



The Weekly Update – June 20, 2025

Attachments:

1. Journal of City Commission Special Work Session, June 3, 2025.
2. City of Great Falls Total Cash and Investments as of May 31, 2025.
3. Department Monthly Update, May 2025.

JOURNAL OF SPECIAL COMMISSION WORK SESSION
June 3, 2025 – Special City Commission Work Session
Civic Center, Gibson Room 212 -- Mayor Reeves Presiding

CALL TO ORDER: 4:30 PM

ROLL CALL/STAFF INTRODUCTIONS:

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

Also present were Interim City Manager Bryan Lockerby, Library Director Susie McIntyre, and Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

Richard Irving, City resident, opined that the city and taxpayers would be better off with appointed library board members who are not intertwined with the current library director.

WORK SESSION ITEMS

1. GREAT FALLS LIBRARY BOARD CANDIDATE INTERVIEWS

Mayor Reeves announced that members of the Commission would take turns asking questions to the applicants and may include follow-up discussion for clarification.

The City Commission interviewed Jessica Crist, London Griffith, Ray Bukoveckas, and Janet Denise Thomson at a meeting open to the public. Members of the Commission took turns asking questions to the applicants. Each member of the Commission will weigh the information discussed during the interviews and will either make an appointment to the Great Falls Library Board at the regularly scheduled City Commission meeting on June 3, 2025, or request that the board position be re-advertised for other citizen interest to fill the vacancy on this board.

Mayor Reeves called a recess at 5:08 pm and called the meeting back to order at 5:09 pm.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Interim City Manager Bryan Lockerby reported that FY26 proposed budget will be a topic for the June 17, 2025 work session.

JOURNAL OF COMMISSON WORK SESSION
June 3, 2025

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal special work session of June 3, 2025 at 5:47 p.m.



Finance Department
Memorandum

To: Greg Doyon, City Manager; City Commission; Members of the Investment Committee
From: Kirsten Wavra, Deputy Finance Director
Date: June 10, 2025
Re: Total Cash and Investments as of May 31, 2025

The City of Great Falls' total cash and investments at the end of May 2025 was \$93,306,142.43. This included cash in bank accounts totaling \$16,300,745.88. Total cash and investments decreased from \$97.9 million in April to \$93.3 million. 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 \$2,140,426.85 in April to \$55,343.65 in May. 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 May 31st. The investments in the Montana Board of Investments (STIP) and US Bank Insured Cash Sweep (ICS) are liquid and may be called at any time. The current interest rates being earned in STIP and ICS are competitive. They are listed in the table on the next page.

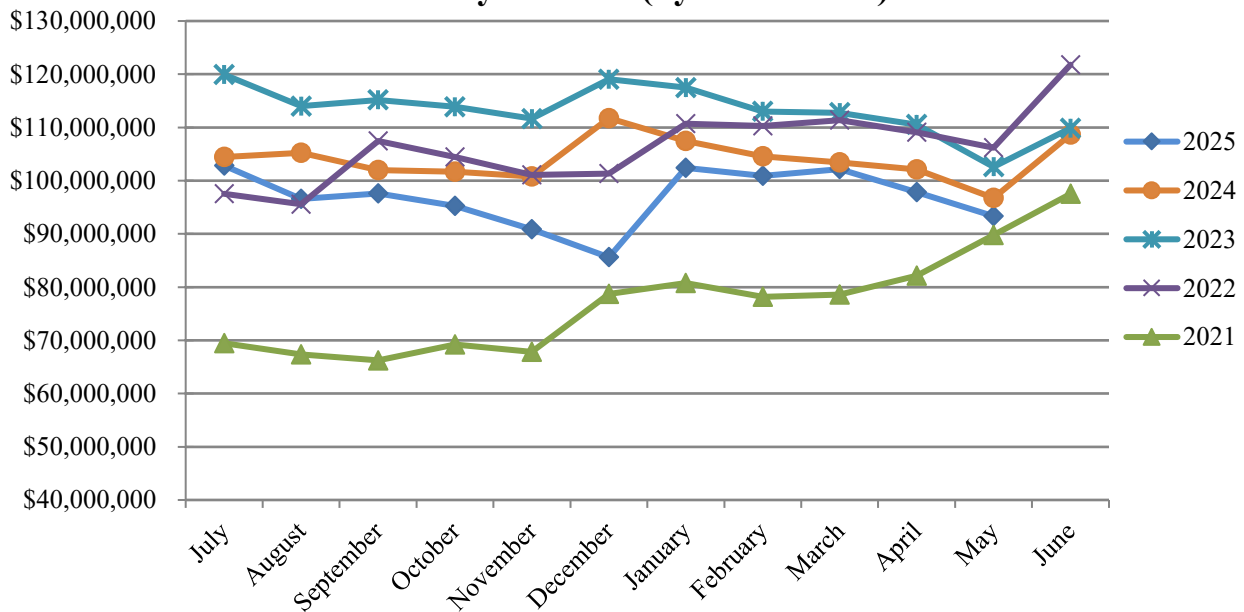
Issuer category	Minimum %	Maximum %	City's Investments % as of May 31, 2025
Master, savings, and ICS accounts	20% combined	100%	100%
Montana Board of Investments STIP		100%	
Money Market/Repurchase Agreements		100%	
Direct Obligations of the U.S. which includes Treasury Notes and Bills	0%	80%	0%
Obligations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

City of Great Falls
Total Cash & Investment Summary
May 31, 2025

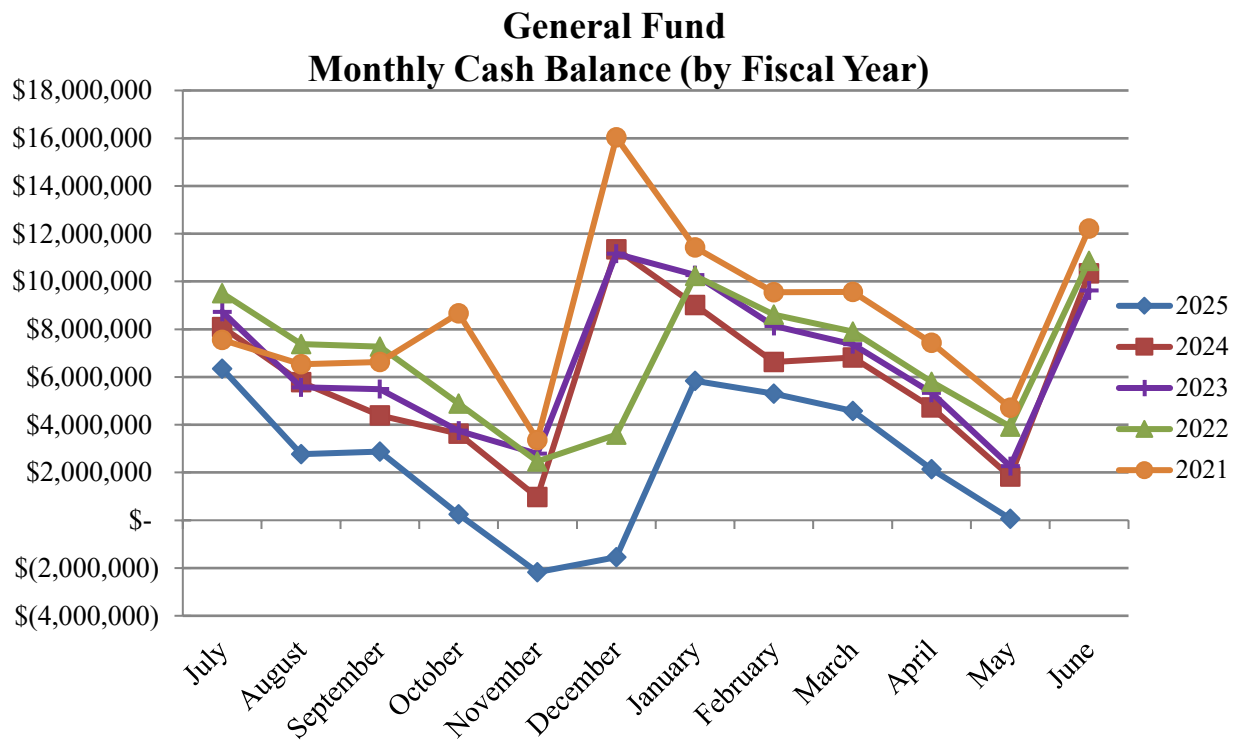
Description	Rate	Due Date	Principal Cost	Market Value
US Bank Investments				
Insured Cash Sweep	3.450%		30,028,324.04	30,028,324.04
Total US Bank Investments			30,028,324.04	30,028,324.04
State of Montana Short Term Investment Pool (STIP)	4.354%		46,977,072.51	46,977,072.51
Total Investments			77,005,396.55	77,005,396.55
Cash on Hand, Deposits in Bank			16,300,745.88	16,300,745.88
Total Cash and Investments			<u>\$ 93,306,142.43</u>	<u>\$ 93,306,142.43</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.

Department Monthly Update
May 31, 2025
Key Updates

City Manager	<ol style="list-style-type: none"> 1. Officially began working on the FY2026 budget with Finance and staff. 2. Met with Toby's House Group. 3. Assigned IDCM Bryan Lockerby to provide interim guidance to P&R during its leadership transition. 4. Had a great trip to Japan! 	3
Deputy City Manager (Clerk, Comm Specialist, Neighborhood Councils, Events, GFAS)	<p>Communications: Put together an informational statement for the Commission to use to respond to inquiries about the potential drug treatment residential facility coming to the County. Worked with P&CD to share the Growth Policy Public Engagement Report and Summary out to the public. Worked with P&CD to create three informational parking videos: (Steps to Downtown Parking, Kiosk Directions, and Common Parking Mistakes). Those will go out to the public soon but are on the City's YouTube channel if you'd like to view them now. Worked with P&CD to get the word out to the public about the two Workforce Housing public discussions that were held in May. Hosted the first Montana Municipal Government Communicators meeting, where we had representatives from multiple counties/cities in Montana. Interviewed two SAHBS members, created videos, and posted them on social media and on the City website. Combined, the videos have over 5,500 Facebook and YouTube views. Worked with StaRadio to get an interview with one of our SAHBS employees. Worked with P&R and Townsquare Media to create a marketing plan for SAHBS that will be carried out by Townsquare Media starting in June.</p> <p>Neighborhood Councils: This month Neighborhood Councils heard proposals for Planned Unit Developments and Conditional Use Permits. Three presentations were given on property tax relief, schools and local government issues by House Majority Leader Steve Fitzpatrick, update by Judge Mark Dunn about Municipal Court and City Forester Todd Seymanski gave an update on forestry in the city. Neighborhood Council 3 wrote a letter in support of Electric City Pickleball. The Memorial Park Little Free Library was discussed as it is being vandalized a lot and it was determined to remove it. The Great Falls Citizens Council discussed the Quiet Zone petition made by Neighborhood Council 2, where a small panel of City Department representatives answered questions of the Council. It was ultimately decided that the petitioning resident would measure the sound levels at the train crossings and report back at the October meeting to see if the decibel levels are within federal regulations.</p> <p>Events: There were 3 concerts in the Theater including Grant Harvilles last conductor performance and Miss Linda rented the facility for a weekend for her 51st annual spring dance production. The Convention Center was rented for a wedding, Benefis Mayfaire, Police Awards, Miss Linda's, Grizz Scholarship banquet, and Set Free Ministries. Construction is underway in the Theater and currently on schedule. Seats have been removed, scaffolding is in place, and work has begun on the ceiling.</p>	
Finance	<ol style="list-style-type: none"> 1. The Utility Billing division is implementing the rate increases for Sanitation, effective June 1, and now for water, sewer, and storm drain effective July 1, 2025. Opportunities, Inc. has provided an updated list of residents approved for LIEAP. City accounts are being updated according to that list. 2. In grants, the City is cooperating with the Base to vet a possible application to the DoD for the Redundant Force Main project. A small EPA grant through GFDA is being utilized for an Environmental Assessment on the Children's Museum. 3. Regarding ARPA projects, the court remodel project is nearly finished and the evidence building is well underway. The front counter project at the PD has reached substantial completion. 4. The internal budget process is well underway. Department's requested budgets were due to Finance at the end of May. City Manger review meetings are being held the first two weeks of June, and the first budget work session will be June 17, 2025. Accounting staff are beginning conversations with the City's new auditors to make plans for the timeline of upcoming audit. Fiscal year end is June 30, 2025. 	
Fire	<ol style="list-style-type: none"> 1. GFFR has completed training for two new recruit and they were assigned to their respective platoons. 2. Multiple dumpster fires have been set by an arsonist. Ongoing investigations are being conducted and the suspect has been arrested. Multiple other fires may be linked to the same suspect. 	

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	<p>3. GFFR has conducted CPR training for two local businesses and the Farmers Union Camp counselors at the Arrow Peak Lodge.</p> <p>4. Preliminary testing has been started for a new recruit and if everything goes well, he will start training on July 7th.</p> <p>5. GFFR Budget is being finalized and prepared for city management.</p>
Human Resources	<p>1. Managed the recruitment for 102 positions. Seventy-five percent of the positions are temporary and short term positions for the Park & Recreation Department. There were 203 applicants yielding the onboarding of 50 new employees. April's turnover rate was 1.03 percent. The average time to fill a position was 31 days.</p> <p>2. Continued to manage the medical, dental and vision insurance renewal process. Open enrollment began May 27th and will run through June 6th.</p> <p>3. There were 5 new work comp claims in May:</p> <ul style="list-style-type: none"> • Public Works - caught in/under/between; • Police - (1) contact with animal/insect/reptile, (2) use of force/assault; • Parks & Recreation - struck by other. <p>There are a total of 45 reported claims FYTD with 24 open claims.</p> <p>4. The HR Director attended the annual Society of HR Managers conference in Maine.</p> <p>5. Continued Union negotiations.</p>
Information Technology	<p>1. Mapping/GIS provided a new downtown response mapping layer to provide a focus area for PD crime analysis in the downtown area.</p> <p>2. Systems completed a significant version upgrade of New World.</p> <p>3. Network and Endpoint groups completed significant upgrades of Windows servers and desktops, on schedule to comply with the end of Windows 10/2019 support in October.</p>
Legal	<p>1. Civil Division opened 1 new active code enforcement case (in review, Municipal Court, or other route to resolution), including 7 heading to trial, 10 total active cases including remaining open from prior month, and closed 6 cases (permanent or inactive under current conditions).</p> <p>2. Civil Division processed 127 record requests.</p> <p>3. Criminal Division processed 120 deferred prosecution agreements, and prepared 769 subpoenas for witnesses to attend trials and hearings.</p>
Park and Recreation	<p>1. Two staff members tested and passed the Certified Professional Recreation Professional (CPRP) certification. CPRP certification is the national standard for all parks and recreation professionals. Attaining the CPRP designation shows that you have met education and experience qualifications, and illustrates your commitment to the profession as well as your knowledge and understanding of key concepts within parks and recreation. The exam takes roughly a year to prepare and study for before taking the exam; upon passing, certification is valid for 2 years and renewal can be completed through CEUs.</p> <p>2. Multi Sports hosted the 3 day High School State Softball tournament. 8 teams from around the state were in attendance to watch Glacier High School capture their 2nd title over Billings Senior. The tournament brought in a couple thousand in attendance to the Great Falls market and surrounding area.</p> <p>3. Completed installation of new vault toilet at Wadsworth Pond. This new double toilet was a joint collaboration with the Park and Recreation Department and Walleyes Unlimited. This amenity is just the first of many new features that are planned for the upcoming year for Wadsworth.</p> <p>4. Staff welcomed a new Trails Coordinator, AJ Smovir to the Department. AJ has extensive knowledge of the Parks Department and Trail system and will be a valuable asset to the Department.</p>
Police	<p>1. The GFFD held our annual awards recognition ceremony at the Civic Center during National Police Week. Both officers and community members were recognized for their outstanding efforts, above and beyond what they would normally do.</p> <p>2. The Cascade County 911 Center engaged in a second hiring blitz, which was preceded by multiple radio interviews and other advertising.</p>

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	<p>3. Construction resumed on the Evidence Expansion project, and steel supports have begun to be placed.</p> <p>4. Command Staff attended the spring Council of Council's meeting to provide updates regarding the GFPD.</p>
Planning and Community Development	<p>1. Hosted open discussions with Downtown business owners, property owners, development professionals, and the general public regarding Workforce Housing becoming a reimbursable expense in the Downtown TIF District.</p> <p>2. Represented the City of Great Falls, during Greg's trip to Japan, at the 'State of Great Falls', hosted by the Chamber of Commerce.</p> <p>3. Published the Growth Policy Public Engagement Report, consisting over 450 pages describing our efforts regarding public outreach.</p>
Public Works	<p>PWA: continued preparing FY26 budget; completing annual evaluations for 130+ team members; worked through options for Capital Improvement Investment Fund for Commission consideration; continued to develop Public Works Strategic Goals tracking tool</p> <p>Street: Completed 15 days of Street Sweeping in May (45%), removing over 1000 tons of material from City Streets. Street sweeping is essential for maintaining clean, safe streets and is a key Best Management Practice under the Environmental Storm Drain MS4 program to prevent pollutants like sediment, nutrients, and debris from entering storm drains and harming local water quality.</p> <p>Central Garage: New mil training will start next week at Public Works. New sewer truck demo 5/28/25 in Utilities Garage.</p> <p>Water Plant: Repairs were completed on HS pump #5 and is now in service. HS Pump #2 repairs are underway in Billings. With warming weather, average pumpage has been climbing toward 15 MGD. We are performing seasonal adjustments in the new solids mitigation process to accommodate the higher plant rates.</p> <p>Sanitation: The two-year sanitation rate adjustment is now in effect, and we are continuing to see steady growth in our customer base.</p> <p>Environmental: Completed a round of wet weather sampling (5/6/25) as required by the City's MS4 permit.</p> <p>Utilities: 1 water main repair compared to 4 last year at this time. Completed 1 sewer main repair along with locating 4 dropped service laterals that avoided potential SSO. Prepared 11 dig out patches for asphalt paving.</p> <p>Engineering: Collecting data associated with the flooding complaints in Gibson Flats by tracking Russell Pond water surface elevations as the pond is being drained and comparing to the water surface levels of the spring flowing out of the hillside below Russell Pond. Completed yearly employee evaluations for all personnel in Engineering. Worked with other divisions and departments to propose a multi-option rate increase which may create a funding source to fix deficient existing utility systems to support the growth of the City. Attended and completed the first public outreach for the Malmstrom Resiliency Grant.</p>