



## **The Weekly Update – February 20, 2025**

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***Attachments:***

1. Journal of City Commission Work Session, February 4, 2025
2. City of Great Falls Total Cash and Investments as of January 31, 2025.
3. Department Monthly Update, January 2025.

City Commission Work Session  
Civic Center, Gibson Room 212

Mayor Reeves presiding

**CALL TO ORDER: 5:30 PM**

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

**STAFF PRESENT:** City Manager Greg Doyon; City Attorney David Dennis; Finance Director Melissa Kinzler; Planning and Community Development Director Brock Cherry; Public Works Director Chris Gaub; Police Chief Jeff Newton; Fire Chief Jeremy Jones; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

**Steve Grout**, Golden Triangle Resource Council, expressed support of Montana Renewables going after sustainable aviation fuel (SAF) production; however, the problem with SAF production is the wastewater. Golden Triangle Resource Council and Pondera County have urged Montana Renewable to build its own wastewater treatment facility. Montana Renewables recently received a \$1.4 billion loan guarantee from the Department of Energy and a part of the assessment that went with that was that Montana Renewables build a permanent water treatment facility on site. Montana Renewables has stopped shipping wastewater out of state and found a place in Idaho that would accept until it can get its water treatment facility built. While Montana Renewables awaits an EPA permit decision, it is a possibility that they might dump its wastewater in Pondera County. Mr. Grout expressed concern if the water the City sells to Montana Renewables is contaminated and dumped in Pondera County. He requested that the Commission make Montana Renewables commit to being a good neighbor.

**Rick Cornellier**, Neighborhood Council 6, commented he is representing a constituent who collected a petition in October 2021 to request the ability to do burn permits. Mr. Cornellier explained that Great Falls Fire Rescue (GFFR) had suggested limiting the acreage size of a lot to one acre or larger to allow for a burning permit. There are 119 single-family dwelling lots in the City that are larger than one acre and 59 of those are in NC 6. There is a lot of vegetation on large lots and individuals in NC 6 have an expensive dumpster brought in, while their county neighbor can request a burn permit. NC 6 was annexed into the City and lost the ability to request burn permits.

**1. DOWNTOWN MARKET DEMAND AND ECONOMIC VITALITY TRANSFORMATION STRATEGY**



Great Falls Development Alliance President/CEO Brett Doney introduced Great Falls Business Improvement District Executive Director Kellie Pierce, Downtown Business Development Officer Nicki Dallison and NeighborWorks Great Falls Executive Director Sherrie Arey.

# JOURNAL OF COMMISSION WORK SESSION

## February 4, 2025

Mr. Doney commented that the City helped fund the Economic Development Strategy Study by sponsoring a Montana Department of Commerce Main Street application and providing Tax Increment Financing (TIF) funds.

Mr. Doney provided and discussed a Great Falls Development Alliance 2024-2026 Economic Development Strategy handout. He reviewed and discussed the following PowerPoint slides:

	
<h3 style="background-color: #003366; color: white; padding: 5px;">Economic Vitality Strategy -- MainStreet Pillars</h3> <ul style="list-style-type: none"> <li>• Economic Vitality (GFDA)</li> <li>• Design (BID)</li> <li>• Promotion (DGFA)</li> <li>• Organization (DDP)</li> </ul> <p style="text-align: center; font-style: italic;">All four points of the community transformation strategy need to work together to build a thriving downtown</p>  <p style="font-size: small;">Great Falls Downtown   Market Demand Assessment &amp; Economic Vitality Transformation Strategy 2</p>	<h3 style="background-color: #003366; color: white; padding: 5px;">Market Analysis</h3> <ul style="list-style-type: none"> <li>Existing Uses &amp; Conditions</li> <li>Retail Trade Zones</li> <li>Demographics</li> <li>Real Estate Market Conditions</li> <li>Industry Trends</li> <li>Visitor Behavior Analysis</li> <li>Retail, Office, &amp; Residential Demand</li> </ul> <p style="font-size: x-small;">Great Falls Downtown   Market Demand Assessment &amp; Economic Vitality Transformation Strategy 3</p>
<h3 style="background-color: #003366; color: white; padding: 5px;">Economic Vitality: Building on Strengths</h3> <ul style="list-style-type: none"> <li> Continue operating <b>business attraction, retention, and expansion</b> programs</li> <li> Continue operating and support expanding <b>Small Business Development Center</b> programs</li> <li> Continue to <b>promote available funding sources</b> that allow investors to bring historic buildings up to code and add housing in underutilized upper stories</li> <li> <b>Increase educational efforts</b> around funding, training, and other opportunities for business and workforce development</li> <li> Explore opportunities to <b>increase funding for existing programs</b> and find new funding streams</li> </ul> <p style="font-size: x-small;">Great Falls Downtown   Market Demand Assessment &amp; Economic Vitality Transformation Strategy 4</p>	<h3 style="background-color: #003366; color: white; padding: 5px;">Economic Vitality: Focus on Key Areas</h3> <ul style="list-style-type: none"> <li> Identify <b>catalyst sites</b> for development</li> <li> Select <b>priority areas</b> for targeted investment</li> <li> Pursue <b>projects</b> on catalyst sites and/or within targeted investment areas to spur investment activity</li> <li> Work with the City to pursue the <b>redevelopment of underutilized City-owned sites</b> for housing</li> <li> Facilitate the full utilization of existing buildings by working with the City on <b>shared parking arrangements</b></li> </ul> <p style="font-size: x-small;">Great Falls Downtown   Market Demand Assessment &amp; Economic Vitality Transformation Strategy 5</p>

# JOURNAL OF COMMISSION WORK SESSION

## February 4, 2025

### Economic Vitality: Training & Networking

-  Partner with schools & institutions to **promote training and incubator or apprenticeship programs**
-  **Facilitate business partnerships**
-  Encourage entrepreneurship through **temporary or mobile activations**
-  **Promote Downtown Great Falls opportunities** to developers active in higher-priced markets

Great Falls Downtown | Market Demand Assessment & Economic Vitality Transformation Strategy



**Opportunity Sites**

### Housing on Underutilized Sites

- Concord Report shows high demand for new housing in Great Falls
- Infill housing in downtown & surrounding neighborhoods **promotes efficient use of resources, city services**
- Station Lofts demonstrates **demand for high quality rental housing** downtown
- **Parking lot redevelopment** presents biggest opportunity in downtown core

The Station Lofts



*Avg. Asking Rent: \$1,600 / \$2.24 PSF  
Opened October 2024*

Great Falls Downtown | Market Demand Assessment & Economic Vitality Transformation Strategy

### Middle Housing: Neighborhood



722 N 4th Street, Coeur d'Alene, ID



618 Westgate Avenue, Bozeman, MT

Great Falls Downtown | Market Demand Assessment & Economic Vitality Transformation Strategy

### Townhomes: Transition & Neighborhood



Delaware Street Townhomes, Denver, CO



3132 N Spiceland Lane, Boise, ID

Great Falls Downtown | Market Demand Assessment & Economic Vitality Transformation Strategy

### Garden Apartments: Transition



Creek View Apartments, Greeley, CO



19th & Graf Apartments, Bozeman, MT

Great Falls Downtown | Market Demand Assessment & Economic Vitality Transformation Strategy

### Podium-Style: Core Area



Old Town Lofts, Meridian, ID



Black Olive, Bozeman, MT

Great Falls Downtown | Market Demand Assessment & Economic Vitality Transformation Strategy

### Parking Lots

- Parking Lots, particularly those that are **City-owned**, are **prime opportunities for housing and mixed-use development**
- Parking lot redevelopment does not require demolition of existing buildings or the relocation of tenants

Surface Parking Lots in Downtown Great Falls



Source: ICG

Great Falls Downtown | Market Demand Assessment & Economic Vitality Transformation Strategy

# JOURNAL OF COMMISSION WORK SESSION

## February 4, 2025

### Parking Lot Development: Precedents

One11 Lofts – Bozeman, MT (122 Units, ground floor amenities, garage parking)



Hearth on Broad – Boise, ID (161 units, ground floor retail, garage parking)



Source: CoStar

Great Falls Downtown | Market Demand Assessment & Economic Viability Transformation Strategy

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### Targeted Investment Areas

- Way to **prioritize how and where to allocate resources** to make the most impact
- Areas where there is **already significant investment** and activity, where **improvements will be most visible** by the public, as well as areas that are poised to **connect Downtown with the riverfront** or other key amenities
- Concentrating initial investments** in these target areas will allow them to act as a showcase

The 400 Block of Central Avenue in Downtown Great Falls



Great Falls Downtown | Market Demand Assessment & Economic Viability Transformation Strategy

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### Targeted Investment Areas: Precedents

Building Improvement Program – Beaverton, OR



Campus Martius Park – Detroit, MI



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### Riverfront

- The Missouri River is Great Falls' biggest asset
- Lack of connection** between the riverfront and the core of the downtown shopping district
- GFDA and its partners should utilize programming, placemaking, and financial incentives to **bridge the gap between the river and the shopping and employment district**

Rivers Edge Trail Anniversary Celebration (2016)



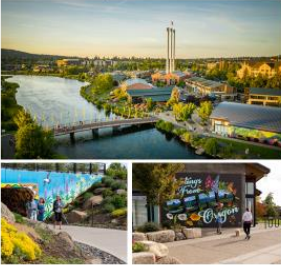
Source: T&H Engineering

Great Falls Downtown | Market Demand Assessment & Economic Viability Transformation Strategy

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### Riverfront: Precedents

Old Mill District – Bend, OR



River District – Fort Collins, CO



Great Falls Downtown | Market Demand Assessment & Economic Viability Transformation Strategy

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LPW  
ARCHITECTURE



LPW  
ARCHITECTURE



LPW  
ARCHITECTURE

**JOURNAL OF COMMISSION WORK SESSION**  
**February 4, 2025**



Mr. Doney reported that a full analysis was available on the Great Falls Development Alliance’s website and a lighting plan for downtown was performed.

Mayor Reeves expressed appreciation to Mr. Doney and other community partners for their efforts with regard to the community growth and moving the City in the right direction.

Commissioner Wilson inquired if there was any further discussion about public restrooms downtown and the Station Lofts at the Station District not filling quickly after being open for five months.

Mr. Doney responded that public restrooms downtown was not a part of the Economic Development Strategy Study and there are currently several public restrooms downtown. The Station Lofts have not been open for five months, a handful of units were occupiable and a year lease up is projected when a new property is opened. An article named Great Falls as one of the top places for rent increase in 2023 and the only way to stop the increase would be to increase the supply. He is optimistic that there will be more housing projects.

Commissioner Wolff commented that housing for teachers needed to be considered because their salaries are so low and downtown would be a good place to have something more affordable. She would love to see a permanent luminary walk using solar panels from Gibson Park to Westbank Park.

Mr. Doney responded that he is hopeful that developers and employers would utilize NeighborWorks Great Falls new Community Reinvestment Organization (CRO) program that targets affordable housing and homeownership opportunities for public servants.

Commissioner McKenney inquired about redeveloping under used City-owned sites for housing and utilizing existing buildings by working with the City on shared parking arrangements.

Mr. Doney responded that Westbank Landing would be an example of a shared parking arrangement with the City. Planning and Community Development Director Brock Cherry is very knowledgeable about the redevelopment of under used City-owned sites for housing. A Request for Proposals (RFP) would be evaluated with regard to what the benefits would be to the City.

**JOURNAL OF COMMISSION WORK SESSION**  
**February 4, 2025**

Commissioner Tryon received clarification that the Commission could help GFDA by identifying downtown City properties that it would consider selling or leasing. The half block on 1<sup>st</sup> Avenue North could be a sizable development. The parking garages are an asset and tearing them down to use for development would not be justified.

Mayor Reeves expressed support of developing underutilized City-owned parking lots.

Commissioner Wolff mentioned that people would need to use the parking garages if development occurs on surface parking lots.

City Manager Greg Doyon reiterated that one-stop shops do not work and it is about getting people to the right spots. He explained that the City would need to be strategic about surface parking lots because once City property is sold, it is hard to get back and the code would need to be changed to be more agreeable to those types of purchases.

Commissioner Tryon inquired if City parks would be considered as underutilized City space.

Mr. Doney responded that there was a lot of vacant space downtown.

City Manager Doyon added that some of the parks have restrictions on them.

Mayor Reeves inquired if updating the code would be a priority.

City Manager Doyon responded that it would start with hearing from GFDA about what the parameters are in other communities that have been successful doing this.

Mr. Doney commented that GFDA would assist the City with regard to determining what other communities have done.

**2. UPDATE ON GFFR FEES AND PROPOSED CHANGES TO SAFETY INSPECTION CERTIFICATE (SIC) PROGRAM**

Mayor Reeves requested Fire Chief Jeremy Jones to provide more input about burn permits, based off the new information.

Fire Chief Jones reported that there was very little feedback from letters that were mailed out to approximately 3,500 businesses that GFFR provides SIC's to with regard to changing the name from a SIC to business license and proposed changes to the fee structure.

Commissioner Tryon commented that GFFR would probably receive feedback when those businesses receive their bill.

Fire Chief Jones explained that GFFR previously issued burn permits when the City went to the Lower River Road annexation and with the use of the Uniform Fire Code (UFC). There was no section in the

**JOURNAL OF COMMISSION WORK SESSION**  
**February 4, 2025**

International Fire Code (IFC) that allowed for a permit process, since the adoption of the IFC 15 years ago. An update about Title 15 Code changes related to burn permits will be forthcoming at a work session. The Fire Prevention Bureau could determine the acreage size to allow burn permits.

**3. CITY COMMISSION GOALS FOR 2025**

City Manager Doyon reported that at the January 3, 2025 Retreat, the following were City Commission priorities:

- Review City Services
- Public Safety
- Community Development
- Communication/Education
- Legislative Presence

Mayor Reeves inquired about the process of determining what to do with the City services that are draining on the general fund.

City Manager Doyon responded that he could examine those areas that are not performing and come up with solutions for the Commission to consider. He previously asked Park and Recreation Director Steve Herrig to inquire if any current partners of the Multi Sports would be interested in leasing or committing to a field so the City could reduce what it is having to maintain. Another option would be to establish an advisory group; however, it would be a lengthy process because they would need to be oriented to the City's budget process in order to do their job properly.

Commissioner Wolff commented that the Great Falls School District is also facing budget challenges and hired a consultant to set guidelines to determine criteria for making hard choices. A rubric was also used at the Great Falls College MSU. She encouraged the Commission to consider doing this process differently than the Crime Task Force.

Mayor Reeves reported that the following were also discussed by the Commission:

- Focus on core-City services
- Whether the revenue gain by eliminating General Fund subsidies and/or closing or privatizing certain City services would be worth it
- The funds being subsidized by the General Fund should run like Enterprise Funds and the fee rates needed to cover the cost to be self-sustainable

Mayor Reeves suggested that City Manager Doyon examine the areas that are not performing and come up with solutions for the Commission to consider for this budget process.

Commissioner Wolff agreed with Mayor Reeves; however, the criteria with regard to making decisions needs to be data driven, rather than personal opinion.



**JOURNAL OF COMMISSION WORK SESSION**  
**February 4, 2025**

Commissioner McKenney commented that an advisory committee would be good for these types of discussions and decisions; however, it may not be implemented this budget year.

Commissioner Tryon commented that an advisory committee would not be helpful if the criteria needs to be data driven. The Commission is already aware of which non-performing enterprise funds receive subsidies from the General Fund. He suggested determining how much those services are being subsidized by the General Fund and how much could be saved by discontinuing those services. He also agreed that it might not be implemented this budget year.

Mayor Reeves commented that if the financial data was provided to the Commission, decisions could be made prior to June.

City Manager Doyon explained that the legislature, tax appeals and collective bargaining would affect the City's budget and the fund balance may be needed to set the budget straight. Data driven would need to include community input because citizens would be angry if this was rushed and there was not a major savings if City services were cut.

Commissioner McKenney agreed with Commissioner Tryon about making decisions after receiving financial data from City staff.

Commissioner Wilson commented that having an advisory committee would not be good in this case and the Commission needed to rely on department heads and community input.

It was the consensus of the Commission that City Manager Doyon provide financial data to the Commission before determining the next steps.

**DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

City Manager Greg Doyon reported that the February 18, 2025 work session will consist of an annual update on library. A street OCI assessment review will be a topic at the April 15, 2025 work session.

Commissioner Wolff reported that Cascade County invited the City to provide a response by February 18, 2025 relating to Calumet Montana Refining's Tax Abatement request. She suggested meeting with the County and possibly Calumet at the February 18, 2025 work session or a special work session prior to February 18, 2025.

Mayor Reeves clarified that the County would be making the decision and it cannot deny the request.

Commissioner McKenney reported that he has been meeting with community leaders with regard to building community support for public safety.

**ADJOURN**

There being no further discussion, Mayor Reeves adjourned the informal work session of February 4, 2025 at 6:51 p.m.



Finance Department  
Memorandum

To: Greg Doyon, City Manager; City Commission; Members of the Investment Committee  
 From: Melissa Kinzler, Finance Director  
 Date: February 5, 2025  
 Re: Total Cash and Investments as of January 31, 2025

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The City of Great Falls' total cash and investments at the end of January 2025 was \$102,411,567.19. This included cash in bank accounts totaling \$15,406,170.64. Total cash and investments increased from \$85.6 million in December to \$102.4 million in January. 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 -\$1,550,041.46 in December to \$5,833,014.07 in January due to the 1<sup>st</sup>-half tax payments received. 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 January 31<sup>st</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.

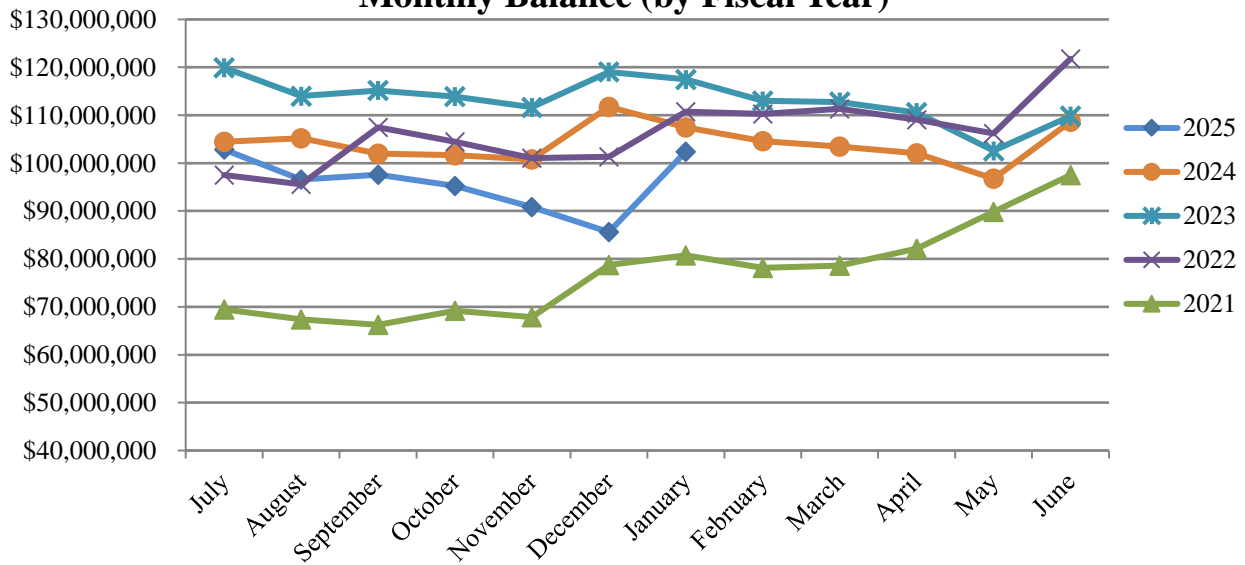
Issuer category	Minimum %	Maximum %	City's Investments % as of January 31, 2025
Master, savings, and ICS accounts	20% combined	100%	100%
Montana Board of Investments STIP		100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0%
Obligations of agencies of the U.S.	0%	30%	0%

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

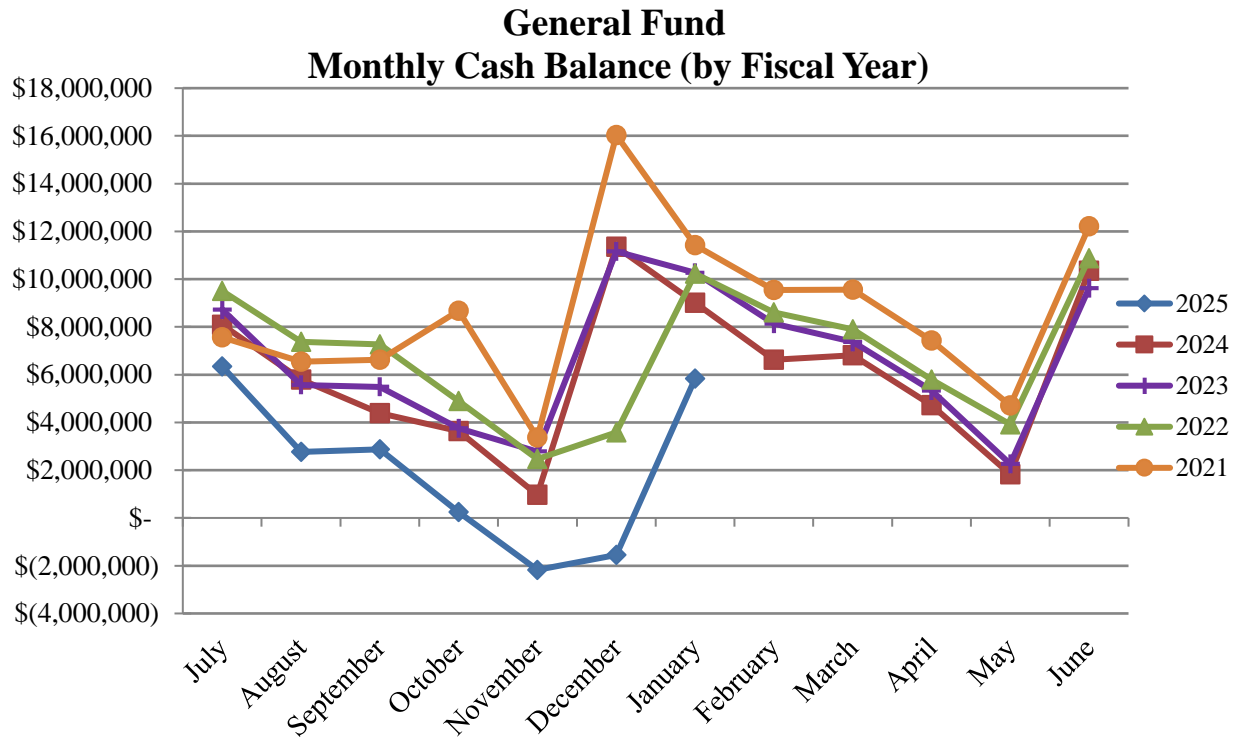
Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
Insured Cash Sweep	3.450%		40,028,324.04	40,028,324.04
Total US Bank Investments			40,028,324.04	40,028,324.04
State of Montana Short Term Investment Pool (STIP)	4.506%		46,977,072.51	46,977,072.51
Total Investments			87,005,396.55	87,005,396.55
Cash on Hand, Deposits in Bank			15,406,170.64	15,406,170.64
Total Cash and Investments			<u>\$102,411,567.19</u>	<u>\$102,411,567.19</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](mailto:mkinzler@greatfallsmt.net).

**Department Monthly Update  
January 2025  
Key Updates**

<b>City Manager</b>	<ol style="list-style-type: none"> <li>1. Prepared and coordinated Commission Retreat.</li> <li>2. Monitored and offered guidance to BNSF/Calumet/City WWTP access.</li> <li>3. Met with Ugrin and CMOM representatives regarding sub-lease and lease termination.</li> <li>4. Attended GMP Community Meetings.</li> <li>5. Monitored legislation. Met with Lobbyists and Legislators.</li> </ol>
<b>Deputy City Manager (Clerk, Comm Specialist, Neighborhood Councils, Events, GFAS)</b>	<p><b>Communications:</b> Started the “Talk of the Falls” project, which allows the public to submit questions to the city online (10 submissions as of 1/30/25). Those questions are either answered via email or weekly on the city’s social media sites. The project can also be found on the city website along with past asked and answered questions. Assisted multiple departments with writing and/or editing press releases, flyers, emails, and/or social media posts. Completed three FEMA Courses on Crisis Training. Condensed four Civic Center/Mansfield Facebook pages into one to streamline information sharing and lessen employee workload. Did multiple interviews with KRTV, set up KRTV and KFBB with various depts. for interviews, and responded to an inquiry from Montana Free Press. Eight COGF job openings were advertised on social media. Created and sent the first 2025 internal newsletter to COGF employees. Attended GFDA’s Ignite 2025 event. Attended multiple Growth Policy Workshops, took pictures/videos, shared the workshop and survey information as much as possible (via social media, press release [picked up my multiple news stations], city website, email to city news subscribers, etc.) Added information to Safety in the Falls site based on information provided from GFFR.</p> <p><b>Neighborhood Councils:</b> Neighborhood Council 8 is attempting to address parking issues on 1st and 2nd Ave. No. as cars are parking on the boulevard and sidewalks to prevent their vehicles from being hit. This is possibly because Avenue's are not wide enough to handle two sided parking. During the January meeting MDT District Administrator and Representatives from PCD and Streets Dept. attended the meeting and discussed possible steps to be taken to determine if this can be addressed. During the Council or Councils meeting several updates were given by City Staff and a full presentation was given by Damian Conn for the Quiet Zone topic to address train horns late at night. Neighborhood Council 2 is attempting to address an neighborhood issue on Central Ave. West, where abandoned cars appear to be accumulating along with a damaged business sign on the same property. These issues have been forwarded to PCD to be addressed. Neighborhood Council 4 along with PCD addressed a parking issue from a local business that was parking their for hire vehicles on the street causing congestion.</p> <p><b>Events:</b> The Event's department held a Hitchcock film festival that spanned 5 Friday's in January. The audience provided a lot of positive feedback so we will continue with more movie events in the future. The Montana Pork Producers returned for their annual 2 day event in the Convention Center. The Community Concert Association has finalized their 6 concert dates and show bookings for performances in the 2025-2026 season.</p>
<b>Finance</b>	<ol style="list-style-type: none"> <li>1. Started red tagging utility customers that are over 4 to 5 months late on payments. Sending delinquent letters for customers 60 days late.</li> <li>2. Completed the RFP for audit services. Meet with Audit Selection Committee and reviewed with the Audit Committee the recommendation for audit services. Forwarded the recommendation to the City Commission for the February 4th meeting.</li> <li>3. Completed Project/Budget Carryovers for FY 2025. Meet with Public Works about the Sanitation Fund cash flow.</li> <li>4. The quarterly federal financial reports were submitted for grants including ARPA projects.</li> </ol>
<b>Fire</b>	<ol style="list-style-type: none"> <li>1. Multiple structure fires were mitigated with these calls being 7.71% of the calls for January 2025. The majority of calls were attributed to medical emergencies with that call percentage being 67.25% of the total responses.</li> <li>2. Admin staff and 2 truck floor personnel attended the Montana Fire Fighters Testing Consortium in Billings. There was over 175 applicants who tested for approx. 48 positions around the state of Montana. The departments represent themselves with displays and personnel to answer questions ask by potential applicants. GFFR holds a Vice Chair position on the consortium board of directors.</li> </ol>

**Department Monthly Update**  
**January 2025**  
**Key Updates**

	<ol style="list-style-type: none"> <li>3. On shift crews took part in railcar training with BNSF focusing on leak mitigation utilizing the Midland Kit.</li> <li>4. On shift crews attended a briefing with Energy West on their current operations and our role as first responders.</li> <li>5. The month of January starts the busy season of indoor trade shows and exhibits at the 4 Seasons arena. With that, the FPB has been working with each event and fair grounds staff to ensure that life safety access points and other fire code requirements are complied with.</li> <li>6. The Assistant Chief of Prevention and the Helena Fire Marshal were able to speak with many legislatures at a Helena meet and greet with the fire service. One bill we discussed at length with the legislators is SB 33 which would take state owned buildings in municipalities out of the hands of the local jurisdiction and placing the jurisdiction with the State Department of Labor and Industry. The Fire Service stands in opposition to this bill.</li> </ol>
<b>Human Resources</b>	<ol style="list-style-type: none"> <li>1. Managed the recruitment of 26 positions. There were 197 applicants yielding the onboarding of 6 new employees. January's turnover rate was .73 percent. The average time to fill a position was 87 days.</li> <li>2. Prepared and delivered 765 W-2s and 570 1095(C)s to employees for 2024 tax reporting.</li> <li>3. There were four new work comp claims (Police, GFFR, Animal Shelter &amp; P&amp;R) this month for a total of 30 reported claims FYTD though January.</li> </ol>
<b>Information Technology</b>	<ol style="list-style-type: none"> <li>1. Completed IT configuration of eSuite e-timesheets and leave management for all departments except Public Safety and Library.</li> <li>2. GIS/Mapping created an interactive map update for snow and ice removal and an application to assist the SAHBS Rec Center with identifying if an address is in or out of city limits.</li> <li>3. Replaced 17 computers as part of the ERS process.</li> <li>4. Welcomed a new Network Administrator to the IT Team. Tristen Charlet 1/6/2024. He came to us from Oracle and relocated to Great Falls from Washington.</li> </ol>
<b>Park and Recreation</b>	<ol style="list-style-type: none"> <li>1. Scheels Aim High Big Sky held the Annual Electric City Winter Classic Youth Basketball Tournament which hosted 26 girl teams and 24 boy from around the state. This tournament is a great opportunity for youth from around the state to compete against one another and is a great boost for our local economy.</li> <li>2. The Gibson Roots Rival Tree Project, that started in December continued to see success. In January a total of 18 trees were sold, with a total of 11,875.00 raised towards the campaign.</li> <li>3. The Trails Division was awarded a Missouri River Madison Grant in the amount of \$187,750.00. The grant will be used for trail improvements on River Drive South (Central West).</li> </ol>
<b>Police</b>	<ol style="list-style-type: none"> <li>1. Both administrative and union employees are engaged with potential bills in the legislature, that may have a detrimental effect on both the City of Great Falls and the Police Department.</li> <li>2. GFFD staff has provided presentations at both the Council of Councils and NC #7 meetings, outlining the state of the GFFD and future challenges.</li> <li>3. The front counter project is projected to start in February (SLIPA funds), and the evidence expansion project is still on schedule to resume construction in late March (ARPA funds).</li> </ol>
<b>Planning and Community Development</b>	<ol style="list-style-type: none"> <li>1. Last week during "Planning Week," the Planning Team held six community workshops for resident feedback and engaged Core School students in growth discussions. So far, we've collected 929 survey responses.</li> <li>2. The city has received a traffic impact study for preliminary review for Chick-fil-A. Note PCD's staff strives to be discreet when managing commercial projects.</li> <li>3. The City Commission will review and potentially decide the membership for three new positions on the Planning &amp; Zoning Boards on January 18th. The Planning &amp; Zoning Boards have recommended the following individuals: Jim Wingerter, David Cantley, and Michael Gorecki.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. Street has worked around the clock for 33 consecutive days (as of 1/31/25).</li> </ol>

**Department Monthly Update**

**January 2025**

**Key Updates**

2. Traffic completed semi annual Conflict Monitor Testing on 105 units (90 Signalized Intersections - 23 City, 67 MDT, 15 Backup Units). This testing identifies and prevents situations where contradictory traffic signals may occur.
3. Engineering is working with the Grant Administrators in Finance to reinstitute the CDBG Sidewalk Replacement Program, after it was de-instituted a few years ago. Program will allow grant funded replacement of the sidewalk in front of properties owned by low to moderate income households.
4. PW staff is putting significant effort into meeting with developers to help forge options for stormwater and other utilities to support several large ongoing efforts for potential developments in the City, such as the Westridge Development.
5. Water Treatment Plant Manager hosted Commissioner Wolff on a site visit of the 33rd St Water Tank rehabilitation project. It was an engaging visit where we were able to familiarize the commissioner on our water system as a whole, and specifically the progress, project details and challenges of this project. Visits are always welcome!