



## **The Weekly Update – May 15, 2025**

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### ***Attachments:***

1. Journal of City Commission Work Session, April 15, 2025
2. City of Great Falls Total Cash and Investments as of April 30, 2025.
3. Department Monthly Update, April 2025.
4. Follow up Memo from May 6<sup>th</sup> Work Session, 3<sup>rd</sup> Quarter Budget Review from Melissa Kinzler.

**JOURNAL OF COMMISSION WORK SESSION**  
**April 15, 2025 -- City Commission Work Session**  
**Civic Center, Gibson Room 212 -- Mayor Reeves Presiding**

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

**ROLL CALL/STAFF INTRODUCTIONS:**

City Commission members present: Cory Reeves, Joe McKenney, Rick Tryon, Shannon Wilson, and Susan Wolff.

Also present were City Manager Greg Doyon; City Attorney David Dennis; Finance Director Melissa Kinzler; Public Works Director Chris Gaub and Street and Traffic Manager Eric Boyd; Fire Chief Jeremy Jones and Fire Marshall Mike McIntosh; Police Chief Jeff Newton; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

**Ben Forsyth**, City resident, commented that he is here to protect the health, safety and welfare of the citizens in the community from the harms of marijuana.

Mr. Forsyth expressed concern that the City Commission is not doing enough to ensure the safety of the citizens and that there is an individual on the Commission that seems to have supported the marijuana industry. Mr. Forsyth noted that he provided documents relating to laws and how three of those laws are being violated by the Commission in ways that create harms to the people.

Mr. Forsyth explained that there are 50 scientific studies of the harms of marijuana. The Communities That Care (CTC) operates in seven states and has approached 12 communities to control the harms of marijuana. Those 12 communities have much lower hospitalizations and fewer violent felonies and other communities have had increased hospitalizations and crime due to the harms of marijuana.

**WORK SESSION ITEMS**

**1. GOVERNING BOARD FOR OPIOID SETTLEMENT**

Retained Attorney Ben Snipes of Kovacich Snipes Johnson, P.C. reported that he has represented the City for a long time with regard to opioid related issues. This issue came up when the Federal Government declared a national emergency related to opioids and from the flooding of a variety of defendants who have been targeted in this litigation. Local government subdivisions did not get involved in the tobacco litigation more than a decade ago and all the money went to the State. The City has a

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say how the funds from the opioid settlement are allocated to the City and is based on population. The State of Montana, City or Local Government subdivision's direct allocation is 15% and 70% goes to the Montana Opioid Abatement Trust. Currently, there is approximately \$230,000 in the City's coffer. The money from the trust is set aside for these local subdivisions to decide how they want to spend it on opioid abatement and it is broken down by region. The Cascade County Metro Region, which constitutes the County and City, currently has \$743,000 and another \$400,000 will be coming in next year. A governing body for the City needs to be set up to determine how to spend the money from the opioid settlements. Ultimately, the governing body will have 100% of the say on the money that is currently sitting in City's coffer. When it comes to making decisions on how to spend the trust money and evaluate those applications for the grants, the City will still have 100% of the say in its funds; however, the money is being pooled with Cascade County. The City and County will each have its own governing body.

Mr. Snipes explained that a proposed resolution will establish a governing body that will include two members from the City Commission, as well as the Fiscal Agent, which is Finance Director Melissa Kinzler. The two selected Commission members should be the individuals who review applications and determine how best to spend the City's opioid abatement dollars. The other governing body will be the Cascade County Metro Region group. The City will need to enter into an agreement with the County to look over the trust funds and applications to determine which projects to endorse.

Mayor Reeves received clarification that the governing body for Cascade County are the three County Commissioners; however, they do not have a non-commissioner fiscal agent.

Commissioner Tryon inquired if two Commissioners would be appointed yearly.

Mr. Snipes responded that it makes sense to have some continuity to this and longer terms might be better.

Commissioner Tryon commented that the issue is that every two years two Commissioners and the Mayor will be up for reelection and a yearly term should be considered to mitigate that situation.

Mr. Snipes responded that his primary concern is the need for two Commissioners and a Fiscal Agent; however, a yearly revision to who the governing body is would be fine.

Commissioner Wolff inquired how City Departments that are most impacted by this situation will be heard.

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City Manager Doyon responded through the Commission. He requested that Mr. Snipes explain the general guidelines with regard to how the City could use the funds.

Mr. Snipes explained that the funds are limited in some respects to what is called opioid abatement. However, within that realm of opioid abatement, it is broad. It can be used for law enforcement, treatment efforts, diversion programs, drug courts and all kinds of different things. Typically, it is services related to getting individuals who are on opioids out of the criminal justice system and diverted into a treatment program. There is a broad aspect and array of projects that are going to be presented through the trust. The governing body should be a liaison to City Departments that would be impacted.

Commissioner McKenney received clarification that the governing board is not an advisory board and would not request approval from the Commission. He further received clarification that nonprofits should submit grant applications to the Montana Opioid Abatement Trust and the governing body and Fiscal Agent would review the applications for consideration of projects.

Mayor Reeves received clarification that the governing board could potentially have quarterly meetings to go over applications and then converse with the County to decide which ones to fund independently or in collaboration.

Mr. Snipes received clarification that Commissioners' Tryon and Wilson would be available to be the governing board.

### **2. STREET OVERALL CONDITION INDEX (OCI) ASSESSMENT REVIEW**

Public Works Director Chris Gaub reported that the Street Division has almost 70 years of experience between the Street Manager, Superintendent and Foreman. They are focused on continuous improvement and always exploring new ways of doing things. The street network as a whole is a D plus or a 68%, which puts the City in good company with many other municipalities across the country. To reconstruct one block of street costs approximately \$1 million.

Street and Traffic Manager Eric Boyd reported that he will be discussing the level of service, what the street life cycle looks like, the OCI survey, the state of the streets in 2024 and historic comparison from 2013, a few example scenarios, and a recommendation on increases possibly in the future. An excellent level of service comes with a high cost in order to keep things in good condition. A failed level of service costs less in the beginning; however, it will eventually catch up with you. The cost of deferment is how long something can go before something has to be done about it. Streets lose about 60% of their quality and 75% of their life, which equals out to be approximately 25 to 30 years. Routine investment increases the condition and lengthens the life of a street.

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The OCI is a numerical score from 1 to 100, with 100 being the best score and 0 being a failed score. It incorporates the Pavement Condition Index (PCI), which is 80% of the score and 20% is the International Roughness Index (IRI). An OCI is used for data collection and to define the quality of the street network. A Roadway Asset Collection Vehicle provides an automated survey and scores all the streets at one time by using a laser profiler, ladybug 360-degree camera and GPS to show exactly where distresses are on a street. The data collection met AASHTO and ASTM standards and this process can be repeated in the future to compare studies. The age of a street, condition of underground utilities, if it is used for heavy or light traffic and if it is a local, an urban or arterial route can be evaluated.

Mayor Reeves received clarification that a one block failed street costs approximately \$500,000 to repair.

Street and Traffic Manager Boyd reported that the current network average OCI is 68.4, which is considered a good score. The PCI is 74 and the national average is between 65 and 70. The IRI is 74 and anything less than a 91 is considered in good shape. He further reported that 95% of the streets are in fair to excellent condition and 73% of the streets need major work. An interactive map found on an Asset Management program is used to determine poor, failed and good streets. From the last time a survey was done, the network score has increased with a net gain of 7 points from a 61.4 to a 68.4. In 2014, efforts were made to focus on those fair streets, the 40 to 60 category, to get them before they flooded the poor and failed categories. Several fair to poor streets were either rehabbed or replaced and have moved into the excellent category. Conditions are always changing and one bad winter can upset this graph in major ways. The national average score for streets and roads is a D plus and an estimated investment to improve one grade would be approximately \$2.58 trillion. The Great Falls OCI backlog cost is approximately \$91 million. Street assessment is the major proponent in the Street's budget and one thing that can be changed. There were a lot of expenses for either reconstruction or ADA improvements. The recommendation is a 7.5% street assessment increase for this year. There could be a future need for increasing standards of new roads.

With regard to the "Funding by Target Level of Service" slide, Mayor Reeves received clarification that the OCI would be upper 70's to low 80's with the 7.5% recommended increase.

With regard to the "Funding by Target Level of Service" slide, Commissioner Tryon received clarification that because conditions can change over the course of a year, fixing funding based on one year may not be the most responsible thing to do.

With regard to the "Great Falls Street Budget FY25" slide, Commissioner McKenney received clarification that the 7.5% is for the special assessment, which is the street assessment, the intergovernmental is the fuel tax in BARCA, which is combined with

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the fuel tax and the internal service charges are charges for projects for another department or division. He further received clarification that if the allocation was for the replacement of streets, there would not be any routine, reactive or preventative maintenance and it takes several years of saving for a major replacement.

Commissioner Wilson inquired about new technology to extend the life of roads.

Street and Traffic Manager Boyd responded that the Street Department uses an asphalt paver, a milling machine, PG5828 binder and is considering using poly-modified oils.

City Manager Greg Doyon received clarification that the last street assessment increase was in 2024. The City is the only community doing a full OCI survey, has the second most miles of the big eight cities and second least funding per mile. There have been inquiries from developers about whether the City would contribute into improving a street if they were going to develop. Manager Doyon commented that the City needs to increase awareness for citizens with regard to how assessments are applied and utilized for growth and develop in the community.

### **3. TITLE 15 CODE CHANGES**

Fire Marshall Mike McIntosh reported that when adopting the 2021 version of the International Fire Code (IFC), it was found that much of the fire code language in Title 15, Chapter 9 had been removed. In working with the City Attorney's office, it was decided that a lot of the code language needed to be added back to clarify construction practices, make the process easier and more straightforward for people that do fire alarm construction within the City. It will give authority to the fire chief to initiate burn bans within the City, establish ramifications for those who attempt to hinder firefighting operations and address nuisance properties in disrepair as a result of a fire or other events.

Great Falls Fire Rescue (GFFR) will be assuming the special event permits from the City Manager's office to ensure life safety procedures are in place and that first responders can get in to an event in case of an emergency. This section of City Code will be relocated to the fire code section of City Code. Chapter 9 changes will add language to the City Code for public fireworks displays. This will take liability off the City to comply with Montana Code Annotated (MCA) and what is already established by the State Fire Marshal. With this new language, the Fire Chief or designee would review and inspect public firework displays. It would also require the fireworks contractor to provide proof of insurance, list the fireworks to be shot off and provide a safety plan.

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It will add back previous language with regard to the IFC, and those sections not adopted by the State of Montana. It will clarify language on the duties of the Fire Prevention Bureau and preventative inspections.

Fire Marshall McIntosh reported Title 9, Chapters 4 and 9 Code changes included the following:

- Fire Chief Authority - burning in City. If the conditions are not proper for recreational fires or fireworks, this will give the fire chief authority to put a burn ban into place. Currently, GFFR has to wait for the Cascade County DES to put a burn ban into place.
- Burn permits and special events. If the City Commission allows for burn permits to be adopted, this would put the burn permits into City Code and move the special events section from where it is now into the Fire Code.
- Existing fire alarm requirements. Currently, there is not a set requirement for fire alarm contractors to work on an existing fire alarm system that indicates whether they have to get a permit or not. This would create an even playing field for fire alarm contractors to know what is expected of them and when they have to get an approved permit. This is in line with other municipalities throughout the State of Montana.
- Abatement of fire hazard nuisances. If the responsible party of a property does not address fire hazards from an initial fire and GFFR responds to another fire at that same location, GFFR could charge the owner for its response. If the owner cannot afford to pay, a lien would be placed against that property so the City could recoup the money whenever that property was sold.
- Knox Boxes for new construction that have fire and life safety systems. If a new buildings has a sprinkler, fire alarm or commercial hood system, a key box would need to be added to allow GFFR emergency access into the building. This is common around the country and with other municipalities around the State of Montana.
- Prohibiting of blasting and tenting in the City. Blasting is a construction process where the ground is blown up to put underground utilities in. Tenting of sprinkler systems is placing visqueen or insulation over a sprinkler system to attempt to keep it from freezing and breaking; however, there have been several breaks. No other jurisdiction in the State of Montana allows tenting of sprinkler systems.
- Hindering fire service operations. This would allow GFFR to charge for a misdemeanor if someone tries to hinder its fire service operations.

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Mayor Reeves received clarification that State law does not cover hindering fire service operations and the denial of a special event permit could still be appealed to the Commission from an administrative decision.

Fire Marshall McIntosh concluded that the changes made to the fire code section, along with the movement of special event permits and updates to the fireworks chapter are not intended to add more government oversight. These changes are being made to clarify existing City Codes and to reduce potential liabilities to the City.

Commissioner McKenney received clarification that a local municipality has the authority to adopt certain sections of code above and beyond what the State of Montana does and the language will clean up this section of City Code by adding back language that was removed. He further received clarification that local fire alarm contractors were notified and are aware of the construction practices and requirements for fire alarms, the administration of special event permits is the only change and the new language for fireworks is for major public displays.

Commissioner Tryon received clarification that GFFR adopts what the State of Montana does with regard to the IFC. He inquired if GFFR anticipates any pushback about giving authority to the fire chief to initiate burn bans within the City and putting a lien on a property with regard to abatement of fire hazard nuisances.

Fire Marshall McIntosh responded that Bozeman has already adopted the abatement of fire hazard nuisances language verbatim and is enforcing it. There is a complete legal process before selling a nuisance property in disrepair as a result of a fire and a lien would be done in the event a property is sold at a later date.

### **DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

City Manager Greg Doyon reported that an energy business review and a quarterly budget review will be topics for the May 6, 2025 work session. A lead and copper rule update will be a topic for the May 20, 2025 work session.

### **ADJOURN**

There being no further discussion, Mayor Reeves adjourned the informal work session of April 15, 2025 at 6:50 p.m.





## Finance Department Memorandum

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

From: Kirsten Wavra, Deputy Finance Director

Date: May 9, 2025

Re: Total Cash and Investments as of April 30, 2025

The City of Great Falls' total cash and investments at the end of April 2025 was \$97,859,652.70. This included cash in bank accounts totaling \$15,854,256.15. Total cash and investments decreased from \$102.2 million in March to \$97.9 million in April. 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 \$4,578,510.98 in March to \$2,140,426.85 in April. 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 April 30<sup>th</sup>. The investments in the Montana Board of Investments (STIP) and US Bank Insured Cash Sweep (ICS) are liquid and may be called at any time. The current interest rates being earned in STIP and ICS are competitive. They are listed in the table on the next page.

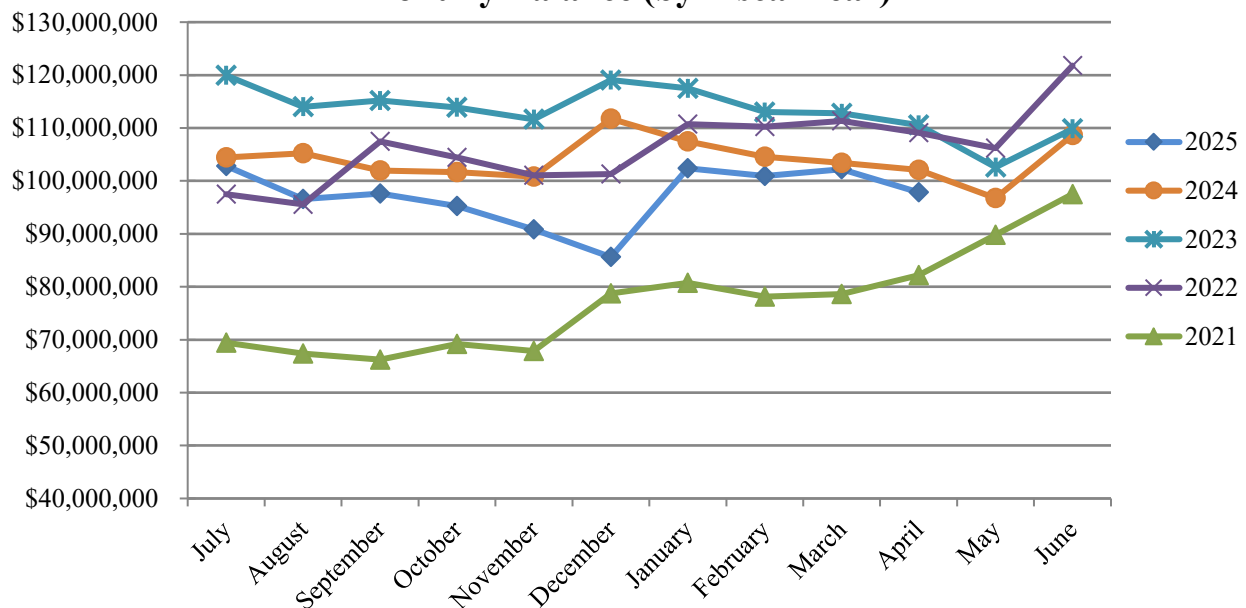
Issuer category	Minimum %	Maximum %	City's Investments % as of April 30, 2025
Master, savings, and ICS accounts	20% combined	100%	100%
Montana Board of Investments STIP		100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0%
Obligations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

**City of Great Falls**  
**Total Cash & Investment Summary**  
**April 30, 2025**

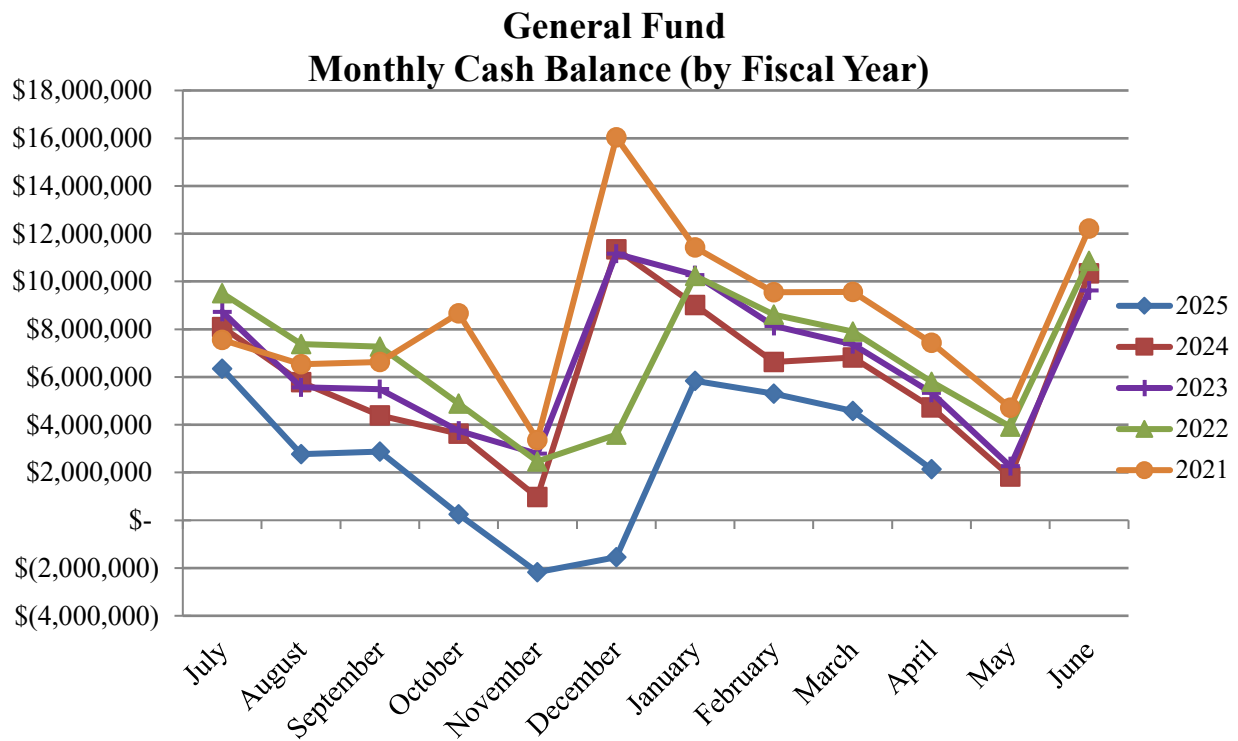
<b>Description</b>	<b>Rate</b>	<b>Due Date</b>	<b>Principal Cost</b>	<b>Market Value</b>
US Bank Investments				
Insured Cash Sweep	3.450%		35,028,324.04	35,028,324.04
Total US Bank Investments			35,028,324.04	35,028,324.04
State of Montana Short Term Investment Pool (STIP)	4.383%		46,977,072.51	46,977,072.51
Total Investments			82,005,396.55	82,005,396.55
Cash on Hand, Deposits in Bank			15,854,256.15	15,854,256.15
Total Cash and Investments			<u>\$ 97,859,652.70</u>	<u>\$ 97,859,652.70</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) 455-8423 or [kwavra@greatfallsmt.net](mailto:kwavra@greatfallsmt.net).

Department Monthly Update April 30, 2025 Key Updates	
<b>City Manager</b>	<p>Reviewed Downtown TIF allocation process and balances with P&amp;CD staff - provided guidance and direction.</p> <p>Met with Ted Mitchell regarding proposed development.</p> <p>Regular and frequent (almost daily) contact with lobbyist. Provided perspective and insight over proposed legislation.</p> <p>Developed RFP and scorecard for CEO Recruitment Services for MMIA.</p> <p>Prepared for Subaru's Street Closure Appeal.</p> <p>Attended Site Activation Task Force (SATAF) Detachment Activation at MAFB.</p> <p>Attended Recreation and Entertainment Stakeholder Session with GFDA.</p> <p>Attended Public Safety discussion and a Housing Summit hosted by the Great Falls Association of Realtors.</p> <p>Welcome participants for the MAFB/City of Great Falls Resiliency Study.</p> <p>Prepared extensive Development Option Memorandum for Commission review and consideration.</p>
<b>Deputy City Manager (Clerk, Comm Specialist, Neighborhood Councils, Events, GFAS)</b>	<p><b>Clerks:</b> Organized a large volume of office files for archives; Processed and completed 77 JustFOIA public records requests in January/March.</p> <p><b>Animal Shelter:</b> Shelter staff and animals moved back into the refreshed Animal Shelter building.</p> <p><b>Communications:</b> Held April's Communication Team meeting, where we received media training from a local business, Clear Source Communications. Responded to requests for information on various topics from KFBB, KRTV, and Montana Free Press. Assisted multiple departments with writing and editing press releases, flyers, mass emails, and social media posts. Discussed possible Town Hall dates, locations, and topics with the Commission. Sent out the quarterly internal employee newsletter. Working with P&amp;CD to update the Food Truck Workflow/Process Guide (almost complete). Began gathering interviews of SAHBS members to create marketing videos. Attended a Local Media/Communications Group meeting to discuss how to better communicate between organizations and with the public. Worked with HR to advertise many open summer positions through multiple channels. More than 10 City job openings were advertised across social media in April.</p> <p><b>Neighborhood Councils:</b> This month Neighborhood Councils heard proposals for Planned Unit Developments, Conditional Use Permit along with a presentation by the West Great Falls Flood District. The Growth Policy and group exercise were presented which PCD is presenting to all Councils. Neighborworks presented at the CommUNITY Clean-up program to generate participation of neighborhood members.</p> <p><b>Events:</b> The Sturniolo Triplets had girls lined up around the building waiting to get into the show, and a group of 200 of them stayed for an hour after the show to sing to the tour bus. We are booking shows for next year which includes a record 4 ballets. The ballets sell well in Great Falls. Book of Mormon refunds have been completed as they do not plan to return in the next year. Community Concert season ticket renewals are underway and public sale begins June 9th.</p>
<b>Finance</b>	<p><b>Utilities:</b> Worked on winter quarter average sewer consumption for residential customers. New consumption numbers will start May 1, 2025 based on average water consumption in December, 2024; January, 2025; February, 2025 and March, 2025.</p> <p><b>CDBG/ Grants:</b> Filed all required quarterly grant reports.</p> <p><b>Accounting:</b> Helped Public Works present rate increases for the Water, Sewer, Storm Drain and Sanitation Funds. Working with Planning &amp; CD and Public Works to update the City's SID policies. Helped Human Resources with Union negotiations.</p>
<b>Fire</b>	<p><b>Operations Division:</b> New recruits are half way through the Recruit Training Academy</p> <p>Performance evaluations have been completed and are being reviewed.</p> <p>5 personnel were recently promoted. A Battalion Chief, two Captains and two Lieutenants</p> <p>GFFR is preparing the FY25/26 Budget</p>

**Department Monthly Update**  
**April 30, 2025**  
**Key Updates**

	<p><b>Fire Prevention Division:</b> 73 Businesses have not renewed their business licenses. They will be deactivated and will be required to reapply for a license.</p> <p>Implementing the new GFFR fee schedule.</p> <p>Working with the Airport Authority and MANG regarding jurisdictional fire code requirements.</p>
<b>Human Resources</b>	<p>1. Managed the recruitment for 102 positions. Seventy-five percent of the positions are temporary and short term positions for the Park &amp; Recreation Department. There were 230 applicants yielding the onboarding of 27 new employees. April's turnover rate was 1.62 percent. The average time to fill a position was 37 days.</p> <p>2. Continued to manage the medical, dental and vision insurance renewal process. Open enrollment begins the end of May.</p> <p>3. There was one new work comp claim (Public Works) in April for a sprains/strains type of injury. There are a total of 40 reported claims FYTD with 12 open claims.</p>
<b>Information Technology</b>	<p>1. Completed the migration of email from on-premise server to Office 365.</p> <p>2. Utility Interactive Voice Response (IVR) Payments is fully implemented, live for Utility customers.</p> <p>3. Moved technology related equipment back to Animal Shelter after supporting the remote site while renovations occurred.</p> <p>4. Mapping - created a working web map of city utilities and infrastructure for external agencies to reference.</p>
<b>Park and Recreation</b>	<p>1. Department Division Managers attended the State MTRPA Conference in Bozeman, MT., 4/7-4/10. Managers were able to attend a wide variety of topic specific seminars and earn CEU.</p> <p>2. Park staff in conjunction with the Great Falls Library hosted the annual Duck Release, 4/18, at the Gibson Park Pond. The Library hosted a story time at 10:00 am. before the duck release, featuring a duck themed story, "The Duck Never Blinks" by Alex Latimer. The turn out was great!</p> <p>3. The City hosted the 11th Annual Steel Etc. sponsored Easter Egg Hunt in Elks Riverside. The Easter Egg Hunt is traditional held in Gibson Park, but due to various conditions this year the event was moved to Elks Riverside, which turned out to be a great location. This potentially could be the new site for the event.</p> <p>4. The 45th Annual Ice Breaker Road Race was held on Sunday, April 27th. Registered racers this year were 2,340 as compared to 2,515 last year; but with an increase in entry fees, transaction fees increased to \$57,238 as compared to \$54,140.00 in 2024.</p> <p>5. On 4/30/2025 our Park and Recreation Director, Steve Herrig resigned from the Department. He has decided to move back to Kansas to be closer to family. In his nearly 8 years with the Department he has accomplished several impactful achievements for the community and Department.</p>
<b>Police</b>	<p>1. The Great Falls Police Community Foundation GALA occurred during April. It was the largest attendance thus far and was a resounding success to raise funds for necessary equipment and training for agency, that isn't funded by the budget process.</p> <p>2. Swore in a lateral entry officer during April.</p> <p>3. Front counter project has a few minor "punch list items" left, but is 99% complete.</p> <p>4. Began negotiations with MFPE, GFPPA and the 911 Center employees. Both MFPE and the 911 Center have tentatively agreed on a 2 year contract.</p>
<b>Planning and Community Development</b>	<p>1. On April 24th, PCD joined the Great Falls Association of Realtors, Home Builders Association, NeighborWorks Great Falls, and the Great Falls Development Alliance for a community Housing Summit. The discussion focused on current housing inventory levels and explored strategies to expand supply and support a broader range of housing options in Great Falls.</p> <p>2. Significant progress is being made on a proposed Geotechnical Ordinance aimed at supporting infill development across the city. The most recent draft is currently under review by the City Manager.</p>

Department Monthly Update

April 30, 2025

Key Updates

	<p>3. On April 30th, the Growth Policy Team presented to the Great Falls Coffee and Business Group. We've also finalized the Growth Policy Public Engagement Report, which highlights one of the City's most extensive outreach efforts to date.</p>
<b>Public Works</b>	<p><b>Engineering:</b> (1) is actively working with AE2S to complete the construction documents associated with the Lead Water Service Replacement Pilot project that is anticipated to go to construction this summer; (2) continued to work on creative solutions to storm drainage issues that proposed developments are struggling with, including but not limited to updating the Storm Drainage Master Plan, working with a Consultant to create a capacity model of the storm drainage network, and looking into purchasing land for future regional ponds (Public Works has reached an agreement with the land owner to purchase land. The details of this agreement will be presented to the City Commission for consideration at the May 6 City Commission Meeting.)</p> <p><b>Water Plant:</b> The Governor signed a water rights related bill indefinitely extending the sunset time for all Water Right Reservations. The CoGF's Water Right Reservations would have expired at the end of 2025. Public Works will continue to review and modernize existing water rights, and align water rights with water plant capacity and growth factors in the upcoming Growth Policy, setting the City up for success in the future.</p> <p><b>Sanitation:</b> presented a two-year rate proposal to the City Commission, which is the first time Public Works has a proposed a multi-year rate increase for any of its utilities funded via Enterprise Funds.</p> <p><b>Environmental:</b> hosted biannual Household HazWaste Collection Event on 4-12-25. Approximately 1000 gallons of flammable liquids (i.e. gasoline, motor oil), about 180 pounds of batteries and much more were dropped off and disposed of properly. Additionally, the City's Water Plant leveraged this opportunity and was able to have several containers of corrosive liquids, toxic solids, etc. hauled off site and disposed of properly. Material from the Water Plant did not count toward the citizen quota for the event and was handled as a separate waste manifest.</p>



## City of Great Falls

### Memorandum

To: Mayor Reeves and City Commissioners

From: Melissa Kinzler, Finance Director

Re: Follow-up from May 6<sup>th</sup> Work Session

Date: May 9, 2025

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At the Commission Work Session on May 6<sup>th</sup>, the Finance Department presented the 3<sup>rd</sup> quarter budget review. This was for the period July 1, 2024 – March 31, 2025. The General Fund was presented in its entirety but time ran out to present an update on the funds “muddling through”. These funds include:

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

Below is an update on those funds as well as the proposed schedule for the upcoming budget process.

The Golf Courses Fund has made a lot of progress towards its deficit. The amount owed to the General Fund is \$678,251. However, the Golf Courses Fund has a current cash balance of \$356,412 because of proceeds from the sale of the Pasta MT property. This cash balance will be used against the General Fund debt, so the remaining deficit is \$321,839. The City recently extended its contract with Course Co for a period of five years, which includes a requirement to pay off the remaining debt from the golf courses operations. The contract also allows funds to be set aside annually for deferred maintenance and other capital improvements.

The remaining Park & Recreation funds are going to be addressed in the upcoming operations and fee study. The RFP is in progress, but the results of the study will not be available for the FY2026 budget. The results of the study will likely suggest fee adjustments according to the cost of service and, with public input, may suggest adjustments to the services the City currently offers.

The City’s old recreation center building will be sold. A market appraisal on the property is nearly finished. Because this is publicly owned property, the process must be open for public bidding and the sale awarded to

the highest bidder. The proceeds from the sale would first be used to pay off the cash deficits in the Recreation Fund (\$115,031 as of 3/31/25) and the Multi-Sports Fund (\$64,031 as of 3/31/2025). Any remaining funds could be used to replenish the Swimming Pools cash balance which took a significant hit after the opening of the Aim High Big Sky Recreation Center. \$180,000 was transferred from the Swimming Pools Fund to the Aim High Big Sky Fund for startup cash flow. A portion of the Swimming Pools Fund's subsidy from the General Fund was also transferred to Aim High. The proceeds from the sale of the old recreation center should be used for one-time uses and not ongoing operations.

The Aim High Big Sky Fund has a current cash deficit of (\$155,910) at 3/31/2025 and revenues under expenses by \$335,154. The operations of this facility will be a primary focus of the operations and fee study. For the upcoming FY2026 budget, the General Fund will need to provide additional operations subsidy to this fund.

Civic Center Events is also in the process of creating an RFP for a facility use study. The fund has not rebounded since COVID and is facing further operational impacts such as the loss of the Missouri Room. A major fixed expense for this fund is the Civic Center Facilities internal service charge for the areas in the building that Events operates.

The Planning & Community Development Fund has made improvements to its fund balance in recent months because of fee increases and maximizing reimbursement of federal transportation funds. Additional fee analysis will be a part of the FY2026 budget process.

The Parking Fund continues to have too low of a cash balance to address deferred maintenance of the City's parking assets. The Downtown TIF has been used for some of the needs. While the City's contract with SP+ is on a month to month basis, the Planning Department is exploring options to move forward.

The Health & Benefits Fund will be removed from the troubled funds list in FY2026. The fund will continue to be monitored. The cash balance has seen healthy growth since the City moved to a self-funded plan in FY2022.

Below is the planned budget process for FY2026.

