



The Weekly Update – November 21, 2024

Attachments:

1. Journal of City Commission Work Session, October 15, 2024
2. City of Great Falls Total Cash and Investments as of October 31, 2024.
3. Department Monthly Update, October 2024.

JOURNAL OF COMMISSION WORK SESSION
October 15, 2024

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Reeves presiding

CALL TO ORDER: 5:30 PM

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

STAFF PRESENT: City Manager Greg Doyon; City Attorney David Dennis and Deputy City Attorney Rachel Taylor; Finance Director Melissa Kinzler; Planning and Community Development Director Brock Cherry and Deputy Director Lonnie Hill; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL (IEDC) CONFERENCE UPDATE

Grow Great Falls Montana Members included the following: Great Falls Development Alliance (GFDA) President/CEO Brett Doney, Vice President Jake Clark, Investment Director Jenn Gallmeier, Business Development Officer Christian O.P. Leinhauser, Executive Vice President Jolene Schalper, Downtown Business Development Officer Nicki Dallison; Great Falls Area Chamber of Commerce President/CEO Ed Brown; and, Great Falls Montana Tourism Executive Director Rebecca Engum.

Mr. Doney reported that the IEDC 2024 Annual Conference on September 15-18, 2024 in Denver was the first aspirational trip since the pandemic and was the largest gathering of economic development practitioners. Grow Great Falls Montana Members stopped in Greeley, Colorado to learn about its meat processing industry; Cheyenne, Wyoming to learn how they are preparing for the Sentinel Construction Project; and, Billings, Montana to tour the Big Sky Economic Development's Downtown Accelerator. GFDA's two key partners are Great Falls Tourism and Great Falls Area Chamber of Commerce. Great Falls was selected to host the first ever IEDC Rural Summit on June 22-25, 2025. It is anticipated there will be 500 to 700 economic community development participants.

Ms. Schalper presented a "Grow Great Falls Montana" YouTube video.

Ms. Engum reported that great connections were made at the IEDC Conference with the number of Grow Great Falls Montana Members present. The impact members had in reinforcing Great Falls, Montana and being able to display the personalities of the people that live here endeared this entire concept to the attendees. The attendees were excited to have an opportunity to come to Montana for the IEDC Rural Summit in June 2025.

JOURNAL OF COMMISSION WORK SESSION
October 15, 2024

Mr. Brown commented that showcasing Great Falls and receiving perspectives from Grow Great Falls Montana Members was extremely beneficial. A developer in Billings laid out a map of Great Falls and indicated reasons why he would not come to here. Grow Great Falls Montana Members were able to point out what made sense and what did not and after a discussion, the developer felt like Great Falls was buying into what he wanted to bring to the table.

Ms. Schelper expressed appreciation for the opportunity to discuss economic development, building strong relationships and having Planning and Community Development Director Cherry and Commissioner Wolff attend the conference. She commented that Grow Great Falls Montana Members made a huge impression and launched Great Falls to the forefront, which is fantastic, because site selectors attended the conference as well.

Mr. Doney provided and discussed a GFDA 2024-2026 Economic Development Strategy handout. Mr. Doney reported the 19 priorities from last year are the same priorities for this year; however, there are now 60 specific actions instead of 46. Housing and childcare are currently the largest impediment to city growth and creating economic opportunity and improving quality of life for everyone is important. Mr. Doney mentioned that Ms. Schelper attended the conference; however, spent most of her time working on a large industrial prospect project. Mr. Doney concluded that GFDA recently released the results of the energy market and downtown market assessments. He expressed appreciation to the City for supporting a downtown project with Tax Increment Financing (TIF) funds and sponsoring a State Main Street Grant.

Planning and Community Development Director Cherry commented that he and Mr. Clark had hard discussions about the issues of housing, as well as the City's obligations with regard to wanting people to invest in the community. He understands more about the community partner's perspectives and they understand more about the City's perspectives.

Commissioner Wolff commented that the conference was a way to connect and center the City's visions for a better Great Falls. She discussed what she discovered from the conference including:

- Every decision a developer makes is for the next seven to ten generations.
- Entrepreneurs are the pathway to wealth.
- Read comic books for growing a business and doing things differently.
- Living cities get financial, social and knowledge capital.
- 2008 was the end of the industrial era and we are now in the connected era.
- Four patterns, entrepreneurship and innovation have been democratized.
- Each individual is globalized.
- Networks are replacing hierarchies.
- Geography does not have a monopoly on good ideas.

Mayor Reeves expressed appreciation to Grow Great Falls Montana Members for their efforts, collaboration and representation of the City.

JOURNAL OF COMMISSION WORK SESSION
October 15, 2024

Commissioner Tryon inquired about the developer in Billings who indicated he would not develop in Great Falls and what the City needed to do to overcome those obstacles.

Mr. Doney responded that at the end of the team discussion with the developer, the developer indicated that he wanted to visit Great Falls. Some of the issues were older infrastructure already at capacity or past its life; however, the conversation was positive.

Commissioner Tryon requested further details about what the developer said and the specifics about why he did not want to develop in Great Falls.

Planning and Community Development Director Cherry responded that it was all a misconception of the City willing to be creative and looking at things different. It will take years for the City to earn the reputation that we want it to have. The City has had stagnant growth over time; however, after the discussion, the developer realized that the City supports development. He commented that if there is any misconception, confusion or conflict, City staff will confront it right away. Planning and Community Development and Public Works staff continues to work on the education component and provide continuity.

Commissioner McKenney inquired what the City is doing right and what it can do better.

Mr. Doney responded what the City is doing right is using limited resources to the best effort by working together. The City could do better by working together more and increasing communication.

Ms. Schelper added building trust and having open communication with each other.

2. UPDATE ON STATE OF MONTANA ZONING REFORMS

Planning and Community Development Director Brock Cherry reported that currently in Montana, any single-family detached home has an inherent right to build an Accessory Dwelling Unit (ADU). An ADU can be a detached structure, attached, over the garage or internal. Certain subdivisions have mandated with their own subdivision covenants that this is to only be single-family homes. Subdivision covenants are a private contract between all of the property owners of that subdivision. The City does not administer its permits to those covenants or enforces them.

Because this is still in active litigation, Planning and Community Development Director Cherry recommended issuing a press release stating that the City would adhere to state law and wait to amend its code until the litigation is finalized.

Mayor Reeves asked what would happen if the City issues permits now for these extra ADUs and the Supreme Court rules against it.

Planning and Community Development Director Cherry responded that they would be considered legal non-conforming uses and buildings associated with properties.

JOURNAL OF COMMISSION WORK SESSION
October 15, 2024

Mayor Reeves inquired if the City could face potential litigation if it holds off issuing permits until the Supreme Court rule.

Deputy City Attorney Rachel Taylor responded that there could be potential litigation and the risk is greater if the City does not enforce the law of the land.

Commissioner McKenney received clarification that a tiny house fits the definition of an ADU.

Commissioner Wolff received clarification that duplexes are permitted in any zoning district where a single-family dwelling is permitted.

Commissioner Tryon received clarification that a tiny house with an issued permit for an ADU could be a rental on a property. He inquired about the consideration where cities could ask for approval letters from water and sewer systems before an ADU is built.

Planning and Community Development Director Cherry responded that there needs to be capacity in order to provide water and sewer service to an adjoining property. City staff would have the discretion to make sure there is appropriate infrastructure in order to service that ADU. There needs to be additional discussion between City staff; however, it would probably be better for a tiny house to tap into the water and sewer main from the primary dwelling rather than having its own service line.

City Manager Greg Doyon added that there is no design criteria for ADUs. If the public inquires why the City is doing this, City staff will let them know it is the legislature and there is nothing the City can do about it. The legislature needs an opportunity to have feedback from the public about what happens when the State believes it knows better about local land use planning than local government. The timing of this new law is interesting because the City is in the midst of a growth plan.

Planning and Community Development Director Cherry commented that a draft press release has been prepared because he does not want it to seem like the City wants to impede this type of development and wants to make sure the City is operating in the parameters that have been mandated.

Commissioner Wilson commented that she has been following this and understands some of the possible implications and issues. She expressed appreciation to Planning and Community Development Director Cherry for his simple explanation.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that a budget update would be a topic for the November 6, 2024 work session. He requested that the Commission provide direction on the lobbyist proposal tonight at the Commission Initiatives portion of the Commission meeting.

Commissioner Wolff requested that a safety inspection certificates/business licenses update be moved up from the work session topic list.

JOURNAL OF COMMISSION WORK SESSION
October 15, 2024

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of October 15, 2024 at 6:27 p.m.



Finance Department
Memorandum

To: Greg Doyon, City Manager; City Commission; Members of the Investment Committee
 From: Kirsten Wavra, Deputy Finance Director
 Date: November 12, 2024
 Re: Total Cash and Investments as of October 31, 2024

The City of Great Falls’ total cash and investments at the end of October 2024 was \$95,266,894.17. This included cash in bank accounts totaling \$17,911,497.62. Total cash and investments decreased from \$97.6 million in September to \$95.3 in October. 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 \$2.9 million in September to \$245,897 in October. This amount will continue to decrease until tax payments are received, usually in December for the 1st half of the tax year. However, tax bills will be mailed out later than usual this year, and therefore, the City will not receive 1st half tax payments until January. 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.

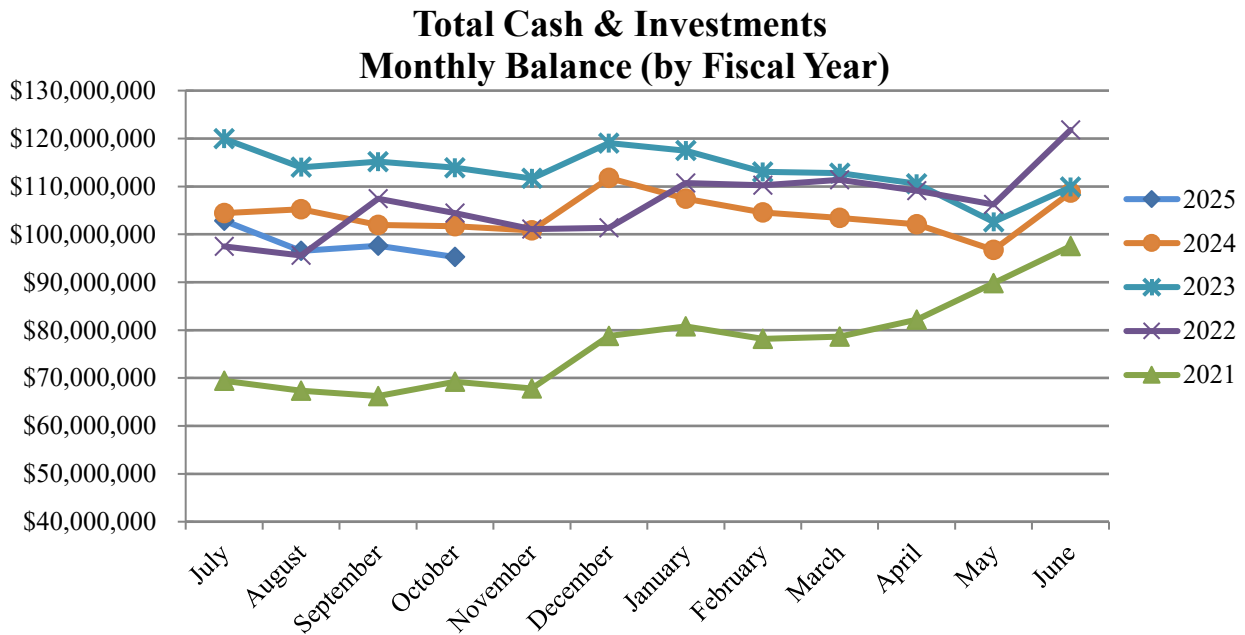
Also on the next page is the summary of the City’s total cash and investments. The City’s investment policy specifies the percentage the City of Great Falls must have of the different types of instruments allowed by state statute. The chart below lists those percentages compared to the City’s investments as of October 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 October 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%

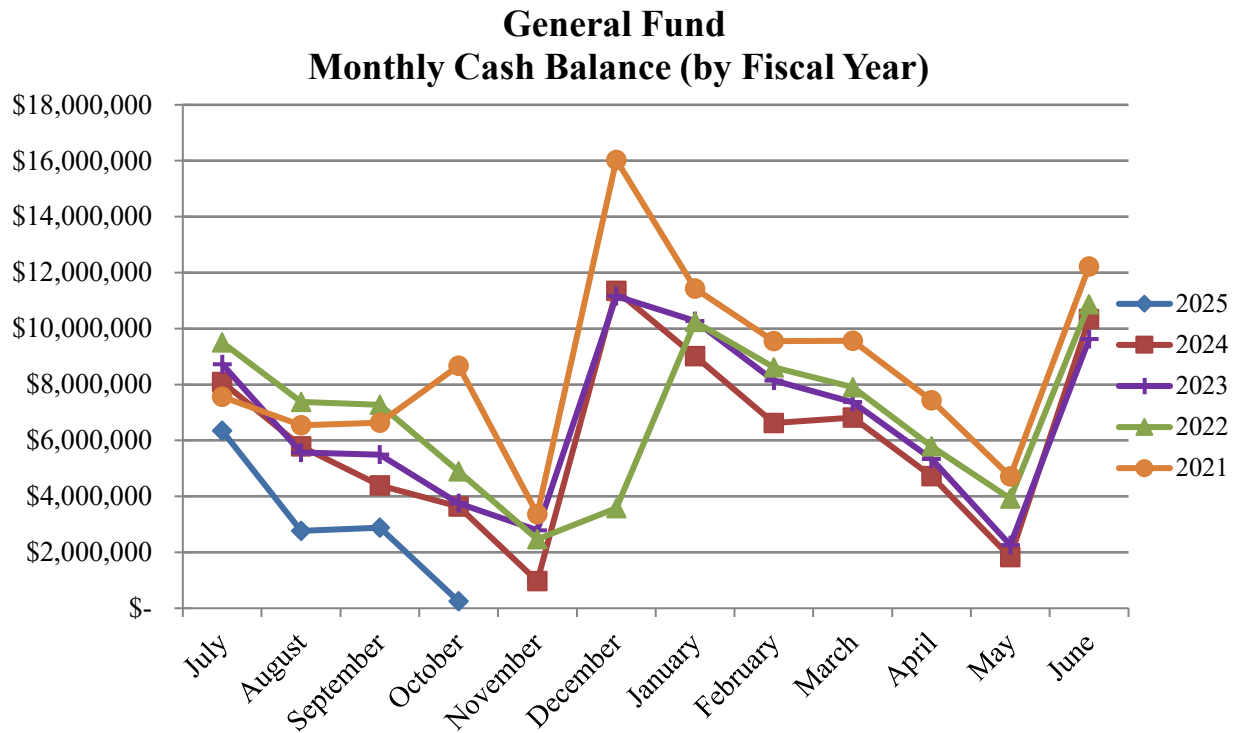
City of Great Falls
Total Cash & Investment Summary
October 31, 2024

Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
Insured Cash Sweep	3.950%		30,378,324.04	30,378,324.04
Total US Bank Investments			30,378,324.04	30,378,324.04
State of Montana Short Term				
Investment Pool (STIP)	4.914%		46,977,072.51	46,977,072.51
Total Investments			77,355,396.55	77,355,396.55
Cash on Hand, Deposits in Bank			17,911,497.62	17,911,497.62
Total Cash and Investments			<u>\$ 95,266,894.17</u>	<u>\$ 95,266,894.17</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.



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

October 31, 2024

Key Updates

<p>City Manager</p>	<p>Attended the MLCT Annual Conference; organized training for city managers and held the first Montana City/County Managers Association meeting. Completed initial interviews with deputy city manager candidates; suspended search until January 2025. Attended Great Falls Area Chamber of Commerce Quarterly Luncheon. Visited with representatives from the Children's Museum of Montana. Drafted Urban Deer Policy - currently undergoing department reviews. Met with Calumet representatives - regarding expansion and rail crossing. Visited with Colonel De la Vega regarding SAHBS pool access needs. On boarded new Communications Specialist.</p>
<p>Deputy City Manager (Clerk, Comm Specialist, Neighborhood Councils, Events, GFAS)</p>	<p>Clerks: Inventoried a large volume of bond records and carried out destruction of records meeting the minimum retention period. Processed and completed 53 JustFOIA requests in September/October.</p> <p>Communications: Shared the updated City media contact list with all departments. Set up the City's "X" account (formerly Twitter). With IT's guidance, Cybersecurity Awareness Month safety tips were posted on social media throughout October. Assisted Park and Rec., Public Works, Planning & Community Dev., and the Municipal Court this month with drafting and/or editing press releases. Responded to media inquiries/coordinated interviews between KRTV, KFBB, and the Montana Free Press with various City departments. Created new, updated social media post templates. Met with PIOs of Helena, Bozeman, and Billings to learn how they are structured within their City departments. Met with the majority of Commissioners to discuss goals, visions, frustrations, etc. First Communications Team meeting is set for 11/4. Advertised 14 of the City's open positions on Facebook, LinkedIn, and X. Positive stories that went out this month: 2024 Duck Roundup, the City's technology upgrades over the past few decades, improvements to Wadsworth Pond. Many more stories are on the way!</p> <p>Neighborhood Councils: Council of Councils meeting was held and the Police department presented information on crime stats and personnel numbers. Continued to meet with Department heads to discuss how to continue to collaborate to address community issues or concerns. Attended the monthly Neighborhood Council meetings.</p> <p>Events: Over 7,000 people attended 8 concerts and performances held in the Mansfield Theater in October. The Great Falls Symphony performed a free Halloween concert that was open to the public. The Montana Performing arts Consortium rented the theater for 2 days and plan to return next year. They are discussing making this their permanent location instead of rotating between venues.</p>
<p>Finance</p>	<ol style="list-style-type: none"> 1. Completed the RFP for Utility Bill Printing. Started sending delinquent letters to customers with bills outstanding over 3 months. Working on slowness of Utility on-line payment web site. 2. Filed all federal quarterly reports. 3. Completed the field work portion of the FY 2024 Financial Audit. Completed the Draft FY 2024 Annual Comprehensive Financial Report and submitted to the City's auditors. 4. Held monthly budget meetings with the Park & Recreation and Planning & Community Development Departments.
<p>Fire</p>	<p>Operations Division: Responded to 569 calls for service including 70 labeled as fires. This total consisted of 3 structure fires, 19 motor vehicle accidents and 2 hazardous materials incidents.</p> <ol style="list-style-type: none"> 2. Crews performed 2158 hours of training with notable training consisting of company officer training, high rise drill, mayday drill, forcible entry, and an extinguisher class. 3. Cared for 370 patients in October 2024. This was spike compared to previous months. These complaints range from cardiac arrest, chest pain, shortness of breath, falls, overdoses, seizures and diabetic emergencies.

Department Monthly Update

October 31, 2024

Key Updates

	<p>4. Five patients were transported by GFFR ambulances due to no private ambulances available. 6 Cardiac arrest patients were treated by GFFR with 2 achieving ROSC.</p> <p>5. Continued to teach CPR classes at Great Falls College MSU. We also assisted the City of Great Falls public works and Veolia Water with CPR certifications. Took part in a Halloween event on Central Ave and handed out candy to kids and parents alike.</p> <p>Fire Prevention Division: Conducted 482 Annual Inspections, 34 fire code violations were noted. 4 fire alarm systems were accepted, 1 sprinkler systems accepted, 1 sprinkler system hydro. 3 mobile food vendor inspections completed.</p> <p>2. Responded to 38 false alarms in October, 1 false alarm letter issued to property owner.</p> <p>3. 100 life safety system reports were submitted online, 92 were compliant, 8 were non-compliant, this was a 92% compliant rate for the month.</p> <p>4. Fire Prevention Bureau spent two days instructing candidates in the GFFR company officer development program.</p> <p>5. Continued to work with PCD and the City Attorneys office to clean up Title 5 and Chapter 9 of the City of Municipal Code.</p>
Human Resources	<p>1. Managed the recruitment of 42 positions. There were 252 applicants yielding the onboarding of 22 new employees. October's turnover rate was 4.94 percent. The average time to fill a position was 33 days.</p> <p>2. Began implementation of E-timesheets and Leave Management software. To date, seven departments or 16 percent of the City's employees have been trained and are utilizing the software.</p> <p>3. There were three new work comp claims (GFFR, PW and GFFD) this month for a total of 13 reported claims fiscal YTD. Areas of focus for this quarter include slips, trips and falls and safe/proper lifting practices. Slips, Trips and Falls claims account for 46.5% of the claims costs.</p>
Information Technology	<p>1. Started City website ADA compliance review. Continued rollout of E-timesheets and Leave Management. All departments in the Civic Center are now using these systems, larger departments will be activated in the next few months.</p> <p>2. ERS computer replacements continue - approximately 35 computers have been replaced this fiscal year. Implemented a new backup server and backup strategy, doubling our capacity. Replaced the Public Works surveillance camera system. To date, 16 cameras have been installed (10 replacements, six new), with more to come. Utilizing IT resources to install and manage this system will save the City nearly \$40,000 when the project is complete.</p> <p>3. GIS turned all ETL processes for combining county GIS data and producing a GDB for Central Square into Python scripts, greatly expediting the procedure. Created multiple applications for the tracking of leaf pickup in the boulevard districts. These applications allow the public to view the status of pickup in their neighborhoods.</p> <p>4. Processed over 33 million website requests (increase of 32%) and prevented access to over 12,500 threats (increase of 30%), including over 3,700 malware-infected sites (decrease of 52%). Email server processed over 86,600 inbound emails (4% increase) and blocked 8,221 malicious, geo-blocked or SPAM messages (28% increase). Antivirus detected and/or blocked 9 threats (decrease of 40%) and triggered 1 investigation (100% increase).</p> <p>5. 292 IT requests created (27% increase) and 284 IT requests closed (17% increase). The Closed and Created totals for this month are the highest recorded since the metrics have been tracked. Current backlog is 59 requests. JJ Howarth (Endpoint Specialist) resigned. We are currently recruiting for the open Network Administrator and Endpoint Specialist positions.</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>

Department Monthly Update

October 31, 2024

Key Updates

	<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 121 record requests.</p> <p>5. Criminal Division processed 92 deferred prosecution agreements, and prepared 812 subpoenas for witnesses to attend trials and hearings.</p>
Library	<p>1. Cushing Terrell is continuing their work. Management Staff have reviewed an initial set of designs and had a feedback session with CT. 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> <p>2. The Great Falls-Cascade County Historic Preservation Advisory Commission ornament creates and sells a Christmas ornament each holiday season. The ornaments feature historic places in Great Falls and Cascade County. Past ornaments have celebrated such iconic historic resources as the 10th Street Bridge, the Ursuline Center, and the Great Falls High School. The 2024 ornament will commemorate the Great Falls Public Library. We are thrilled to have the community celebrate our historic building!</p> <p>3. The Library Foundation Board met on Monday October 7th and approved \$83,485 of funding for special Library projects. We are grateful for their funding and look forward to implementing these projects over the coming months. \$19,000 to update staff computers. \$21,500 to purchase materials for the Library Collection. Funding for Library Digital resources including \$3,192 for the Chilton Auto Repair Database, \$13,125 for the Linked-in Learning platform, \$2,000 for Digital Magazine access and \$18,698 for a three-year subscription to Mango Languages (including American Sign Language). \$1,700 for purchasing early literacy toys and \$4,270 for device charging lockers.</p> <p>4. As part of a year-long review of all Library policies, the Library Board approved an updated Collection Development Policy at their October Board meeting. The Collection Development Policy not only guides Library purchases and curation it also defines the procedures for dealing with community concerns about the content of the Library collection. The public can access the policy on the Library’s website at https://greatfallslibrary.org/wp-content/uploads/2024/10/Collection-Development-Policy-FINAL-October-2024-Approved-by-Board.pdf</p> <p>5. As part of the Library Levy implementation, in March 2024 the Library Board approved a set of Library Levy SMART Objectives. In the first 6 months, the Library has made tremendous progress in increasing access and use of Library services. Some highlights of our six-month success include the following. The average monthly new Library card sign-ups increased by 42%. The average number of monthly Library visitors increased by 13%. Total digital circulations increased by 18%. Overall circulations increased by 17%. The average monthly direct assistance interactions with patrons increased by 11%. The number of social media followers increased by 40%. Average monthly usage sessions of public computers and Library Wi-Fi increased by 11%. The average monthly attend at adult programming increased by 378%. (This was largely driven by a blockbuster Summer Music program and Shakespeare in the Parks attendance. This will most likely decrease in the Winter months.)</p>
Municipal Court	<p>1. 700 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>2. The Court currently 178 outstanding warrants that were just issued in the month of October. In total, the Court has 4,093 outstanding warrants. This number has been largely decreased from the past due to the Court sending Defendant's fine/restitution balances to collections, therefore quashing the warrant for failure to pay. Additionally, once the Court began utilizing collections, we no longer issue new warrants for failure to pay.</p>

Department Monthly Update

October 31, 2024

Key Updates

	<p>3. A total of 653 new citations were filed. 261 of those have been resolved/disposed.</p> <p>4. The Court processed roughly \$73,233.51 in receipts total for fines/fees, restitution, miscellaneous fees and bonds.</p>
Park and Recreation	<p>1. Concrete started being poured into the new splash pad at the Electric City Water Park. This project is being funded by CDBG funds, replacing the prior wading pool at the ECWP.</p> <p>2. On 10/18/24 the Parks staff held the annual Duck Roundup in Gibson Park Pound. It had a great attendance.</p> <p>3. On 10/27/2024 Scheels Aim High Big Sky Aquatic and Recreation Facility hosted a Terrarium class, that was received well.</p> <p>4. In conjunction with the Great falls Kiwanis Club Scheels Aim High Big Sky Aquatic and Recreation Facility hosted a Trunk or Treat on 10/27/24 where over a 1,000 kids attended.</p>
Police	<p>1. The evidence expansion project continues. The slab was poured and that finishes work for the remainder of the fall. Work is scheduled to resume in the March time frame, with an anticipated completion date of November, 2025.</p> <p>2. Chief Newton was a guest speaker on a panel at the Montana Board of Crime Control conference. The topic pertained to how communities are dealing with the challenges of those who are homeless.</p> <p>3. Renee Rabe, Brandon Skogen and Amy Heser were promoted to supervisor at the 911 Center.</p> <p>4. GFPD representatives were at the Council of Councils meeting to provide updates regarding the GFPD and our activities.</p> <p>5. Sgt. Derek Mahlum retired during the month, and has subsequently taken a position with the Montana Division of Criminal Investigation as an investigator.</p>
Planning and Community Development	<p>1. PCD staff are currently reviewing applications for three vacancies on the Planning & Zoning Board. Interviews will commence before the end of the month.</p> <p>2. The Building Safety division is now fully staffed with latest addition of Jason Kapp as a Building Inspector.</p> <p>3. The Growth Policy Update website, futuregreatfalls.com, is now live!</p>
Public Works	<p>Director/Administration: Chris attended PW Directors meeting at Montana League of Cities and Towns in West Yellowstone; participated in Ergonomic training and office employees received evaluation & recommendations for changes to work stations; Held 1st Annual PW Halloween Costume Contest; Chris had deep dive tour of Water Treatment Plant with Cody/new plant manager to see all the improvements Cody is making and see what Cody is seeing with fresh eyes.</p> <p>Utilities:</p> <p>238,322 Ft-Sanitary sewers cleaned</p> <p>1-Water Main Break</p> <p>3-Fire Hydrants Repaired or Replaced</p> <p>467-Locates</p> <p>25-Private Water calls 14-Private Waste water calls</p> <p>1-Sewer main repaired</p> <p>20-After hours water calls 1-After hours waste water calls</p> <p>50-Public system maintenance calls for water. Water off: 116 water on: 30</p> <p>Held interviews for 1 Meter reader vacancy (16 applicants) and 3 Laborer vacancies (3 applicants) this month and have offer extensions to two successful candidates, one for each position.</p> <p>Sanitation: Hauled 3,297 tons using 2,539 man-hours; received 152 requests for roll-off service; fleet logged 18,152 miles; lost a truck due to a blown engine; New commercial side-load truck expected to arrive week of November 4th; two new residential side-load trucks projected in December.</p>

Department Monthly Update

October 31, 2024

Key Updates

Water Plant: Continued to operate between 7-8 MGD producing ~240 million gallons for the month. High service pump #5 is Out of service--awaiting estimates for cost/ lead time on bearing repairs; Solids mitigation project has entered pre-commissioning activities. Internal work on 33rd St reservoir is beginning this week. Looking into energy saving opportunities with Power Gas. Working with site team to ensure the site is prepared for winter weather ahead.

Environmental: Issued two (2) new trucked and hauled waste (THW) permits; continued progress revising/updating expired Industrial Discharge Permits (2 went out in Oct., 2 more will be drafted in Nov.); conducted six (6) MS4 Active Construction Inspections; continued contacting MS4 post-construction private facility owners to schedule inspections and/or request inspection documentation; continued annual MS4 outfall inspections; began annual MS4 pond inspections, authorized one (1) temporary sanitary sewer discharge authorization in association with the 33rd St. tank rehab project.

Fleet: Currently assembling car #59 for the police department--unit has recycled equipment from previous unit for additional cost savings; Repairs in progress for fire unit #126 for failure to engage into pump gear; Police Car #17 was also built and put into service October 21st; Exhaust filter/catalyst repairs to Sanitation unit #911; wrapping up plow and sander repairs and have switched to winter diesel fuel for winter operations.

Street and Traffic: Asphalt Mill and Overlay 2,200 Sq. Yd. Total Cost \$40,364; Street Sweeping 669 Assets; Excavation- 6 Tasks, 2,676 Sq. Yd., Total Cost \$31,457; Asphalt Patch Back -87 Openings using 1,083 Tons, Material Cost \$77,170 Total Cost \$146,949; Pothole Repair - 42 Tasks, Total Cost \$6,266; Grading/Gravel Maint - 11 Tasks; Requests for Service - 83 Tasks; Sign Maintenance - 27 Tasks; Traffic Studies - 8 Tasks; MDT Signal Work - 30 Tasks including 23 Opticom Checks, 1 Check Operation, 3 LED Replacements, 2 Utility Locate Tasks and 1 Video Detection Install; City Signal Work - LED Replacement 1 Task, Updated Signal Controller Cabinet at 2nd St and 1st Ave S, Updated with new box and controller; Opticom Check - 2 Tasks; 2 Way Radio - 5 Tasks; Sign/Decal - 9 Tasks; Crosswalk Marking Update - 25 Tasks; Wind Storm Response - 2 Emergency Call Outs, 37 Labor Hours, Total Cost \$3,085; 11 Safety/Skills Training/Staff Meetings; 1 Biweekly Meeting with City Staff and RAS for Street Overall Condition Index Update; Review has been completed - Next Steps Onsite Quality Assurance; City Staff and RAS staff review data on City Streets to begin calibrating final scores; Visited 711 2nd Graders in GFPS to educate on Snow Plows and "Name the Plow Contest" next steps for panel to meet and choose final names.

Engineering: Staff has submitted Lead Inventory to DEQ as required by the EPA. City Engineer met with Oakland & Company, a Denver development team looking at further developing at West Ridge. This is a seasoned firm in subdivision development, particularly in terms of expertise and capital. Engineering development team met with other departments to discuss bids and funding for WWTP Bar Screen Project go/no go (OF 1633.8). Continued the ongoing management of approximately 118 projects with a combined design cost and construction cost of approximately \$95.5M. This breaks down into 23 (\$12.6M) programmed/future projects, 3 (\$294k) future project in the scoping/RFP Phase, 51 (\$43.7M) projects in the design phase, 17 (\$19.3M) projects in the construction phase, and 24 (\$19.4M) projects in the warranty phase. City Engineer participated in 5 interviews resulting in 2 new hires for the Project Manager positions and 1 promotion for the ESS position.

PROJECT MAJOR MILESTONES: Storm Drainage Rate Study - New Rate Structure (Fall 2024) // EPA Lead Service Line Rule - Pilot Study Construction (July 2025) // 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 - Building Operational (Oct 2024) // Water Right Review and Documentation - Deliver Executive Summary to PCD for Growth Policy (November 2024)