



The Weekly Update – June 13, 2024

Attachments:

1. Journal of City Commission Work Session, June 4, 2024.
2. Journal of City Commission Special Work Session, Airport Board Candidate Interviews June 10, 2024.
3. Journal of City Commission Special Work Session, Library Board Candidate Interviews June 12, 2024.
4. City of Great Falls Total Cash and Investments as of May 31, 2024.
5. Department Monthly Update, May 2024.

JOURNAL OF COMMISSION WORK SESSION
June 4, 2024

1

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, Shannon Wilson and Susan Wolff.

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; Public Works Director Chris Gaub, City Engineer Jesse Patton and Civil Engineer Project Manager James Hewitt; Park and Recreation Director Steve Herrig; and, City Clerk Lisa Kunz.

PUBLIC COMMENT

Ben Forsyth, City resident, commented that he has been challenging the City Commission about what he perceives as the City breaking laws by allowing recreational marijuana in the City of Great Falls. He provided a 12/2022 Montana DPHHS handout on Cannabis (Marijuana) Use in Montana, and discussed the statistics referenced therein. He suggested the Commission reduce the types of marijuana sold currently in Great Falls to a level of potency that is not harmful.

Jolene Schalper, Great Falls Development Alliance (GFDA), commented that Great Falls has very limited tools and resources to use for infrastructure, unlike some of the other similar sized communities. A lot of communities can use sales tax for infrastructure. The three buckets that can be used for infrastructure to meet the growing demands of the community are city funds and taxes, tax increment financing, and special improvement districts. Without tax increment financing, Great Falls would not have the West Bank Landing that now includes hotels, restaurants, office buildings and a bank. Great Falls would not have the Agri-Tech Park without tax increment financing. The tax increment financing at the Agri-Tech Park is still critical because they are developing the infrastructure as the lots are sold. She urged the Commission to work together with GFDA to find solutions.

1. **FISCAL YEAR 2025 BUDGET INTRODUCTION – CONINTINUED FROM 5/21/24 WORK SESSION**


Finance Director Melissa Kinzler reviewed and discussed the following PowerPoint slides:


06/4/2024

JOURNAL OF COMMISSION WORK SESSION
June 4, 2024

**FISCAL YEAR 2025
 BUDGET INTRODUCTION**

June 4, 2024 Work Session
 (Continuation from May 21st Work Session)






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

2

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 2nd – Commission Action**
 - Commission sets public hearing for July 16th
- **July 16th – Commission Action**
 - Public Hearing and Adopt or Continue Budget
- **August 20th – Commission Action**
 - Adopt Annual Tax Levy

3

Finance Director Melissa Kinzer explained that the Central MT Agri-Tech Park Tax Increment Financing (TIF) District was created in 2005, and a 20-year debt was issued that extended the District to 2040. This TIF District’s cash balance is \$2.4 million dollars. The debt outstanding on this TIF District is \$1.2 million dollars. The City has the ability to pay off the debt and dissolve the District. If this TIF District were dissolved, the City on average would get \$168,000 beginning in FY 26, which is approximately 28% of annual increment to the City. After the payoff of the District, there would be an additional \$241,000 that could be released to the City and the other taxing jurisdictions.

Director Kinzler reported this is a unique circumstance in that the DNRC loan could be paid off early. The next debt service payment is due June 30, 2024. She requested direction on whether or not to proceed with dissolving the District and paying off the debt early.

City Manager Greg Doyon added that TIF Districts could be used effectively and have been used effectively in the City of Great Falls. You have to take a long view when considering tax increment financing. Unfortunately, in a slow growth area, you have to look way out in terms of budgeting for when the City will recoup the increment back into the general fund. This topic was brought up because the Commission was clear during its retreat that staff needed to look for alternatives to address public safety needs. The reason this TIF District was brought up to return the increment back to the general fund is that the City has the ability to retire the debt. For consideration is the amount of activity that is occurring in that District, what growth has occurred in it, and what interest is being generated in it in order to continue to utilize it as a Tax Increment Financing District.

JOURNAL OF COMMISSION WORK SESSION

June 4, 2024

In his effort to look at all options, this is one of them. If approved, the City would notify the 18 property owners within that TIF District that the City intends on retiring the TIF District to return the taxes that are available back to the general fund to support other functions. Tonight's presentation was to gauge the Commission's level of interest in pursuing dissolution of the TIF District.

Director Kinzler noted it was brought forward now because the debt service payment is due June 30, 2024. A debt service payment is due every six months, so this topic can be considered again later.

Mayor Reeves received clarification that if a TIF District is dissolved it can be recreated, but would lose the base year and it starts from scratch with the increment.

Commissioner Wolff received clarification that consideration of dissolution only pertains to the Central Montana Agri-Tech Park TIF District. She noted that Sustainable Oils is a newer business in this TIF District and has expanded.

Manager Doyon added that the water and sewer infrastructure needed to accommodate industry is already there.

Commissioner Tryon requested an analysis of current and projected activity, list of improvements and a staff recommendation for the Commission to consider the pros and cons before the next debt service payment due January 1, 2025.

He hears a lot "we are TIF'd out" in Great Falls. He asked Director Kinzler to explain what that means.

Director Kinzler responded that the City has five TIF Districts. A lot of the building activity people see is in a TIF District and they assume that activity is going to bring taxable value. If the activity is going on in a TIF District, or if it is by a non-profit, it does not create taxable value.

Manager Doyon commented that when the City does get new growth in those districts, while it is beneficial to the district, it certainly has not helped the general fund. If the City did not have any TIF Districts and were able to capture the taxable value, the City's financial picture would look different. It is the long game when a TIF District is created and, when it is in a slow growing community, it is impactful. People will enjoy the benefits in terms of the new businesses, but will not enjoy the benefits of a broader tax base because that tax value is being retained within the those districts. There are not a lot of economic tools and this is the one that gets used the most in Montana to attract businesses to make it more affordable for them to locate in the community.

Commissioner McKenney inquired why the presentation was not about dissolving the East Industrial Park TIF District that does not have any bonds issued and expires in four years.

Director Kinzler explained that there is a Development Agreement with Agri-Tech Park. The approximately \$2 million dollar debt is being paid down on the infrastructure that was installed.

JOURNAL OF COMMISSION WORK SESSION

June 4, 2024

City Manager Doyon added that it has been discussed internally with staff and with Great Falls Development Alliance (GFDA). He anticipates that GFDA will be back with some type of request in the future. Staff will have to look at the Development Agreement to see where GFDA has and has not met the requirements in that agreement.

Commissioner McKenney commented that he is not prepared to make a decision on the Central Montana Agri-Tech Park TIF District. The businesses in that TIF District have business plans. Before any major decision is made about retiring a TIF District, he suggested first having a discussion with those business owners.

Commissioner Wilson also suggested looking at it a little longer and more in depth to what the future holds for that area and what it can bring in.

Commissioner Wolff inquired if business owners' taxes go up when a TIF District is retired.

Director Kinzler clarified that businesses pay the same amount of taxes when they are in a TIF District, but their increment share goes in the TIF District and the remainder goes to the other taxing jurisdictions. Retiring the District would only effect those businesses if they wanted to apply for TIF funds for public infrastructure improvements allowed within state statute.

Mayor Reeves noted that he understands the City's position in wanting to retire the TIF District and get the debt paid off, but he also does not want to strip GFDA of any possible tools to let the community know Great Falls is open for business and we want businesses to move here. He would like more insight from GFDA on what is in the works so that he can make a more informed decision.

To put things in perspective, Manager Doyon concluded that the budget is being prepared and staff was just floating an idea. The pressing issue is public safety. The Commission asked him to explore all options as what was done with this TIF District. He will provide the Commission with more research.

Director Kinzler explained the budget adoption process. The Commission can determine if extra meetings need to be scheduled after the proposed budget is transmitted to them.

2. LAND SWAP PROPOSAL

Charlie Mesler, City resident, commented that he first met with Public Works on September 27, 2023 about his land swap proposal. The Refinery wants to obtain more property for development and growth. He has a lot of land in the community. He provided a packet that contains the [Public Works and Park and Recreation] parcels proposed in the swap and his summary of why the swap benefits both parties.

JOURNAL OF COMMISSION WORK SESSION
June 4, 2024



Commissioner Wilson noted that she did not see assessed values of the parcels.

Mr. Mesler responded that the first step is approval by the Commission before moving forward with appraisals.

Commissioner McKenney commented it would be expensive for the City to move equipment and employees. He inquired if there were funds involved for that in the land swap or if Mr. Mesler was just proposing a straight across land swap.

Mr. Mesler responded there would be no funds for the City. He would pay for the appraisals. Options are open for discussion.

JOURNAL OF COMMISSION WORK SESSION

June 4, 2024


Commissioner Wilson commented that Mr. Mesler mentioned Calumet wants to expand, but they are not here as part of the conversation.

Commissioner Tryon asked if it was Mr. Mesler's intention to sell the property to Calumet if a swap was approved and was responded to in the affirmative. Commissioner Tryon reported that Mr. Mesler would be getting a lot more value than the City according to Cadastral values. To him, that is not a fair trade. The Directors of Public Works and Park and Recreation have both said they are not in favor of the proposed swap for various reasons.

It was the consensus of the Commission not to move forward with Mr. Mesler's proposed land swap.

3. LEAD SERVICE LINE INVENTORY AND UPDATE

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



CITY OF GREAT FALLS UPDATE ON LEAD SERVICE LINE INVENTORY


June 4, 2024

Presented by:
James Hewitt
Public Works Project Manager

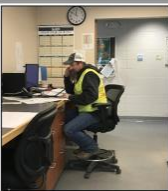
AVAILABLE TECHNICAL ASSISTANCE

Montana Department of Commerce

- 100 hours of engineering services
 - FREE, no cost, no match
 - AE2S assigned to City
- Inventory preparation for DEQ
- Public inventory for lead, and galvanized requiring replacement service lines
- Strategy to Identify Unknowns
- Start developing LSL replacement plan



CITY PROGRESS UPDATE

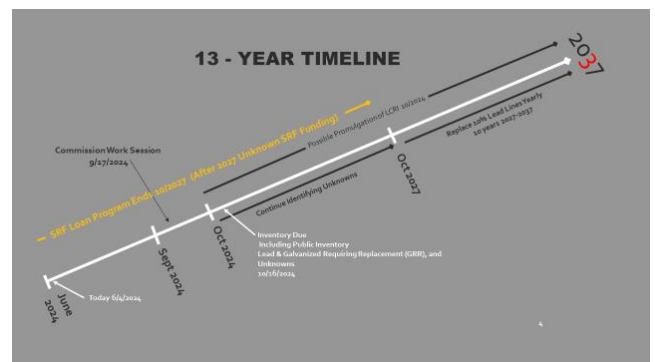


Current Status

- Inspectors completed calling non-responders
- Preparing for MT DEQ Oct 16, 2024 deadline

Approximate Totals as of April 2024		
• Non-Lead	15689	(71.6%)
• Lead	149	(0.7%)
• Galvanized	591	(2.7%)
• Unknown	5486	(25.0%)
• Total	21,915	

Cost to Date: \$387,159.00



JOURNAL OF COMMISSION WORK SESSION

June 4, 2024

DECISION TIME

Current estimate of lead /GRR lines = 926 Total

- Identified Lead = 149
- Identified GRR = 740-591
- 0.7% of remaining unknowns possibly lead = 38
- 2.7% of remaining unknowns possibly GRR = 148

Funding Source for Replacement?


- **SRF Funding with forgiveness**
 - Forgiveness amount changes each year (2024= 60%)
 - Remaining loan amount paid by all ratepayers
 - Approximately 3 years left for program
 - Unsure of future funding availability/level
- **Rate increase next year***
 - 10% replacement a year = 92 @ \$10,000 = \$920,000
 - \$920,000 / 22,000 customers = \$41.82 a year / \$3.48 per month
 - Total = \$9.2 mil for 10 years

* Estimate only

Lead Service Line Inventory

Quick Recap

- The City must create and maintain an inventory of all service lines
- Service lines must be classified as lead, galvanized requiring replacement, non-lead (or the actual material), or lead status unknown (or unknown)
- Submitted to MT DEQ by October 15th, 2024



NEXT WORK SESSION (September 17, 2024)

- Request Commission support on process to identify remaining unknowns and complete inventory
- Update on inventory
- Update on replacement plan

The 5486 unknowns have to be identified because the EPA considers those lead. Lead and copper rule improvements are expected to be issued the end of this year. There will be a three-year period to enact those new rules. In 2027, EPA will require the replacement of all lead lines in the water system in a 10-year period.

The City is not currently participating in the SRF loan program. This year, that program provides for a 60% forgiveness of that loan. Forty percent of that liability would have to be paid back by all of the ratepayers. Those funds would be used to replace lead service lines. It is a good way to offer some funding to residents that cannot necessarily take care of it on their own.

The EPA is requiring the removal of lead from the water system within a certain time limit. In Great Falls, water service lines are owned by the property owners from the water main to the meter inside the home. That being said, the requirement is not upon the homeowners. It is upon the City to have those lines removed. City staff is looking at different strategies, including homeowner replacement, CDBG funds to offset costs for LMI, and apply for the SRF loan. The SRF loan forgiveness amount changes every year. It also depends on how many people participate and much money is left in the fund. The caveat would be that the remainder would pass on to all ratepayers. There is only three years left in the program. Nothing has been said about future funding of that program.

Mayor Reeves inquired if there were any drawbacks of accepting the SRF funding.

JOURNAL OF COMMISSION WORK SESSION

June 4, 2024

Project Manager Hewitt responded that a drawback is passing that remainder on to the ratepayers. If that were something the Commission is interested in, staff would have to move quickly to be able to take advantage of that program.

Commissioner McKenney inquired if all homes in Great Falls were surveyed, or only homes built during a certain time period.

Project Manager Hewitt responded pre-1970 was surveyed and pre-1980 for repairs.

Commissioner McKenney asked what problem is DEQ trying to solve in Great Falls. Is there a lead poisoning issue?

Project Manager Hewitt responded Great Falls does not have a lead poisoning issue. It is safe. The Flint, Michigan water crisis started this movement. It is not just Great Falls. It is nationwide.

Commissioner Wolff inquired if the Commission needed to make a decision tonight about moving forward with the SRF loan.

City Engineer Jesse Patton responded that staff wants to know what the Commission needs from staff to make a decision whether or not to utilize the SRF loan and ratepayer funds, and how to get control of identifying the 5486 unknowns.

Commissioner Wilson received clarification that the 100 hours of free engineering services from the Department of Commerce will help prepare the City's inventory that will get turned into DEQ, will help prepare the City for its outward facing electronic inventory showing which properties have lead, and will help with a replacement plan by the October deadline.

Commissioner Tryon inquired what the solution is to get people to respond to the survey to reduce the number of unknowns. The more this is looked into, the more of a nightmare it is because of an unfunded mandate from the DEQ.

Project Manager Hewitt responded that staff is in the process of looking at different ways to engage with those households, such as door hangers with a time limit to respond, and then elevate from that position.

Commissioner Wolff inquired if the City got involved with the SRF loan program, would it entice more people to respond if they knew they would have a discounted replacement cost.

City Engineer Patton clarified that it would be free to the homeowner. The SRF loan has to be paid back with ratepayer dollars.

City Manager Doyon added that he wished the EPA had made it a mandatory disclosure during a house sale that the house contains a lead line that potentially could cause a health risk that could be negotiated between the two parties during the sale. Instead, all ratepayers are going to have to pay for it. It

JOURNAL OF COMMISSION WORK SESSION
June 4, 2024

involves utilizing the water fund to offset costs of participating in a program, and we do not know the full scope of the issue because of the compliance piece.

He concluded that staff would provide the options again to mull over. The longer that we wait for the new rules to be promulgated, which is anticipated to be December but no guarantees, we are missing out on the only opportunity to lessen the financial impact to the ratepayer.

4. UPDADE ON SCHEELS AIM HIGH BIG SKY FACILITY

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



JOURNAL OF COMMISSION WORK SESSION
June 4, 2024



Park and Recreation Director Steve Herrig reported that the City started this process in 2020 with groundbreaking for this facility in March 2022. A ribbon cutting ceremony is tentatively scheduled for June 28, 2024, with a grand opening to the public set for June 29.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that a growth policy update and 2025 proposed budget discussion would be topics for the June 18, 2024 work session.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of June 4, 2024 at 6:54 p.m.

JOURNAL OF SPECIAL COMMISSION WORK SESSION
June 10, 2024

2

City Commission Special Work Session
Civic Center, Gibson Room 212

Mayor Reeves presiding

CALL TO ORDER: 2:00 PM

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

STAFF PRESENT: Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. GREAT FALLS REGIONAL AIRPORT AUTHORITY BOARD MEMBER VACANCY INTERVIEW.

Mayor Reeves announced that members of the Commission would take turns asking questions to the applicants, and may include follow-up discussion for clarification.

The City Commission interviewed Peter Fontana (participated telephonically), Elizabeth (Liz) Whiting and Reece Waldo at a meeting open to the public. Members of the Commission took turns asking questions to the applicants. Each member of the Commission will weigh the information discussed during the interviews, and will either make an appointment to the Great Falls Regional Airport Authority Board at the regularly scheduled City Commission meeting on June 18, 2024, or request that the board position be re-advertised for other citizen interest to fill the vacancy on this board.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal special work session of June 10, 2024 at 3:51 p.m.

06/10/2024

City Commission Special Work Session
Civic Center, Gibson Room 212

Mayor Reeves presiding

CALL TO ORDER: 2:00 PM

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

STAFF PRESENT: Library Director Susie McIntyre and Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

Written comments were submitted from: **Brian Cayko**, City resident, (via June 7, 2024 email), **Kathy Workman**, (via June 10, 2024 email), **Carol Robinson**, (via June 10, 2024 email), **Sonja Nelson**, Cascade County resident, (via June 10, 2024 email), and **Keith Duncan**, (via June 10, 2024 email), **Mark Jay Workman** (via June 11, 2024 email), **Ginny Rogliano**, City resident, (via June 11, 224 email), **Cindy and Greg Bumgarner**, (via June 11, 2024 email), **Christopher Smyth**, (via June 12, 2024 email), **Debra Chibroski**, (via June 12, 2024 email), **Jeni Dodd**, City resident, (via June 12, 2024 email) and **Lori Bumgarner**, (via June 12, 2024 email) in support of reappointing Noelle Johnson to the Great Falls Library Board.

Keith Duncan, City resident, expressed support of reappointing Noelle Johnson to the Great Falls Library Board. Mr. Duncan commented that Ms. Johnson is an advocate for the library, has leadership skills, a proven record, strong resume, and is a valuable asset to the library and community.

1. GREAT FALLS LIBRARY BOARD CANDIDATE INTERVIEW.

Mayor Reeves announced that members of the Commission would take turns asking questions to the applicants, and may include follow-up discussion for clarification.

The City Commission interviewed Sandor Hopkins, Susan Lee, Noelle Johnson, and Ashlynn Maczko at a meeting open to the public. Members of the Commission took turns asking questions to the applicants. Each member of the Commission will weigh the information discussed during the interviews, and will either make an appointment to the Great Falls Library Board at the regularly scheduled City Commission meeting on June 18, 2024, or request that the board position be re-advertised for other citizen interest to fill the vacancy on this board.

Mayor Reeves called a recess at 2:45 pm and called the meeting back to order at 2:50 pm.

Commissioner Tryon stepped out at 2:45 pm and returned at 2:48 pm.

JOURNAL OF SPECIAL COMMISSION WORK SESSION
June 12, 2024

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal special work session of June 12, 2024 at 3:10 p.m.



Finance Department Memorandum

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

From: Kirsten Wavra, Deputy Finance Director

Date: June 11, 2024

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

The City of Great Falls' total cash and investments at the end of May 2024 was \$96,746,034.57. This included cash in bank accounts totaling \$15,140,638.02. Total cash and investments decreased from \$102.1 million in April to \$96.8 million in May. It is normal for this amount to fluctuate from month to month depending on payments made on large capital projects and funds received from utilities, taxes, and grants, for example. The General Fund cash balance decreased from \$4.7 million in April to \$1.8 million in May. The balance will decrease until the next major tax payments will be received by the City in June. 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 May 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.

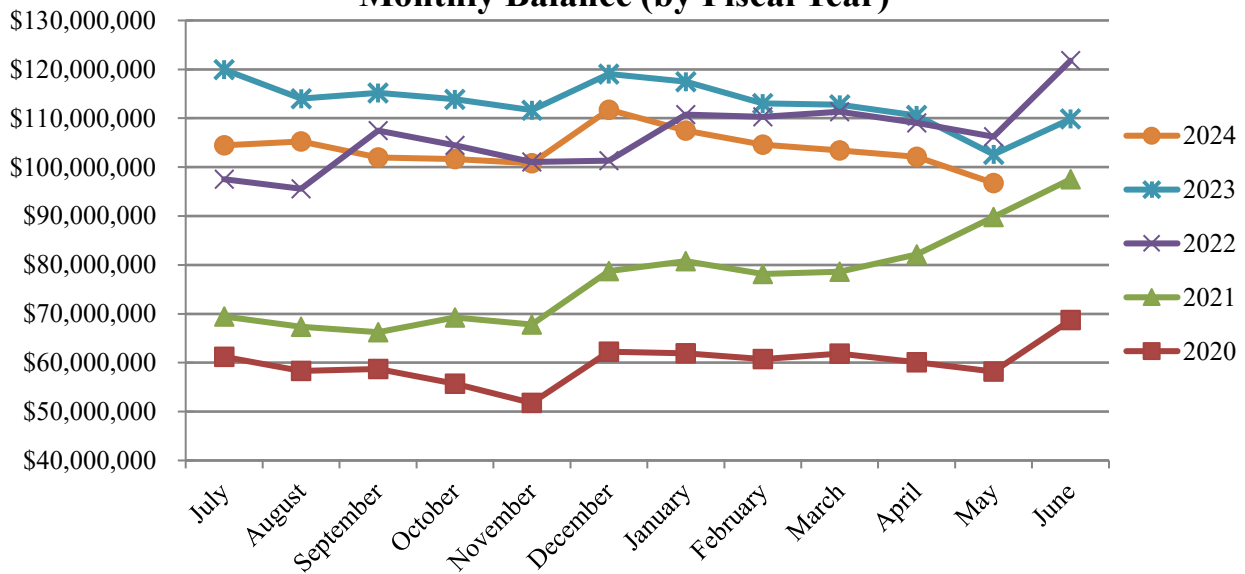
Issuer category	Minimum %	Maximum %	City's Investments % as of May 31, 2024
Master, savings, and ICS accounts	20% combined	100%	100%
Montana Board of Investments STIP		100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0%
Obligations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

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

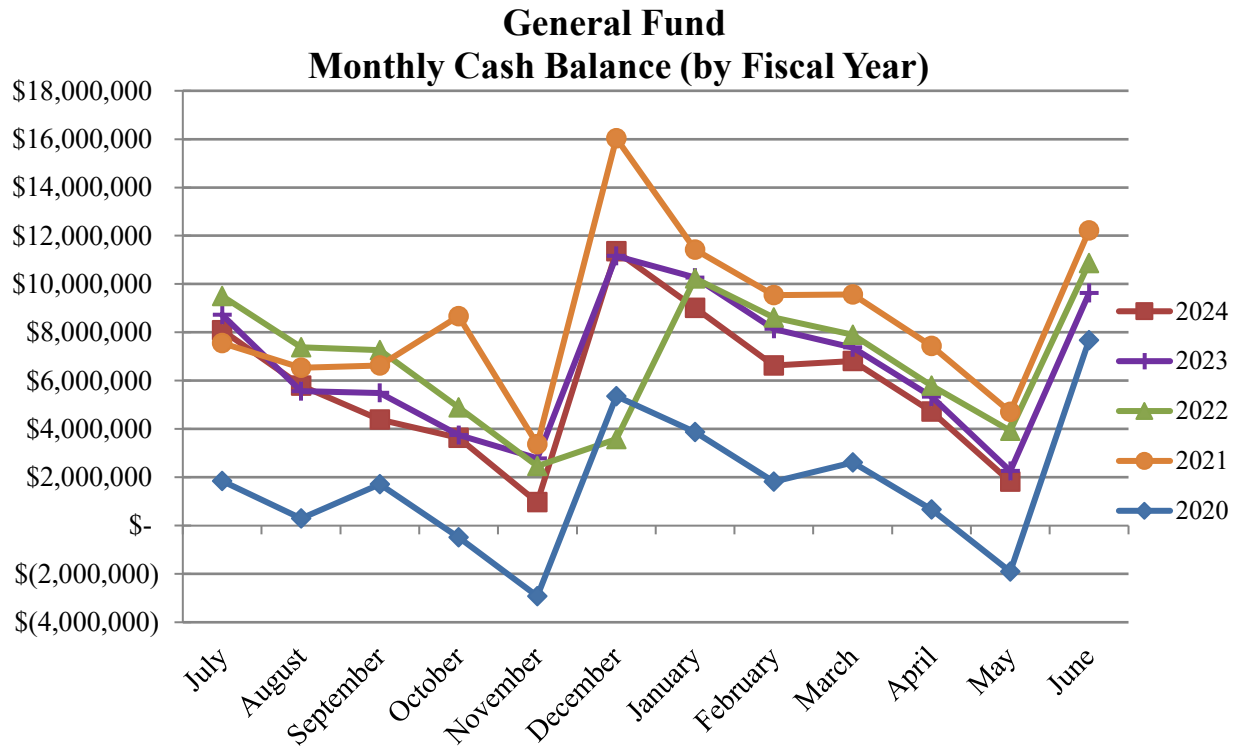
Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
Insured Cash Sweep	4.450%		34,628,324.04	34,628,324.04
Total US Bank Investments			34,628,324.04	34,628,324.04
State of Montana Short Term				
Investment Pool (STIP)	5.376%		46,977,072.51	46,977,072.51
Total Investments			81,605,396.55	81,605,396.55
Cash on Hand, Deposits in Bank			15,140,638.02	15,140,638.02
Total Cash and Investments			<u>\$ 96,746,034.57</u>	<u>\$ 96,746,034.57</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).



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

Department Monthly Update
May 31, 2024
Key Updates

City Manager	<p>Attended professional development training; Great Open Spaces City Management Association in Spearfish, South Dakota. Kicked off FY2025 budget process with Finance and the department head team. Walked through the Rocky Mountain Building with owner and contractor; discussed safety concerns and next steps. Attended Public Safety Advisory Committee, Police Awards Luncheon, and met with Sheriff Slaughter regarding jail space issues. Ongoing conversations with P&R regarding AHBS progress, golf, Multi-Sports, plans for "old" recreation center, and fences in Portage Meadows. Reviewed new tenant/landlord account process with Finance Utilities.</p>
Deputy City Manager (IT, Clerk, Comm Specialist, Events, GFAS)	<p>Clerks: Provided administrative support for two meetings of the Commission created Public Safety Advisory Committee; Processed and completed 26 public records requests. Animal Shelter: Participated in the Bissell Pet Foundation Empty the Shelters event to be able to offer discounted adoptions with a grant reimbursement from Bissell. We adopted out 12 dogs and 6 cats. Brought in 32 dogs, 18 cats, and 13 kittens. We adopted 9 dogs, 1 puppy, 14 cats, and 5 kittens. We reunited 19 dogs and 4 cats with their owners. Communications/Neighborhood Councils: Lanni resigned effective 5/16. The current position was evaluated and will be transitioned in FY 2025 to a Full time Communications Specialist along with a part time Neighborhood Council Coordinator. Both positions have have been posted and applications are being reviewed. Events: The Community Concert ended their season with an ABBA tribute band that sold over 1,000 tickets. Miss Linda's School of Dance held their annual spring performance with 200 local kids in the production. New City Church has committed to continuing their church services in the Mansfield Theater through the month of June. Over 9,000 people attended meetings or events in the Mansfield Center in May.</p>
Finance	<ol style="list-style-type: none"> 1. Completed software conversion back to New World. Working on completing the transition to Paymentus for on-line payments. 2. Worked with the City Departments to complete their FY 2025 proposed budgets. 3. Provided training to all City Departments on budget and personnel budgeting. Provided training to all City Departments on New World for Accounts Payable, Miscellaneous Billing and Purchase Orders.
Fire	<p>Operations Division: responded to 602 calls for service including 12 fires. This total consisted of 7 structure fires, 2 vehicle fires, 1 natural vegetation fire and 2 rubbish fires. Also, responded to 18 motor vehicle accidents and 16 hazardous material incidents. Crews performed 2068.25 hours of training consisting of annual physical assessments, quarterly boat rescue drill, technical rope rescue, truck company operations, driver training and rural water supply. Cared for 277 patients in May 2024. These complaints range from cardiac arrest, chest pain, shortness of breath, falls, overdoses, seizures and diabetic emergencies. 12 patients were transported by GFFR ambulances due to no private ambulances available. 3 Cardiac arrest patients were treated by GFFR with 1 achieving Return of spontaneous circulation (ROSC). EMS Deputy Chief of EMS attended active shooter training with the Great Falls Hospital. This was a round-table exercise to review policies within the hospital. Staff continues to be active in CPR training partnered with Great Falls College MSU. Also, GFFR has been conducting CPR training for the Public Works Department. 3 Classes are scheduled.</p> <p>Fire Prevention Division: Conducted 333 Annual Inspections, 47 fire code violations were noted. 4 fire alarm systems were accepted, 3 sprinkler systems accepted, 1 fire line flush. 4 mobile food vendor inspections completed. Responded to 22 false alarms in April, 3 false alarm fees were issued. 58 life safety system reports were submitted, 47 were compliant, 11 were non-compliant, this was an 81% compliant rate for the month.</p>

Department Monthly Update

May 31, 2024

Key Updates

	<p>Fire Marshal continues to work with PCD, legal and CCHD to develop a new mobile food vendor license and inspection program the process of inspecting Mobile Food Vendors. The FM represented GFFR along with the State Fire Marshal, the Helena FM, and the Bozeman FM in a meeting with the leaders of the State of Montana Sanitarians regarding mobile food vendors and temporary cooking operations.</p> <p>Hosted the Montana Chapter of the International Association of Arson Investigators at GFFR's Training Center May 7-9. There were over thirty participants in the class from around the region. There were members represented from the fire service, law enforcement, federal law enforcement, and private insurance companies.</p> <p>FM continued to work with PCD, the City Attorney's office, and the Finance 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.</p>
<p>Human Resources</p>	<p>1) Managed the recruitment of 79 positions, which includes regular and summer hire (short-term) positions. There were 193 applicants yielding the onboarding of 80 new employees. May's turnover rate was 1.82 percent with a YTD rate of 1.27 percent.</p> <p>2) Completed annual open enrollment of health and welfare benefits for employees and retirees. Any changes made will take effect July 1, 2024.</p> <p>3) Two work comp (WC) claims were reported - Administration and Park & Rec.</p>
<p>Information Technology</p>	<p>Systems: Munis to New World: Migration complete, capping off nearly two years of work. Continuing to troubleshoot migration related issues. Started Electronic Timesheet project - to be phased in by department.</p> <p>Network/Endpoint: Completed network equipment installation at new Scheels Aim High Big Sky Aquatics and Recreation center. This included the commissioning of the fiber circuit and activating Wi-Fi throughout the building. Moved the IT Training room downstairs in preparation for the court/Missouri room project. Upgraded all Electric City Water Park computers to Windows 11, installed new credit card machines so the facility was ready for opening day.</p> <p>GIS: Started Mapping Strategic Plan process. Created a web app for Streets Division to show city limit changes through three decades. Created an app for Park and Recreation for their coordination with Trails and Transportation for the new OCI project. Coordinated a meetup of GIS managers from other parts of the state, five managers will be coming to meet in Great Falls in mid-June.</p> <p>Cybersecurity: Processed over 3.1 million website requests (increase of 23%) and prevented access to over 9,663 threats (increase of 223%), including over 7,698 malware-infected sites (increase of 253%). Email server processed over 91,000 inbound emails and blocked 6,363 malicious or SPAM messages (25% decrease). Antivirus detected and/or blocked 10 threats (23% decrease), triggered 0 investigations (no change).</p> <p>Department: 246 IT requests created (7% decrease) and 252 IT requests closed (6% decrease). Current backlog is 58 requests. Nathaniel Williams completed his probationary period.</p>
<p>Legal</p>	<p>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.</p> <p>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.</p> <p>3. Civil Division opened 3 new active code enforcement cases (in review, Municipal Court, or other route to resolution), including 6 heading to trial, 27 total active cases including remaining open from prior month, and closed 1 cases (permanent or inactive under current conditions).</p> <p>4. Civil Division processed 142 record requests.</p>

Department Monthly Update

May 31, 2024

Key Updates

	<p>5. Criminal Division processed 119 deferred prosecution agreements, and prepared 796 subpoenas for witnesses to attend trials and hearings.</p>
Library	<p>1. Improved access by providing more educational programming and providing access to more digital resources—including eBooks, language resources and FREE online classes for job seekers and local business owners. Library parking has been free since July 2023. Starting in June 9th, the Library will be open 7 days a week, book mobile service will be provided 6 days a week and our homebound service will restart. June also launches our biggest ever summer reading programs for kids and adults.</p> <p>2. The Foundation has funded both the creation of a new Library Logo and our rebranding efforts. The Library will launch our new Logo and website the first week of June. We are updating all of our materials including our signs, forms and promotional items. The Library will be well served by having an updated fresh logo and consistent, professional marketing materials. Additionally, implementing the visual brand guidelines will help us make good aesthetic decisions regarding signage and spaces. A consistent, updated look will assist in making the Library a space that is welcoming and easy to navigate.</p> <p>3. The Library bandshell has been removed. Staff have worked to cleanup around the concrete pad. We have seen a marked decrease in problem behavior in the park and we have great plans for the Summer Music in the Park series which will still take place in the Library Park. Big thanks to all of our Summer Music sponsors especially Scheels for allowing us to borrow their performance tent!</p> <p>4. The Montana State Library Commission annually recognizes libraries for achieving excellence in serving their communities with the Excellent Library Service Award (the ELSA). Each year academic, public, school, and special libraries have an opportunity to apply for the award using a series of excellent service criteria in a variety of categories developed by librarians from all types of libraries. Great Falls Public Library has been awarded an Excellent Library Service Award again this year.</p> <p>5. Since the City Commission approval of the Cushing Terrell has started work documenting existing conditions and planning an outline of work. They have created a digital 3D rendering of the building. A letter of agreement regarding the Foundation financial support of the remodel design contract will be on an upcoming CC Agenda for Commission approval.</p>
Municipal Court	<p>1. The Court is making great progress in getting each clerk trained thoroughly. We have not been fully-staffed and able to train clerks as far as we have for several years.</p> <p>2. Staff is excited to see the Court renovation process starting to take place and are working on finalizing what our Court schedules will look like.</p> <p>3. Staff is working on scanning old cases to clear up space for the move to the new Court location and reduce storage needs.</p>
Park and Recreation	<p>1. New Facility Program Coordinator, Virginia Lyons was hired for Scheels Aim High Big Sky.</p> <p>2. At West Bank Park on May 2, the Athena Dedication was held, which featured the newest addition of art work on the trail system.</p> <p>3. Over 100 residents of Great Falls participated in Scheels Aim High Big Sky tours during the month of May.</p> <p>4. On May 31, the Community Recreation Center officially closed their doors to public use, in preparation of moving to the Recreation Center.</p> <p>5. Staff met several times throughout the month to work on and finalize FY25 budget to submit to the Finance Department.</p>
Police	<p>1. The week of May 13-17 was National Police Week. We held our annual awards ceremony on May 17, where over 80 awards/recognition were presented to officers, dispatchers and members of our community.</p> <p>2. Brandon Skogen, a 911 dispatcher, was recognized at the State level as Dispatcher of the Year. The award was presented to him at a ceremony at the Capital building in Helena.</p> <p>3. During the month, we finalized the hiring of 2 lateral officers, 1 rehire of an officer who recently resigned, and a new process server. We were also in the final stages of reviewing the backgrounds on 3 new entry level officers.</p> <p>4. Chief Newton presented information at the Public Safety Advisory Committee on May 15th.</p>

Department Monthly Update

May 31, 2024

Key Updates

	5. The logistics of the carpet replacement project on the second floor was finalized. The replacement will start in the month of June.
Planning and Community Development	<p>1. Planning & Community Development, Public Works, and Fire, are preparing to present their findings of the 2023-2024 Development Review Audit at the July 16th City Commission Work Session.</p> <p>2. Planning Staff anticipate to meet with Orion Planning + Design and the Growth Policy Steering Committee before the end of June and officially commence the Growth Policy Update. The first items to be completed will be a public engagement plan and growth policy plan branding.</p>
Public Works	<p>Director/Administration: Working replacement for Water Treatment Plant Br Mgr. (Jason Fladland) who resigned (interim coverage is Jake McKenna for operations and Nate Besich for regulatory compliance); National Public Works Week--Proclamation and introduction of Division Representatives and Employee of Year; Division of Year and Team Event of Year at City Commission Meeting; yearly budget review and entry by all divisions; conducted annual reviews of division managers and Sr Admin Assistant; Department had annual 'Taco Feed' to raise funds for Christmas Party; drafted and sent letter to local representatives and members of WPIC and WPCAC committees to voice objections to DEQs proposed nutrient removal levels at Wastewater Treatment Plant that could cost COGF roughly \$100M for tertiary treatment (which aligns with messaging by MLCT, Bozeman, Billings, etc.), received great response on the letter to include a phone call with Rep Miner (WPIC), also developed one pager (using Billings' template) and sent to Commission via CM; continued working organizational restructure with end state in mind for FY25 (realign PS - vice Debbie - to PW Admin and recharacterize role as OSS; ESS for Engineering; new Division Manager to put entire water portfolio to include Environmental under a single manager - WSS - Waster and Sewer Systems Div. Mgr.; rebaselining all Admin job descriptions to ensure consistency in roles/responsibilities across Department), hosted Strong Towns training (one session remains); continued efforts on Malmstrom AFB Resiliency Grant by responding to questions from OLDCC legal team (grant is 'on the fence'/not guaranteed due to shift at OLDCC program level for climate resiliency focus versus mission resiliency); continued progress towards Asset Management and Operational Condition Index for City Street infrastructure to posture for informed budget decisions.</p> <p>Utilities:</p> <p>269,882 Ft-Sanitary sewers cleaned</p> <p>1-Water Main Breaks</p> <p>4- CL12 taps-Domestic water tap</p> <p>531-Locates</p> <p>24-Private Water calls</p> <p>14-Private Waste water calls</p> <p>10-After hours water calls</p> <p>4-After hours waste water calls</p> <p>16-Public system maintenance calls for water. Water off: 94 water on: 56</p> <p>3-Public system maintenance calls for waste water</p> <p>12-Public system maintenance calls for storm water</p> <p>Sanitation: Hauled 3,223 tons with 2,792 man hours. 177 requests for roll-off service. Fleet mileage: 18,283 miles. Added 11 new customer accounts to our commercial routes. Rate increase will start June 1, 2024.</p>

Department Monthly Update

May 31, 2024

Key Updates

Water Plant: Continued to operate uninterrupted between 8-12 MGD producing 275 million gallons for the month. Construction of Solids Mitigation project continues with electrical, programming, and entrance preparation. We will hopefully be starting up the screw press in the next couple weeks. Basin valves completed for the project. All basins and flumes opened and ready for the summer flows. Currently filling all outside chemical tanks in anticipation of the busy summer months.

Environmental: Attended annual EPA Region 8 Conference, attended OSHA HAZWOPER refresher training course, assisted in development of PW Division posters/art work, continued progress revising/updating expired industrial discharge permits (2 more will go out in June), updated IPT survey making it more user friendly for applicants, published storm water survey to public to determine level of interest / knowledge pertaining to storm water issues

Fleet: Received six new police patrol units. Unit #15 currently being upfitted. Service to Fire engine #3. Repaired to pump seal packing and a few other small leaks. Repairs to fire engine #1 for DEF codes. New heaters and lines were installed. New toolcat and skid steer loader are being checked in and setup for service for street dept. Walking beam bushings are being replaced on unit #828 for street dept.

Street and Traffic: 274 Pothole Repairs \$ 3,531.40, Gravel Surface Maintenance 162 Assets Completed (70%) \$22,116.67, Hot Mix Patching 42 Openings Completed 72 Tons \$9,903 (Revenue), Street Sweeping 90% Completed Cost: \$157,773.30, Removed 1,696,000 lbs. of debris from City Streets, Inventoried 1112 Tons of 1.5" Gravel for Summer Street Repairs, and responded to 63 Requests for Service. Replaced 22 Street Sign Poles Cost: \$1708, Completed 24 Seasonal Traffic Counts/Studies Labor Cost:\$1708, 9 MDT Traffic Signal Service Calls: \$6,625, 4 City Signal Service Calls, Signal Electrical Service Inspections 25% Completed, Pedestrian Inspections 25% Completed, Installed Stop/Yield Walk Pavement Markings at 8 Locations, Fabricated 22 Street Signs, Replaced 50 Street Signs, and Continued Fire Alarm Upgrades to PW Operations and Engineering Building.

Engineering: Ongoing work associated with the Storm Drainage Rate study, capacity model, and master plan. Presentation to NHC 4 on the Storm Drain Master Plan. Presentation to the Council of Councils on Lead Water Service Lines. Continued working on the City's inventory of lead service lines. Continued meetings and discussions regarding the federal grant through Malmstrom for resiliency planning. Prepared/reviewed documents regarding storm drainage in Gibson Flats. Coordinating Agreement with Terracon to investigate the Gibson Flats flooding claims. Continued the ongoing management of approximately 104 projects with a combined design cost and construction cost of approximately \$94.7M. This breaks down into 22 (\$12.5M) programmed/future projects, 4 (\$0.91M) future project in the scoping/RFP Phase, 47 (\$44.2M) projects in the design phase, 9 (\$18.6M) projects in the construction phase, and 22 (\$18.5M) 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) // Lift Station No 1 Improvements and River Crossing - 90% Design Documents (Spring 2024) // Solid Mitigation Building Construction - Equipment Start Up (Spring 2024)