



## **The Weekly Update – December 19, 2024**

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***Attachments:***

1. Journal of City Commission Work Session, November 6, 2024
2. Journal of City Commission Work Session, November 19, 2024
3. Journal of City Commission Special Work Session, December 3, 2024
4. City of Great Falls Total Cash and Investments as of November 30, 2024.
5. Department Monthly Update, November 2024.

**JOURNAL OF COMMISSION WORK SESSION**  
**November 6, 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, Rick Tryon, Joe McKenney and Susan Wolff. Shannon Wilson was excused.

**STAFF PRESENT:** City Manager Greg Doyon; Deputy City Attorney Rachel Taylor; Finance Director Melissa Kinzler and Deputy Director Kirsten Wavra; Park and Recreation Director Steve Herrig; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

None.

**1. UPDATE FROM CHILDREN’S MUSEUM**

Children’s Museum Interim Executive Director Laura Ewalt introduced President Joslin Knightstep; Board members Rachel Schultz, Josh Lind, Shane Neuman and Brenda Kelly; Members at Large Celia Blewett and Mallory Ferriter; and, Staff Joelle Owen.

Ms. Ewalt reported that the Children’s Museum has served the community for over 25 years. Board members have determined that the most cost-effective way forward is to move from the current space into a permanent location. She expressed appreciation to the City for its support and providing a home for the Children’s Museum for the last 25 years. There will be a free community day on November 10, 2024, which is the last day of operations at 22 Railroad Square. There are other potential locations being evaluated and the board is hoping to make a decision after the first of the year.

Children’s Museum President Knightstep explained that the board is passionate about the mission of the Children’s Museum and serving the community. It was a difficult decision that was not taken lightly.

Commissioner Wolff expressed appreciation to former participants in the Chambers leadership Great Falls and everyone in the community for everything they have done for the Children’s Museum, as well as the Children’s Museum for all it has done for the community.

Mayor Reeves received clarification that the goal is to reopen the Children’s Museum at a new location by 2026.

Commissioner Tryon received clarification that the board would remain during the interim period. He inquired about the lease agreement with the Children’s Museum.

11/06/2024

# JOURNAL OF COMMISSION WORK SESSION

## November 6, 2024

City Manager Greg Doyon responded that the Children’s Museum was coming up on the end of their lease cycle; however, things changed and they are looking to find a permanent location. He recommended not considering a fair market lease scenario in the interim and allowing City staff to amend the agreement.

### 2. QUARTERLY BUDGET REVIEW

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

<div style="text-align: right; margin-bottom: 10px;"> </div> <h2 style="text-align: center;">Quarterly Budget Review</h2> <ul style="list-style-type: none"> <li>• General Fund and Funds Needing Attention</li> <li>• Six year comparison and 1st Quarter Fiscal Year 2025</li> <li>• Scheels Aim High Big Sky Update</li> </ul> <div style="text-align: right; margin-top: 10px;">1</div>	<div style="text-align: right; margin-bottom: 10px;"> </div> <h2 style="text-align: center;">General Fund</h2> <ul style="list-style-type: none"> <li>• Fund Balance Comparison</li> <li>• Cash Flow</li> </ul> <div style="text-align: right; margin-top: 10px;">2</div>																																																																																
<div style="text-align: right; margin-bottom: 10px;"> </div> <h3 style="text-align: center;">General Fund Six Year Comparison</h3> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th></th> <th>Fiscal Year 2025 Budget</th> <th>Fiscal Year 2025 1st Qtr</th> <th>Fiscal Year 2024</th> <th>Fiscal Year 2023</th> <th>Fiscal Year 2022</th> <th>Fiscal Year 2021</th> <th>Fiscal Year 2020</th> </tr> </thead> <tbody> <tr> <td>Revenue Totals</td> <td>\$40,370,294</td> <td>\$3,081,121</td> <td>\$38,022,532</td> <td>\$30,143,514</td> <td>\$34,001,701</td> <td>\$33,073,714</td> <td>\$30,233,103</td> </tr> <tr> <td>Expenditure Totals</td> <td>\$40,835,949</td> <td>\$11,531,533</td> <td>\$38,301,096</td> <td>\$37,205,207</td> <td>\$35,302,147</td> <td>\$34,526,215</td> <td>\$32,631,839</td> </tr> <tr> <td>Revenue Over (Under) Expenditures</td> <td>(\$405,655)</td> <td>(\$7,850,412)</td> <td>\$321,436</td> <td>(\$1,061,693)</td> <td>(\$1,300,446)</td> <td>(\$552,501)</td> <td>\$6,601,267</td> </tr> <tr> <td>Beginning Fund Balance, 7/1</td> <td>\$11,000,824</td> <td>\$11,000,824</td> <td>\$10,679,388</td> <td>\$11,741,081</td> <td>\$13,041,527</td> <td>\$13,594,028</td> <td>\$9,962,761</td> </tr> <tr> <td>Net Change</td> <td>(\$405,655)</td> <td>(\$7,850,412)</td> <td>\$321,436</td> <td>(\$1,061,693)</td> <td>(\$1,300,446)</td> <td>(\$552,501)</td> <td>\$6,601,267</td> </tr> <tr> <td>Ending Fund Balance, 6/30</td> <td>\$10,535,169</td> <td>\$3,150,412</td> <td>\$11,000,824</td> <td>\$10,679,388</td> <td>\$11,741,081</td> <td>\$13,041,527</td> <td>\$13,594,028</td> </tr> <tr> <td>Fund Balance % Total</td> <td>25.80%</td> <td>27.32%</td> <td>28.72%</td> <td>28.70%</td> <td>33.26%</td> <td>37.77%</td> <td>41.66%</td> </tr> <tr> <td>Advance to Golf Courses Fund</td> <td></td> <td>\$678,251</td> <td>\$678,251</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cash balance</td> <td></td> <td>\$2,523,937</td> <td>\$9,421,925</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;">3</div>		Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Revenue Totals	\$40,370,294	\$3,081,121	\$38,022,532	\$30,143,514	\$34,001,701	\$33,073,714	\$30,233,103	Expenditure Totals	\$40,835,949	\$11,531,533	\$38,301,096	\$37,205,207	\$35,302,147	\$34,526,215	\$32,631,839	Revenue Over (Under) Expenditures	(\$405,655)	(\$7,850,412)	\$321,436	(\$1,061,693)	(\$1,300,446)	(\$552,501)	\$6,601,267	Beginning Fund Balance, 7/1	\$11,000,824	\$11,000,824	\$10,679,388	\$11,741,081	\$13,041,527	\$13,594,028	\$9,962,761	Net Change	(\$405,655)	(\$7,850,412)	\$321,436	(\$1,061,693)	(\$1,300,446)	(\$552,501)	\$6,601,267	Ending Fund Balance, 6/30	\$10,535,169	\$3,150,412	\$11,000,824	\$10,679,388	\$11,741,081	\$13,041,527	\$13,594,028	Fund Balance % Total	25.80%	27.32%	28.72%	28.70%	33.26%	37.77%	41.66%	Advance to Golf Courses Fund		\$678,251	\$678,251					Cash balance		\$2,523,937	\$9,421,925					<div style="text-align: right; margin-bottom: 10px;"> </div> <h3 style="text-align: center;">General Fund Monthly Cash Flow by Fiscal Year</h3> <p style="text-align: center; font-size: 8px;">General Fund Monthly Cash Balance (by Fiscal Year)</p> <div style="text-align: right; margin-top: 10px;">4</div>
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# JOURNAL OF COMMISSION WORK SESSION

## November 6, 2024

### Funds Needing Attention

- Planning & Community Development
- Natural Resources
- Golf Courses
- Swimming Pools
- Scheels Aim High Big Sky
- Parking
- Recreation
- Multi-Sports
- Civic Center Events
- Health & Benefits



### Funds Needing Attention

- Most have had long on-going challenges and have been struggling for at least 5 years or more.
- Rate increases have occurred but are still not sufficient.
- Each fund has different challenges.
- What General Fund support should be given?
  - Philosophical question
  - What % of cost recovery should occur?
- Should services be changed /discontinued?
- Most funds are not sustainable with current and future revenue projections.



### Planning & Community Development Fund Six Year Comparison

	Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020
Revenue - Operating	\$1,243,891	\$68,558	\$1,061,510	\$968,140	\$787,161	\$745,703	\$807,239
Revenue - General Fund Support	\$379,932	\$94,233	\$379,932	\$379,932	\$271,932	\$271,932	\$271,932
Revenue - COVID Recovery	\$0	\$0	\$0	\$297,500	\$0	\$0	\$0
Revenue Totals	\$1,623,823	\$162,791	\$1,438,442	\$1,665,572	\$1,059,093	\$1,017,635	\$1,079,171
Expenditure Totals	\$1,634,039	\$378,895	\$1,409,946	\$1,344,990	\$1,322,370	\$1,191,970	\$1,073,513
Revenue Over (Under) Expenditures	(\$13,216)	(\$216,104)	\$28,496	\$317,588	(\$263,277)	(\$174,335)	\$5,657
Beginning Fund Balance, 7/1	\$133,619	\$133,619	\$105,123	(\$212,405)	\$50,813	\$225,147	\$219,400
Net Change	(\$13,216)	(\$216,104)	\$28,496	\$317,588	(\$263,277)	(\$174,335)	\$5,657
Ending Fund Balance, 6/30	\$120,403	(\$82,485)	\$133,619	\$105,123	(\$212,465)	\$50,813	\$225,147
Fund Balance % Total Cash balance	7.37%	-21.77%	9.48%	7.62%	-16.07%	4.29%	20.97%



### Planning & Community Development Fund

- Reviewing services provided.
- Rate increases and new fee schedules have been adopted.
- Increased General Fund subsidy over the past few years.
- Supported operations/fund balance with CARES funding in FY 2023 for \$297,500.



### Natural Resources Fund Six Year Comparison

	Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020
Revenue - Operating	\$34,573	\$263	\$40,818	\$30,343	\$54,737	\$26,803	\$25,075
Revenue - General Fund Support	\$256,277	\$64,069	\$256,277	\$256,277	\$256,277	\$256,277	\$256,277
Revenue - Blvd District Assessment	\$530,513	\$2,908	\$480,477	\$455,242	\$404,716	\$408,755	\$405,555
Revenue Totals	\$867,363	\$67,240	\$777,572	\$741,862	\$715,730	\$691,835	\$686,907
Expenditure Totals	\$936,713	\$258,388	\$909,362	\$741,412	\$736,446	\$741,407	\$696,495
Revenue Over (Under) Expenditures	(\$109,350)	(\$191,148)	(\$131,790)	\$450	(\$20,716)	(\$49,572)	(\$9,588)
Beginning Fund Balance, 7/1	\$201,411	\$201,411	\$333,201	\$332,751	\$353,467	\$403,039	\$412,627
Net Change	(\$109,350)	(\$191,148)	(\$131,790)	\$450	(\$20,716)	(\$49,572)	(\$9,588)
Ending Fund Balance, 6/30	\$92,061	\$10,263	\$201,411	\$333,201	\$332,751	\$353,467	\$403,039
Fund Balance % Total Cash balance	9.83%	3.97%	22.15%	44.04%	45.18%	47.68%	57.87%



### Natural Resources Fund

- Fund has two divisions.
- Natural Resources Division (takes care of trees in City Parks funded by General Fund subsidy)
- Boulevard Division (takes care of trees in the Blvd district funded by special assessments)
- For the past three years the Boulevard District has increased assessments.
- The General Fund subsidy has not increased since 2011.
- Expenses have increased 52%.



### Golf Courses Fund Six Year Comparison

	Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020
Revenue Totals	\$2,056,227	\$789,808	\$1,972,469	\$1,783,726	\$1,706,472	\$1,683,807	\$1,252,471
Expenditure Totals	\$1,908,556	\$593,604	\$1,713,521	\$1,586,124	\$1,313,221	\$1,443,004	\$1,199,137
Revenue Over (Under) Expenditures	\$147,671	\$196,204	\$258,948	\$217,602	\$393,251	\$220,803	\$53,334
Beginning Fund Balance, 7/1	(\$54,253)	(\$54,253)	(\$313,201)	(\$530,803)	(\$924,054)	(\$1,332,212)	(\$1,385,540)
Net Change	\$147,671	\$196,204	\$258,948	\$217,602	\$393,251	\$220,803	\$53,334
Fund Balance Adj. for Fixed Assets	\$0	\$0	\$0	\$0	\$0	\$187,355	\$0
Ending Fund Balance, 6/30	\$92,418	\$141,951	(\$54,253)	(\$313,201)	(\$530,803)	(\$924,054)	(\$1,332,212)
Advance from General Fund			\$678,251				
Great Falls Golf, LLC Cash Balance		\$694,776	\$596,432				
Golf Courses Fund Cash Balance		\$300,412	\$0				
Management Fee to Great Falls Golf, LLC	\$98,036	\$24,659	\$96,478				
Accounting Fee to Great Falls Golf, LLC	\$29,592	\$7,398	\$28,943				



### Golf Courses Fund

- The City entered into a Management Agreement with CourseCo, Inc d/b/a Great Falls Golf, LLC on December 18, 2018, for the period of 1/1/2019 to 1/31/2023 for management of two golf courses, Eagle Falls Golf Club and Anaconda Hills Golf Course.
- On 9/21/2021, an extension of the agreement was approved for February 1, 2022 to January 31, 2025.
- Staff is currently in negotiations for an additional extension of the management agreement for up to 10 years.
- Yearly fees are paid to Great Falls Golf, LLC for:
 

	FY 2024	FY 2025 Budgeted
• Management fee	\$96,478	\$98,636
• Accounting fee	\$28,943	\$29,592
- The financial liability as a result of operations of the Golf Courses still falls on the City.



# JOURNAL OF COMMISSION WORK SESSION

## November 6, 2024

### Swimming Pools Fund Six Year Comparison

	Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020
Revenue - Operating	\$498,950	\$240,429	\$474,723	\$443,667	\$422,297	\$442,870	\$395,507
Revenue - General Fund Support	\$128,861	\$32,215	\$267,861	\$267,861	\$267,861	\$267,861	\$267,861
Revenue - COVID Recovery	\$0	\$0	\$0	\$0	\$41,170	\$0	\$0
Revenue Totals	\$627,811	\$272,644	\$742,584	\$711,528	\$731,328	\$710,731	\$663,368
Operating Expenditures	\$620,092	\$443,998	\$719,201	\$653,410	\$581,813	\$549,501	\$635,890
Operating Transfer Out			\$190,000				
Expenditure Totals	\$620,092	\$443,998	\$909,201	\$653,410	\$581,813	\$549,501	\$635,890
Revenue Over (Under) Expenditures	(\$28,281)	(\$171,354)	(\$155,617)	\$58,118	\$149,515	\$161,230	\$27,478
Beginning Fund Balance, 7/1	\$375,273	\$375,273	\$530,890	\$472,772	\$323,257	\$162,027	\$134,548
Net Change	(\$28,281)	(\$171,354)	(\$155,617)	\$58,118	\$149,515	\$161,230	\$27,478
Ending Fund Balance, 6/30	\$346,992	\$203,919	\$375,273	\$530,890	\$472,772	\$323,257	\$162,026
Fund Balance % Total	8.31%	45.93%	41.70%	81.25%	81.28%	58.83%	25.48%
Cash balance		\$298,387	\$414,259				

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### Swimming Pools Fund

- The Swimming Pool Fund accounts for the operation of the three City outdoor pools, the Electric City Water Park, the Jaycee Pool, and the Water Tower Pool.
- The Swimming Pool Fund transferred \$180,000 of excess fund balance to the Scheels Aim High Big Sky in FY 2024.
- The General Fund subsidy for the Swimming Pools Fund for FY 2025 was reduced by \$139,000 from \$267,861 to \$128,861. The \$139,000 subsidy went to the Scheels Aim High Big Sky.
- Supported operations/fund balance with CARES funding of \$41,170 in FY 2022.
- The repair of the wave rider is budgeted in the FY 2025 Budget for \$128,900, which will have a large impact on fund balance available.
- Increased fees in March, 2024.

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### Scheels Aim High Big Sky Fund Comparison

	Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024
Revenue - Operating	\$2,168,938	\$241,551	\$97,197
Revenue - General Fund Support	\$300,407	\$75,101	\$0
Revenue - Swimming Pool Fund	\$0	\$0	\$100,000
Revenue Totals	\$2,469,345	\$316,652	\$277,197
Expenditure Totals	\$2,469,345	\$499,811	\$107,202
Revenue Over (Under) Expenditures	\$0	(\$183,159)	\$169,995
Beginning Fund Balance, 7/1	\$169,995	\$169,995	\$0
Net Change	\$0	(\$183,159)	\$169,995
Ending Fund Balance, 6/30	\$169,995	(\$13,164)	\$169,995
Fund Balance % Total	0.68%	-2.63%	158.57%
Cash balance		(\$8,403)	\$181,478

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### Scheels Aim High Big Sky Fund

- Budget for Scheels Aim High Big Sky Fund is a work in progress.
- In FY 2024, the Swimming Pools Fund transferred \$180,000 into Scheels Aim High Fund for startup cash.
- General Fund subsidy of \$139,000 from the Swimming Pools Fund and \$39,000 from the Recreation Fund was transferred in FY 2025 to Scheels Aim High Big Sky.
- Additional subsidy of \$122,407 from the General Fund was given to Scheels Aim High in FY 2025. Total General Fund subsidy for FY 2025 is \$300,407.
- Steve Herrig, the Park & Rec Director will be giving an update.

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### Parking Fund Six Year Comparison

	Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020
Revenue - Operating	\$656,250	\$160,802	\$634,974	\$728,751	\$632,895	\$302,529	\$600,257
Revenue - COVID Recovery	\$0	\$0	\$0	\$0	\$285,361	\$0	\$0
Revenue Totals	\$656,250	\$160,802	\$634,974	\$728,751	\$918,256	\$302,529	\$600,257
Expenditure Totals	\$744,753	\$214,989	\$908,390	\$960,215	\$722,698	\$824,812	\$581,783
Revenue Over (Under) Expenditures	(\$88,503)	(\$54,187)	(\$33,416)	\$68,536	\$175,359	(\$522,083)	\$24,474
Beginning Fund Balance, 7/1	\$138,035	\$138,035	\$171,451	\$102,915	(\$72,444)	\$449,639	\$425,164
Net Change	(\$88,503)	(\$54,187)	(\$33,416)	\$68,536	\$175,359	(\$522,083)	\$24,474
Ending Fund Balance, 6/30	\$49,532	\$83,848	\$138,035	\$171,451	\$102,915	(\$72,444)	\$449,639
Fund Balance % Total	6.65%	39.00%	20.65%	25.97%	14.24%	-8.79%	77.29%
Cash balance		\$108,943	\$147,534				

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### Parking Fund

- Supported operations/fund balance with CARES funding in FY 2022 for \$265,361.
- Maintenance on parking garages has been deferred.
- A major expenditure in the Parking Fund is the professional service agreement the City of Great Falls has with SP Plus Corporation for the operations of all the City's parking facilities and for enforcement of parking violations. The contract is currently on a month to month agreement. In FY 2024 the City paid Standard Parking Plus \$374,497.96.
- Prior TIF request requires a refresh from P&CD.

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### Recreation Fund Six Year Comparison

	Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020
Revenue - Operating	\$84,000	\$21,000	\$165,222	\$365,339	\$325,503	\$276,188	\$273,125
Revenue - General Fund Support	\$0	\$0	\$39,200	\$39,200	\$39,200	\$39,200	\$39,200
Revenue - COVID Recovery	\$0	\$0	\$0	\$140,000	\$220,153	\$0	\$0
Revenue Totals	\$84,000	\$21,000	\$204,422	\$544,545	\$590,856	\$315,394	\$312,325
Expenditure Totals	\$17,509	\$6,591	\$486,235	\$538,779	\$452,222	\$403,157	\$479,547
Revenue Over (Under) Expenditures	\$66,491	\$14,409	(\$281,807)	\$5,766	\$138,640	(\$87,763)	(\$167,210)
Beginning Fund Balance, 7/1	(\$256,236)	(\$256,236)	\$25,571	\$19,805	(\$118,835)	(\$31,072)	\$136,145
Net Change	\$66,491	\$14,409	(\$281,807)	\$5,766	\$138,640	(\$87,763)	(\$167,210)
Ending Fund Balance, 6/30	(\$189,745)	(\$241,827)	(\$256,236)	\$25,571	\$19,805	(\$118,835)	(\$31,071)
Fund Balance % Total	NA	-52.70%	-52.70%	4.75%	4.38%	-29.48%	-6.48%
Cash balance		(\$180,817)	(\$190,509)				

21

### Recreation Fund

- The Recreation Fund accounted for the operations of the old Recreation Center. All operations of the Scheels Aim High Big Sky are accounted for in a new fund.
- Supported operations/fund balance with CARES funding in FY 2022 and FY 2023 for \$366,153.
- Currently the City has a lease agreement with a Child's World, LLC for \$7,000 a month to rent the old Recreation Center. As part of the lease, a Child's World, LLC is also paying all utilities directly.
- Sell the old Recreation Center to offset cash deficit?
- P&R is retaining an appraiser to establish a price for the old recreation center.

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# JOURNAL OF COMMISSION WORK SESSION

## November 6, 2024

### Multi-Sports Fund Six Year Comparison

	Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020
Revenue - Operating	\$129,250	\$10,186	\$82,132	\$86,582	\$85,006	\$84,832	\$73,101
Revenue - COVID Recovery	\$0	\$0	\$0	\$34,500	\$65,000	\$0	\$0
<b>Revenue Totals</b>	<b>\$129,250</b>	<b>\$10,186</b>	<b>\$82,132</b>	<b>\$101,082</b>	<b>\$150,006</b>	<b>\$84,832</b>	<b>\$73,101</b>
Expenditure Totals	\$129,234	\$29,477	\$120,327	\$103,625	\$115,307	\$77,672	\$81,432
Revenue Over (Under) Expenditures	\$16	(\$19,291)	(\$38,195)	(\$2,543)	\$35,299	(\$12,840)	(\$8,331)
Beginning Fund Balance, 7/1	(\$9,649)	(\$9,649)	\$28,546	\$31,089	(\$4,210)	\$8,630	\$16,961
Net Change	\$16	(\$19,291)	(\$38,195)	(\$2,543)	\$35,299	(\$12,840)	(\$8,331)
Ending Fund Balance, 6/30	(\$9,633)	(\$28,940)	(\$9,649)	\$28,546	\$31,089	(\$4,210)	\$8,630
Fund Balance % Total	-7.45%	-98.18%	-8.02%	27.55%	26.96%	-5.42%	10.00%
Cash balance		(\$27,151)	(\$15,427)				

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### Multi-Sports Fund

- Supported operations/fund balance with CARES funding in FY 2022 and FY 2023 for \$99,500.
- Rate increases and additional fees went into effect on March, 2024.
- Not all expenses of Multi-Sports are reflected in the fund (i.e. an employee of the Scheels Aim High Big Sky Fund has been placed in charge of Multi-Sports operations)

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### Civic Center Events Fund Six Year Comparison

	Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020
Revenue - Operating	\$310,825	\$25,565	\$352,412	\$219,755	\$249,424	\$42,958	\$172,982
Revenue - General Fund Support	\$134,000	\$33,500	\$0	\$285,913	\$265,913	\$265,913	\$265,913
Revenue - COVID Recovery	\$0	\$0	\$0	\$0	\$50,106	\$0	\$0
<b>Revenue Totals</b>	<b>\$444,825</b>	<b>\$59,065</b>	<b>\$352,412</b>	<b>\$485,668</b>	<b>\$1,005,443</b>	<b>\$308,871</b>	<b>\$438,895</b>
Expenditure Totals	\$694,319	\$148,840	\$621,439	\$556,088	\$599,258	\$478,953	\$513,587
Revenue Over (Under) Expenditures	(\$249,494)	(\$89,775)	(\$269,027)	(\$70,420)	\$406,185	(\$170,082)	(\$74,692)
Beginning Fund Balance, 7/1	\$60,823	\$60,823	\$329,850	\$400,270	(\$85,915)	\$104,167	\$178,859
Net Change	(\$249,494)	(\$89,775)	(\$269,027)	(\$70,420)	\$406,185	(\$170,082)	(\$74,692)
Ending Fund Balance, 6/30	(\$188,671)	(\$28,952)	\$60,823	\$329,850	\$400,270	(\$85,915)	\$104,167
Fund Balance % Total	-27.17%	-19.45%	9.79%	59.32%	70.31%	-13.70%	20.28%
Cash balance less Suspend Accounts		\$27,911	\$113,242				

25

### Civic Center Events Fund

- Supported operations/fund balance with CARES funding in FY 2022 for \$520,106.
- \$50,000 for an operations study was included in the FY 2025 Adopted Budget.
- No General Fund subsidy was received in FY 2024. \$134,000 of subsidy was added back in FY 2025.

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### Health & Benefits Fund Six Year Comparison

	Fiscal Year 2025 Budget	Fiscal Year 2025 1st Qtr	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020
Revenue Totals	\$11,217,825	\$3,124,689	\$10,345,365	\$9,850,956	\$9,960,356	\$10,832,027	\$10,844,038
Expenditure Totals	\$11,217,825	\$2,989,319	\$10,495,085	\$8,502,878	\$9,559,588	\$11,536,046	\$10,262,108
Revenue Over (Under) Expenditures	\$0	\$135,370	(\$149,720)	\$1,348,078	\$398,768	(\$704,019)	\$582,530
Beginning Fund Balance, 7/1	\$3,149,583	\$3,149,583	\$3,299,283	\$1,951,205	\$1,554,437	\$2,258,406	\$1,875,926
Net Change	\$0	\$135,370	(\$149,720)	\$1,348,078	\$398,768	(\$704,019)	\$582,530
Ending Fund Balance, 6/30	\$3,149,583	\$3,684,953	\$3,149,583	\$3,299,283	\$1,951,205	\$1,554,437	\$2,258,456
Fund Balance % Total	28.08%	142.31%	30.01%	38.80%	20.41%	13.47%	22.01%
Cash balance		\$4,806,928	\$4,118,190				

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### Health & Benefits Fund

- On July 1, 2021, the City reverted to a self-insured health plan administered by Blue Cross/Blue Shield. Included in the rates is a premium for a commercial "stop-loss" policy for any one claimant who exceeds \$150,000 in covered charges during the year.
- The City's insurance consultant recommends that the fund balance of the Health & Benefits Fund should be 50% of budgeted health insurance premiums, \$5,603,256.

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### Funds Needing Attention

- How to proceed?
  - Rate Study for Park & Recreation programs?
  - Further discussions about philosophy?
  - Civic Center Events operations study?

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Finance Director Kinzler explained that there could be possible cash flow issues in the general fund. The county, school district and transit district received new taxable valuations and had to recertify their mills, which will cause a delay in when the City receives its actual tax revenue from the county.

Commissioner Wolff received clarification that FY 2024 was the first year of the \$1million protested taxes and the City would use the cash balance currently in the fund balance when it does not recertify.

City Manager Greg Doyon explained that the funds needing attention started after the Electric City Power settlement. The strategy was to financially recover from Electric City Power by capping the amount of general fund subsidies that went to the departments needing attention and utilizing funding for other priorities. Some of the funds needing attention are going to fluctuate depending on the economic climate and desires of the community with regard to utilization of a service. If these services are going to continue to be subsidized, those departments may need to come up with a cost recovery model.

Commissioner Tryon commented that there needs to be serious conversations and decisions about what to do with the funds needing attention.

Mayor Reeves suggested discussing the funds needing attention at the City Commission Retreat in January 2025.

City Manager Doyon added that the department heads with the funds that are of concern should also be involved.

Commissioner Tryon inquired if the additional extension of the management agreement would require the City to operate two golf courses for 10 additional years. He commented that he would not want to be locked into a 10-year agreement where the City has to maintain and take liability for two golf courses if something were to come up.

City Manager Doyon responded that language about the operations of two golf courses could be included in the additional extension of the management agreement. He had suggested to a prior Commission to close both golf courses; however, it was not supported because there are several golfers and golf is considered a recreational asset. If a golf course is closed and not maintained, it would be extremely expensive to return it to playable conditions. CourseCo indicated that having two golf courses that are unique, attract different skill level, clientele, and golfers is an asset for the City. Park and Recreation Director Steve Herrig and CourseCo would need to be included in discussions if there is any consideration of closing golf courses. There are compelling reason to keep both golf courses open; however, it would be interesting to know what closing both golf courses would do to the City's ability to recover that debt.

Commissioner Tryon mentioned that there are other options for golfers such as the private golf course, County Club and Fort Benton.

Mayor Reeves commented that if a golf course were to be eliminated, it would probably have to be Eagle Falls Golf Course, because Anaconda Hills Golf Course is on a superfund site.

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Finance Director Kinzler responded that there is a conveyance with regard to what the City could do with Anaconda Hills Golf Course.

With regard to the “Golf Courses Fund” slide, Commissioner Wolff noted that an additional extension of the management agreement for up to 10 years indicated to her that the period could be negotiated.

Commissioner Wolff suggested meeting with the department heads in November and December in order to have information at the City Commission Retreat in January.

Finance Director Kinzler mentioned that the funds needing attention are outside of the general fund.

Commissioner McKenney noted that several of the funds needing attention are entertainment type funds. The Crime Task Force and Public Safety Advisory Committee offered useful information and he suggested having an Entertainment Advisory Panel, made up of community activists.

Commissioner Tryon concurred that the Commission needs to meet with the department heads and having public involvement with regard to the importance of these entertainment/recreation funds. He expressed appreciation to City Manager Doyon, Finance Director Kinzler and Deputy Finance Director Wavra for being fiscally conservative and on top of the budget.

**3. SHEELS AIM HIGH BIG SKY UPDATE**

Park and Recreation Director Steve Herrig reported that Scheels Aim High Big Sky Aquatic and Recreation Center has been in operation for about four months. There has been over 7,850 daily memberships and a pro forma indicated 6,000 at the end of the year. Approximately 639 monthly memberships and a pro forma indicated 1,450. Annual memberships were 226 and a pro forma indicated 485 at the end of the year. There have been 88 birthday parties, 97 court rentals of the gym, 197 lane rentals of the lap pool, 2,658 swim lessons, 30 fitness offerings and two military trainings.

There have been issues with some of the lights, doors and a leak in the roof of the gym; however, Swank Enterprises has been working on getting those issues fixed. Staff was downsized in October to adjust with the down times of the facility.

City staff is working on a Request for Proposals (RFP) for a rate study for Park and Recreation programs. Special events included the Farmers Market, Kiwanis Clubs annual Trunk or Treat and family nights. The Park and Recreation Department will be doing Public Service Announcements (PSA) and has been working with Erin Schermele on videos for the department.

Park and Recreation Director Herrig presented a Park and Recreation Website Video.

**DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

City Manager Greg Doyon reported that the November 19, 2024 work session will consist of a safety inspection certificates/business licenses Title 5 review and Montana State Historic Preservation Grant



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proposal. Upcoming work sessions will consist of a review of funds requiring attention.

Commissioner Wolff requested that neighborhood council updates be added to upcoming work session topic lists.

**ADJOURN**

There being no further discussion, Mayor Reeves adjourned the informal work session of November 6, 2024 at 6:51 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:** City Manager Greg Doyon; City Attorney David Dennis and Deputy City Attorney Rachel Taylor; Finance Director Melissa Kinzler and Grant Administrator Tom Hazen; Planning and Community Development Director Brock Cherry and Historic Preservation Officer Samantha Long; Fire Chief Jeremy Jones and Fire Marshal Mike McIntosh; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

**Richard Irving**, City resident, opined that the library has blown the Commission's nonpartisan cover during the recent City election campaigns with signs to pressure the Commission into renegotiating the library agreement in its favor. Commission members are elected representatives for the entire City and the library is a small-ingrown group that acts for its own good and not for the good of the general City. The library should be a source of information for the whole community, not a small part of it. With regard to the library remodel, Mr. Irving requested that the Commission not allow the first floor of the library to become a room for homeless people and social workers.

**1. MONTANA STATE HISTORIC PRESERVATION GRANT AWARD TO UNION BETHEL AFRICAN METHODIST EPISCOPAL CHURCH**

Finance Grant Administrator Tom Hazen reported that the State of Montana received funding through the Department of the Interior's National Park Service African American Civil Rights grant program on behalf of the Union Bethel African Methodist Episcopal Church. The award was approved for \$497,712 and a Grant Agreement was executed between the State of Montana and the church to be administered by the State Historical Preservation Office (SHPO). SHPO is required by Montana statute to recoup 25% of the total award of \$124,428 for administrative costs. It has been proposed that the City sign a contract with the State that would make the City a pass through participant in the program and pass 100% of the funding to Union Bethel to maximize the fiscal impact of the award. The Finance Department has proposed taking 10% of the award, which is equal to the non-negotiated amount that a recipient can receive for indirect costs under any federal award. SHPO has proposed another arrangement to cover the City's administrative costs that Ms. Hampton will discuss.

The City has acted as a pass through entity before, particularly, the Big Sky Economic Trust Fund and Community Development Block Grant (CDBG); however, those are slightly different from this instance. The City's role was required by State law before the award was issued for the Big Sky Economic Trust Fund and the City was the direct recipient of funds from the Federal Government for CDBG. The City could face potential exposure if Union Bethel does not perform in accordance with the award. The City

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experienced this in the past when B/E Aerospace had to return \$160,000 to the Big Sky Economic Trust Fund grant when it did not comply with the requirements of the award. The company had the funds to cover it; however, the City would have had to pay if B/E Aerospace had not. Non-Compliance of the award may affect the System for Award Management (SAM) registration status as well. All Federal awards require adherence to statutory standards such as wage and documentation retention requirements and procurement practices. The City must document that these standards are met and retain documentation for several years after the award has been completed. This award would be included on the City's Schedule of Financial Awards in its Annual Comprehensive Financial Report and be subject to review if selected by the City's auditors. Sub-Recipient awards have been subject to increased scrutiny lately. The process for submitting claims would take approximately 30 days. At this time, the City has not identified a source of internal funding. There is an element of precedent that needs to be considered and if the City considers this request, should it give thought to similar, future requests.

Participating telephonically, Kate Hampton, Community Preservation Coordinator, Montana State Historic Preservation Office, reported that the grant award from the National Park Service that State Historic Preservation Office received was approximately \$497,000. It is matched by another grant that Union Bethel Church received directly from the National Trust for Historic Preservation for approximately \$200,000 for brick repair of the exterior part of the church. The National Park Service funds comply with the Secretary of Interior standards for rehabilitation and would be used to construct a small addition on the back of the church, mechanical and electrical upgrades, as well as address Americans with Disabilities Act (ADA) issues. The plan for the building is continued use for the congregation, many social outreach, after school and education programs that would benefit the City and underserved population. The National Park Service concurred with the Montana State Historic Preservation Office that this would be a great project. The Montana State Historic Preservation Office would like to take advantage of the existing relationship with the City because it is a certified local government.

The Montana State Historic Preservation Office has that existing pass through grant where it provides \$6,000 annually to the local historic preservation program and could increase that pass through amount from another historic preservation fund over the course of the three-year grant to compensate the City for the expenses associated with the fiscal operations.

Mayor Reeves received clarification that the City is not financially liable for current pass through funds. The City's preservation program applies to the Montana State Historic Preservation Office annually to support local preservation projects in the City. Some of that funding goes towards supporting the City's Historic Preservation Officer's salary and designated special projects that are allowable under the Historic Preservation fund grant rules. The contract language could clarify that the responsibility for the grant's performance of this project lies with the Union Bethel Church and the Montana State Historic Preservation Office.

City Manager Greg Doyon explained that there is no doubt this is a worthy grant; however, he expressed concern that City staff would not have the capacity to take on a grant of this nature based on its requirements. He inquired if the 10% would cover City costs on top of all of its other responsibilities and if a \$6,000 potential increase would offset that sufficiently.

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Finance Grant Administrator Hazen responded that the City has the capacity to handle the grant. He, Finance Director Melissa Kinzler, ARPA Project Manager Sylvia Tarman and Historic Preservation Officer Sam Long would be able to handle the auditing, compliance and documentation requirements. It could have a potential impact on limiting the City's ability to pursue other grants or efforts on compliance with current grants. As far as the cost of the grant and whether the 10% would cover the City, it would be tight considering all of the staffing involved. The grant would potentially last up to three years given the complexity of the project. Those quality and real considerations should be taken into account.

City Manager Doyon received clarification from Ms. Hampton that the City has the expertise with federal grants and understands the importance of how to handle pass through. The church has small capacity administratively.

Ms. Hampton added that she could possibly do \$10,000 or \$12,000 annually in addition to the regular \$6,000 grant to compensate for a service that the City would be applying.

Commissioner McKenney commented that historic preservation is important; however, he is concerned about the precedence, liability and ongoing cost to the City.

Commissioner Wolff commented that she would need to be assured in writing that the City would not be liable for non-performance and the amount of additional money the City would receive to offset its expenses. The City would have difficulty in future grant applications if the performance is not handled correctly.

Commissioner Tryon inquired the following:

- if the \$497,712 would have to be paid upfront by the City and if it would go into an escrow account
- if the main reason SHPO wants to use the City as a pass through is to avoid the 25% administrative cost and if the City's administrative fee would be 10%.
- the outcome if the City does not agree to be a pass through
- the timeline for the Commission to make a decision

Finance Grant Administrator Hazen responded that it could be a one-time payment if for some reason they were able to get it all done in one big chunk; however, that is not likely because of the size and complexity of the project. There would not be a contractual or legal obligation to put the \$497,712 in an escrow account; however, the City would need to have the flexibility to cover costs associated with it. The State and Federal government and the award itself, which would require a significant amount of time from multiple City employees, would contractually involve the City in the administration. If the City turned down the administration of the award and decided not to pursue it, the responsibility would return to the State Historical Preservation Office and the default would be their 25% administration.

Ms. Hampton commented that the project would go out imminently and construction would commence in January or February 2025, ending approximately in May 2027. The intent of the Montana Historic Preservation Office would be to offer that increase to the City's annual grant through its other sources of

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funding to increase the City's regular annual pass through grant annually for the life of the grant, which would be \$10,000 essentially a year for over the course of the grant. It could be more if the City decided that it needed the 10% amount, \$50,000. The Montana Historic Preservation Office would propose to increase the City's pass through funds annually to offset that cost for the City. If the City turned down the administration of the award, the scope of the project would either be reduced or diminished. The negotiated rate this year with the National Park Service for this grant would be 23.5%, not 25%.

Commissioner Wilson received clarification that the pass through amount would be \$16,000 to \$18,000 annually to help the City cover the expenses and liability and cash flow are concerns.

City Manager Doyon explained that he could continue conversations with Ms. Hampton about contract options and work with City staff to look at the numbers again to ensure that the City is covering its expenses. However, if City staff is focused on this, something is going to give and the City would not have the ability to pursue other grant opportunities. Also, there have been other identified priorities that have been ongoing and not addressed.

Commissioner Wolff commented that she needed more thinking time and information from internal staff to assure that the City would not be liable for any of these things before she would be comfortable with this.

Mayor Reeves commented that this could be a dangerous road for the City to go down and he has serious reservations about the City being the pass through.

It was the consensus of the Commission that City Manager Doyon continue discussions with Ms. Hampton about a draft contract and prepare a financial impact summary with regard to the administration, liability and impact on the City's capacity.

**2. OFFICIAL CODE OF THE CITY OF GREAT FALLS, TITLE 5 PROPOSED CHANGES AND UPDATES**

Planning and Community Development Director Brock Cherry and Great Falls Fire Rescue (GFFR) Fire Marshal Mike McIntosh reviewed and discussed the following PowerPoint slides:

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**City Commission Work Session**  
**Title 5 Proposed Changes & Updates**

11/19/2024

*Great Falls Fire Rescue*  
*Planning & Community Development Department*  
*City Attorney*

The proposal can be broken down into two parts:

1. Proposed Title 5 Amendments
2. Updating Pertinent Fees



**“Business License” Replaces  
“Safety Inspection Certificate”**

**Current:**

Annual inspections of businesses for life & fire safety and zoning compliance are currently completed as a “Safety Inspection Certificate” (SIC).

**Proposed:**

A “Safety Inspection Certificate” will now be known as a “Business License”.

**Justification:**

Annual inspections play a crucial role beyond just life safety compliance. Many businesses and commercial entities do not fully grasp the importance or urgency of obtaining a “Safety Inspection Certificate.” As a result, a “Business License” is often perceived as a more significant and essential requirement.



**Creation of a  
“Mobile Food Vendor” definition**

**Current:**

The current City Ordinance does not address “Mobile Food Vendors” (food trucks).

**Proposed:**

Add a Mobile Food Vendor Definition.

**Justification:**

Defining “Mobile Food Vendors” will include those individuals who must obtain a “Business License” to ensure compliance with regulations. Additionally, establishing this definition will facilitate the possible creation of an ordinance for “Mobile Food Vendors” in the future, should the City Commission choose to pursue it.



**Requires Cannabis Businesses to  
obtain a Business License**

**Current:**

Current Cannabis Businesses are required to obtain a “Safety Inspection Certificate”. Currently Cannabis Businesses are not charged an additional fee as are businesses that sell alcohol and liquor.

**Proposed:**

Cannabis Businesses will explicitly be required to obtain a Business License and to possibly pay an additional fee similar to alcohol and liquor.

**Justification:**

Ensures that all cannabis businesses comply with local regulations and rules. An additional fee may be required, similar to alcohol and liquor businesses, if deemed appropriate by the City Commission.



**“Violation Penalty “ Language Cleaned Up**

**Current:**

The current City Ordinance’s “Violation Penalty” is not straight forward.

**Proposed:**

There is a prescribed and explicit violation penalty for those operating a business without a business license, which consists of a violation being deemed a misdemeanor, or for those businesses who fail to renew their business licenses within the time frame listed in the Title.

**Justification:**

This new language cleans up existing language for those businesses who do not obtain a business license, and for those businesses that fail to renew their business license in a timely manner.





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<h3 style="text-align: center;">Elimination of Antiquated or Unenforceable Requirements</h3> <p><b>Current:</b> The current City Ordinance includes special requirements for specific business types, including mechanically operated devices depicting sexual activities, Teen Night Licenses, Plumbing Contractor Licenses, Plumber Licenses, and Electrical Contracting.</p> <p><b>Proposed:</b> Eliminate the following special licenses and associated special requirements for: Mechanically Operated Devices Depicting Sexual Activities, Teen Night Licenses, Plumbing Contractors Licenses, Plumber Licenses, and Electrical Contracting.</p> <p><b>Justification:</b> The City either does not currently administer Mechanically Operated Devices Depicting Sexual Activities or Teen Night Licenses. The State of Montana does not allow the City to provide duplicative development contractor licensing, such as Plumbing Contractors Licenses, Plumber Licenses, and Electrical Contracting.</p>  <p style="text-align: center;">7</p>	<h3 style="text-align: center;">Codify "License Verification" Prior to the Issuance of Specialty Building Permits</h3> <p><b>Current:</b> The State of Montana no longer allows for municipalities to require duplicative licensing for licenses administered at State level, in particular Plumbing Contractors Licenses, Plumber Licenses, and Electrical Contracting.</p> <p><b>Proposed:</b> Require an annual "License Verification" of specialty development contractors</p> <p><b>Justification:</b> Verifying that specialty contractors, such as plumbers and electricians, hold valid state-issued licenses is crucial for the City. This responsibility ensures that qualified individuals are performing work that directly impacts the health, safety, and well-being of residents. To fulfill this obligation, the City must review the annual state database, as well as check the required insurance and bonding information.</p>  <p style="text-align: center;">8</p>
<h3 style="text-align: center;">PCD Fee Resolution Updates</h3> <p><b>Current:</b> The Business License Zoning Permit fee is covered under the same fee as a Zoning Permit for a Building Permit. The fee was previously \$100 and was increased to \$1,000 for building permits as part of Resolution 10521.</p> <p><b>Proposed:</b> PCD Staff recommends separating the Business License Zoning Permit fee from the Zoning Permit fee that is applied for Building Permits.</p> <p>PCD Staff recommends a new fee of \$130 for a Business License Zoning Permit.</p> <p><b>Justification:</b> PCD Staff determined a separate fee for a Business License Zoning Permit is necessary to cover the fully burdened cost of required staff time to complete the task, which is substantially less staff time than processing a Zoning Permit that is incurred as part of a building permit.</p>  <p style="text-align: center;">9</p>	<h3 style="text-align: center;">GFFR Fee Resolution Updates</h3> <p><b>Current:</b> Fees were most recently updated as part of Resolution 10436 in 2022</p> <p><b>Proposed:</b> GFFR Staff recommends increased fees listed within Fire Department Fee Schedule</p> <p><b>Justification:</b> GFFR Staff determined the fees needed to be updated to reflect the current fully burdened cost of required staff time to administer each type of activity. The increases are based on the change in Western Consumer Price Index (CPI) provided by the Finance Department. See Attached fee schedule for reference.</p>  <p style="text-align: center;">10</p>

Fire Marshall McIntosh provided and discussed Title 5 and GFFR Proposed Fee Schedule handouts. He reported that this process began after changes were made at the 2023 legislative session with regard to how City licensure fees could be charged. The City had moved away from a business license to a Safety Inspection Certificate (SIC) because certain entities fell in a loophole where they did not have to get a business license. Since the City has been under a SIC, things have changed at the state level that all municipalities, with the exception of Kalispell, have an individual business license that they run through their municipality. Changing the name from Safety Inspection Certificate to Business License would provide clarity and ease for people looking to start a business, as well as City staff.

Mobile food vendors are required to have suppression systems in their mobile food units and be licensed to operate within the City. GFFR, Planning and Community Development and the Cascade County Health Department work collaboratively with regard to inspections and issuing a license.

City Manager Greg Doyon explained that the license verification process of specialty development contractors benefits a homeowner. It is frustrating that the City would have to do the additional step after the legislature changed the rules.

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After further discussion, it was the consensus of the Commission that City staff provide community outreach with regard to the proposed fees and proceed with the proposed amendment language.

**DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

City Manager Greg Doyon reported that the December 3, 2024 and December 17, 2024 work sessions will consist of a review of funds requiring attention.

**ADJOURN**

There being no further discussion, Mayor Reeves adjourned the informal work session of November 19, 2024 at 6:54 p.m.



City Commission Special Work Session  
Civic Center, Gibson Room 212

Mayor Reeves presiding

**CALL TO ORDER:** 4:00 PM

**CITY COMMISSION MEMBERS PRESENT:** Cory Reeves, Rick Tryon, Joe McKenney and Susan Wolff. Shannon Wilson arrived at 4:17 p.m.

**STAFF PRESENT:** Acting City Manager David Dennis; Deputy City Attorney Rachel Taylor; Finance Director Melissa Kinzler; Park and Recreation Director Steve Herrig; Planning and Community Development Director Brock Cherry; Fire Chief Jeremy Jones; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

None.

**1. INTRODUCTION AND 2025 LEGISLATIVE DISCUSSION WITH CHUCK DENOWH FROM THE MONTANA GROUP**

Chuck Denowh with the Montana Group reported that his firm represents the City with regard to the upcoming legislative session. One of the biggest issues would be property tax. A Legislative Review Interim Committee and Property Tax Advisory Group were formed to look at options for reforming property tax to relieve the burden on residential tax payers. Those groups proposed a homestead and comstead exemption to attempt to shift some of the property tax burden away from most homeowners and put it on wealthier homeowners or owners of second homes. It would reduce the tax rate for most homeowners to 1.1% and 1.9% for owners of second homes.

A Land Classification Working Group looked at options to stop large landowners from taking their land out of production and still receiving the agriculture tax rate. The group proposed taking away the agriculture classification and requiring every agriculture producer to submit information to the Department of Revenue (DOR) to prove they are in agriculture production in order to qualify for the agriculture classification. If the agriculture classification was not met, it would be shifted over to class four property. There was also discussion about controlling local government spending as well as putting more restrictions on Tax Increment Financing (TIFs) and levies because the legislature believes those are being abused. Everything in the governors property tax working group was presented to the Revenue Interim Committee to adopt as committee bills and are usually seen by the legislature as having more importance to them. The Revenue Interim Committee adopted five of the proposals.

Mayor Reeves received clarification that the five adopted committee bills were related to TIFs, levy elections and levies.

Commissioner Wolff received clarification that Mr. Denowh would send updates to the City Commission with regard to the bills that he is watching.

**JOURNAL OF COMMISSION WORK SESSION**  
**December 3, 2024**

Commissioner McKenney mentioned that increases on property tax statements include insurance increases.

Mr. Denowh responded that there needs to be a way to underscore that information so homeowners have a better understand of their mortgage statement.

Commissioner Tryon commented that there does not seem to be a lot of awareness from the local delegation that Great Falls has different issues from its sister cities.

Mr. Denowh responded that he coordinates with other city lobbyist and the Montana League of Cities and Towns (MLCT) with regard to the concerns and priorities of local municipalities. Mr. Denowh would track a list of bills that are priorities to the City and share it with City Manager Greg Doyon. Establishing lines of communication early on with members that serve on the most important committees is important.

Commissioner Wolff received clarification from Mr. Denowh that the City Commission should connect with the local legislative delegation, have communications with members that serve on important committees and pass on any useful information to him. She suggested not only reaching out to our local legislative delegation, but also North Central Montana because the City's needs and views are similar to those smaller communities.

Referring to the perception that the legislature believes municipalities are overspending, Acting City Manager David Dennis explained that our community spending is less than the sister cities. He received clarification that Mr. Denowh believes the legislature would target the proposed bills it perceives as abuse of TIFs.

Commissioner McKenney mentioned that having a lobbyist to represent the City could help with the "one size fits all bills" and ZOOM meetings with local delegation could be beneficial.

Mr. Denowh concluded that he expects to see legislation on adjusting the inflationary factor, newly taxable property, building/fire code, Artificial Intelligence (AI) and potentially affordable housing, marijuana revenue and local option tax.

Commissioner Wolff and Mayor Reeves commented that their legislative topics/concerns include public safety, water rights and law enforcement police academy.

Planning and Community Development Director Brock Cherry explained that his legislative issues/concerns included the significant changes to the Montana Land Use Planning Act and that the definition of Accessory Dwelling Unit (ADUs) should be clarified to require that detached ADUs are placed on a permanent foundation and specifically include RVs, campers, and trailers. He expressed concern with regard to communities overgrowing with primarily residential development and not having the accompanying industrial and commercial development to ensure a continued tax base.

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It was the consensus of the Commission that Mr. Denowh email City Manager Doyon and he would email the Commission to update them on important legislative developments. The Commission and Mr. Denowh would exchange contact information, copy City Manager Doyon on all communications and potentially meet with local delegation via Zoom weekly or bi-weekly.

**2. FOLLOW UP ON FUNDS NEEDING ATTENTION FROM THE 11/6/24 QUARTERLY BUDGET WORK SESSION**

Finance Director Melissa Kinzler reviewed and discussed a budget discussion preparation document from City Manager Greg Doyon with regard to funds that are not performing including the following:

- Is this service/program/fund considered essential to the community's core needs/values, or does it simply enhance quality of life.
- Is it the City's responsibility to provide this service, or could it be effectively delivered by another entity.
- To what extent should this service generate its own funding to sustain operations with fees/services charges.
- Can the service feasibly operate without heavy reliance on General Fund appropriations.
  - What criteria should the Commission use to determine the percentage of General Fund support allocated to this service.
- Is the Commission open to revising, restructuring, or discontinuing the service if necessary.
  - Which stakeholders, if any, should be engaged in the evaluation and decision-making process regarding this service.

Commissioner Wolff commented that not only should expenses be looked at but also revenues.

Commissioner Tryon inquired about qualifying and quantifying the answers to the questions on the budget discussion preparation document.

Finance Director Melissa Kinzler responded that the City could do a Request for Proposals (RFP) to help the Commission set priorities or a rate analysis, internally or externally, on Park and Recreation fees.

Commissioner Wolff mentioned that the neighborhood swimming pools might be serving a demographic that do not have transportation to get to the Electric City Water Park.

Mayor Reeves explained that Commission priorities for funds needing attention would be a topic at the City Commission Retreat on January 3, 2025.

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

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**City Commission Work Session**  
December 3, 2024

**Natural Resources**

- Management, care, planting and removal of all City owned trees
  - 34,000 public trees
  - Boulevard trees, parks, golf courses, and other public property
  - Pruning
    - Trimming of all parks and Boulevard trees
  - Treatment of disease – Mountain Pine Beetle, Dutch Elm Disease
- Planting and care of flower beds
- Leaf pick up in Boulevard District
- Compost Site

2



3



4

**Golf**

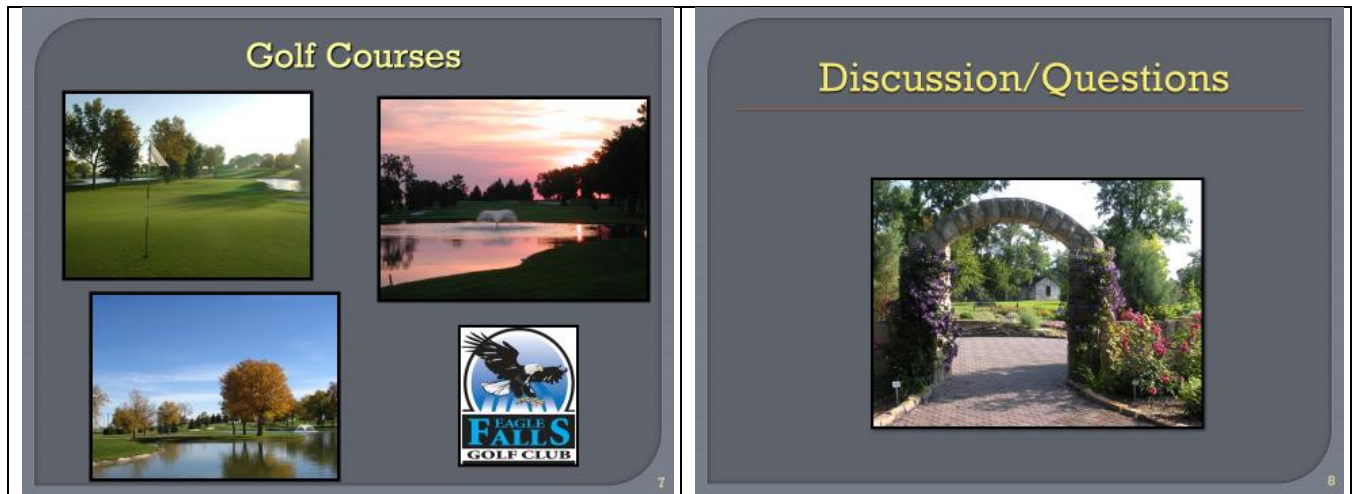
- Management Company – CourseCo
- Anaconda Hills & Eagle Falls
  - 36 Holes with 47,483 rounds in 2023
- Men's' and women's' leagues at both courses
- Junior Golf Programs
- Special Promotions
- Tournaments, group outings and special events

5



6

**JOURNAL OF COMMISSION WORK SESSION**  
**December 3, 2024**



Park and Recreation Director Herrig reported that the Natural Resources Department has been working on the same subsidy since 2011 and expenses have increased 52% over that time.

Finance Director Kinzler added that 57% of the Natural Resources budget was funded by a boulevard assessment. The assessments have been increased in the Boulevard District; however, could only be used on the area that was assessed. The General Fund subsidy has not been increased and places a strain on the Natural Resources Department.

Commissioner Tryon inquired if the Natural Resources fund would not be sustainable unless the Boulevard or Park Maintenance District assessments were raised again, or additional funding from the General Fund.

Finance Director Kinzler reiterated that the boulevard assessment can only be used for work in the Boulevard District and is not a funding source for parks, trees and outside sources. The Park Maintenance District could only be used for maintenance and there is limited amount of money for the actual use of the park maintenance. She concluded that bad trees are an additional liability that affects the City's liability premiums and it is the City's responsibility to take care of them.

Mayor Reeves received clarification that the City Commission sets the boundaries of the Boulevard District. Expanding the boundaries would create additional work without providing additional funding.

Commissioner Tryon commented that the General Fund is intended for public safety. He inquired if the language in the CourseCo agreement states that the City is bound to keep two golf courses open.

Park and Recreation Director Herrig explained that approximately \$1.2 million went towards the golf debt. CourseCo indicated that there are shared resources between the two golf courses and closing one would not significantly reduce the expenses or fall to the remaining course. The revenue was enhanced by two courses between membership sales, tournaments and overall play. There is no revenue for Anaconda Hills during the winter because it is closed and all resources are shifted to Eagle Falls. The two golf course model works, is profitable and affordable for golfers in the community. If a golf course were to be closed,

**JOURNAL OF COMMISSION WORK SESSION**  
**December 3, 2024**

it would have to be Eagle Falls because the City cannot do anything with the Anaconda property. The language is not in the contract; however, it is an understood process between the City and CourseCo that if it is not sustainable to operate two courses, one could be closed.

Commissioner Tryon requested that the new contract with CourseCo include language that a golf course could be closed if keeping two open would not be sustainable.

Mayor Reeves inquired which fiscal year the golf course would be debt free and when golf fees are adjusted.

Finance Director Kinzer responded that it depends on how the 10-year agreement goes with CourseCo and how the money from the Pasta Montana sale is applied. When the City sold the property, the Pasta Montana land was in the golf course fund. The \$1.2 million is the profit that CourseCo has made running the golf courses; however, that money belongs to the City. The current agreement indicates that CourseCo looks at rolling a 6 month cash flow and any extra money would be released back to the City. The current debt is approximately \$678,000. CourseCo is a management company and the City still owns the golf courses. Fees for the golf courses would be adjusted in February 2025.

**DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

Acting City Manager David Dennis reported that the December 17, 2024 work session will consist of a review of funds requiring attention and growth policy updates.

Commissioner Tryon suggested opening public comment up again since this meeting began early.

**PUBLIC COMMENT**

None.

**ADJOURN**

There being no further discussion, Mayor Reeves adjourned the informal special work session of December 3, 2024 at 5.36 p.m.





## Finance Department Memorandum

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

From: Kirsten Wavra, Deputy Finance Director

Date: December 13, 2024

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

The City of Great Falls' total cash and investments at the end of November 2024 was \$90,844,505.45. This included cash in bank accounts totaling \$15,239,108.45. Total cash and investments decreased from \$95.3 in October to \$90.8 in November. 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 \$245,897 in October to -\$2,174,275.71 in November. This amount will continue to decrease until tax payments are received, which is usually in December for the 1<sup>st</sup> half of the tax year. However, tax bills were mailed out later than usual this year, and therefore, the City will not receive 1<sup>st</sup> 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 November 30<sup>th</sup>. 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.

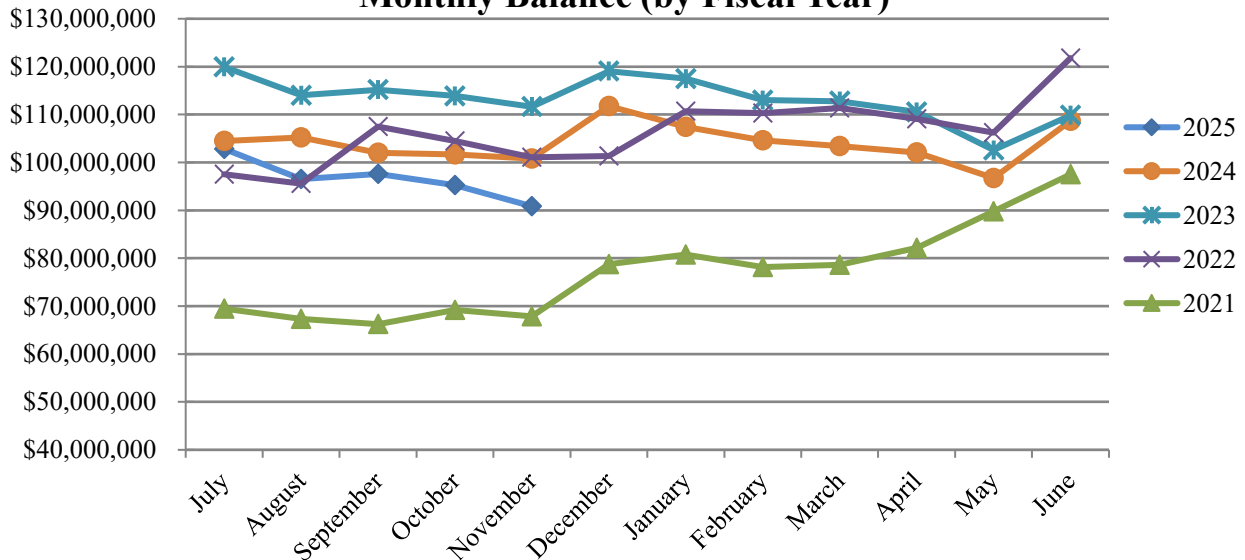
Issuer category	Minimum %	Maximum %	City's Investments % as of November 30, 2024
Master, savings, and ICS accounts		100%	100%
Montana Board of Investments STIP	20% combined	100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0%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

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

Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
Insured Cash Sweep	3.700%		28,628,324.00	28,628,324.00
Total US Bank Investments			28,628,324.00	28,628,324.00
State of Montana Short Term Investment Pool (STIP)	4.914%		46,977,073.00	46,977,073.00
Total Investments			75,605,397.00	75,605,397.00
Cash on Hand, Deposits in Bank			15,239,108.45	15,239,108.45
Total Cash and Investments			<u>\$ 90,844,505.45</u>	<u>\$ 90,844,505.45</u>

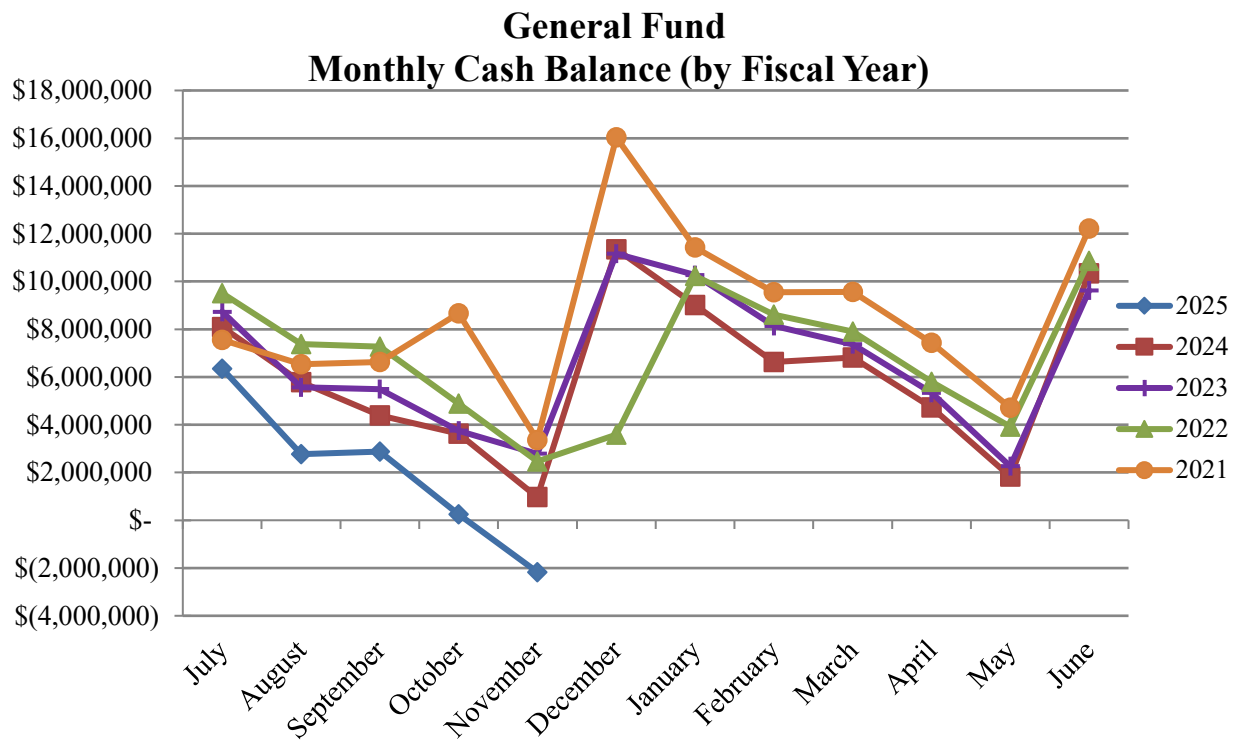
Compared to 2021, total cash and investments are still at a higher level (see graph below). The higher levels can be attributed to receipt of American Rescue Plan (ARPA) funding and bond funding from the Park Maintenance District and Downtown Tax Increment District. These monies originally accounted 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 well underway. All ARPA funds must be spent by December 31, 2026.

**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](mailto:kwavra@greatfallsmt.net).

**Department Monthly Update  
November 30, 2024  
Key Updates**

<p><b>City Manager</b></p>	<ol style="list-style-type: none"> <li>1. Wrapped up discussions with Library Trustees.</li> <li>2. Reviewed Aquatics Policies with P&amp;R Staff.</li> <li>3. Held a Montana City County Manager's Association Board meeting.</li> <li>4. Attended Fall Senior Advisory Committee meeting in Helena (MT DES).</li> <li>5. Met with recommended lobbyist to coordinate efforts.</li> <li>6. Attended GFFR promotion ceremony.</li> <li>7. Met with Children's Museum of Montana Executive Director to discuss lease terms.</li> <li>8. Met with community members and Chief Newton to catch up, touch base, and connect.</li> </ol>
<p><b>Deputy City Manager (Clerk, Comm Specialist, Neighborhood Councils, Events, GFAS)</b></p>	<p><b>Animal Shelter:</b> November was a month of preparation for the upcoming holiday season. While there were no major events, the team focused on readying for several scheduled activities in December. The shelter brought in 54 stray animals, including 21 dogs and 33 cats. A total of 35 adoptions took place, with 9 dogs and 26 cats finding their forever homes. Additionally, 13 animals were successfully reunited with their owners, comprising 11 dogs and 2 cats. The month ended with 105 animals in care, including 31 dogs and 74 cats.</p> <p><b>Communications:</b> Held the first Communication Team meeting since being hired. The team chose a new press release design for City departments and gave feedback on potential edits to the City’s Social Media Policy. Met with Livability Magazine to discuss possible article placements for the City. Completed the Montana Municipal Government Course taught through MSU. Met with the local Kiwanis Club. Updated the “Safety in the Falls” website with new information, documents, reports, etc. Edited/wrote multiple press releases and responded to media inquiries/coordinated interviews between KRTV, KFBB, and The Electric with various City departments. Working on a Growth Policy informational video with PCD and GF Tourism. 10 positive stories went out on social media involving many City departments over the course of the month.</p> <p><b>Neighborhood Councils:</b> Completed 6 week online course, Fundamentals of Montana Municipal Government. Assisted with 8 Neighborhood Council meetings this month. Assisted Neighborhood Councils with ongoing projects/requests that are affecting neighborhoods to be presented to City Commission.</p> <p><b>Events:</b> The box office sold over \$164,000 in tickets for upcoming shows in the month of November. The Nutcracker returned for another holiday season selling 1200 tickets. The Broadway performance of book of Mormon in February is on track to be a sell out show. The bid opening for theater seat replacement was completed.</p>
<p><b>Finance</b></p>	<ol style="list-style-type: none"> <li>1. Sending delinquent letters with follow-up calls to customers with bills outstanding over 3 months. Working on slowness of Utility on-line payment web site.</li> <li>2. Completed the Draft FY 2024 Annual Comprehensive Financial Report. Will have Audit Committee meeting for acceptance of report on December 5, 2024. Completed DRAFT RFP for Audit Services, will send out RFP in December.</li> <li>3. Presented Quarterly Budget Review to City Commission at November 6, 2024 Work Session. Will have Budget and New World training for City Departments in December.</li> </ol>
<p><b>Fire</b></p>	<p><b>Operations Division:</b> Cared for 229 patients in November with complaints including cardiac arrest, chest pain, shortness of breath, falls, overdoses, seizures and diabetic emergencies. 3 Cardiac arrest patients were treated by GFFR and 8 patients were transported by GFFR ambulances.</p> <p>Training at GFFR consisted of new driver training, multi-company mayday drills, car fires, ground ladders, forcible entry, extrication (Tunneling through the rear of the vehicle), Calumet Hazmat pre-plan and Blue Card Command and Control.</p> <p>Took part in the Parade of Lights event.</p> <p><b>Fire Prevention Division:</b> Conducted 183 Annual Inspections, 21 fire code violations were noted. 2 fire alarm systems were accepted, 2 fire line flushes, 1 sprinkler system hydro. 3 mobile food vendor inspections completed.</p>

**Department Monthly Update**

**November 30, 2024**

**Key Updates**

	<p>Responded to 27 false alarms in October, 0 false alarm fees were issued, 1 false alarm letter issued. DFM Harris and AC McIntosh assisted an elderly couple with outdated smoke alarm in their house. Assisted AC Virts with handing candy out for Halloween downtown. AC McIntosh presented to the City Commission with PCD Director Cherry for proposed changes to Title 5 and GFFRs Fee Schedule.</p>
<b>Human Resources</b>	<ol style="list-style-type: none"> <li>1. Managed the recruitment of 30 positions. There were 186 applicants yielding the onboarding of 9 new employees. October's turnover rate was 1.10 percent. The average time to fill a position was 26 days.</li> <li>2. Continued with the implementation of E-timesheets and Leave Management software with the training of Public Works employees. To date, 44 percent of City employees are now using electronic timesheets.</li> <li>3. There were five new work comp claims (GFPD, P&amp;R, GFFR and Library) this month for a total of 24 reported claims fiscal YTD though November. Areas of focus for this quarter include slips, trips and falls and safe/proper lifting practices.</li> </ol>
<b>Information Technology</b>	<ol style="list-style-type: none"> <li>1. E-Timesheet and Leave Management rollouts continue with larger departments. Modifications made to New World source code to correct a software defect. Performance of the system has improved dramatically.</li> <li>2. Major power changes were made to the City's primary datacenter. These changes were required to accommodate the replacement of our Uninterruptable Power Supply (UPS) which will occur in December. The existing UPS is nearly 18 years old and well beyond end-of-life. Added Wifi to the Water Treatment Plant. Continue planning for implementation of technology in the new Court facilities.</li> <li>3. Coordinated with the DOR and County to create a Tax Parcel update solution. Held a GIS Technical Working Group meeting and GIS Day celebration. Finished new process for combining Count and City GIS data for CAD system with assistance from the Montana State Library.</li> <li>4. Processed over 31 million website requests (decrease of 7%) and prevented access to over 10,000 threats (decrease of 21%), including over 8,500 malware-infected sites (decrease of 24%). Email server processed over 90,000 inbound emails (4% increase) and blocked nearly 12,000 malicious, geo-blocked or SPAM messages (43% increase). Antivirus detected and/or blocked 11 threats (increase of 22%) and triggered 0 investigations (100% decrease).</li> <li>5. 250 IT requests created (14% decrease) and 240 IT requests closed (15% decrease). The Closed and Created totals for this month are the highest recorded since the metrics have been tracked. Average of 14 tickets closed per day (14% increase). Current backlog is 71 requests. We have candidates in the background check process for both the Network Administrator and Endpoint Specialist positions.</li> </ol>
<b>Legal</b>	<ol style="list-style-type: none"> <li>1. Civil Division opened 1 new active code enforcement cases (in review, Municipal Court, or other route to resolution), including 4 heading to trial, 16 total active cases including remaining open from prior month, and closed 0 cases (permanent or inactive under current conditions).</li> <li>2. Civil Division processed 121 record requests.</li> <li>3. Criminal Division processed 98 deferred prosecution agreements, and prepared 812 subpoenas for witnesses to attend trials and hearings.</li> </ol>
<b>Library</b>	<ol style="list-style-type: none"> <li>1. The Great Falls Public Library Board of Trustees voted unanimously (5-0) on November 26th to approve a new management agreement with the City of Great Falls, marking a new chapter in the Library's 140-year partnership with the City. The Library Board will begin the FY2026 budget planning process, with final approval scheduled for their April meeting. This process will include careful evaluation of services and staffing to align with the new funding level. Potential adjustments may affect various areas including youth services, outreach programs, digital resources, and operating hours. The specific changes will be determined during the budget process and communicated to the public well in advance of implementation.</li> </ol>

Department Monthly Update

November 30, 2024

Key Updates

	<p>2. Kudos to Aaron Kueffler for heading up a project to promote Library programs through the Great Falls Public Schools' Wednesday envelope program. Each month, we will be creating a two-sided half sheet featuring upcoming Library events and current resources. The first promotional sheets went out in the November 6th Wednesday envelopes for K-3rd grade students. We hope that this low-cost effort helps us to reach families who are not aware of the array of Library offerings.</p> <p>3. The Great Falls Public Library Foundation (GFPLF) has been notified that their application to the Family Foundation for an Early Literacy Outreach project has been funded. The Foundation will receive the funds which then will be passed through to the Library. This grant will fund a part-time Library Specialist who will work with area child-care providers. We have already developed a job description with HR and discussed that we will be hiring the position as a temporary part-time position. Any candidates will be fully informed that it is a one-year position. We had a great meeting with United Way and GFC-MSU early childhood staff and look forward to partnering with them on this great project.</p> <p>4. The Great Falls Public Library Board of Trustees is required to present an annual report each year. The Montana Code Annotated (MCA 22-1-309 Trustees—powers and duties.) includes a requirement that the Library Board “make an annual report to the governing body of the city or county on the condition and operation of the library, including a financial statement.” At the November 26th the Board of Trustees meeting, the Board approved a written annual report. We look forward to delivering the report to the City Commission. Over the next few weeks, we will be making arrangements to have copies printed and to post the report on our website.</p>
<b>Municipal Court</b>	<p>1. The Court issued 176 new warrants in the month of November for failure to appear and/or comply. A total of 375 warrants were resolved in the month of November.</p> <p>2. A total of 519 new citations were filed. 261 of those have been resolved/dispensed. Of those, 194 have been resolved.</p> <p>450 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 roughly \$63,788.47 in receipts total for fines/fees, restitution, miscellaneous fees and bonds.</p>
<b>Park and Recreation</b>	<p>1. This year, Parks in collaboration with Neighborworks, a local Boy Scout group and Northwest Energy worked together to string lights on Overlook Park. The official lighting will be on 12/8.</p> <p>2. New shot clocks were installed at Scheels Aim High Recreational Facility to support High School basketball league rules. Aim High also hosted a Round</p> <p>3. The section of the River's Edge Trail north of the 10th street Bridge reopened to pedestrian traffic after being temporarily closed for storm drainage utility repairs, 11/6.</p> <p>4. The People's Park and Recreation Foundation hosted a Rise a Pint event at Might Mo's to fundraise for future fireworks and Park and Recreation projects, 11/18.</p> <p>5. The Forestry Department spent several days stringing lights on the Central Avenue Tree in preparation of the tree lighting for the Parade of lights on 11/30.</p>
<b>Police</b>	<p>1. Officers David Holt and Adrian Martinez graduated from the Montana Law Enforcement Academy, Basic #185. With these two hires, we still have seven sworn officer vacancies. However, the hiring process continues, and we anticipate hiring three officers during the following month.</p> <p>2. Our newest 911 dispatcher is moving through her training process, and we will be hiring an additional 911 dispatcher at the beginning of December. We are on track to potentially hire 2 to 3 additional 911 dispatchers within the next few months. We still have 6 vacancies, but have changed our processes and are starting to have greater success in that area.</p> <p>3. The front counter project continues on schedule. During the month, several contractors provided bids to work on the project. It is anticipated the final bid approval will go before the City Commission in December.</p> <p>4. Rachel Tooker was sworn in as the newest Animal Control Officer. The ACO's are now again fully staffed.</p>

**Department Monthly Update**

**November 30, 2024**

**Key Updates**

<p><b>Planning and Community Development</b></p>	<p>1. The Planning Staff will host five community workshops in January as part of the public outreach for the Future Great Falls Growth Policy. These workshops will be held from January 27 to January 30 at various locations throughout Great Falls.</p> <p>2. The PCD has made significant progress in online building permit submissions, having conducted several successful live permit tests. The department aims to launch the submission portal for New Residential and New Commercial Permits in the upcoming Spring.</p> <p>3. PCD is preparing to send the city manager a draft of a GeoTech Ordinance that would mandate necessary testing while exempting infill development by the end of December.</p>
<p><b>Public Works</b></p>	<p><b>Director/Administration:</b> Conducted interviews for the MAFB Resiliency Study; Met with Nicholas D. Seedall, Special Agent for the FBI regarding Critical Infrastructure related to MAFB; participated in a lunch and learn on Strong Towns Real Estate Development; Met with representatives and Project Manager for the kickoff to the OLDCC Grant Award and took them on a tour of infrastructure around Great Falls; helped with training meetings with HR for e-timesheet training for all of Public Works; represented Public Works at LEPC meeting.</p> <p><b>Utilities:</b></p> <p>205,908 Ft-Sanitary sewers cleaned          5-Water Main Break          3-Fire Hydrants Repaired or Replaced          0- CL12 taps-Domestic water tap          465-Locates          16-Private Water calls          3-Private Waste water calls          1-Sewer main repaired          3-After hours water calls          7-After hours waste water calls          56-Public system maintenance calls for water. Water off: 34 water on: 34          1-Public system maintenance calls for waste water          1-Public system maintenance calls for storm water</p> <p>Hired one laborer still in the search for one more and 1 pipe layer to be fully staffed, three interviews for laborer to be held next month.</p> <p><b>Sanitation:</b> hauled 3,544 tons using 2,758 man-hours; received 175 requests for roll-off service; fleet logged 21,396 miles; New commercial side-load truck has arrived, should be in use in the next few weeks.</p> <p><b>Water Plant:</b> Continued to operate between 6.5 MGD producing ~196 million gallons for the month. High service pump #5 repairs are anticipated to begin later in the month, and complete in January. The solids mitigation project is in the start up phase working through punchlist items and operational adjustments necessary for handover. The project is producing "cake" material that is being hauled offsite by COGF Sanitation. Internal work on 33rd street tank is currently underway. Exploring energy saving opportunities with Power Gas. Site and pump station winter preparations are completed. Reviewing CIP with Engineering for WTP and WWTP projects. Matching long term outlook to current CIP initiatives.</p>

Department Monthly Update

November 30, 2024

Key Updates

**Environmental:** Continued progress revising/updating expired Industrial Discharge Permits (In Nov: 4 permits went out to public comment; issued/renewed 4 permits; 2 more will be drafted in Dec.) conducted five (5) MS4 Active Construction Inspections; continued contacting MS4 post-construction private facility owners to schedule inspections and/or request inspection documentation; completed annual MS4 outfall and pond inspections; monitored and signed off on temporary sanitary sewer discharge authorization in association with the 33rd St. tank rehab project.

**Fleet:** New float blocks being installed on plow trucks to address plow chatter; have a plow setup work shop on 12/4/24 with Kueper North America. Truck being used for testing is our new dual purpose tandem #824; Repairs in progress for several damaged PD units #45,#2,#28 and two drug task force units. DPF/Catalyst repairs on Sanitation unit #909. New BC Truck build in progress for Great Falls Fire Rescue.

**Street and Traffic:** Street Sweeping 607 Assets, Total Cost: \$61,759; Excavation-802 Sq. Yd., Total Cost \$9,793; Asphalt Patch Back -51 Openings using 351 Tons, Material Cost \$17,262 Total Cost \$41,697; Pothole Repair - 195 Tasks, Total Cost \$6,952; Grading/Gravel Maint - 69 Tasks, Total Cost: \$11,511; Requests for Service -34 Tasks; Sign Maintenance -25 Tasks; Traffic Studies - 3 Tasks; MDT Signal Work - 40 Tasks including 30 Opticom Checks, 4 Check Operation, 3 LED Replacements, 2 Utility Locate Tasks and 1 Traffic Signal Repair; City Signal Work -Updated Signal Controller Cabinet at 3rd St and 1st Ave S, Updated with new box and controller; Opticom Check - 1 Task; 2 Way Radio - 5 Tasks; Sign/Decal - 10 Tasks; Safety Meetings, Skills Training 1, Name the Snow Plow Contest: Panel consisting of City Commission, PW Leadership, Street Division Plow Drivers, and members of Great Falls Public School chose final 7 names - Signs installed on all 7 Trucks, Announcement at 12/3 CC Meeting. Overall Condition Index Update: City staff met with members of RAS in Great Falls to review 8 Test Miles of Streets. This step allows staff to review preliminary findings and make necessary adjustments before final results. Segments were strategically chosen to reflect many different benchmarks in the lifecycle of a street. These range from newly reconstructed to older streets at the end of their useful life and everything in between, as well as, different Street classifications and standards of construction. The meeting went well and we are excited to see final results soon.

**Engineering:** Staff continues to follow up with the Lead Inventory to DEQ as required by the EPA. Engineering Technicians are reaching out to homeowners and doing visual inspections of their service lines to identify the material type. City Engineer and staff participated in an all day demo for the RAS OCI Cartograph project (OF 1819.0). This consisted of a morning meeting and breakdown of what to expect and how RAS operates and a "ride along" in the afternoon. 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 4 interviews resulting in 1 new hire for the Engineering Administrative Secretary 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)