



The Weekly Update – October 10, 2024

Attachments:

1. Journal of City Commission Work Session, September 17, 2024.
2. Journal of City Commission Work Session, October 1, 2024
3. City of Great Falls Total Cash and Investments as of September 30, 2024.
4. Department Monthly Update, September 2024.

JOURNAL OF COMMISSION WORK SESSION
September 17, 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 and Shannon Wilson. Commissioner Susan Wolff was excused.

STAFF PRESENT: City Manager Greg Doyon; City Attorney David Dennis; Public Works Director Chris Gaub, City Engineer Jesse Patton and Development Review Coordinator Mark Juras; Planning and Community Development Deputy Director Lonnie Hill; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

Written Correspondence was received from **Jeni Dodd**, City resident, via September 17, 2024 email, commented that a Portland Loo would be fiscally irresponsible, an attractive nuisance for crime and have ongoing maintenance costs.

Ernest Harris, City resident, expressed concern with regard to the volume of traffic and speeding at 2nd Street Northeast. Mr. Harris commented that the only way to stop the volume of traffic would be to add stop signs and something needs to be done with the speeding.

Carrie Parker, City resident, commented that there is a great need for public restroom facilities in the downtown community. Portable restrooms do not work because they are easily knocked over, damaged and are not hygienic. Having public restroom facilities downtown would provide human dignity to the unhoused population, as well as public health.

Melissa Smith, City resident, commented that even though the public does not always behave in an appropriate fashion, does not mean public restroom facilities should not be available for them. The Port Authority was responsible for maintaining a beautiful facility in San Diego and the City would need to be responsible for maintaining a Portland Loo here in order for it to be successful. It would cost approximately \$30,000 a month to maintain a Portland Loo; however, what is it costing the City in tourism and productivity. Ms. Smith heard from downtown businesses and residents how distressing it is to have people defecating in front of their businesses and homes. Having a Portland Loo would not only benefit the unhoused population, but also everyone in the community.

1. LEAD SERVICE LINE INVENTORY AND LEAD & COPPER RULE UPDATE

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

09/17/2024

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LEAD SERVICE LINE INVENTORY AND LEAD & COPPER RULE UPDATE


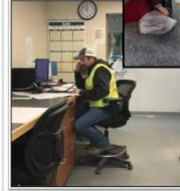
September 17, 2024

LSL INVENTORY UPDATE

- EPA required inventory ready to submit to MT DEQ


Galvanized	590	2.7%
Lead	157	0.7%
Non-Lead	15664	71.9%
Unknown	5378	24.7%
Total	21789	100.00%

- Addresses of all Galvanized, Lead, Unknown service lines will be posted on City website by October 16th
- Website will include instructions to contact City staff to provide or verify the information, as well as access to additional EPA required noticing and health information

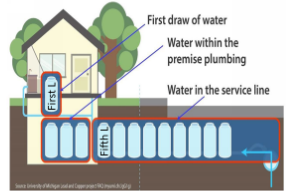
EPA MANDATORY NOTICING

- Water customer noticing starts October 16th
 - 30 days to notice ~6,125 non-conforming addresses
 - Notice new customers at time of service initiation
 - 45 days to notify owners prior to partial service line replacement of non-conforming lines with active water main replacement projects
 - City must provide pitcher filter when City partially replaces a non-conforming line
- Estimated \$10k annually plus staff time



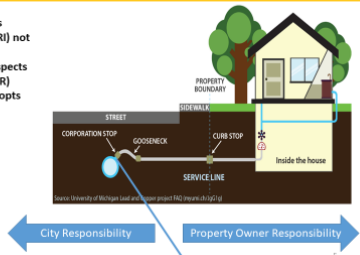
TAP SAMPLING & EDUCATION

- EPA's sampling changes start October 16th
 - 1st and 5th liter
 - Tiered sampling locations - 60 samples 2x/year to start
 - City considering incentives
 - 5 years to sample all primary schools and daycares
 - Water main project partial replacements - sample within 3-6 months
 - Trigger level - 10 ppb
 - Action level - 15 ppb
- Results noticing
- Public education efforts
- Exceedance education & noticing
- Estimated \$20k annual impact plus staff time


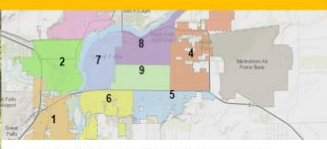


EPA LCRI CHANGES

- The previous lists are bulleted summaries
- Lead and Copper Rule Improvements (LCRI) not yet adopted as law
 - Will add more requirements to all aspects of Lead & Copper Rule Revision (LCRR)
 - This info will change if/when EPA adopts LCRI




DOOR-TO-DOOR PLAN TO IDENTIFY UNKNOWN WATER SERVICE LINE MATERIAL

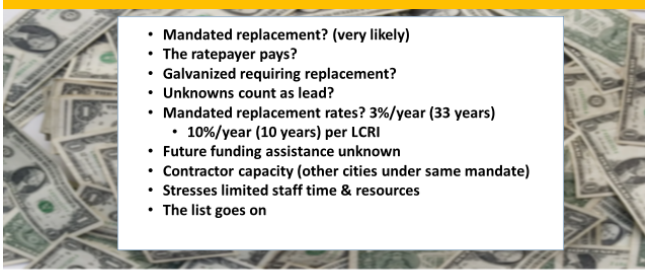
- Goal - reduce number of 5,300 unknowns before mandated replacement starts
- Already sent them a letter and gave them a call
- Door-to-Door plan - City inspectors to visit addresses of unknowns during winter months to ID services
- Leave door hanger if no answer - provides info on how to ID service line and return info to City
- Conduct efforts in winter months 2024-2027
- Other efforts TBD

REPLACING LEAD WATER SERVICE LINES: PILOT PROJECT



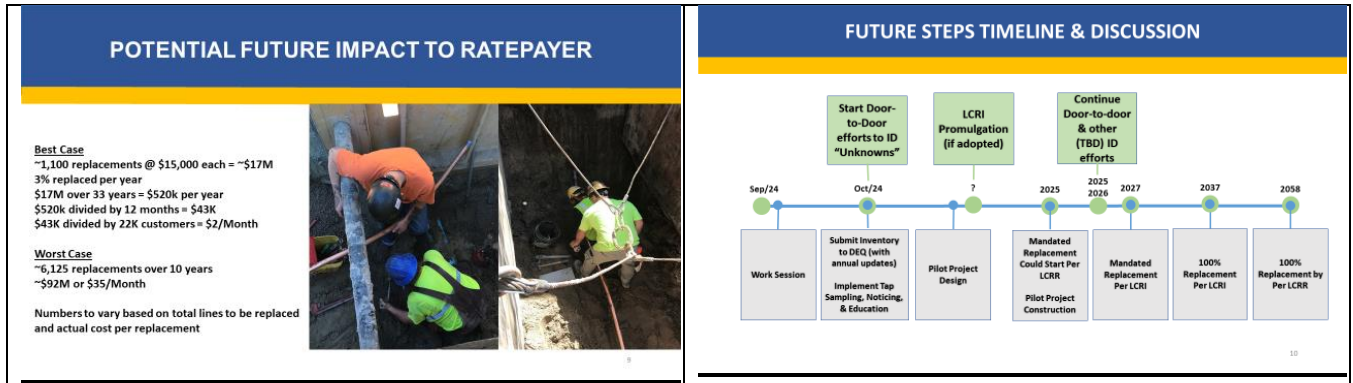
- Pilot project to replace 20 lead lines
- SRF Loan Program & Water Enterprise Fund
- Recommendation: utilize rate payer funds in 2025 to move forward with \$300K pilot project via SRF loan with 60% forgiveness
 - Make use of available funding
 - Troubleshoot process for mandated replacement
 - Improve tap sampling results

FUTURE LEAD SERVICE LINE REPLACEMENT CHALLENGES



- Mandated replacement? (very likely)
- The ratepayer pays?
- Galvanized requiring replacement?
- Unknowns count as lead?
- Mandated replacement rates? 3%/year (33 years)
 - 10%/year (10 years) per LCRI
- Future funding assistance unknown
- Contractor capacity (other cities under same mandate)
- Stresses limited staff time & resources
- The list goes on

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Mayor Reeves requested City staff to reach out to the Congressional Delegation, because they need to assist the City with this federally mandated, unfunded directive.

City Manager Greg Doyon responded that he would draft a letter on behalf of the City Commission.

Public Works Development Review Coordinator Juras added that there has been a lot of push back against this; however, there are more pushing for it because of the health concerns of lead pipes.

Commissioner Tryon inquired about the consequences to the City for citizen noncompliance with regard to replacing their lead service lines. He further inquired if ratepayers would have to cover the cost for non-compliant homeowners.

City Manager Doyon responded that the Environmental Protection Agency (EPA) Lead and Copper Rule Improvements is not a law yet. From what he has seen in the past, the EPA could do a consent decree and fine the City for not adhering to the rule if it does not comply within a certain date.

Public Works Development Review Coordinator Juras further responded that this is a challenge because it is an EPA mandate that is administered through the City; however, the homeowner is responsible for the City's policies. As far as an increase, a mandated replacement rate is unknown at this time.

Commissioner McKenney received clarification that the Montana Department of Environmental Quality (DEQ) lead line replacement mandate affected every registered public water supplier in the nation.

It was the consensus of the Commission to have City Manager Doyon draft a letter to the Congressional Delegation.

2. PORTLAND LOO

Commissioner Wilson explained that she is bringing this topic forward because she is concerned about the lack of public restroom facilities downtown. Commissioner Wilson reported that Business Improvement District Executive Director Kellie Pierce had indicated to her that the BID had a few concerns about the location and actual needs the City would be meeting with regard to the instillation of a Portland Loo. Commissioner Wilson further explained that she would like a Portland Loo installed in

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the parking lot at 1st Avenue North and 6th Street because it would be centrally located on a City parking lot and not in a secluded area where things could be happening, which would bring a factor of safety to it. The BID also had questions about the maintenance of a potential Portland Loo. The August 14, 2024 Downtown Restroom/Portland Loo Considerations report from City staff indicated that anticipated maintenance costs may range between \$10,000 and \$20,000; however, that is a high estimate because a Portland Loo is a low maintenance facility. According to Mehmet Casey with the Downtown Billings Association, having a Portland Loo has been a success and Billings is considering adding two more in downtown Billings. Commissioner Wilson commented that, after speaking with Grant Administrator Tom Hazen about whether Community Block Development Grant (CDBG) funds could be used for a Portland Loo as potential funding, she discovered that CDBG funds could only be used in a specific district and the Business Improvement District (BID) is excluded from using those funds. A Tax Increment Financing (TIF) district would need to be considered if a Portland Loo was installed downtown. Commissioner Wilson concluded that the City could spread out the funding for a Portland Loo, as Billings did. It is reasonable, considering that other projects the City has spent TIF funds on, such as seats in the Civic Center. Installing a Portland Loo would be an important part of infrastructure that serves the whole public.

City Manager Greg Doyon explained that multiple City departments met to discuss all aspects of a Portland Loo. The estimates of the initial and maintenance costs and challenges were based on information they ascertained.

Mayor Reeves commented that he appreciates Commission Wilson's initiative; however, has reservations based on the report compiled by City staff. He expressed concern about conflicting reports from Billings indicating that a Portland Loo was successful and City staff indicating that Billings and other cities are seeing unwanted activity, behavior and requiring a lot of police assistance at these locations. Mayor Reeves added that the City is penny pinching and he is concerned with the comment on page two of the report that installing a Portland Loo would likely eat up almost an entire year's allocation of CDBG funds or a large chunk of TIF funds.

Commissioner Wilson responded that she takes opposition to that because there is \$2 million available in TIF funds in the Downtown District a year. This would be a \$300,000 project and the City has spent a lot more on different places downtown not for important infrastructure.

Mayor Reeves commented that two local downtown business owners indicated to him that they were against having a Portland Loo installed downtown.

Commissioner McKenney commented that he is currently undecided about a Portland Loo and needs to have further discussion. Restrooms have always been available in downtown retail shops, taverns, restaurants and C-stores, except to a small number of individuals who may have been banned for unacceptable behavior. He expressed concern that those individuals would also vandalize a Portland Loo and the City would be solving a problem for a small group of people.

Commissioner Tryon inquired what prompted Commissioner Wilson's initiative for a Portland Loo and how it would be funded if it does not qualify for TIF funding. He commented that he too is undecided at

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this point. The location at the parking lot on 1st Avenue North and 6th Street would affect businesses in that area and businesses downtown if installed there.

Commissioner Wilson responded that it would be more sanitary to have a Portland Loo rather than individuals relieving themselves in downtown alleys and doorways of businesses. She is not anchored to that particular spot; however, having a Portland Loo somewhere downtown is what is important to her. CDBG funds might be able to go towards a Portland Loo, depending on the location. She added that installing a Portland Loo would be a much cheaper project than putting seats in the Civic Center.

After further discussion, it was the consensus of the Commission that more research needs to be done and there needs to be a general consensus from downtown businesses about whether they support having a Portland Loo downtown.

Mayor Reeves commented that he would feel more comfortable if the City could find a grant to help towards the costs of a Portland Loo and finding the right location.

Commissioner Wilson added that it says a lot that Billings is so happy with its Portland Loo and considering adding two more.

3. PUBLIC SAFETY POLL UPDATE

City Manager Greg Doyon reported that four bids were received on June 19, 2024 for ballot measure polling and outreach consultant services. The bids would be valid until September 19, 2024 and the proponents were notified that the City would wait until it received the Public Safety Advisory Committee (PSAC) recommendations. One of the PSAC's recommendations was a poll; however, there was confusion about what the purpose or intent was and it did not like the idea of using City funds for a poll. When a polling firm is hired to do these types of measurements, they are statistically valid and would work with the City to determine the appropriate questions, so there would be a clear understanding where the community was with regard to its perceptions about public safety. It would also make it clear what would be palatable to the taxpayer if the Commission were to consider another levy or bond. A poll was used by the library foundation and its support groups, as well as the Great Falls Public School District and its foundation, which provided them information they needed to be successful.

City Manager Doyon recommended having a statistically valid poll done in approximately two or three years through a grassroots organization. He added that doing a poll at this point would be too early because citizens might be upset that the City embarked on this at this moment and the information and perceptions would change over the next couple of years. Waiting a few years would provide the City with more relevant data for a poll and an advocacy group could be established to help the City know what the specific public safety concerns are.

Commissioner McKenney explained that the PSAC did not support the City paying for a poll and wanted the private sector or an advocacy group to do one. The PSAC also thought doing a poll now would be too soon. Commissioner McKenney commented that a poll would need to be done sooner than two or three

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years. A poll is to help the City with messaging and it has to be closer to when the final decision is made to do a levy.

Commissioner Tryon commented that he supports City Manager Doyon's comments and recommendations. However, he would not be willing to proceed with any kind of a poll to see about a public safety levy, let alone, propose a public safety levy, until this Commission has demonstrated it is willing to use all of the general fund resources already available to fund public safety. The City needs to illustrate to taxpayers it is serious about funding public safety before considering doing more public safety levies. If a poll were to ever be done, he would not support spending public funds for it and it would have to be a grassroots effort to raise the funds.

Commissioner Wilson expressed support of another group stepping up to fund a poll. She commented that if the business community wants to grow Great Falls and make it a better place, they should step up to help with a poll.

Mayor Reeves commented that he does not want to wait two or three years to do a poll. Some of our sister cities that had failed levies are going right back after it next year. Mayor Reeves suggested proceeding now with a grassroots effort, doing a poll in the summer of 2025 and getting on the ballot with a special election in March or April 2026.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon received clarification that there were no items the Commission wanted added or move up from the work session topic list.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of September 17, 2024 at 6:35 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, Rick Tryon, Joe McKenney, Susan Wolff and Shannon Wilson.

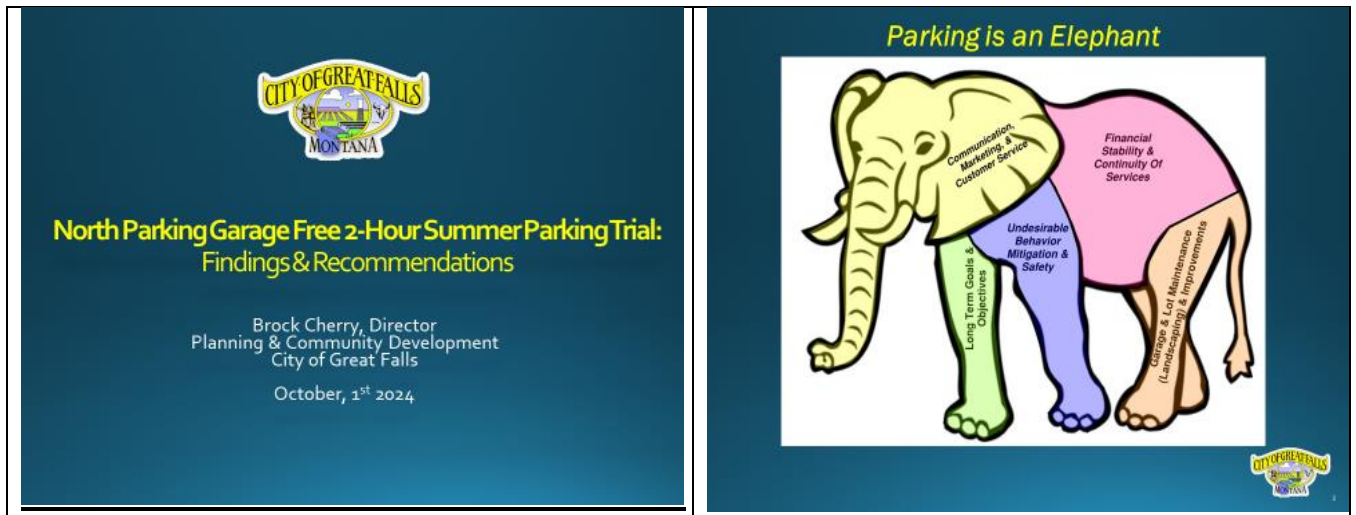
STAFF PRESENT: Acting City Manager/Planning and Community Development Director Brock Cherry; City Attorney David Dennis; Finance Director Melissa Kinzler; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. **NORTH PARKING GARAGE FREE 2-HOUR SUMMER PARKING TRIAL – FINDINGS & RECOMMENDATIONS**

Planning and Community Development Director Brock Cherry reviewed and discussed the following PowerPoint slides:



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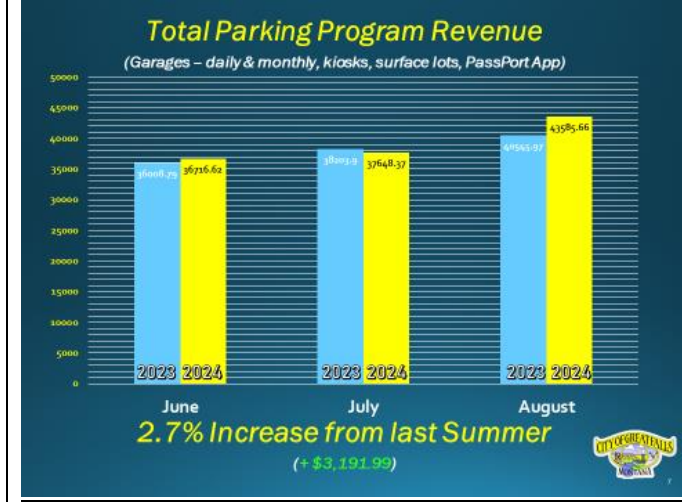
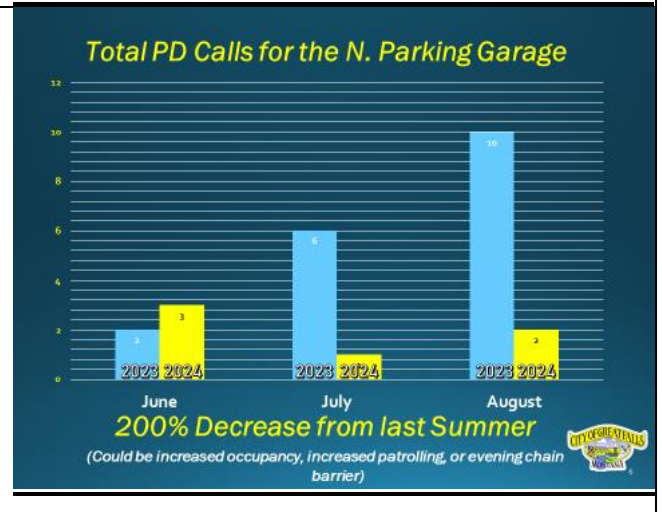
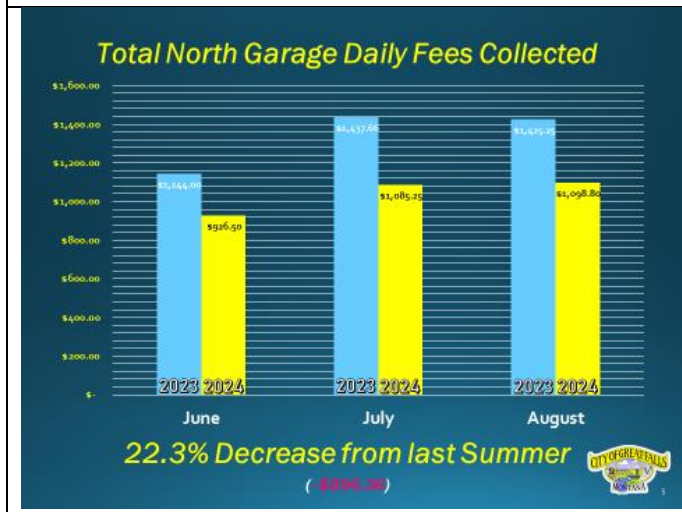
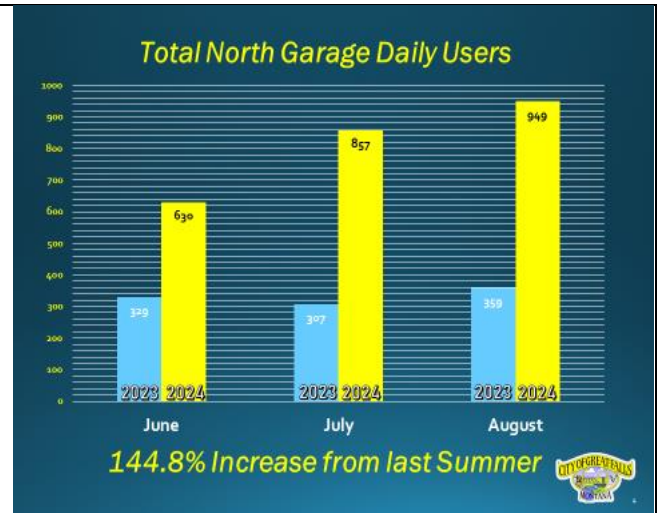
October 1, 2024

It takes a team!
Parking Administration Team

We can do it!

Team Members:
 Brock Cherry, PCD Director
 Lashonda, Deputy PCD Director
 Andrew Finch, Senior Transportation Planner
 Alaina Mattireno, Assistant Transportation Planner
 Jackie Marks, Deputy Booking Official
 Melissa Kinstry, Finance Director
 Kriston Wilson, Deputy Finance Director
 Tami Grigsby, SP+ Parking Manager
 City of Great Falls Parking Advisory Commission

CITY OF GREAT FALLS



What went well?

- The 2-Hour Free North Parking Trial **didn't cost the City money**—in fact, we made more than last year.
- Summer utilization in the North Garage **increased by 144.8%**.
- Safe to say that **awareness of the North Parking Garage has increased.**

FREE 2 HOUR PUBLIC PARKING

NORTH PARKING GARAGE 174TH STREET NORTH


- FIRST 2 HOURS FREE (5:00 AM - 8:00 AM)
- UPDATED SECURITY CAMERAS AND LIGHTING
- EASY ACCESS

FOR MORE INFO: 406-727-XXXX

KUDOS TO CHUCK!

CITY OF GREAT FALLS

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<p>Next Steps – Updating the North Parking Garage</p> <ul style="list-style-type: none">• Keep Tracking the Data!<ul style="list-style-type: none">• Will Fall utilization be higher because of the new “converts” to the north parking garage—even without the two-hour free parking?• Continue to find the “Goldilocks Parking Rate.” What rate can we charge that allows the parking program to succeed (pay our bills—minimum or no general fund subsidy) while incentivizing maximum utilization?• Updating the North Parking Garage<ul style="list-style-type: none">• Signage—The North Parking Garage is poorly advertised and needs new signage to communicate to users that it is a public garage.• Minor Immediate Structure Improvements – Stairwell ceiling improvements, façade issues, etc.• Gate Replacement – Existing gates are antiquated and need to be replaced with a gate system that allows for modern forms of payment when the attendant is not present – no more honor system. <p><small>*Previous granted TIF monies will be used for these improvements.</small></p>	<p>Staff Recommends the following to the Parking Advisory Board:</p> <ul style="list-style-type: none">• Recommend that the City Commission continue with regular fees. Staff and the PAC intend to make further recommendations in the Spring of 2025. <u>Let's see what story the data tells us.</u>• Recommend to the City Commission that we commence improvements to the North Parking Garage, including new signage, structural improvements, and a new gate system. 
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Commissioner McKenney received clarification that downtown curb parking decreased during certain months; however, there was no data to determine if small business owners noticed greater access to curb parking during the free north parking trial.

Planning and Community Development Director Cherry explained that City staff is working with signage companies that have various package options for illuminated versus non-illuminated signage. He is hoping to have a better idea of the cost by the end of this month. A temporary banner placed on the North Parking Garage was a huge improvement and received positive feedback.

Mayor Reeves suggested illuminated signage and to consider a gate system like the Great Falls International Airport has.

Commissioner Wolff expressed appreciation to SP+ Parking Manager Tena Grigsby for her efforts.

2. GREAT FALLS DEVELOPMENT ALLIANCE (GFDA) PROJECT UPDATE

Great Falls Development Alliance Senior Vice President Jolene Schalper reported that GFDA is working on a project that is the largest business attraction deal that it has worked on. The business attraction process includes the company and City vetting each other.

The City is under-represented in the manufacturing sector for an economy of its size, which affects the cost of living and average wages. The City’s cost of living is 86% of the national average and some peer Cities are 120%. Housing and childcare are the biggest contributors to the cost of living. The City’s average wage is \$54,365 a year, 77% of the United States average wages and the average across the nation is \$70,857 a year. Manufacturing jobs average \$63,000 a year and the company GFDA is currently working with lowest average wage is \$55,000 a year with benefits. Many community members work in entry-level service positions earning \$23,000 to \$30,000 a year. Families cannot live off that and most have two jobs. If the City increases its manufacturing, it increases economic prosperity for the community members.

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Ms. Schalper explained that the tools needed that the City currently has to attract manufacturers and make projects work are Tax Increment Financing (TIF), tax abatement, loans and concierge services. GFDA has a loan portfolio that it can put towards projects; however, the loans have many restrictions on them. GFDA's loan tool is the Montana Board of Investments for manufacturing projects. A separate loan fund can go in higher amounts and is the only low financing tool that GFDA has available. Currently there is \$30 million with a 4.5% interest rate.

TIF's and tax abatements are incentives that should only be used if they are needed and without them, this project will not happen. The use of the City's TIF's to grow industry and the management of it has received accolades across the State in legislative committees and sub-committees. TIF is for public infrastructure and the City would not be giving up anything because the company has to show the need that they cannot do the project without it, find a way to upfront cover the cost and would only get paid back if the tax revenue is successfully applied to them. If the company cannot proceed without TIF, the City would not be losing anything by granting the company TIF. The City would have to wait to receive the tax benefits; however, it would gain employment, high-wage jobs, business and residential incomes when these tools are applied as they should be.

Ms. Schalper concluded that entities from Team Great Falls are working together as a whole with regard to economic development and projects being vetted together.

Mayor Reeves received clarification that the capital investment in Phase 1 would be \$600 million, Phase 2 would be \$500 million and 300 jobs would be created.

Acting City Manager Brock Cherry explained that there would be no City staff direction needed at this time and the presentation was just an overview to provide the Commission with awareness about the magnitude of this opportunity, as well as to understand that there may be macro significant decisions forthcoming. The City leadership team had discussed that if this is going to be one of the greatest economic development efforts, the City should consider hiring a consultant to navigate TIF and other discussions to ensure that this is in the best interest of the community and company. It is important that the Commission is impartial and aware of what could be forthcoming.

Mayor Reeves commented that there could be a special work session if the Commission needs to provide direction to Staff.

Commissioner Wilson commented that she would like to know more before directing City staff to proceed.

Commissioner Wolff commented that she remembered the long process when ADF International was exploring Great Falls and as a community, we keep our options open.

Mayor Reeves inquired about a timeline.

Ms. Schalper responded that the company plans to make a decision on the location in the first quarter of 2025. The name of the company has never been disclosed, is not an industry that the Commission is aware of and the City is a finalist.

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Commissioner Tryon inquired about the purpose of this update.

Ms. Schalper responded that the purpose of this update was to discuss business attraction, the state of the City's economy with regard to manufacturing and the tools utilized when working with manufacturers.

Commissioner Tryon commented that it has been known for a long time that the City has a service industry economy, a 77% national average wage and about the tools utilized when working with manufacturers. He is confused why there was discussion about this right now if there is no Commission consensus to proceed with anything.

Acting City Manager Cherry responded that the purpose of this update was to be transparent about the magnitude of what this could be and that the City may need to be agile in response because it is so significant.

Mayor Reeves added that the Ms. Schalper and City staff were attempting to get an anticipatory leadership with regard to what may potentially be forthcoming, as well as the potential of being able to turn the page on TIF's and wages with the proposed company coming to the community.

Commissioner Wilson inquired if the City needs to attempt to entice the company before they come here.

Ms. Schalper responded that GFDA had discussed with the company about the potential that they can apply for tax abatement and TIF, but only if it is necessary. However, there would be a TIF component for this project because public services for that area of town would need to be increased. The Commission would not have to do any approvals beforehand and the company would follow the processes laid out. There is still a lot of vetting that has to happen, the Commission would find out who the company is and there is a short time period for this deal with regard to the need for public infrastructure.

Commissioner Tryon received clarification that Great Falls AgriTech Park would be the location.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Mayor Reeves reported that budget and legislative land use updates would be topics for the October 15, 2024 work session. He commented that there would also be a Team Great Falls update at the October 15, 2024 work session.

Commissioner Tryon received clarification that Team Great Falls attended an Economic Development Conference in Denver, visited other communities and include the Chamber, Tourism, GFDA and the City.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of October 1, 2024 at 6:22 p.m.



Finance Department Memorandum

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

From: Kirsten Wavra, Deputy Finance Director

Date: October 9, 2024

Re: Total Cash and Investments as of September 30, 2024

The City of Great Falls' total cash and investments at the end of September 2024 was \$97,597,860.06. This included cash in bank accounts totaling \$16,742,463.51. Total cash and investments increased from \$96.4 million in August to \$97.6 million in September. It is normal for this amount to fluctuate from month to month depending on payments made on large capital projects and funds received from utilities, taxes, and grants, for example. The General Fund cash balance increased from \$2.8 million in August to \$2.9 million in September. The Entitlement Share from the State of Montana for the 1st quarter of FY2025 was received in September for the General Fund in the amount of \$2.5 million. 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 September 30th. 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.

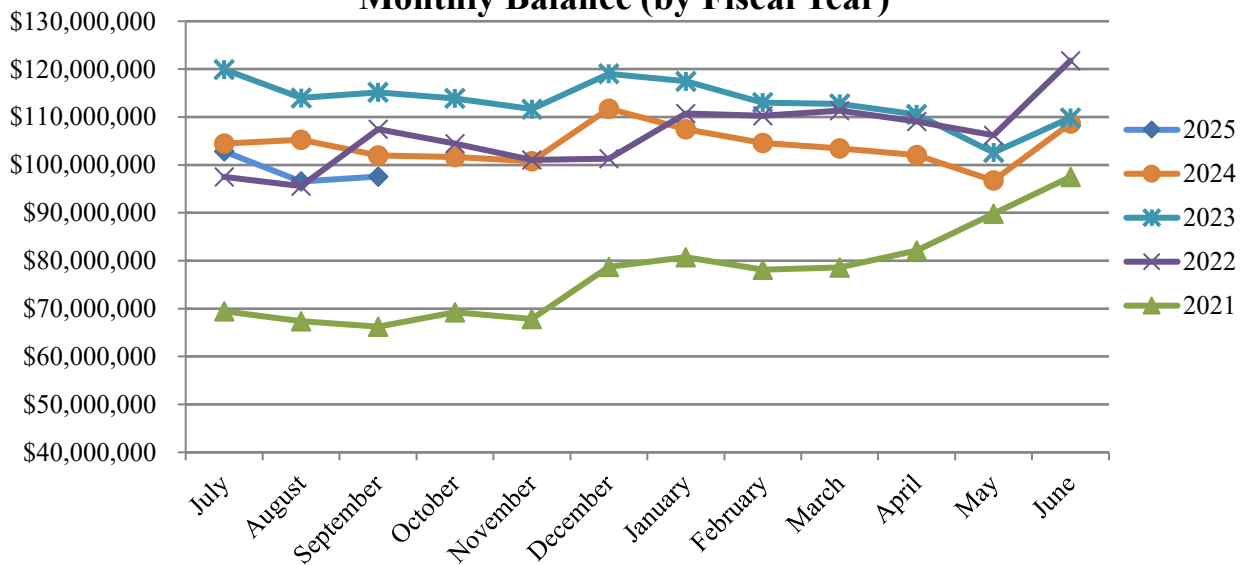
Issuer category	Minimum %	Maximum %	City's Investments % as of September 30, 2024
Master, savings, and ICS accounts		100%	100%
Montana Board of Investments STIP	20% combined	100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0%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

City of Great Falls
Total Cash & Investment Summary
September 30, 2024

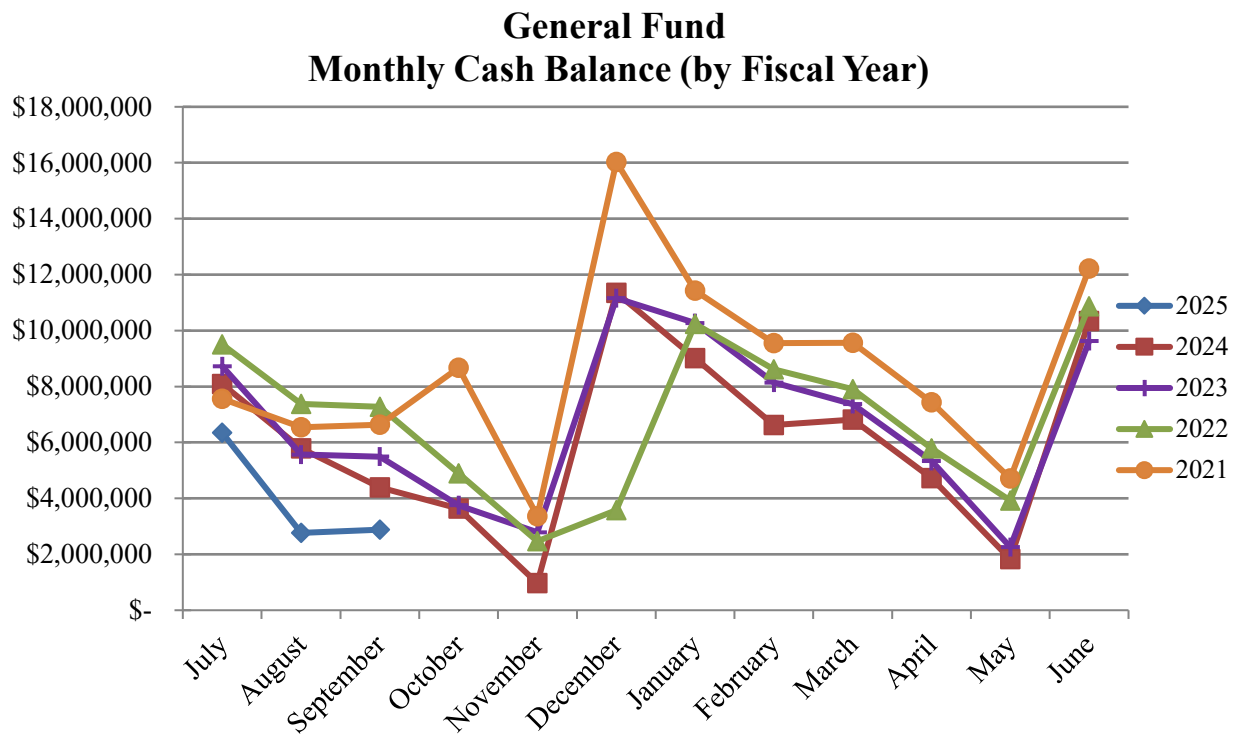
Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
Insured Cash Sweep	3.950%		33,878,324.04	33,878,324.04
Total US Bank Investments			33,878,324.04	33,878,324.04
State of Montana Short Term				
Investment Pool (STIP)	5.169%		46,977,072.51	46,977,072.51
Total Investments			80,855,396.55	80,855,396.55
Cash on Hand, Deposits in Bank			16,742,463.51	16,742,463.51
Total Cash and Investments			<u>\$ 97,597,860.06</u>	<u>\$ 97,597,860.06</u>

Compared to 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. The final projects for the police evidence building and new municipal court space are underway.

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
September 30, 2024
Key Updates**

<p>City Manager</p>	<p>As part of the onboarding process, met with the new Neighborhood Council Liaison to layout expectations and provide historical perspective. As part of the onboarding process, met with the new Communications Specialist to develop initial work plan. Attended Audit Committee meeting - discussed pre-audit preparations and special emphasis project. Met with GFDA regarding project Falcon. Spun up departments to consider potential developer needs. Decided to clue in the City Commission on potential commitments to Agri-Tech Park to land the development. Met with BNSF representative Matt Jones. Purpose of the meeting was to advise the city that we built a road on their right of way in West Bank Park. Issue is tied to Calumet transport of raw materials in/out of facility, storage, and the non-signalized rail crossing. Attended/represented the City at McLaughlin Research Institute's 70th Anniversary honoring Montana Pioneers. Met with potential lobbyist, representatives from the Children's Museum, outside council on aquatics issue, Mike Winters with Veteran's Memorial. Hosted off (fire training center) site department head training. Prepared for the first MCCMA meeting in West Yellowstone at the MLCT conference. Visit with Veolia's West Region Vice President to check in on contract services.</p>
<p>Deputy City Manager (Clerk, Comm Specialist, Neighborhood Councils, Events, GFAS)</p>	<p>Animal Shelter: In September, the shelter hosted several successful community events. On September 7th, Drool in the Pool at Electric City Waterpark drew 203 dogs and 146 people for a fun end-of-summer celebration. On September 11th, six volunteers from First Interstate Bank helped with shelter cleanup and animal care. We also participated in the Vets4Vets Stand Down on September 13-14, providing animal supplies and pet adoptions, with two pets finding new homes. On September 20th, our flash adoption event found forever homes for 15 animals. Volunteers from DA Davidson assisted at the shelter on September 26th, and on September 28th, we vaccinated 176 animals during our free rabies clinic for World Rabies Day, more than doubling last year's total. Communications: Met with the majority of City departments to develop an understanding of how this position can best help them. Met with former Communications Specialist, Lanni Klasner, for information and advice. Updating the City's Social Media Policy to reflect current best practices. Collected data (engagement numbers, followers, audience breakdowns, etc.) on the City's Facebook page, LinkedIn page, and Neighborhood Council's Facebook page. Posted City job openings on the City's Facebook page and LinkedIn page (the LinkedIn page had been dormant for a few months). In the final stages of updating the City's media contact list with the most accurate information for each media organization. Neighborhood Councils: Met with all 9 Neighborhood Councils for the first time as Council Liaison throughout the month. Worked with appropriate City Departments to address council concerns as needed. Establishing direct communications/relations with all department heads to facilitate addressing council needs in a timely manner. Updated upcoming council meetings and public/news notifications via city website. Events: The Events department held 2 sessions of annual usher training bringing on 10 new ushers and maintaining a healthy level of 100 ushers. The Community Concert Association held their first of six performances with "The Wardens" from Canada. Began work on a potential show collaboration with the Newberry.</p>
<p>Finance</p>	<p>Completed the transition from Munis to New World for on-line payments for Utility Accounts and Utility Bills. Working on an RFP for Bill Printing. Started sending delinquent letters to customers with bills outstanding over 3 months. Completed the FY 2025 Adopted Budget. Submitted to the State of Montana. Completed the assessment and mill levy process, submitted the information to Cascade County Held the first Audit Committee meeting for the FY 2024 Financial Audit. Working on the FY 2024 Annual Comprehensive Financial Report. Field work for the FY 2024 Financial Audit started September 24, 2024.</p>

Department Monthly Update

September 30, 2024

Key Updates

<p>Fire</p>	<p>Operations Division: Responded to 554 calls for service including 10 fires. This total consisted of 7 structure fires, 2 vehicle fires and 1 natural vegetation fire. Also responded to 27 motor vehicle accidents and 19 hazardous material incidents.</p> <p>Crews performed 1613.50 hours of training with notable training including new driver training, company officer academy, a high angle technical rope rescue drill, railcar hazmat response drills and Blue card incident command training for structure fires.</p> <p>Cared for 249 patients in September 2024. These complaints range from cardiac arrest, chest pain, shortness of breath, falls, overdoses, seizures and diabetic emergencies. 2 patients were transported by GFFR ambulances due to no private ambulances available. 4 Cardiac arrest patients were treated by GFFR with 1 achieving ROSC.</p> <p>GFFR continues to teach CPR classes at Great Falls College MSU. Most classes are “community CPR” which consists of people from all walks of life who need a CPR class or simply want to learn CPR. GFFR will conduct classes for the water treatment plant employees.</p> <p>Took part in the World of Works Expo (WOW) with approx. 2000 students from the Great Falls area and surrounding schools. They learned about EMS in the fire service, forceful door entry and vehicle extrication techniques.</p> <p>Fire Prevention Division: Conducted 341 Annual Inspections, 34 fire code violations were noted. 2 fire alarm systems were accepted, 3 sprinkler systems accepted, 1 sprinkler system hydro, 1 fire line flush. 1 mobile food vendor inspections completed and 1 hood acceptance test.</p> <p>Responded to 33 false alarms in September, 0 false alarm fees were issued.</p> <p>42 life safety system reports were submitted, 36 were compliant, 6 were non-compliant, this was an 85% compliant rate for the month.</p> <p>Deputy Fire Marshals conducted fire inspections for all the schools within the City. This is done in conjunction with the mandatory MCA fire drill in the first 10 days of school.</p> <p>DFM Zaremski conducted a fire extinguisher class for 40 people for a local business, Johnson Madison Lumber.</p> <p>The FM worked with the City Attorney's office to draft a letter stating the hardships Great Falls and other Montana certified cities will face if the proposed MCA changes referenced in the language 2024 International Building Code are inacted.</p>
<p>Human Resources</p>	<p>1) Managed the recruitment of 43 positions. There were 165 applicants yielding the onboarding of 15 new employees. September's turnover rate was 3.67 percent. The average time to fill a position was 45 days.</p> <p>2) Participated in the MAFB Career Fair.</p> <p>3) There were six new work comp claims all in GFPD. The current total number of claims is 15 with 80.8 percent of the injuries due to sprains/strains.</p> <p>4) Received New World software training for the implementation of the E-timesheets and Leave Management modules. This will move the City from paper to electronic tracking of time and leave requests.</p>
<p>Information Technology</p>	<p>Systems: New World Electronic Timesheet and Leave Management systems went live on September 30th using a pilot group of departments. Additional departments will be added each pay period. New Utility portal go-live completed, credit card machine introduced for counter payments.</p> <p>Network/Endpoint: ERS computer replacements continue. Implemented IoT networks at various City locations to increase network security. Implemented significant changes in the New World server and network environment to increase performance.</p> <p>GIS: Demonstrated use of Global Navigation Satellite System - GNSS (GPS) unit for Parks Department. Organized the next meeting for Parks and ESRI to refine their Asset Management solution. Finished the first step of the Mapping strategic plan process.</p> <p>Cybersecurity: Processed over 25 million website requests (decrease of 20%) and prevented access to over 9,700 threats (decrease of 15%), including over 8,700 malware-infected sites (decrease of 14%). Email server processed over 83,000 inbound emails (10% decrease) and blocked 6,418 malicious or SPAM messages (30% increase). Antivirus detected and/or blocked 15 threats (decrease of 1%) and triggered 0 investigations (100% decrease).</p>

Department Monthly Update

September 30, 2024

Key Updates

	<p>Department: 229 IT requests created (7% decrease) and 243 IT requests closed (1% decrease). Current backlog is 55 requests.</p>
Legal	<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 2 new active code enforcement cases (in review, Municipal Court, or other route to resolution), including 8 heading to trial, 15 total active cases including remaining open from prior month, and closed 0 cases (permanent or inactive under current conditions).</p> <p>4) Civil Division processed 125 record requests.</p> <p>5) Criminal Division processed 112 deferred prosecution agreements, and prepared 806 subpoenas for witnesses to attend trials and hearings.</p>
Library	<p>1) In March 2024, the City requested the Library open the current City/Library agreement for negotiations. The City Renegotiation Committee and the Library Renegotiation Committee have been meeting over the last five months. On August 28, the City Renegotiation Committee presented their “last, best, final offer” which included eliminating the City’s seven mills of financial support of the Library by 2027. But the Library Board, at their special meeting on Sept. 5, voted 3-1 to counter the City’s proposal. The Library Board approved a proposal that agrees to all of the City’s structural requests but would reduce the library funding by 2.5 mills, or about \$300,000 annually. The Library Renegotiation Committee welcomes the plan to meet in October to continue negotiations.</p> <p>2) Sarah Cawley (Community Engagement Coordinator) recently submitted a grant to the Montana Arts Council to support programming at the Great Falls Public Library. If approved, the grant will provide \$20,000 over two years to expand programming at the Great Falls Public Library. The grant requires a 1-1 spending match. Our funding match will come from a combination of funds from the Library Foundation including yearly support from the Dorothy Lampen Thomson funds for cultural programming and a Foundation Approved Projects request. We plan to use the funds to bring in native authors, speakers, artists, musicians, and educators on at least a quarterly basis to ensure that our community here in Great Falls can continue to grow, learn, and feel welcome.</p> <p>3) In 2021, Cascade County funded Great Falls \$20,000 for an ARPA project to repair/replace our front doors. We have delayed this project until we were able to confirm that it would be compatible with our remodel design. Cushing Terrell is creating specifications for the project. We expect to seek quotes for the project in October and sign a contract before the ARPA deadline of December 31, 2024</p> <p>4) Cushing Terrell is continuing their work. We have had an initial design feedback meeting. We will have more feedback sessions in the coming months. A draft will be presented to the Foundation Board at their January meeting and to the Library Board at their February meeting. Then there will be opportunities for feedback from the wider community.</p>
Municipal Court	<p>A total of 659 new citations were filed. 279 of those have been resolved/disposed.</p> <p>The Court issued a total of 116 warrants for failure to comply/appear.</p> <p>600 jurors were summoned for potential jury duty in the month of September. The Court did not have a jury trial proceed for the month.</p> <p>The Court processed \$72,004.47 in receipts total for fines/fees, restitution, miscellaneous fees and bonds.</p>
Park and Recreation	<p>1) In partnership with the Great Falls Animal Shelter, Park and Recreation hosted the 11th annual Drool in the Pool at the Electric City Water Park, 9/7. With over 203 dogs and 145 people in attendance and several local vendors, it was a paw-ty you didn't want to miss!</p>

Department Monthly Update

September 30, 2024

Key Updates

	<p>2) Scheel's Aim High Big Sky hosted Scheel's Night on 9/8. Over 100 people attended. The night gave customers a chance to explore the new center, play games, compete on the inflatable obstacle course, play a round of corn hole, and to win prizes at minute to win it games. It was a family friendly event for all.</p> <p>3) The Park and Recreation staff hosted their second Quarterly All Staff meeting in Lions Park, 9/13. Staff from all divisions were able to attend and Hollie White from HR was the featured presenter that came and shared the different benefits that are offered to City employees.</p> <p>4) Members of the Park and Recreation staff participated in the annual Worlds of Works event, 9/23. This is a youth career expo featuring local business and industries. The event gives 8th and 10th graders from around the state hands on experiences and face-to-face interaction with the leaders in their fields.</p>
Police	<p>1) The evidence expansion project is actually about six weeks ahead of schedule. So far there has been little to no issues that have arose. The contractor is nearing the time when the slab is poured. After that, the project goes on hold until the March time frame.</p> <p>2) During the month, Brian Black was promoted to Captain, and Matt Fleming was promoted to Lieutenant. In addition, Kelly Johanneck was appointed as the Deputy Director at the 911 Center.</p> <p>3) The GFPD participated in the Worlds of Work expo, and felt the event was a success.</p> <p>4) On September 7th, the GFPD and approximately 150 community members gathered to recognize the 30 year anniversary of Officer Shane Chadwick having been killed in the line of duty.</p> <p>5) Josh Harris was sworn in as a new Great Falls Police officer.</p>
Planning and Community Development	<p>1) Director Cherry participated in GFDA's 2024 Aspirational Trip which included stops at the International Economic Development Council (IEDC) National Conference in Denver, as well as other communities in Colorado and Wyoming to discuss and learn about growth and community development strategies.</p> <p>2) The Boston Barn at the Anaconda Golf Course has recently had the roof cave in. The Barn has been a frequently discussed structure by the Cascade County - Great Falls Historic Preservation Commission (HPAC) hopes to save the building. The HPAC intends to deliver its recommendation regarding how to proceed with the building to the City Commission in the near future.</p>
Public Works	<p>Director/Administration: Erica Sexe started on 9-23-24 as Sr. Admin Assistant; attended Worlds of Work with Equipment and Activities for area 8th and 10th graders; provided Public Works areas information to GFDA for Project Falcon developer's site selection process.</p> <p>Utilities:</p> <p>133,664 Ft-Sanitary sewers cleaned</p> <p>11-Water Main Breaks</p> <p>5-Fire Hydrants Repaired or Replaced</p> <p>3- CL12 taps-Domestic water tap</p> <p>510-Locates</p> <p>37-Private Water calls</p> <p>29-After hours water calls</p> <p>44-Public system maintenance calls for water. Water off: 47 water on: 42</p> <p>Sanitation: Hauled 3,361 tons with 2,726 man hours. 134 requests for roll-off service. Fleet mileage: 20,726 miles. We interviewed 3 candidates for Sanitation Foreman with Cole Henderson being selected for the promotion. Cole has been with Sanitation since Dec 2009.</p>

Department Monthly Update

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Key Updates

Water Plant: Continued to operate between 13-14 MGD producing 425 million gallons for the month. High service pump #5 is Out of service, and awaiting estimates for cost/ lead time on bearing repairs. The solids mitigation project continues to wait on arrival of chemical pumps with anticipated delivery next week, and anticipated pre-commissioning activities commencing thereafter . Last week the Water Plant production was too high to begin draining 33rd street reservoir for internal maintenance. Draining and subsequent internal repairs should proceed over the next two weeks. Looking into energy saving opportunities with Power Gas. Several employees of the Water Plant will attend water school for CEU and operator certification in Bozeman next week.

Water consumption is coming down with the cooler weather.

Environmental: Conducted nineteen (19) Fats Oils and Grease (FOG) inspections; continued progress revising/updating expired Industrial Discharge Permits (2 went out in Sept., 2 more will be drafted in Oct.); conducted six (6) MS4 Active Construction Inspections; began contacting MS4 post-construction private facility owners to schedule inspections and/or request inspection documentation; began annual MS4 outfall inspections; conducted one round of MS4 wet weather sampling;

Fleet: Plow and Sander repairs continue to be the primary focus for this month. We are currently assembling car #17 for the police department. Replacement engine installed and completed for unit #905. Repairs to several fire engines for misc. small items. Repairs to unit #909 for a failed DEF doser and some open wiring concerns.

Street and Traffic: Asphalt Mill and Overlay 1869 Sq Yd Total Cost \$45, 258 - Street Sweeping 828 Assets, Total Cost \$39,735 - Excavation 3 Tasks 826 Sq Yd Total Cost \$10,340 - Asphalt Patch Back 40 Openings using 251 Tons Material Cost \$18,024 Total Cost \$44,538 - 63 Requests for Service, 42 Pothole Repair Tasks Total Cost \$11,935 - Sign Maintenance 33 Tasks, Check Visibility/Tree Trim 97 Tasks, Traffic Studies 7 Tasks 33rd St 11th Ave S, 26th St 18th Ave S, 9th St N 3rd and 4th Ave N, 2nd St NE 32nd Ave NE, and Airport Bench Rd., MDT Signal Work Check Operation 1 Task, LED Replacement 8 Tasks, Utility Locate 4 Tasks, City Signal Work LED Replacement 2 Tasks, Pedestrian Detection Inspection 10 Tasks, Electrical Service Inspection 10 Task, 2 Way Radio Work 5 Tasks, Sign/Decal Work 26 Task - 2 Biweekly Meetings with City Staff and RAS for Street Overall Condition Index Data Collection - Street Data has been collected and review has begun, Working with Great Falls Public Schools for a Name the Plow Contest with 2nd Grade Classes, Street and Traffic booth at the World of Work, Attended Career Fair on MAFB, Continuing work on the Cost of Development and Planning FY 26 Projects.

Engineering: Staff has worked with the Consultant and the Contractor to get the Lift Station No 1 improvements and River Crossing project moving forward again. Continued developing action plan for lead service line inventory and action plan for lead line replacement; the deadline is quickly approaching. Presented Lead Service Line path ahead to Commission Work Session. Responded to multiple requests from GFDA regarding Project Falcon. 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 - 100% Design Documents complete - Bidding and Guaranteed Max Price negotiation (August 2024 - currently ongoing) // Solid Mitigation Building Construction - Equipment Start Up (Pump Size Oversight postponed startup Sep 2024) // Water Right Review and Documentation - Deliver Executive Summary to PCD for Growth Policy (November 2024)