



The Weekly Update – March 27, 2025

Attachments:

1. Journal of City Commission Work Session, February 18, 2025
2. Journal of City Commission Work Session, March 4, 2025
3. Journal of City Commission Work Session, March 18, 2025
4. City of Great Falls Total Cash and Investments as of February 28, 2025.
5. Department Monthly Update, February 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; Library Director Susie McIntyre; Police Chief Jeff Newton; Assistant Fire Chief Jeremy Virts; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. GREAT FALLS PUBLIC LIBRARY FY2024 ANNUAL REPORT

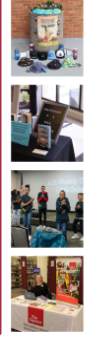
Great Falls Public Library (GFPL) Director Susie McIntyre and Board Trustee Jessica Crist reviewed and discussed the following PowerPoint slides:



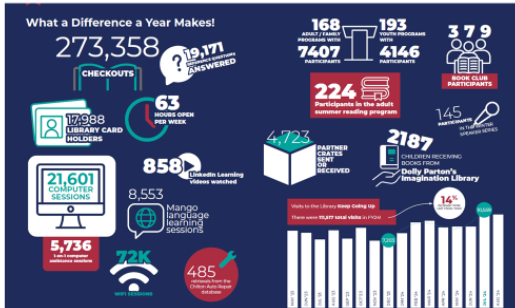
FY2024 Report to the City Commission
City of Great Falls

Report Highlights: Keeping Library Levy Promises

- Improved Safety = Reduced Calls to 911 Dispatch
- Expanded Bookmobile Service to 6 Days a Week
- Expanded Hours Open 7 Days a Week (from 52 to 63 hours/week)
- Free Parking
- Restarted Homebound Program
- Expanded Programming for Youth and Adults
- Expanded Digital Resources (more eBooks/eAudiobooks, Mango Languages, LinkedIn Learning & Chilton Autorepair)



Statistical Highlights



Our FY2024 Budget

The Great Falls Public Library is grateful for the funds we receive through the levy, donations, grants, and sponsorships. We know how valuable these resources are and work hard to use every dollar to serve our community. We don't take anything for granted; rather, we have our members and expenses were for FY2024.

Category	Total Revenue	Total Expenses
Levy	\$3,233,805	\$3,233,805
Donations	\$10,000	\$10,000
Grants	\$10,000	\$10,000
Sponsorships	\$10,000	\$10,000
Other	\$10,000	\$10,000

Have questions about the budget? Librarians have the answers.

Q: WHY ARE THERE TWO REVENUE CHARTS AND TWO EXPENSE CHARTS?
Great question, we have two separate but equally important answers. The first is our operating budget and the second is our funding center from state, local, and other sources. These funds are used to pay for the building, staff, and other general operating costs. The second chart shows how those funds are used to pay for the building, staff, and other general operating costs. The second chart shows how those funds are used to pay for the building, staff, and other general operating costs.



Q: ARE YOU AUDITED?
Yes, the City of Great Falls is audited on a yearly basis based on state and federal requirements, and the library fund and library foundation fund are part of this audit. The auditors are qualified and approved by the State of Montana. The City receives an unmodified "clean" report from the auditors each year.

Q: WHY IS THE RESERVE FOR CASH FLOW AND EMERGENCIES LINE ITEM HIGH?
The beginning of the fiscal year brings several annual costs like insurance and software fees. The City of Great Falls has a reserve for these costs. It is important for the library to have a cash reserve in case of an emergency or a budget change. The reserve is not a line item in the budget, but it is a line item in the financial statements. The reserve is not a line item in the budget, but it is a line item in the financial statements.

Q: WHERE CAN I GO TO LEARN MORE ABOUT THE LIBRARY BUDGET?
All budgets, we have a website where you can learn more about the budget. This information can be found on the City website at greatfallsmt.gov. The library board also regularly reviews our financials, and the information is on the library's website at greatfallslibrary.org.

JOURNAL OF COMMISSION WORK SESSION

February 18, 2025

<p>GFPL POLICY UPDATES: All Policies Reviewed in 2024</p> <p>Public Library Standards</p>  <p>(11) The public library board shall adopt and regularly review policies that reflect the mission, objectives, and goals of the public library. The policies shall govern use of the public library, its materials, and services. No single policy may exist more than four years without review.</p> <p>Detailed document of all recent GFPL Policy changes included in Work Session materials.</p>	<p>Future Policy Changes:</p> <p>With the adoption of the new City/Library Management Agreement, the Library Board will be working with the Library Director and City Departments to update and/or adopt appropriate policies.</p> <ul style="list-style-type: none">• Conform to the requirements of the Management Agreement and promote cooperation with the City of Great Falls.• Conform to the requirements the Montana Code Annotated, Local Ordinances and the Charter of the City of Great Falls.• Meet the Montana Municipal Interlocal Authority underwriting guidelines so that the Library can maintain liability insurance and continue efficient functioning as a governmental entity.• Respond to the needs of our community.• Follow Library best practices including the of Montana State Library Public Library Standards• Promote efficient and effective provision of Library service
<p>GFPL Goals for Upcoming Year</p> <ul style="list-style-type: none">• Make Progress on GFPL Strategic Plan 2023-2026<ul style="list-style-type: none">• GOAL #1: CREATE A SAFE, ACCESSIBLE LIBRARY THAT WILL SERVE THE COMMUNITY FOR THE NEXT 50 YEARS• GOAL #2: DEVELOP ADEQUATE, SUSTAINABLE FUNDING FOR A THRIVING LIBRARY• GOAL #3: DEVELOP LIBRARY SERVICES AND STAFFING TO MEET THE NEEDS OF THE COMMUNITY• Meet Library Levy SMART Objectives <p>Full Strategic Plan included in Work Session materials.</p> <p>September 2024 SMART Objective Report included in Work Session materials.</p>	<p>QUESTIONS</p>  <p>Connecting People & Knowledge</p>

Commissioner Wolff received clarification that Cascade County Commissioner Joe Briggs is the Ex-officio Member for the County. She expressed appreciation to Library Director McIntyre and Board Trustee Crist for the comprehensive report and services offered at the library.

Commissioner Tryon received clarification on the followings items:

- With regard to the “Statistical Highlights” slide, there were 273,358 checkouts for FY 2024 that included digital and physical items.
- With regard to the “Statistical Highlights” slide and the Library Levy SMART Objectives Report, the number of Library Card users was different because the Montana Shared Catalog conducts a yearly purge of inactive Library Card users. The Library did not realize that the recent purge had not happened correctly, In August, the Montana Shared Catalog removed inactive users whose cards expired within three years or more.
- With regard to the “Statistical Highlights” slide and the Library Levy SMART Objectives Report, 7,407 participants of the Adult/Family Programs included each item given away at the Fourth of July Parade.
- The difference between the 72,000 Wi-Fi sessions listed on the “Statistical Highlights” slide and average monthly unique users of Library Wi-Fi listed on the Library Levy SMART Objectives Report was unique users versus people logging on.

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- With regard to the “Statistical Highlights” slide, 10,559 visits to the library for July 2024 and 111,517 visits in FY24 included going into the library and utilizing the bookmobile and drive-thru.
- With regard to the “Future Policy Changes” slide, the slide deck was sent to all of the Library Board members and it was the consensus of the Library Board to keep the future policy changes.
- With regard to the “Future Policy Changes” slide, the Library Board needs some policies and procedures of City Departments for the new City/Library Management Agreement.

Commissioner Tryon encouraged Library Board Trustee Crist, as the spokesperson and representative for the Library Board, to have full participation from all of the Library Board with regard to future policy changes.

Mayor Reeves expressed appreciation to Library Director McIntyre and Board Trustee Crist for the informative report and resources offered at the Library.

Commissioner McKenney received clarification that prior to the Library levy, there were approximately 19 staff and around 17 Full-Time Employees (FTE’s) at the library. With the new City/Library Management Agreement, there would be approximately 31 staff and a little less than that FTE’s.

Commissioner Wilson commented that the GFPL has grown in vibrancy in the last couple of years and she appreciates the programs offered at the Library and being open on Sundays.

Commissioner Tryon commented that the \$300,000 loan from the Library Foundation was not in the library’s revenue for the FY24 budget and it should have been included.

Library Director McIntyre responded that the library chose not to put the \$300,000 in the revenue or expenditures because it was a wash, did not have an impact on the actual revenue or expenditures and would have confused people.

Commissioner Wolff commented that everything that comes in and goes out should be reflected.

Library Board Trustee Crist added that this is another example of living in a new reality and the new reality that the library was living in was that if this is coming from the mills from the levy instead of regularly from the City, then the library would have to have more on hand. It is an example of the library not having anticipated that.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that a street OCI assessment review will be a topic for the April 15, 2025 work session.

Mayor Reeves requested that the Commission’s salary be added to an upcoming work session or discussed tonight during Commission Initiatives. He commented that the last time the Commission had a pay adjustment was in 1988. He is not asking for a significant bump in pay, but he believes it is time the

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Commission address the stipend amount. Mayor Reeves further commented that the workflow in which ethics complaints are filed needs to be investigated.

Commissioner Wolff received clarification that a date to meet with Cascade County is being worked on with regard to the tax abatement request from Calumet Montana Refining to Cascade County. She requested that a General Obligation Bond for fire training be added to an upcoming work session and that the FY2026 Budget be moved up from the work session topic list.

With regard to the General Obligation Bond for fire training, City Manager Doyon responded in the interim he authorized Fire Chief Jeremy Jones to expend funds from another fund on a temporary, portable mobile device.

Commissioner Tryon commented that the Commission could get a consensus during Commission Initiatives tonight about whether to have City staff draft a new ordinance that would amend the previous one with regard to the workflow in which ethics complaints are filed.

City Manager Doyon responded that either it could be discussed at a work session or City staff could draft an ordinance for consideration.

Commissioner McKenney commented that he would prefer a work session because there is more give and take conversation than at a formal Commission meeting.

Commissioner Wilson commented that Cascade County is doing general topic resolutions for certain legislative bills and it might be something the City wants to consider.

City Manager Doyon responded that the resolution concept is good; however, the process of adopting a resolution takes time and having a lobbyist represent the City is effective.

Commissioner McKenney added that the City is doing the same thing but in a different way by having a lobbyist represent the City and it is more effective to go before the legislature in person.

City Manager Doyon further added that discussing legislative bills at Commission Meetings has an impact because the local media and residents hear about them.

City Manager Doyon commented that the Master Work Session Topic List could be reprioritized to include the workflow of ethics complaints and Commission's salary.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of February 18, 2025 at 6:40 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, Susan Wolff, Joe McKenney, and Rick Tryon. Commissioner Shannon Wilson was excused.

STAFF PRESENT: City Manager Greg Doyon; City Attorney David Dennis; Finance Director Melissa Kinzler; Fire Chief Jeremy Jones and Community Risk Reduction Manager Kate Brewer; Police Captain Brian Black; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. EMERGENCY MITIGATION PLAN UPDATE

Great Falls Fire Rescue Community Risk Reduction Manager Kate Brewer reviewed and discussed the following PowerPoint slides:

<div style="display: flex; align-items: center;"><div style="margin-left: 20px;"><p style="text-align: center;">CENTRAL MONTANA REGIONAL HAZARD MITIGATION PLAN</p><p style="text-align: center;">2024-2029</p></div></div> <div style="text-align: right; margin-top: 20px;">Slide 01</div>	<div style="margin-bottom: 10px;"><p>Previous Mitigation Plans Adopted by City Commission</p><p>The past two Mitigation Plans adopted by both the City of Great Falls and Cascade County were prepared specifically for Cascade County and incorporated communities within the county</p></div> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; text-align: center; padding: 5px;">2011 Cascade County Pre-Disaster Mitigation Plan</td><td style="width: 50%; text-align: center; padding: 5px;">2017 Update to the Multi-Hazard Mitigation Plan</td></tr></table> <div style="border: 1px dashed gray; padding: 5px; margin-top: 10px;"><p style="font-size: small;">The 2011 and 2017 Mitigation Plans were funded through County Disaster Emergency Services. The proposed Central Montana Regional Hazard Mitigation Plan was funded through Montana Disaster Emergency Services.</p></div> <div style="text-align: right; margin-top: 20px;">Slide 02</div>	2011 Cascade County Pre-Disaster Mitigation Plan	2017 Update to the Multi-Hazard Mitigation Plan
2011 Cascade County Pre-Disaster Mitigation Plan	2017 Update to the Multi-Hazard Mitigation Plan		

JOURNAL OF COMMISSION WORK SESSION

March 4, 2025

Montana Hazard Mitigation Planning Regions

Montana Disaster & Emergency Services (MT DES) coordinated the planning process to develop Hazard Mitigation Plans among three regions throughout Montana.

- **Eastern Region**
 - 22 Counties
 - 1 Tribal Reservation
- **Central Region**
 - 13 Counties
 - 3 Tribal Reservations
- **Western Region**
 - 17 Counties
 - 1 Tribal Reservation



Slide | 03

BENEFITS

Hazard Mitigation Plans (HMPs) are used to reduce or eliminate long-term risks to people or property from disasters or hazard events.



On average, **each dollar spent** on mitigation **saves society an average of \$6** in avoided future losses in addition to saving lives and preventing injuries.¹



FEMA-approved HMPs are **eligible** for certain federal disaster assistance and hazard mitigation funding. Several include:

- Hazard Mitigation Grant Program (**HMGP**)
- Building Resilient Infrastructure and Communities (**BRIC**)
- Flood Mitigation Assistance (**FMA**)
- Assistance to Firefighters (**AFG**) Notice of Funding states that applicants may receive stronger consideration



HMPs focus on taking action **BEFORE** a disaster or complex emergency occurs. They give attention towards maintaining community continuity and strengthening partnerships essential for response and recovery.

¹ Natural Hazard Mitigation Saves, 2019 Report by National Institute of Building Sciences & Multihazard Mitigation Council

Slide | 04

CENTRAL MONTANA'S REGIONAL HAZARDS

Communicable Disease	Geographic Extent	Landslide
Cyber Attack		Severe Summer Weather
Dam Failure		Severe Winter Weather *
* Drought	Potential Magnitude Severity	Human Conflict
Earthquake	Probability	Tornadoes & Windstorms
* Flooding		Transportation Accidents
* Hazardous Materials Incident		Wildfire *

Slide | 05

GOALS

The Planning Team's goals were defined as broad based policy statements that:

- Represent the desires of the community;
- Encompass all community aspects, public and private;
- Are nonspecific - they refer to the quality (not the quantity) of the outcome;
- Are future-oriented; and
- Are time-independent, (they are not scheduled events).

REDUCE

Reduce impacts to people, property, the environment, and economy from hazards.

PROTECT

Protect community lifelines & critical infrastructure to ensure the continuity of essential services.

INCREASE

Increase public awareness & participation in hazard mitigation.

SUSTAIN

Sustain and enhance jurisdictional capabilities to enact mitigation activities.

INTEGRATE

Integrate hazard mitigation into other plans, processes, and regulations.

PROMOTE

Promote regional cooperation and leverage partnerships in mitigation solutions where possible.

Slide | 06

MITIGATION ACTION PLANING

ACTIONS IN 2017 HMP

Regionally (746)
Cascade County (71)

NEW & CONTINUED ACTIONS

Regionally (752)
Cascade County (80)
City of GF (52)

ACTIONS INCLUDE

- Brief Description
- Hazard(s) Mitigated
- Jurisdictions
- Lead Agency & Partners
- Cost (High, Moderate, Low)
- Potential Funding
- Timeline
- Priority
- Status

BARRIERS (LOCAL, STATE AND NATIONAL)

- Lack of training for planning personnel
- Lack of manpower
- Succession Planning - revolving positions
- Funding limitations
- Disaster fatigue/burnout COVID-19
- Small workforce for increasing frequency, severity and complexity of disasters

Slide | 07

CITY OF GREAT FALLS OPPORTUNITIES FOR ENHANCEMENT

- Establish Wildland Urban Interface Firefighting training program
- Conduct Severe Weather Risk Awareness through public education & outreach
- Establish & promote platform that allows residents & businesses to provide critical information for responder access during emergencies

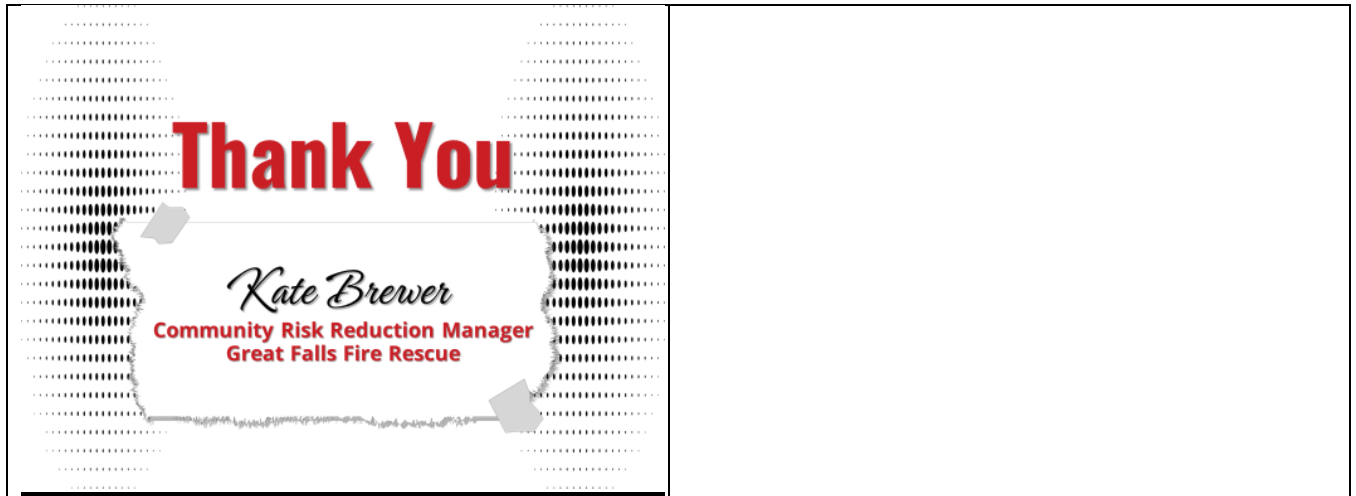
INCORPORATION INTO EXISTING PLANS AND PREPAREDNESS EFFORTS

- Emergency Operations Plans
- Community Wildfire Protection Plans
- Recovery Planning Efforts
- Wildfire Planning Efforts - Wildland Urban Interface
- Training and Exercise plans



Slide | 08

JOURNAL OF COMMISSION WORK SESSION
March 4, 2025



With regard to the “Central Montana’s Regional Hazards” slide, Mayor Reeves received clarification that the Federal Emergency Management Agency (FEMA) would consider a protest to be human conflict.

With regard to page 154 of the Regional Hazard Mitigation Plan, Commissioner Wolff received clarification that the County would be the coordinating agency for Neihart, Geraldine, Valier and Dodson in the event of a hazard. With regard to page 169, Commissioner Wolff further received clarification that the summary of critical facilities exposure summarized by lifelines referred to how many of those different types of facilities would be impacted.

Commissioner McKenney received clarification that Building Resilient Infrastructure and Communities (BRIC) grants support hazard mitigation projects and planning initiatives reducing the risk by natural hazards.

Commissioner Tryon received clarification that each grant for federal disaster assistance and hazard mitigation is different with regard to who can apply for them and there is no required funding obligation by the City to meet the goals of the Regional Hazard Mitigation Plan.

2. CALUMET TAX ABATEMENT TO CASCADE COUNTY

City Manager Greg Doyon explained the City was notified in February that Cascade County received an abatement request from Calumet Montana Refining. The City Commission had asked City Manager Doyon to set up a meeting with the County Commission to review the application knowing the City did not have any authority over it but there would be an impact on the City and taxpayers. City staff attempted to coordinate a special meeting with the County Commission; however, many of their Commissioners were traveling extensively over the next several weeks. The County Commission invited the City Commission to participate by attending the March 5, 2025 Cascade County Commission Work Session and March 11, 2025 Commission Meeting. The County is required to make a decision on three percentages with regard to the abatement request. The City received information from the Montana Department of

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Revenue and the impact to the City with regard to the estimated tax revenue coming in would be as follows:

- 100% incentive = \$226,139
- 90% incentive = \$205,320
- 80% incentive = \$182,508

City Manager Doyon drafted a letter to the Cascade County Commissioners urging them to approve only the minimum 80% abatement because of public safety funding, pending tax protest/financial uncertainty, prior tax abatements for Calumet, infrastructure cost and Calumet/BNSF Rail expansion.

Commissioner Tryon commented that he does not appreciate the County Commission not taking time to discuss this important issue with the City Commission and it is disappointing, unfortunate and disrespectful. He hopes in the future to work more closely with the County Commission because we are all working for the people in the community and county.

Commissioner Wolff explained she would support the 100% incentive if there was a willingness from Calumet to contribute back to the community; however, because Calumet is not supporting the community, she recommended the 80% incentive.

Commissioner McKenney commented that Calumet is the number one property tax payer in the City; however, knowing there could possibly be another public safety levy request in the future, he recommended the 80% incentive.

It was the consensus of the Commission to approve the 80% incentive and send the letter as drafted to the Cascade County Commission.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that title 5 code changes – business licenses/permits and SIC's and SLIPA projects will be topics for the March 18, 2025 work session. Sanitation and utility rates will be a topic for the April 1, 2025 work session.

Mayor Reeves expressed concern with regard to the City doing yearly rate adjustments. He suggested a three-year sanitation rate adjustment through an agreement.

City Manager Doyon responded that a three-year sanitation rate adjustment could be considered; however, it would be difficult to project all of the variables that go into a rate calculation, such as inflation.

Commissioner McKenney commented that a three-year sanitation rate adjustment might be worth looking into.

Commissioner Wolff requested that the storm water policy and title 15 code changes related to burn permits be moved up from parking lot of the work session topic list.

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March 4, 2025

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of March 4, 2025 at 6:28 p.m.

JOURNAL OF COMMISSION WORK SESSION

March 18, 2025

3

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Reeves presiding

CALL TO ORDER: 5:33 PM

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

STAFF PRESENT: City Manager Greg Doyon; City Attorney David Dennis; Finance Director Melissa Kinzler, Grant Administrator Tom Hazen and ARPA Project Manager Sylvia Tarman; Fire Chief Jeremy Jones; Planning and Community Development Director Brock Cherry and Historic Preservation Officer Samantha Long; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

Ben Forsyth, City resident, commented that there is documented evidence of the harms of marijuana and increased violent felonies due to drug use. A Hospitalization Discharge Data System that keeps track of all hospitalizations in the State of Montana indicated that hospitalizations due to marijuana harms has increased from 4,600 to 5,200 people. Mr. Forsyth provided and discussed Montana Code Annotated (MCA) 16-12-101 and 76-2-304 handouts. He opined that the Commission is not protecting the health, safety and welfare of the people by not controlling marijuana within the laws of the MCA.

Jake Clark, Great Falls Development Alliance Vice President, provided and discussed a March 16, 2025 letter that was signed by NeighborWorks Great Falls Executive Director Sherrie Arey; Great Falls Association of Realtors CEO Zac Griffin; and, Home Builders Association of Great Falls Executive Officer Katie Hanning.

Sherrie Arey, NeighborWorks Great Falls Executive Director, explained that Special Improvement Districts (SID) could take the burden of extension costs off the City and attract the kind of developers needed to create affordable housing.

1. STATE AND LOCAL INFRASTRUCTURE PARTNERSHIP ACT (SLIPA) UPDATE

Finance Grant Administrator Tom Hazen and ARPA Project Manager Sylvia Tarman reviewed and discussed the following PowerPoint slides:

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STATE AND LOCAL INFRASTRUCTURE PARTNERSHIP ACT (SLIPA) UPDATE



March 18, 2025

SLIPA Basic Information



- The City of Great Falls Received \$755,461.00 in SLIPA from the State of Montana.
- Each project requires a minimum 25% local contribution to the final total project cost.
- City Staff collected proposals from Internal Departments and selected five projects for funding.
- Commission Approval – March 5th, 2024.
- State of Montana Notice of Award Issued on April 17th, 2024.

SLIPA Projects In Process



- Five SLIPA projects submitted to State.
 - Great Falls Police Department Front Lobby Improvements
 - Original Budget - \$63,750.00 SLIPA - \$21,250.00 Local Contribution - \$85,000.00 Total.
 - Total Awarded Contract to Date - \$67,042.50.
 - Great Falls Animal Shelter Improvements
 - Original Budget \$85,987.50 SLIPA - \$28,662.50 Local Contribution - \$114,650.00 Total.
 - Total Awarded Contract to Date - \$152,808.00.
 - Great Falls Civic Center Elevator Project
 - Original Budget - \$90,000.00 SLIPA - \$30,000.00 Local Contribution - \$120,000.00 Total.
 - Total Awarded Contract to Date - \$143,296.75.

SLIPA Projects Summary (Cont.)

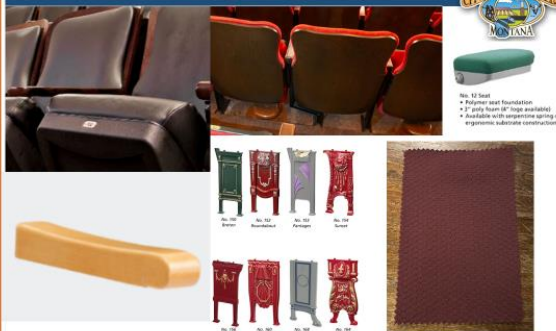
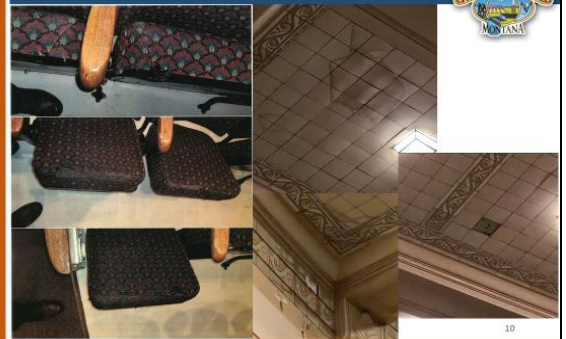


- Mansfield Theater
 - Seats
 - Original Budget - \$487,500.00 SLIPA - \$162,500.00 Local Contribution - \$650,000.00 Total.
 - Total Approved Contract to Date - \$995,190.00.
 - Ceiling
 - Original Budget - \$250,000.00 Montana State Historic Preservation Grant, \$147,300.00 – Local Match, \$397,300.00 Total.
 - Most Recent Estimate - \$430,000.00.

Mansfield Summary



- Funds Received
 - SLIPA - \$487,500.00
 - MHPG - \$250,000.00
 - TIF - \$309,800.00
 - Total - \$1,047,300.00
- Total Expenses
 - Seats - \$1,007,190.00
 - Ceiling - \$430,000.00
 - Total - \$1,437,190.00
- Difference - \$389,890.00



Next Steps



- Request Participation From Mansfield Advisory Board.
- Direct Requests from Local Partners.
 - Face to Face Request Presented by City Staff and Advisory Board Member.
 - Tiered Donation Levels
- Direct Asks to Identified Donors
- Mailing Campaign
- TIF Request

03/18/2025

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Mayor Reeves received clarification that the process for the Mansfield Theater Improvements projects would be requests from local partners, identified donors and TIF requests.

Commissioner Wolff received clarification that the \$1,007,190 included seats for both floors of the Mansfield Theater and six months is the timeline to complete the ceiling and floor. Commissioner Wolff commented that it is clear the Mansfield Theater is a well-loved community asset and needs some tender loving care given back to it.

Commissioner McKenney expressed appreciation to Grant Administrator Hazen and staff for thinking differently and trying something different with regard to doing a capital campaign to finish off the projects.

It was the consensus of the Commission that Grant Administrator Hazen move forward with the capital campaign effort.

2. ANNUAL CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION FROM MONTANA STATE HISTORIC PRESERVATION AND UPDATE ON GRANT FOR UNION BETHEL AFRICAN AMERICAN METHODIST EPISCOPAL CHURCH

Finance Grant Administrator Tom Hazen reported that on November 19, 2024, the Commission considered a proposal from the Montana State Historic Preservation Office (SHPO) that suggested that the City act as the administrator for a \$497,712.00 Grant that would fund improvements to the Union Bethel African Methodist Episcopal Church (Union Bethel). Several areas of concern were identified in connection with that award:

- Precedent – Generally, the City does not voluntarily act as a pass-through administrative entity.
- Oversight Requirements – The City would be reimbursing construction costs with federal funds, which would trigger documented compliance with Davis Bacon wage requirements, Build America Buy America (BABA) purchasing, and other federal restrictions.
- Funding Structure – The City would reimburse expenses, submit a request to the State, the State would submit a request to the Federal Government, the Federal Government would pay the State, and the State would pay the City. This might take up to 30 days and could cause cash shortages.
- Potential Liability Exposure – The nature and size of the grant exposed the City to significant financial losses and future eligibility concerns.
- Length of the Award – The project could last up to three years.

No formal decision was made at that time and the Commission requested contractual safeguards be implemented so the City would not face any of these liabilities. Before that could happen, SHPO did a counter proposal with another item and would advance \$20,000.00 of the amount it receives from the Park Service Historic Preservation Fund to the City to be distributed as reimbursements for only the design costs related to the Union Bethel project. The new proposal addresses all of the concerns listed above. It does fail to address that the City is still establishing a precedent by accepting this award. The City would not be bound to the project; it would be voluntarily accepting an administrative role in this award.

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However, this precedent is distinguished and limited compared to the previous award by several factors:

- Oversight Requirements – This project would not require the same level of compliance monitoring from BABA or Davis Bacon, as would an activity funding construction.
- Funding Structure - The City would receive the dollars up front and would not have to worry about a delayed reimbursement from the Federal Government through the State.
- Liability Exposure - extremely limited because of the amount; however, the designers would need to design Union Bethel only.
- Length of the Contract - \$20,000 for professional services will not take long to spend and within one or two claims, it could potentially be out the door.

If there is a precedent that is established by moving forward with this award, the City could request that it be limited specifically to those boundaries. This would be more favorable to the City than accepting a six-figure grant that has a wide range of responsibilities on the City.

Commissioner Wolff commented that the Montana Legislature has cut several SHPO projects. There seems to be limited liabilities for the City with the \$20,000 design only and the City would be a step further if they seek further funding, that part would be done.

Mayor Reeves commented that he supports the project; however, he fundamentally disagrees with the government being involved in these types of projects and the precedent it would set. He explained that if this project were approved, other requests would be on a case-by-case basis.

Commissioner Tryon received clarification that there could be more requests, if this project was approved.

Grant Administrator Hazen added that he is convinced that the \$20,000 would be it for this project because the contract would specifically be limited to the \$20,000 design only.

Commissioner Tryon commented that he is skeptical about the City getting involved in something like this because it looks like a Historical Preservation project and others could see it as City Government supporting a non-denominational or religious activity.

Mayor Reeves inquired if he and Commissioner Tryon are missing something with regard to why they are uncomfortable with the project.

Grant Administrator Hazen responded this is the first time he has seen a request like this in the three years he has been with the City. To expand that into future activity would be potentially unreasonable; however, the worst-case analysis is always going to be the most responsible and safest analysis. If there is a concern about this potentially spiraling out, that is not a negative either. The City would not be funding religious activities within Union Bethel; the award is related to the preservation of an African-American cultural rights struggle from the past.

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City Manager Greg Doyon added that the reason the City received the application to begin with was to help the applicant get more out of the grant. The State modified and split it into two processes and the initial grant was for design. He inquired about the likelihood of them coming back to do the second part of the grant.

Grant Administrator Hazen responded that the City would not be taking part in the second part of the grant and construction awards would be issued directly to Union Bethel. All they are asking the City to do at this time is to oversee the administration of funds related to the design. Based on conversations he had with the Planning and Community Development Department and State, the likelihood of this particular project expanding beyond that is limited.

Commissioner McKenney commented that even though there seems to be limited liability to the City with this project, he is concerned about the precedent it would set. He added that he is saying no tonight and needs more information before agreeing to this project.

City Manager Doyon inquired if the Commission wants to hear from the representative from the State to explain the details, because Grant Administrator Hazen does not have any further information to offer.

Mayor Reeves responded that he has enough information.

Commissioner Wolff added that there would be limited liability to the City and the project has a limited scope of design to preserve a cultural piece of property in the community. She further added that she is comfortable with funding only the design costs and anything beyond that would be the responsibility of Union Bethel.

Mayor Reeves received clarification that if the City does not to move forward with this, the project would still go forward.

Planning and Community Development Director Brock Cherry reported that the Planning and Community Development Historic Preservation Officer has previously facilitated similar projects. He clarified that it is the first time Grant Administrator Hazen has seen a request like this since he has been with the City.

Historic Preservation Officer Samantha Long stated that the City has previously participated in SHPO Grants. A program that funded assistance grants to provide feasibility studies for Downtown businesses was one of the most successful ones. The reason the new proposal is broken out in the \$20,000 amount is because it is a separate pot of funding that SHPO received from the National Park Service, is earmarked to be passed through Certified Local Government communities and that money has to be passed within a few years. If the City does not approve this, the \$20,000 would go to another community in Montana.

Mayor Reeves inquired if the rules and liabilities were the same with grants done in the past.

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Historic Preservation Officer Long responded that she would have to look at the specific details; however, the liabilities were acceptable at that time.

Commissioner McKenney commented that after hearing that other similar Grants have been done in the past, it seems like this would not be setting a precedent.

Commissioner Tryon inquired if Union Bethel would be able to go forward with the project if the City does not do the \$20,000 Grant guarantee.

Planning and Community Development Director Cherry responded that some form of the project would be implemented; however, it is a matter of how much would be accomplished with the money that is available. The reason they did this was to ensure as much dollars as possible would go towards the construction and not the administration of the grant.

Mayor Reeves commented that based off the new information, he will support this if it is the consensus of the Commission. He requested that guidelines and parameters be put in place, so when this comes up in the future, it would be done on a case-by-case basis.

Grant Administrator Hazen responded that the Finance Department is working on Grant policies and strict guidelines regarding what could be considered. He commented that even with those guidelines in place, it would still require Commission approval.

Commissioner Wolff suggested holding off until City staff provides the Commission with more information.

Commissioner Tryon received clarification that Sievert and Sievert is the design firm and bids for construction were opened recently; however, a firm has not been selected yet.

Mayor Reeves inquired when City staff needs an answer.

Historic Preservation Officer Long responded that there is some flexibility with regard to a timeline for the grant and funds have to be spent within the next two years. Design costs will be coming up soon; however, there is not a firm deadline as to when the City needs to make this request.

It was the consensus of the Commission that City staff provide more information to the Commission before it makes a decision.

3. TITLE 5 CITY CODE CHANGES AND FEE UPDATES

City Manager Greg Doyon explained that this presentation is a refresher because it is multi-faceted with different fees and introduction of a cannabis license that was not previously discussed.

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Planning and Community Development Director Brock Cherry and Fire Chief Jeremy Jones reviewed and discussed the following PowerPoint slides:

<p>Summary of Title 5 & Fee Proposal:</p> <ol style="list-style-type: none">1. Proposed Title 5 Amendments2. Updating GFFR Fees  <p>1</p>	<p>“Business License” Replaces “Safety Inspection Certificate”</p> <p>Current: Annual inspections of businesses for life & fire safety and zoning compliance are currently completed as a “Safety Inspection Certificate” (SIC).</p> <p>Proposed: A “Safety Inspection Certificate” will now be known as a “Business License”.</p> <p>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.</p>  <p>2</p>
<p>Creation of a “Mobile Food Vendor” definition</p> <p>Current: The current City Ordinance does not address “Mobile Food Vendors” (food trucks).</p> <p>Proposed: Add a Mobile Food Vendor Definition.</p> <p>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.</p>  <p>3</p>	<p>Requires Cannabis Businesses to obtain a Business License</p> <p>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.</p> <p>Proposed: Cannabis Businesses will explicitly be required to obtain a Business License and to possibly pay an additional fee similar to alcohol and liquor.</p> <p>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.</p>  <p>4</p>
<p>“Violation Penalty “ Language Cleaned Up</p> <p>Current: The current City Ordinance’s “Violation Penalty” is not straight forward.</p> <p>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.</p> <p>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.</p>  <p>5</p>	<p>Elimination of Antiquated or Unenforceable Requirements</p> <p>Current: 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>Proposed: 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>Justification: 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>6</p>

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Codifying “License Verification” Prior to the Issuance of Specialty Building Permits

Current:

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.

Proposed:

Require an annual “License Verification” of specialty development contractors. A fee was passed for this requirement previously.

Justification:

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.



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GFFR Fee Resolution Updates

Current:

Fees were most recently updated as part of Resolution 10436 in 2022

Proposed:

GFFR Staff recommends increased fees listed within Fire Department Fee Schedule

Justification:

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.



8

GFFR Proposed Fee Schedule

- | | |
|---|--|
| <ul style="list-style-type: none">• Existing SIC Fee Schedule• Tier 1 \$132 (N) \$63 (R)• Tier 2 \$173 (N) \$98 (R)• Tier 3 \$230 (N) \$144 (R)• Tier 4 \$299 (N) \$207 (R)• Tier 5 \$443 (N) \$345 (R)• Tier 6 \$600 (N) \$500• Churches \$132 (N) \$63 (R) | <ul style="list-style-type: none">• Proposed Business License• Tier 1 \$170 (N) \$80 (R)• Tier 2 \$220 (N) \$125 (R)• Tier 3 \$295 (N) \$185 (R)• Tier 4 \$380 (N) \$265 (R)• Tier 5 \$565 (N) \$440 (R)• Tier 6 \$765 (N) \$640 (R)• Churches \$170 (N) \$80 (R) |
|---|--|

*N = New Issuance

*R = Renewal



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GFFR Proposed Fee Schedule Continued

- | | |
|---|---|
| <ul style="list-style-type: none">• Existing Fee's• \$11 Incident Report• \$100 Fire Investigation• \$200 2nd Re-Inspection (SIC)• \$300 3rd Re-Inspection (SIC)• \$100 3rd False Alarm• \$121 TC Classroom• \$286 TC Burn Prop/Tower• \$224 ALS Rescue Engine• \$188 Fire Engine• \$335 Aerial Apparatus• \$120 Command/Rescue• \$120 Haz-Mat Trailer | <ul style="list-style-type: none">• Proposed Fee's• \$15 Incident Report• \$100 Fire Investigation• \$100 1st Re-Inspection (N)• \$200 2nd Re-Inspection• \$300 3rd Re-Inspection• \$250 3rd False Alarm• \$140 TC Classroom• \$250 ALS Rescue Engine• \$220 Fire Engine• \$390 Aerial Apparatus• \$140 Command/Rescue• \$185 Haz-Mat Trailer |
|---|---|



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GFFR Proposed Fee Schedule Continued

- | | |
|--|--|
| <ul style="list-style-type: none">• Existing• ALS Emergency \$1050• ALS 2 Emergency \$1250• ALS Treatment w/o Trans \$150• Oxygen \$65• I.V. Supplies \$68• ALS Supplies \$95• Intubation Supplies \$98• Defibrillation Supplies \$85• EKG Supplies \$14• Loaded Miles \$17.50 | <ul style="list-style-type: none">• Proposed• ALS Emergency \$1150• ALS 2 Emergency \$1250• ALS Treatment w/o Trans \$150• Oxygen \$65• I.V. Supplies \$75• ALS Supplies \$100• Intubation Supplies \$125• Defibrillation Supplies \$120• EKG Supplies \$20• Loaded Miles \$22 |
|--|--|



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GFFR Proposed Fee Schedule

- | | |
|---|--|
| <ul style="list-style-type: none">• Existing SIC Fee Schedule• Tier 1 \$132 (N) \$63 (R)• Tier 2 \$173 (N) \$98 (R)• Tier 3 \$230 (N) \$144 (R)• Tier 4 \$299 (N) \$207 (R)• Tier 5 \$443 (N) \$345 (R)• Tier 6 \$600 (N) \$500• Churches \$132 (N) \$63 (R) | <ul style="list-style-type: none">• Proposed Business License• Tier 1 \$170 (N) \$80 (R)• Tier 2 \$220 (N) \$125 (R)• Tier 3 \$295 (N) \$185 (R)• Tier 4 \$380 (N) \$265 (R)• Tier 5 \$565 (N) \$440 (R)• Tier 6 \$765 (N) \$640 (R)• Churches \$170 (N) \$80 (R) |
|---|--|


*N = New Issuance

*R = Renewal



12

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NEW GFFR Fees	
<ul style="list-style-type: none">• \$75 Special event inspection (\$75 per inspection)• \$75 Open burn pit review and inspection• \$75 fire sprinkler acceptance (less than 100 heads)• \$100 fire sprinkler acceptance (Over 100 heads)• \$200 Per instance of contractor not ready	<ul style="list-style-type: none">• \$75 Fire Alarm acceptance (under 25,000')• \$100 Fire Alarm acceptance (over 25,001')• \$75 Hood acceptance• \$75 Fire suppressions system acceptance• \$75 Fire pump acceptance• \$75 Standpipe acceptance• \$75 After hours inspection (Minimum 1 hour)• \$50 Open burning violation
 13	

Mayor Reeves received clarification that GFFR fee updates are normally done every four to five years.

Commissioner Tryon received clarification that first reading for the ordinance amending Title 5 of the Official Code of the City of Great Falls (OCCGF) would be on the April 1, 2025 City Commission Agenda.

Commissioner McKenney inquired if there might be push back from the business community.

Fire Chief Jones responded that GFFR sent mailers out to the business community and only received one negative comment. Years ago, there was a loophole in the law where legal firms were not recognized as a business and the name change was to ensure compliance with the same statute as everyone else.

Commissioner Tryon suggested making it clear that this is not adding more regulations and is streamlining what was in the past.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that sanitation and utility rates will be topics for the April 1, 2025 work session. A street OCI assessment review and Title 15 Code changes related to burn permits will be topics for the April 15, 2025 work session.

Commissioner Wolff requested City staff to provide the Commission information on up to a \$2.5 million non-voted general obligation bond to support the Fire Training Center. She further requested that addressing military fees at the Scheels Aim High Big Sky Aquatic and Recreation Center be brought back to the Commission.

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ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of March 18, 2025 at 6:42 p.m.



Finance Department Memorandum

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

From: Melissa Kinzler, Finance Director

Date: March 4, 2025

Re: Total Cash and Investments as of February 28, 2025

The City of Great Falls' total cash and investments at the end of February 2025 was \$100,917,113.14. This included cash in bank accounts totaling \$13,911,716.59. Total cash and investments decreased from \$102.4 million in January to \$100.9 million in February. 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 \$5,833,014.07 in January to \$5,308,225.28 in February. The balance will continue to decrease until the next major tax payments will be received by the City in June. 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 February 28th. 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.

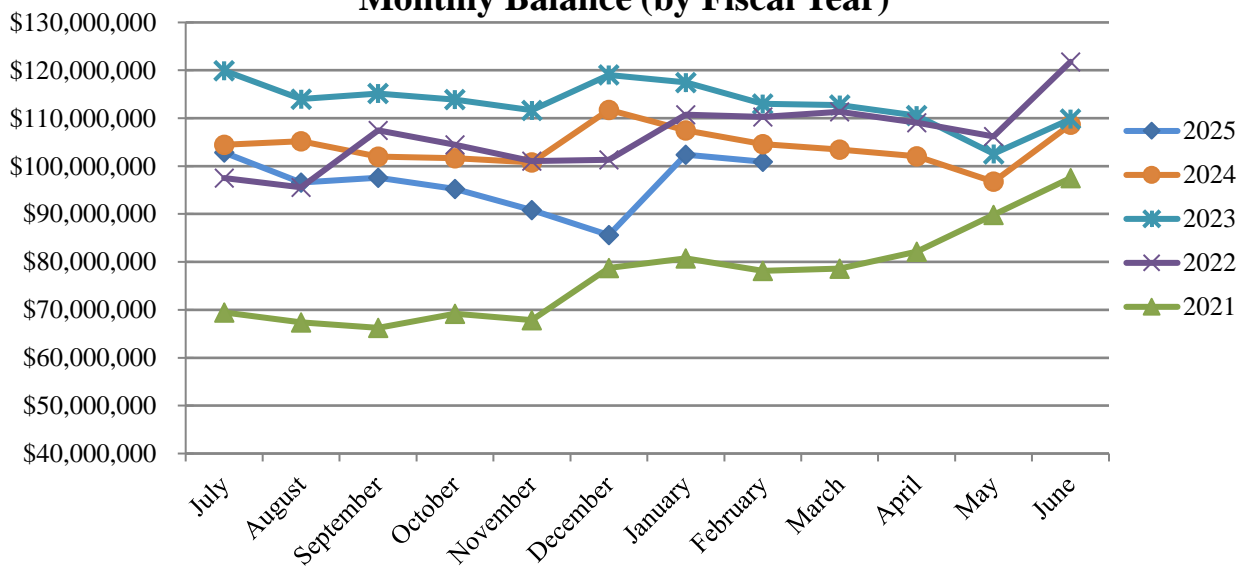
Issuer category	Minimum %	Maximum %	City's Investments % as of February 28, 2025
Master, savings, and ICS accounts	20% combined	100%	100%
Montana Board of Investments STIP		100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0%
Obligations of agencies of the U.S.	0%	30%	0%

City of Great Falls
Total Cash & Investment Summary
February 28, 2025

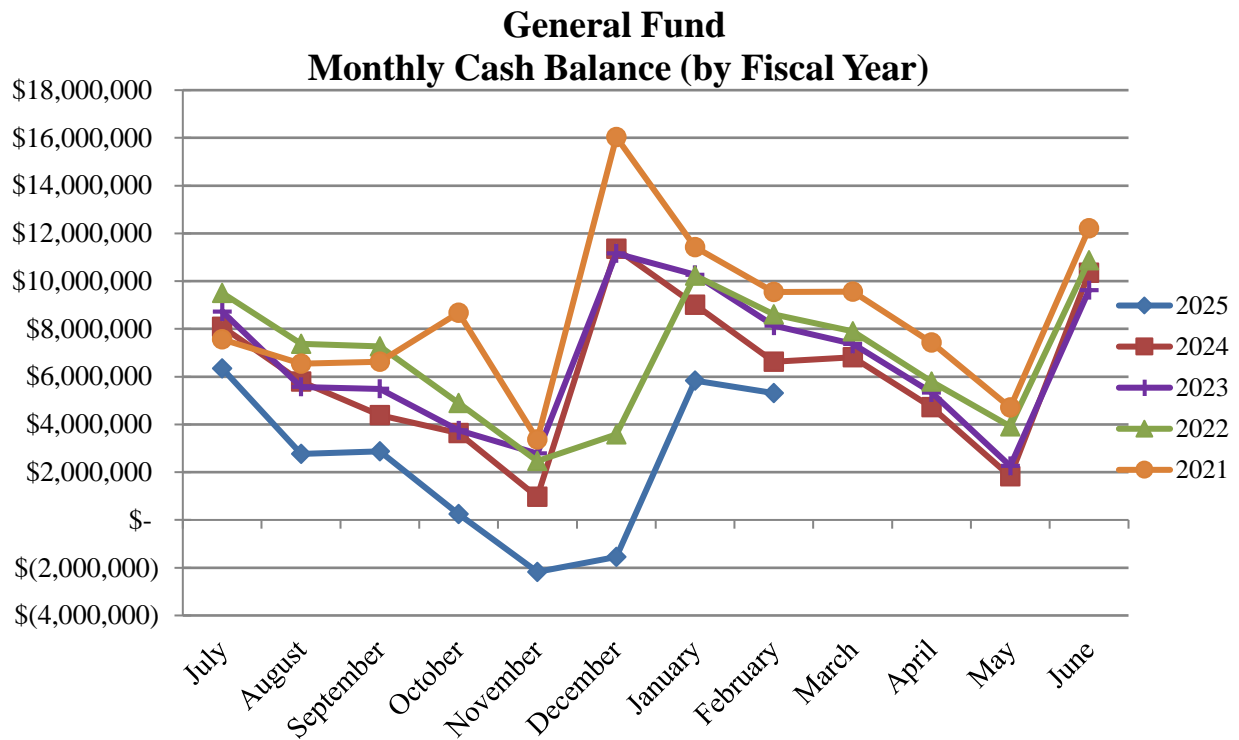
Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
Insured Cash Sweep	3.450%		40,028,324.04	40,028,324.04
Total US Bank Investments			40,028,324.04	40,028,324.04
State of Montana Short Term Investment Pool (STIP)	4.495%		46,977,072.51	46,977,072.51
Total Investments			87,005,396.55	87,005,396.55
Cash on Hand, Deposits in Bank			13,911,716.59	13,911,716.59
Total Cash and Investments			<u>\$100,917,113.14</u>	<u>\$100,917,113.14</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. All ARPA funding has been committed at this time and is being spent down 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
February 28, 2025
Key Updates

City Manager	<p>Virtually attended SGR's Servant Leadership Conference</p> <p>Performed necessary legislative review, meetings, and updates</p> <p>Met with Public Works Leadership Team to discuss city direction and Commission priorities</p> <p>Met with Library Trustee Ann Bulger</p> <p>Received a briefing on City's Water Right portfolio update efforts</p> <p>Oriented new Interim Deputy City Manager Bryan Lockerby</p> <p>Continued work on transitioning the CMOM building to the City (maintenance, security, lease updates)</p> <p>Met with City's energy consultant</p> <p>Completed mid-year budget review with Finance</p> <p>Participated on the GFPD's complaint review panel</p> <p>Met with DCM recruiter - community tour, staff meetings</p> <p>Organized city manager training, prepared for, participated in and presented at the MLCT 2025 Executive Forum in Helena</p> <p>Dealt with numerous City-Library Agreement issues</p>
Deputy City Manager (Clerk, Comm Specialist, Neighborhood Councils, Events, GFAS)	<p>Animal Shelter: Focus at the shelter was on renovations, which included managing a temporary power loss that required an immediate relocation. Despite these challenges, we navigated the renovations with minimal disruptions.</p> <p>Communications: Worked with Townsquare Media, KEIN, StaRadio, and KGPR radio stations to provide coverage on the City's Growth Policy update and the survey currently available to the public. Weekly Growth Policy survey prize drawings were recorded and posted on social media every Friday (including a competition in survey responses between Neighborhood Councils). Held the February Communication Team meeting at the EOC, where we had a training on roles during an emergency as well as emergency messaging practice. Talk of the Falls continues to have questions submitted by residents. Those questions and responses are posted on social media and on the City website. Corrected quality assurance and accessibility issues on various parts of the City website. Five City job openings were advertised across social media.</p> <p>Neighborhood Councils: Worked with Helena Community Council director to learn how they are doing business and received good direction. Planning an Community Development staff met with all the Neighborhood Councils to participate in a group exercise for the Growth Policy, which has been well received. NC 5 is working on broadcasting their meetings through Facebook Live, this will require a microphone and speaker system . I am researching some possible idea's for equipment to assist with audio for broadcasts. NC 6 received a presentation from a resident and PCD for a Conditional Use Request - Contractor Yard, Type I, at 3104 Upper River Road. The council approved the proposal.</p> <p>Events: Booked a new show for April 23rd, called The Sturniolo Triplets which sold all 200 of the \$275 VIP packages in just 5 minutes. The first day of ticket sales for the event were over \$75,000. The Broadway musical, Chicago was held in the Theater for a crowd of almost 1600 people. The Red Cross used the Convention Center for a blood drive.</p>
Finance	<p>1. Utilities: Started turning off utility customers (customers) that are over 4 to 12 months late on payments. Continued red tag process for customers that are over 4 to 5 months late on payments. Sending delinquent letters to customers that are 60 days late on payments.</p> <p>2. CDBG: Completed construction and funding agreements for 7th Ave NW Street Reconstruction and 32nd Street South ADA Upgrades.</p> <p>3. Accounting: Consulted with Public Works about rate increases for the Water, Sewer, Storm Drain and Sanitation Funds. Completed mid-year budget reviews with all City Departments.</p>
Fire	<p>1. EMS training has been ongoing and consisted of training all EMT's on the use of an advance airway devise to enhance the ability to care for someone not breathing or in cardiac arrest.</p>

Department Monthly Update
February 28, 2025
Key Updates

	<p>2. Conducted interviews for the position of Probationary Firefighter. 12 interviews were scheduled, 10 interviews were conducted with 2 slots being vacated due to the person getting another job and one person not showing up for the interview. 5 individuals will have a follow-up interview with the fire chief and a selection will be made. We currently have one position available.</p> <p>3. There are still 104 businesses that have not yet renewed their Safety Inspection Certificates. GFFR is awaiting the adoption of the changes made to Title 5 of the City of Great Falls so that the new language in the Title can be applied to these businesses. New language in Title 5 would have all delinquent licenses renewals revoked. Those businesses whose licenses have been revoked would then need to apply for a new license issuance or be found of operating in the City without a license. If the new language does not get adopted, the renewal process can drag out for months. As the renewal process drags out, valuable staff time is used on trying to get these businesses to comply.</p> <p>4. Waiting for the changes of Title 5 to be adopted so that the Safety Inspection Certificate name can be changed to Business Licenses. As GFFR was given every indication that these changes would have been adopted in January, GFFR has been sending out renewed licenses as Business Licenses vs SIC's.</p> <p>5. From the first of the year through the end of February. GFFR's Fire Prevention Bureau has spent over 10 hours' inspecting special events for life safety compliance at the Four Season. When conducting these inspections, two to three FPB staff is used for the inspections. GFFR is not compensated for the time staff spends on these inspections as the County does not pay for licensure or event permits in the City. Estimated FPB staff time: 3 deputy fire marshals at roughly \$30 per hour times 10 hours equals \$900 of FPB staff time used.</p>
Human Resources	<p>1. Managed the recruitment of 47 positions. There were 147 applicants yielding the onboarding of 13 new employees. February's turnover rate was 2 percent. The average time to fill a position was 67 days.</p> <p>2. Began preparations for the upcoming 2025 collective bargaining season with the City's 11 unions under 7 collective bargaining agreements. Negotiation sessions have been confirmed and are set to begin April 1, 2025.</p> <p>3. There were five new work comp claims (Police (3), GFFR (1) & Public Works (1)) in February for a total of 35 reported claims FYTD with 16 open claims. Montana State Fund safety representative conducted situational de-escalation training and ergonomic assessments across the City.</p>
Information Technology	<p>1. Progress continues on Windows 11 and Windows Server 2022 upgrades in an effort to meet the October 2025 end of life deadline for older versions.</p> <p>2. Significant network security changes were made in an effort to increase our overall security posture.</p> <p>3. E-timesheet implementation completed for all departments except Police.</p> <p>4. Multiple web maps and apps created for Streets and Sanitation to assist in their daily activities.</p>
Legal	<p>1. Assisted the City Clerk and the Planning Department with responding to multiple FOIA requests related to the City's citizen complaint form. The opportunity benefitted City staff by discussing the process and also interacting with citizens to improve on and explain the process.</p> <p>2. Began working with Park and Rec to draft a permit/license for NorthWestern Energy to place necessary cable anchors for barge tie off cables for barges during the Black Eagle Spillway rehabilitation project.</p> <p>3. Advise and assist the Planning Department with a Flood Plain Permit violation and a response to a request from Verizon to update a tower citing Federal preemption of local zoning ordinances and requirements for building and other permits.</p> <p>4. One of the three (3) prosecutors has been dedicating a majority of time to developing the Legal Department's new case management system.</p> <p>5. The Criminal Division began handling their own appeals. There are 2 cases currently on appeal.</p> <p>6. The Civil and Criminal Division completed record destruction in compliance with Montana law creating much needed space for both divisions.</p>

Department Monthly Update
February 28, 2025
Key Updates

Park and Recreation	<p>1. In conjunction with FWP and Get Fit Great Falls, Park and Recreation participated in Winter Trails Day at Silver Crest Ski Hill. This event gives participants an opportunity to get out and check out the local trails, hike and snow shoe.</p> <p>2. Aim High Big Sky had several events during the month of February that had great participation. On 2/8/25 SAHBS hosted Nerf Wars with 45 participants. On Valentines Day couples were able to come attend a workshop where they learned massage techniques. SAHBS also hosted a Round Robin Pickle ball Tournament.</p> <p>3. Staff met with the Finance Department for a review of the Department budget. Each division was reviewed to know what needs to be accomplished before Fiscal end.</p>
Police	<p>1. A "start up" meeting transpired regarding the evidence building construction. Due to having to wait for the steel to be fabricated, the construction is tentatively scheduled for April.</p> <p>2. 2 Sergeant and 2 Master Police Officers were promoted during the month, to fill vacant supervisory positions.</p> <p>3. A scheduled review of the department budget occurred with the Finance department. The PD is on track financially, with no concerns from Director Kinzler.</p>
Planning and Community Development	<p>1. Growth Policy public engagement continues with presentations being made to the GF Exchange Club, GF Conservation District, GF Salvation Army Auxiliary, and a joint board meeting with GFDA, GF Tourism, and the GF Area Chamber.</p> <p>2. The Growth Policy Survey closes on March 31st. You can share it using the following link: https://www.surveymonkey.com/r/FutureGreatFalls2045</p> <p>3. Recently onboarded out newest Permit Tech, Misty Holland. Misty replaces Bonnie Ehredt, who left to help manage her husband's newly purchased HVAC business.</p>
Public Works	<p>1. Engineering: (A) Has been reviewing the Capital Improvement Plan to ensure project information is current; and is meeting with division heads to prioritize projects based on criticality and funds; (B) has been reviewing the Design and Construction Standards, including the City Detail Drawings, in preparation of the next update anticipated early summer 2025; (C) has been conducting multiple brainstorming sessions regarding storm drainage as it relates to regional ponds and what needs to be done to "unstuck" some of the proposed development projects on the outskirts of town.</p> <p>2. Responded to several media questions regarding Snow Removal, BNSF rail crossing at 4th St NE, and Republic misinformation on when customers can close accounts. Issued Press Release to clarify Sanitation services code regarding a customer's ability to switch providers, due to incorrect information being given by Republic.</p> <p>3. Continued working strategic plan to align Growth Policy, Water Plant Capacity, and Water Rights.</p> <p>4. Submitted Annual MS4 Report to DEQ.</p> <p>5. Submitted slide presentation to Commission for their consideration on whether to entertain Republic's offer to buy City Sanitation services.</p> <p>6. Worked on presentations to the Commission for the Sanitation Rates and Utility Rates</p>