



The Weekly Update – January 16, 2025

Attachments:

1. City of Great Falls Total Cash and Investments as of December 31, 2024.
2. Department Monthly Update, December 2024.



Finance Department Memorandum

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

From: Melissa Kinzler, Finance Director

Date: January 9, 2024

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

The City of Great Falls' total cash and investments at the end of December 2024 was \$85,609,128.13. This included cash in bank accounts totaling \$14,803,731.58. Total cash and investments decreased from \$90.8 million in November to \$85.6 million in December. It is normal for this amount to fluctuate from month to month depending on payments made on large capital projects and funds received from utilities, taxes, and grants, for example. The General Fund cash balance increased from -\$2,174,275.71 in November to -\$1,550,041.46 in December. This amount will continue to decrease until tax payments are received, which is usually in December for the 1st half of the tax year. However, tax bills were 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 December 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.

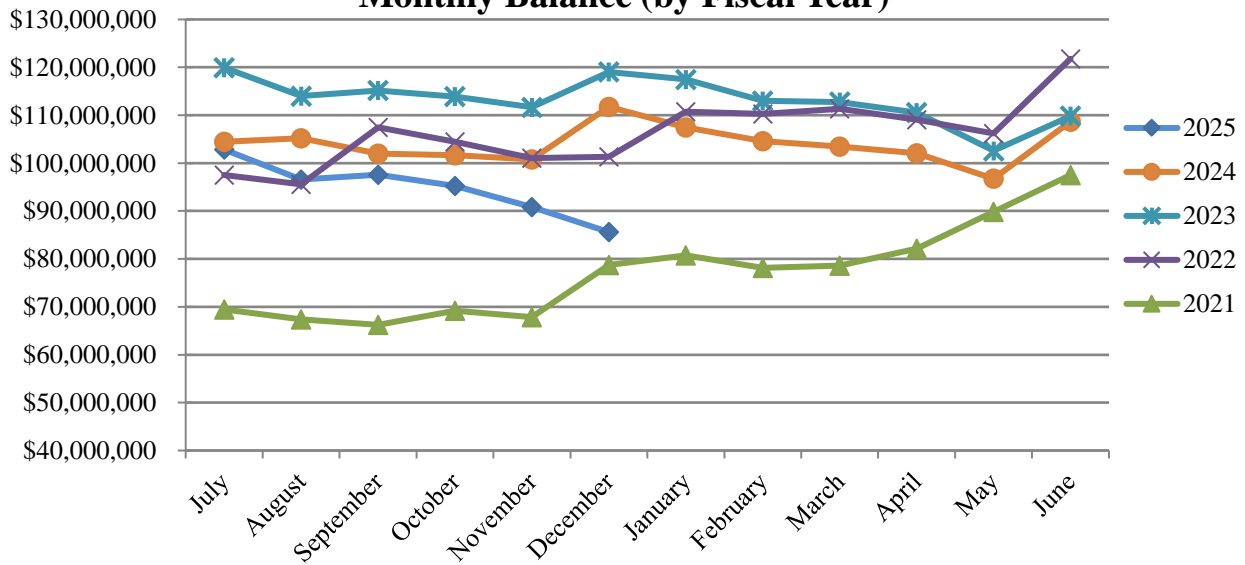
Issuer category	Minimum %	Maximum %	City's Investments % as of December 31, 2024
Master, savings, and ICS accounts	20% combined	100%	100%
Montana Board of Investments STIP		100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0%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

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

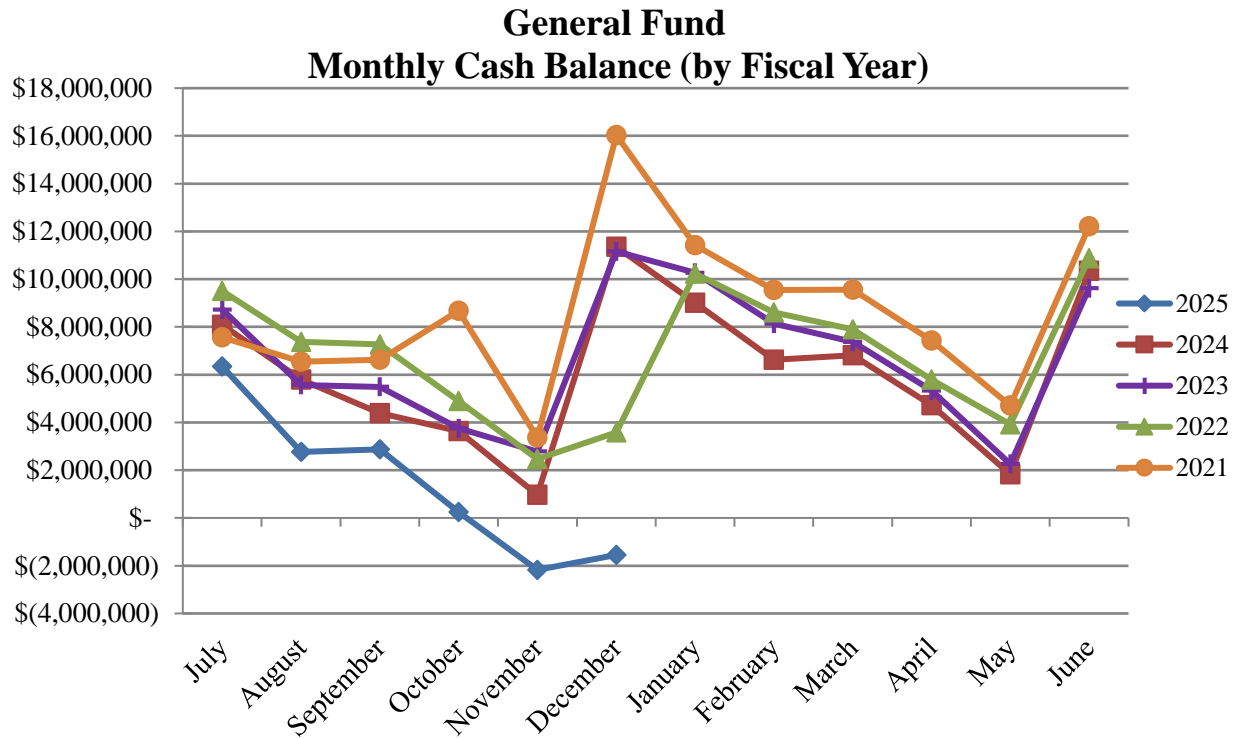
Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
Insured Cash Sweep	3.450%		23,828,324.04	23,828,324.04
Total US Bank Investments			23,828,324.04	23,828,324.04
State of Montana Short Term Investment Pool (STIP)	4.616%		46,977,072.51	46,977,072.51
Total Investments			70,805,396.55	70,805,396.55
Cash on Hand, Deposits in Bank			14,803,731.58	14,803,731.58
Total Cash and Investments			<u>\$ 85,609,128.13</u>	<u>\$ 85,609,128.13</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. These monies originally accounted for \$20 million included in our total cash and investments. 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) 455-8476 or mkinzler@greatfallsmt.net.

Department Monthly Update

December 31, 2024

Key Updates

City Manager	<p>1) Visited with Ed Brown, GF Chamber about new MTDA direction and Stakeholder Representative from the City. Captain Doug Otto was appointed as the City representative.</p> <p>2) Met with representative from Republic Services about the City's contract extension and potential franchise opportunity.</p> <p>3) Met with Department Head Team (Monthly breakfast) to discuss operations, direction, and department challenges.</p> <p>4) Coordinating with PWD, P&CD and P&R with regard to rail expansion at Calumet.</p> <p>5) Spoke both at Leadership Great Falls (adults and High School Students).</p> <p>6) Prepped for legislative session with commissioners, representatives, MLCT, and lobbyist.</p>
Deputy City Manager (Clerk, Comm Specialist, Neighborhood Councils, Events, GFAS)	<p>Communications: Worked with IT to make City Connections podcasts accessible to the public again on the City's website. Positive stories involving various departments continued to go out on the City's Facebook, X, and LinkedIn pages. Edited and sent out press releases on behalf of multiple departments. Continued to add info to the Safety in the Falls website based on information provided by GFFR and GFPD. With the help of Great Falls Tourism, PCD's Growth Policy Update (educational) video was completed, and it went out on Facebook, X, LinkedIn, the City website, and the Growth Policy website. Organized interviews with KFBB, KRTV, and Montana Free Press on various City topics. 8 open City positions were advertised on Facebook, X, and LinkedIn. Starting up quarterly internal newsletters for employees. Met with Kate Brewer (GFFR) about the City's Emergency Operations Plan, what updates are underway, how I can assist, etc.</p> <p>Neighborhood Councils: Neighborhood Councils: Connected with Missoula and Bozeman Neighborhood Council Liaison's to collaborate and learn how the councils are managed and current programs being worked on with those cities. Neighborhood Council's current projects include the Quite Zone's, Burn Permits, Parking issues on 1st & 2nd Ave. No. Upcoming meetings will discuss these projects further to determine options and recommendations.</p>
Finance	<p>1) All residential rental properties have been transferred to the property owners name. 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.</p> <p>2) Completed the FY 2024 Annual Comprehensive Financial Report and filed required reports with various agencies including the State of Montana, EMMA, and the Federal Clearinghouse.</p> <p>3) Held Budget and New World training for City Departments in December.</p>
Fire	<p>Operations Division:</p> <p>1) GFFR held 3 promotion assessments which are labor intensive and manpower heavy. We have recently promoted a Battalion Chief, Captain and a Lieutenant. Shift rotations have been affected by promotions, so we are in the process of aligning shifts with regard to seniority, paramedics and fire investigators.</p> <p>2) AFG Grant applications were due and we completed an application.</p> <p>3) We are in the process conducting 2nd interview for the Deputy Chief of EMS position since Virts was promoted to Assistant Chief of Operations. We have two candidates traveling in from out of town for interviews next week.</p> <p>Fire Prevention Division:</p> <p>1) AC McIntosh, PCD, GFPD and the City Attorney's office meet and began discussions on how to address residential houses that have no utilities; however, people are still living in them. The departments are trying to find a more effective way to have these properties brought back to livable conditions.</p> <p>2) The City of Great Falls had five house/apartment fires in a three-week period. Four of the five fires were started because occupants placed cigarettes into flower pots filled with potting soil. Luckily, there were no injuries in any of these fires; however, in one of the fires, 3 teenage kids were seconds away from being trapped in the upstairs of a house. If they had not got out when they did, it could have been tragic.</p>

Department Monthly Update

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Key Updates

	<p>3) After the first fire caused by cigarettes, AC McIntosh put a press release out along with educational material about cigarettes causing fires if left in flower pots with potting soil. As there were two more fires caused by cigarettes just days after this educational material went out, obviously the educational material did not influence the public to stop this behavior.</p>
Human Resources	<p>1) Managed the recruitment of 25 positions. There were 95 applicants yielding the onboarding of 12 new employees. December's turnover rate was 1.44 percent. The average time to fill a position was 45 days.</p> <p>2) Preparation began for year-end reporting -- W-2s, 1095s, take home vehicles, excess leave balances, etc.</p> <p>3) There were two new work comp claims (Legal & PW) this month for a total of 26 reported claims fiscal YTD though December.</p>
Information Technology	<p>1) Finished project of installing a new UPS in the Civic Center Data Center. The new UPS has been tested under load and is performing as expected.</p> <p>2) End of year updates applied to New World servers for tax form processing in January.</p> <p>3) We welcomed a new Endpoint Specialist to the IT Team. Diego Montalvo started on 12/30/2024. He came to us from VisionNet.</p>
Legal	<p>1) On December 10, 2024, the Montana Supreme Court issued an Order in the City v. International Association of Fire Fighters, et. al, case agreeing with the District Court's decision that October 2020 Montana Board of Personnel Appeals' order regarding the City's drug and alcohol policy applicable to Firefighters and Crafts union members was not eligible for judicial review. Thus decision that the policy must be collectively bargained is binding on the City.</p> <p>2) Problem properties in the City were discussed with Planning, Fire, GFPD, Finance, and staff worked together brainstorm different ways to address certain properties and develop plans of action, for those properties and future similar properties, to assist in reducing/eliminating the blight and concerns of neighbors.</p> <p>3) The Criminal Division provided 5 hours of training to the patrol services bureau during their December training days (Dec.12th & 26th). The training covered Brady/Giglio, court testimony including preparation and report writing, and legal updates. Each team also participated in practical exercises designed to help officers identify and correct issues that prevent successful prosecution.</p> <p>The Department worked with the Library to supplement its ability to enforce its rules, by agreeing with the Director that the Library Board has the authority enforce its rules regarding excluding persons for behavior rules violations.</p> <p>4) To enhance Department efficiencies, After approval of the PineTech Contract, a startup team was created with four members of the Legal department. The team continues to meet weekly with a PineTech Success Manager team. The custom Case Management System has been created and currently being refined to meet all the needs for the Department; and Each Department was assigned a primary contact within the Civil Division to increase efficiency and improve response times to Department issues.</p>
Park and Recreation	<p>1) In December the Park and Recreation Department launched the Roots Rival program. The purpose of this program is to collect donations to replant portions of the Gibson Park canopy that were removed this past fall due to age and storm damage. Citizens can pick from a variety of preselected trees and place on a map where they would like the tree placed. The committee is aiming for 35 trees replaced. At the end of December 10 had been sold.</p> <p>2) Kevin Hruska, Irrigation Specialist, retired in December after being with Department for 33 years and 9 months. He had a wealth of industry knowledge that was indispensable to the community and our department!</p> <p>3) Several new Wayfinding signs were installed throughout the Park Systems.</p>
Police	<p>1) All ARPA funds have been allocated to the Evidence Expansion Project, and appropriate SLIPA funds allocated to the Front Counter Project, at the end of 2024 which met State and Federal guidelines.</p> <p>2) We continue to work with the City Communication Specialist to update the Safety in the Falls website.</p>

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Key Updates

	3) The hiring process continues for both sworn and 911 Center vacancies.
Public Works	1) Testing new Snow Plow Float Controls and cutting edges that will potentially decrease maintenance on five snow plow units. 2) Sanitation received a new commercial side load truck #917. In the first week, it hauled 37 tons of garbage to the landfill. 3) Engineering completed consultant interviews, received consultant's cost proposal, and is working on details of proposed scope of services and preparing for cost negotiations for the Malmstrom AFB Installation Resiliency Study.