID prefers to look at expansion in smaller portions outside of renewal to guarantee that it can continue to exist. The renewal process is advertised through newsletters, annual reports and maintained relationships. The BID currently has a grant through the Montana Mainstream Program for a market analysis of downtown housing needs.

Commissioner Tryon received clarification that a Great Falls Development Authority study indicated that we are 600 units a year short and there is an opportunity to bring in more downtown housing. BID Board members would determine areas for expansion and consider properties interested in being involved in downtown. The BID takes into consideration the current economy and property tax when setting its budget and it is an assessment and not a tax.


Commissioner Wilson expressed concern about an organization that does not bring in money that is not a business and one-ways.

Ms. Pierce responded that the BID is just looking at starting conversations to what the community desires and it wants to make sure that what it is doing benefits everybody involved. One-ways will be a project in the BID's FY25 work plan to begin the conversation about converting one-ways. One-ways move traffic fast through areas creating safety concerns, prohibit business and the Montana Department of Transportation (MDT) controls several of them. It would be a slow progression and is something that needs to be considered as the City starts growing and seeing more business downtown.

**JOURNAL OF COMMISSION WORK SESSION
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2. UTILITY BILLING POLICY CHANGE REGARDING TENANTS

Finance Director Melissa Kinzler reviewed and discussed the following PowerPoint:

 <h2 style="text-align: center;">Change in the City's Utility Billing Policy in Regards to Tenants</h2> <hr/> <p style="text-align: center;">May 21, 2024 Work Session</p> <p style="text-align: center;">1</p>	<h2 style="text-align: center;">Current Policy and Process</h2> <hr/> <ul style="list-style-type: none">• A property owner is responsible for payment of utility charges• As a courtesy, the City currently lists and bills utility accounts in the name of tenants through a "Request to Bill Tenant" form• Cumbersome and time consuming process• 2,855 accounts (8% of customers)• Takes over 60% of the work• The new Federal Lead and Copper rules caused staff to evaluate current policy and process <p style="text-align: center;">2</p>
<h2 style="text-align: center;">Updated Policy and Process</h2> <hr/> <ul style="list-style-type: none">• Phase out the courtesy of placing tenants on the utility accounts<ul style="list-style-type: none">• Allows the City to only notify the Property Owners under the Federal Lead and Copper rule in the future• Not each change in tenant• Removes the City from most Property Owner/Tenant issues• Less work involved for both Finance and Public Works Departments<ul style="list-style-type: none">• No longer need to process tenant forms, track delinquent tenant accounts, or do final tenant meter reads <p style="text-align: center;">3</p>	

Mayor Reeves received clarification that utility bills for tenants in a fourplex would be in the name of the property owner.

Commissioner Tryon received clarification that property owners of fourplexes would receive four different utility bills and could either pay the bill and add it to a tenant's rent or forward the bill to a tenant to pay.

Finance Director Kinzler explained that the Finance Department stopped doing final bills on tenants in 2014 because the software could not do that.

Commissioner Tryon recommended that the Finance Department provide lead-time and outreach to the Landlord-Tenant Associations to explain the process of the new policy.

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Commissioner McKenney received clarification that the City has not done any outreach to landlords, property owners and property managers yet; however, a letter will be sent informing identified tenants about the process change. Implementing the new process will be June 1, 2024. Commissioner McKenney highly recommended an outreach effort as soon as possible to inform the private sector and Landlord-Tenant Associations about the new process.

Mayor Reeves received clarification that according to state statute, any lienable utility is ultimately the property owner’s responsibility.

It was the consensus of the Commission to have City staff begin educating the community and Landlord-Tenant Associations right away about the new process.

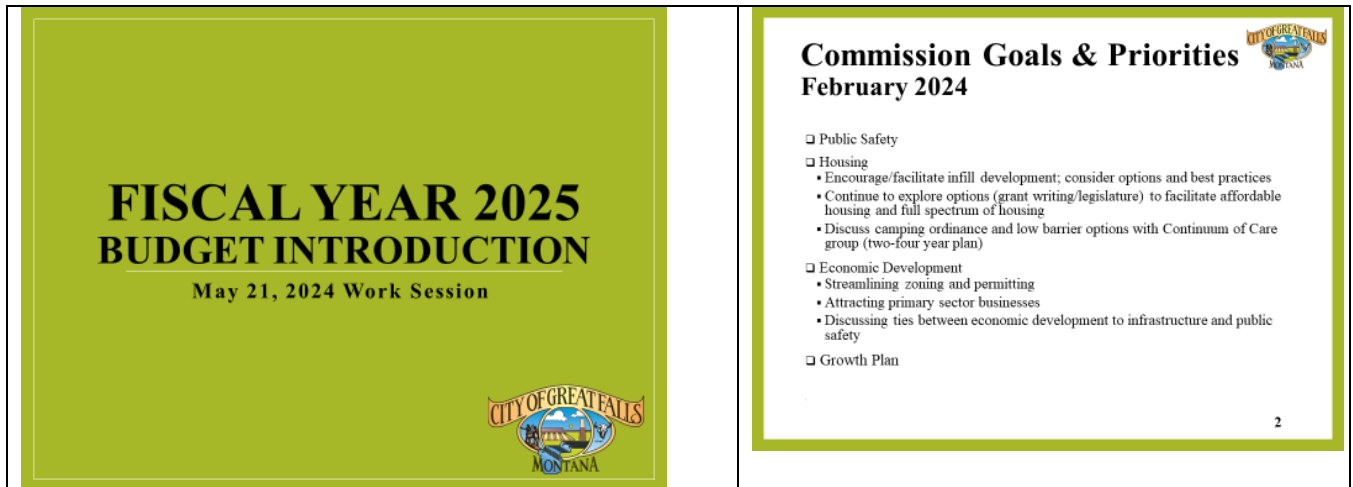
City Manager Greg Doyon responded that City staff would start the notification procedure and meet with those groups as soon as they can.

Finance Director Kinzler noted that online payments would be disabled after May 21, 2024 while Paymentus is integrated with New World.

3. FISCAL YEAR 2025 BUDGET INTRODUCTION

City Manager Greg Doyon commented that people are noticing the changes to downtown and the efforts from the BID are paying off.

Finance Director Melissa Kinzler and City Manager Doyon reviewed and discussed the following PowerPoint:



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FY 2025 Tentative Budget Process



January/ February	<ul style="list-style-type: none"> Commission Goals/Priorities Retreat
April	<ul style="list-style-type: none"> Departments begin developing requested budgets
May	<ul style="list-style-type: none"> Departments submit final budget requests
June	<ul style="list-style-type: none"> Meetings between City Manager and Departments on requested budgets Proposed budget is balanced and finalized General Fund Proposed Budget presented at Work Session – 6/18/24 Additional Proposed Budget meetings?
July	<ul style="list-style-type: none"> Proposed Budget presented at Work Session – 7/2/24 Set the Public Hearing – 7/2/24 Public Hearing – 7/16/24
August	<ul style="list-style-type: none"> Certified Taxable Values received from MT Department of Revenue Adopt annual tax levies – 8/20/24
September	<ul style="list-style-type: none"> Preparation of final budget document

3

A Look Back at FY 2024 Budget Drivers



- Undesignated Fund Balance Management
 - General Fund below 22% recommended minimum policy
- Covid Recovery
- Legislative Session?
- Electricity Costs
 - 200% increase City-wide
- Union Negotiations
 - Currently happening, may need to estimate for budget
- Health Insurance
 - Preliminary 8% increase to City
- Cops Grant
 - \$74,000 additional to be covered by General Fund in FY2024
- Additional support staff in Legal Department

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FY 2025 Budget Drivers



- Cover adopted CBA's salary increases and merit increases
- Health Insurance
 - 12% increase to City
- Cops Grant
 - Grant complete, no additional funding
- 2nd Municipal Judge moved from ½ year to full year
- Electricity Supply Costs
 - 17% decrease City-wide starting November 1, 2024
- Workers Compensation
 - Estimated 43% decrease, over \$390,000 savings
- Tax Appeal
- Undesignated Fund Balance Management
 - General Fund 22% recommended minimum policy
- Additional cost of new space for Court
- Scheels Aim High Big Sky Recreation Center

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General Fund 4-Year History



General Fund	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Adopted Budget
Total Revenues	\$ 33,973,714	\$ 34,001,701	\$ 36,143,514	\$ 37,973,437
Total Expenses	\$ 34,526,216	\$ 35,302,147	\$ 37,205,207	\$ 38,971,501
Revenues Over (Under) Expenses	\$ (552,502)	\$ (1,300,446)	\$ (1,061,693)	\$ (998,064)

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General Fund Revenue Increases



General Fund Revenue Segment	FY2022 Actual Increases	FY2023 Actual Increases	FY2024 Actual Increases	FY2025 Available Increases
Newly Taxable Property	\$ 366,758	\$ 352,303	\$ 1,510,213 <small>Protected (\$1,093,591)</small>	\$ 400,000 <small>Amount not known until August</small>
Inflationary Factor	\$ 0	\$ 641,691 <small>Used carry-over mills from prior 2 years</small>	\$ 446,080	\$ 562,520
Permissive Medical Levy	\$ 0	\$ 247,551	\$ 353,043	\$ 300,000 <small>Estimate</small>
Entitlement Share	\$ 130,271	\$ 294,004	\$ 311,446	\$ 319,522
Total Revenue Increase	\$ 497,029	\$ 1,535,549	\$ 2,620,782	\$ 1,582,042

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Update on Tax Increment Districts




District	Lifespan of District	Base Taxable Value	Current Taxable Value	Annual Increment	Debt Issued
Central MT Agri-Tech Park / International Malting Plant	2005 - 2040	\$347,618	\$1,270,871	\$600,000	\$1,500,000 bonds issued
West Bank Urban Renewal	2007 - 2040	\$292,536	\$1,818,850	\$975,000	\$4,055,000 bonds issued
Great Falls International Airport	2008 - 2038	\$107,149	\$403,776	\$190,000	\$645,000 bonds issued
East Industrial Park	2013 - 2028	\$232	\$615,631	\$420,000	No bonds issued
Great Falls Downtown Urban Renewal	2012 - 2040	\$3,643,698	\$5,850,723	\$2,000,000	\$5,995,000 bonds issued

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Upcoming Budget Process



- **Week of June 3rd**
 - Departments present requested budgets to City Manager
- **Week of June 18th**
 - City Manager transmits Proposed Budget to Commission at Work Session
- **End of Week of June 26th, Additional Budget Work Sessions?**
- **July 2th – Commission Action**
 - Commission sets public hearing for July 18th
- **July 16th – Commission Action**
 - Public Hearing and Adopt or Continue Budget
- **August 20th – Commission Action**
 - Adopt Annual Tax Levy

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Finance Director Kinzler explained that a new building might not have an actual taxable value that would help the general fund because it could be a non-profit, in a tax increment or have a tax abatement on it.

City Manager Doyon added that relying on residential property taxes is difficult because the way it is classified and adopted by the state legislature to what the actual value is. In order to have a healthy tax base, there needs to be a mix of heavy and light industrial, commercial, business and residential to have it all balance out.

Commissioner Tryon received clarification that each department will provide above and beyond requests with its highest priorities and budget drivers and inflation cause issues with the general fund.

Commissioner McKenney commented that the general fund increased every year because the City is not keeping up with inflation and the general fund declined 9% in inflation-adjusted dollars. State Law unintended consequences is defunding public safety.

Finance Director Kinzler responded that property taxes do not fund fire and police in total and the City has to use entitlement in other revenue to fund public safety.

Commissioner Wilson received clarification that the City has some CARES money to offset some of the deficits this year; however, it will no longer be separated out in the fund balance and the City is at the end to being able to use it.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that the process to potentially retiring TIF Districts to help generate revenues will be a topic at an upcoming work session. A land swap proposal, lead service line inventory and update, and an update on Scheels Aim High Big Sky will be topics for the June 4, 2024 work session.

JOURNAL OF COMMISSION WORK SESSION
May 21, 2024

Mayor Reeves requested that City Manager Doyon have staff look into the process of annexing county parcels throughout the City.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of May 21, 2024 at 6:50 p.m.

Department Monthly Update
April 30, 2024
Key Updates

<p>City Manager</p>	<p>Coordinated Retreat #2 for the City Commission with Mark Wilmarth. Reviewed Workers Compensation proposals from Montana State Fund and MMIA. Met with both parties. Met with Dan Carlson from Calumet regarding ongoing efforts to treat new Bio-Diesel process waste. Attended Senior Advisory Committee meeting in Helena for Homeland Security Grants. Spoke at Leadership Montana visit. Participated in Medical/Educational District Overlay meeting hosted by Benefis and presented by P&CD. Attended Housing Production Summit hosted by GFDA. Met with MLCT Legislative/Resolution Committee. Attended employee recognition for Public Safety Communication Officers. Hosted Missile Community discussion on Sentinel. Participated in similar meeting with MT DOT. Reviewed plans for office space in Civic Center basement. Attended first Library Management Agreement discussion. Attended GOSCOMA conference in Spearfish, South Dakota. Great program and time with peers. Entertained changes to Code Enforcement and Weed Control positions with P&CD and PWD.</p>
<p>Deputy City Manager (IT, Clerk, Comm Specialist, Events, GFAS)</p>	<p>Clerks: Processed and completed 43 public records requests (Feb-Apr); Met again with History Museum regarding their interest in transferring more records to their facility; Stated budget prep for Clerk's and Commission's FY 25 budgets; provided administrative support for two additional Commission meetings; attended webinar pertaining to practical considerations for local leaders on use of social media in the wake of the SCOTUS decision confirmation; and continued to scan and index records into Vasion as time allowed. Animal Shelter: Took in 41 dogs, 18 cats and 1 chicken; adopted out 11 dogs and 17 cats; and reunified 22 dogs and 2 cats with their owners. The chicken and 1 dog were transferred to Rescue organizations. April 30th in care animals were: 24 dogs and 28 cats. During the month of April, the City of Great Falls Animal Shelter organized and successfully executed two fundraising events. An Online Auction (April 10-15) raised nearly \$7,000 to support shelter operations and animal care. The Barking Lot Event (April 27th) generated approximately \$1,600 in funds and facilitated the adoption of 6 cats and 1 dog during the event, with an additional 8 applications pending. Communications/Neighborhood Councils: Events: Over 10,000 people attended 57 meetings or events at the Civic Center in April. United Way partnered with other organizations and held a job fair with over 70 employers present. Park and Rec used the Convention Center for the registration of over 2500 runners for the 44th annual Ice Breaker road race. The post race awards ceremony was also held in the Convention Center. New City Church will continue to rent the Theater for Sunday church services in May.</p>
<p>Finance</p>	<ol style="list-style-type: none"> 1. Continued software conversion back to New World. Utilities division received fifth data validation and is working through the data with New World trainers. Go live in New World is scheduled for late May for Finance and Utilities. 2. Worked with Public Works on proposed Water, Sewer, Storm Drain, and Sanitation rate increases. Public hearing will be held on May 7, 2024. 3. Sent out tentative FY 2025 Budget Calendar. Provided training for all City Departments on budget and personnel budgeting. Presented FY 2024 3rd QTR Budget Review to City Commission. 4. Completed all 3rd Qtr. Federal Grant Reports and submitted to appropriate Federal agencies.
<p>Fire</p>	<p>Operations Division: Responded to 485 calls for service including 17 fires. This total included 12 structure fires, 2 vehicle fires, 2 natural vegetation fires and 1 rubbish fire. Also responded to 23 motor vehicle accidents and 31 hazardous material incidents.</p>

Department Monthly Update

April 30, 2024

Key Updates

Crews performed 2748 hours of training including finishing recruit training academy, technical rope rescue, driver operator training and second story search and rescue from elevated aerial apparatus.

Assistant Chief of Operations and both training chiefs helped conduct the Montana Firefighters Testing Consortium in Billings, MT on April 21-24. This event tests firefighter candidates to see if they pass the entry level fitness testing known as the (CPAT) Candidate Physical Ability Test. This testing is where all future recruits come from.

Cared for 204 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 (Medic 4 (2) and Medic 1) due to no private ambulances available. 5 Cardiac arrest patients were treated by GFFR with 1 achieving ROSC (Return of Spontaneous Circulation).

Training chiefs and 3 truck floor members attended FDIC (Fire Fighter Instructor Conference) in Indianapolis Indiana. This training consisted of multiple “hot” courses where we experienced hands on training taught by fire fighters from around the nation. 3 members also attended a cadaver lab where we performed hands on critical care EMS related skills. A lot of these skills and knowledge will now be brought back to GFFR and taught to our members.

Fire Prevention Division: conducted 358 Annual Inspections, 76 fire code violations were noted. 2 fire alarm systems were accepted, 1 kitchen hood systems was accepted, 1 fire line flush. 2 mobile food vendor inspections completed. FPB also investigated 3 house fires, responded to 29 false alarms in April resulting in 4 false alarm fines.

Began the process of inspecting Mobile Food Vendors, there are new fire code requirements that GFFR must now insure are in place for mobile food vendors.

Conducted a burn cell demonstration for College of Great Falls MSU welding students, ADF administration and some Great Falls City Commissioners. This was a great project that showed joint cooperation between GFFR and community agencies.

Working with PCD, the City Attorney’s office, and the Fiscal department on changing language to Title 5, Title 15 Chapter 9, and Title 9 Chapter 9 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.

GFFR is hosting the Montana Chapter of the International Association of Arson Investigators at GFFR’s Training Center May 7-9.

Information Technology

1. Munis to New World: Financials conversion preparation is complete, Utilities conversion preparation is nearing completion. Both have an anticipated Go-Live of May 28th, 2024. Crimeview Analytics install/training is complete, turned over to PD for Go-Live.
2. Moved Public Works cell phones to Public Safety Priority Service plan. Starting process of opening up pools and new Rec Center - connection prep, network hardware configuration, credit card machine setup. Continue to coordinate with Spectrum and cabling contractor.
3. Started GIS Technical Working Group. Assisted Environmental with use of Survey123. Attended and gave talk at MAGIP conference. Created 29 LDMs, 80 Map Exhibits, 17 new Split/Map Edits.
4. Processed over 2.5 million website requests (decrease of 2%) and prevented access to over 4,300 threats (decrease of 30%), including over 2,600 malware-infected sites (decrease of 46%). Email server processed over 87,000 inbound emails and blocked 8,441 malicious or SPAM messages (7% decrease). Antivirus detected and/or blocked 13 threats (59% decrease), triggered 0 investigations (100% decrease).
5. 270 IT requests created (41% increase) and 262 IT requests closed (23% increase). Current backlog is 55 requests. Tyler Ehredt has been promoted to Sr. Network Administrator. Brandon Lyons has been hired for the Network Administrator position, Brandon starts May 6th, 2024. Sawyer Bishop obtained his Security+ Certification.

Department Monthly Update

April 30, 2024

Key Updates

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 2 new active code enforcement cases (in review, Municipal Court, or other route to resolution), including 6 heading to trial, 24 total active cases including remaining open from prior month, and closed 5 cases (permanent or inactive under current conditions).4. Civil Division processed 116 record requests.5. Criminal Division processed 99 deferred prosecution agreements, and prepared 695 subpoenas for witnesses to attend trials.
Library	<ol style="list-style-type: none">1. All new staff (except for the Assistant Director) have been hired and are being trained. Kudos to Sara Kegel (Technology Systems Coordinator), Rae McFadden (Youth Services Librarian), Treva Higgins (Collection Development Librarian) and Sara Linder-Parkinson (Public Services Librarian) for developing great onboarding programs for the new employees. We are on track to extend our hours starting Sunday June 9th. Please mark your calendars for our Summer Library Bash planned for Saturday June 8th to celebrate.2. The Friends of the Library Book Sale is scheduled to start May 9th. The Friends are collecting books every Saturday from now until April 27th from 10:00 am to 2:00 pm. Thank you to the Board members and Friends of the Library who make the Sale possible. Last year the Friends of the Library Book Sale raised over \$12,000 for the Library.3. Congratulations to the Library Board for winning the Montana Library Association Jane Lopp Trustee of the Year Award. All of your work is deeply appreciated. Congratulations to Jenn Rowell of The Electric for winning the Montana Library Association Media Award. We honor the importance of local journalism. Congratulations to Susie McIntyre for winning the Sheila Cates Librarian of the Year award.4. Asbestos testing has been done and the appropriate permits requested. Shumaker Trucking & Excavating hope to do the demolition the week of April 28th5. At their April Meeting, the Library Board approved the proposed Library FY2025 operational budget. FY2025 will be the first fiscal year in which the Library Levy Revenue is fully realized and the new Library staff and expanded programs and services are in place. In FY2024, the Library delayed hiring and implementation of expanded services in order to rebuild the Library Fund to sufficiently address cash flow and deferred building maintenance. The proposed budget has been created through discussion with the City of Great Falls Finance Department and through input from the management team. This budget will allow for staffing and operations to reach the objectives set out in the Library Strategic Plan.
Municipal Court	<ol style="list-style-type: none">1. The Court has increased their collections reporting which appears to be assisting in collecting payments on older fines, and new fines. It has increased space at the Cascade County Detention Center for utilization on Municipal Court serious offenses and repeat offenders.2. Judge Dunn and Judge Bolstad rotate on the bench throughout the week for open Court. The Judges rotate their cases on a weekly basis. While one Judge holds hearings and open Court, the other Judge holds their trials.3. Judge Bolstad appreciates the shared work load, which has helped reduce some stress.4. The Court clerks continue to be stretched with work load, and are still in need of additional staff for support.
Park and Recreation	<ol style="list-style-type: none">1. Park and Recreation staff attended the annual Montana Trail and Recreation Parks Association Conference in Billings, 4/22-4/25.2. Held 44th Annual Ice Breaker Road Race, 4/28. Over 2,500 racers participated. Which was an increase of 200 racers from 2023.

Department Monthly Update

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Key Updates

	<p>3. Community Recreation Center opened camp registration, 4/23.</p> <p>4. Arbor Day Celebration at Wadsworth Park, 4/26. Eight new trees were planted.</p> <p>5. Kranz Park project was completed at the end of April. A new pavilion and sidewalks were installed. The park now features picnic tables, benches, play structure, pavilion, and sidewalks going to the play structure and pavilion.</p>
<p>Police</p>	<p>1. The week of April 15 - 19 was National Public Safety Telecommunicators Week. We held an awards ceremony on April 19th at the 911 Center to recognize those who were deserving of an award. It was a well attended event.</p> <p>2. Chief Newton met with a delegation of the local Democratic party to discuss public safety concerns in Great Falls.</p> <p>3. The PD attended and supported the Civic Center Ribbon cutting ceremony on April 19th.</p> <p>4. The Citizen's Academy had it's graduation ceremony on April 23rd.</p> <p>5. GFPD staff members continue to engage with Commissioners, legislators and participate on various State Boards.</p>
<p>Public Works</p>	<p>Director/Administration: started Strong Towns training (book and on-line 101 course) for all Div. Mgrs., DRC, AM, Sr Admin (guests: PCD Dir and Deputy); Operational Support Specialist job description with HR for review; attended Chamber Housing summit via Zoom; Participated in Interviews for consultant for Growth Policy Study; Worked with Community Development to transfer Weed Enforcement Responsibilities to Code Enforcement Tech</p> <p>Utilities:</p> <ul style="list-style-type: none">- Fire Hydrants checked-Gates Checked99,899 Ft-Sanitary sewers cleaned1-Water Main Breaks3-Fire Hydrants Repaired or Replaced1- CL12 taps-Domestic water tap469-Locates31-Private Water calls13-Private Waste water calls1- Private Storm Calls1-Sewer main repaired17-After hours water calls0-After hours waste water calls35-Public system maintenance calls for water. Water off: 24 water on: 613-Public system maintenance calls for waste water18-Public system maintenance calls for storm water <p>Sanitation: Hauled 2,656 tons with 2,574 man hours. 123 requests for roll-off service. Fleet mileage: 15,431 miles. Did a Sanitation Rate presentation to the City Commission at a work session for a 5% rate increase. Completed forklift training with the crew.</p>

Department Monthly Update

April 30, 2024

Key Updates

Environmental: Continued participation in Development Review Audit process, began conducting yearly FOG inspections (~16), updated National Laundry IPT Permit and issued public notice, continued progress revising/updating expired industrial discharge permits (2 more will go out in May), Conducted wet weather sampling event associated w/MS4 permit requirements, assisted in upgrades to the Septage Receiving Station --> tested new flow meter

Water Plant: Continued to operate uninterrupted between 8-10 MGD producing 179 million gallons for the month. Construction of Solids Mitigation project continues with electrical, programming, paving and entrance preparation. Gravity thickener has been filled with sludge awaiting start-up. DEQ completed inspection of the WWTP, awaiting report for any corrections.

Street/Traffic: 1766 Assets Swept = \$139,046.50; Spring Sweeping Routes 1086 Assets out of 2885 assets; 461 Potholes filled = \$7,749.80--398 potholes filled with UPM, 63 filled with Hot mix Asphalt; Alley Blading = \$14,432--13 Blade Requests, Spring Alley Grading 35% complete; Contractor Patches - 7 using 13.41 Ton of Asphalt Billing Out \$2201.92; Utility Patches - 2 patches using 8.82 Ton of Asphalt Billing out \$1,315.50; Replaced 18 sign poles = \$2384; 2 Traffic Studies Miovision Data Collection/Speed Trailer Data (9th St N/3rd & 4th Ave N) (Acacia Way/Clover Dr), (17th St S/19th Ave), (19th St S/19th Ave S) (36th St S/4th Ave s) = Total Labor Cost \$1702; Traffic Camera Lense Cleaning 15 MDT, Battery Backups 3 MDT = \$1455; 1 Run On Generator; 6 LED Replacements; 4 Check Operations; 1 Traffic Signal Upgrade (River Dr N/1st Ave N); 3 Camera Lens Cleaning for City Signals, 4 Battery Backup Checks City = \$695; 4-Two Way Radio Repairs; 43 Fabricated Signs for Replacements, Updated Street Name Sign Fabrication; Fire Alarm System Upgrade for OPS/ENG In Progress; 47 Replaced Signs; 3 Sign Poles Straightened Due to Auto Damage; Monthly Safety Meeting, Staff Meetings, TMG Training In Helena (2 days); Flexi Training (Sign Program); Participated in Hiring Fair Sponsored by GF Chamber of Commerce;

Engineering: Ongoing work associated with the Storm Drainage Rate study, capacity model, and master plan. Selected consultant to start working on the Sewer System capacity model. 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. Facilitated a meeting with Terracon to investigate the Gibson Flats flooding claims. 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)