



Work Session Meeting Agenda
2 Park Drive South, Great Falls, MT
Gibson Room, Civic Center
November 01, 2022
5:30 PM

The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

Public participation is welcome in the following ways:

- Attend in person.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item, and, will be so noted in the official record of the meeting.

CALL TO ORDER

PUBLIC COMMENT

(Public comment on agenda items or any matter that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and either your address or whether you are a city resident for the record.)

WORK SESSION ITEMS

1. GFPD Evidence Expansion Update - Tom Hazen.
2. GFFR Station Infrastructure Project Update - Tom Hazen.
3. Crime Task Force Updates / Safety Levy.

DISCUSSION POTENTIAL UPCOMING WORK SESSION TOPICS

ADJOURNMENT

City Commission Work Sessions are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. Work Session meetings are re-aired on cable channel 190 the following Thursday morning at 10 a.m. and the following Tuesday evening at 5:30 p.m.

Wi-Fi is available during the meetings for viewing of the online meeting documents.

UPCOMING MEETING SCHEDULE

Work Session -- Tuesday November 15, 2022 5:30 p.m.

Commission Meeting -- Tuesday November 15, 2022 7:00 p.m.

Special Work Session -- ARPA Application Scoring Update -- Thursday November 17, 2022 4:00 p.m.



Memo

Date: October 27, 2022

To: Mayor Kelly & City Commission

From: Tom Hazen, City Finance Department

Re: Police Department Evidence Building Expansion Options

After the City Commission identified the Tier 1 priorities on April 1st, 2022 for the ARPA funds, Chief Jeff Newton, Captain Dog Otto, Police Records Manager Rachel Vallie, Public Works Engineer Mark Juras, and I (the Project Team) have met regularly to identify priorities in relation to the Great Falls Police Department Evidence Building project proposal. In August 2022, we engaged Keith Ballantyne from BSpark Architecture to perform Pre-Design investigations to define possible options for expansion.

In our discussions, the group identified four options for expansion of the Evidence Building. Option A and B will be presented in the Work Session on November 1, 2022. **Option A (“Renovation”)** reflects the original scope discussed when the Commission identified Evidence expansion as a Tier One project. This design would cost an estimated \$1.1 million to complete. However, based upon current operations and the rate of evidentiary retention, the group estimated that renovation alone would create an archive that would once again be filled within 18-24 months. Additionally, this effective window may shrink even further depending on the findings and directives of the Crime Task Force. The Project Team ultimately decided that while the project price tag may be appealing the lack of a long term benefit to GFPD operations precluded this design from recommendation.

Option B (“Addition”) was designed to create new space by building on to the existing structure. New space created by the Addition design is related solely to Evidence analysis, retention, and Records Team activities. This design adds nearly ten thousand square feet to the existing Police Department Station. This design creates space that potentially adds another 20 years of retention capacity to the building. The cost of the addition is currently estimated between \$4.4 million and \$4.9 million. While this is a clear increase over the Renovation design, this Addition represents a clear nexus of cost, long term benefit, and addressed priorities. As a result, the Project Team is endorsing this as the recommended design to finalize and eventually bring to bid.

Additionally, the Project Team considered preliminary designs for a **free standing building (Option C)** or a **substantially larger expansion (Option D)**. While appealing, the costs associated with these projects quickly exceeded the ARPA available balances. The Project Team is not recommending either of these projects due to the steep price tag. Designs and estimates associated with these options are included in the Power Point slides contained in the

P.O. Box 5021, 59403-5021



Work Session packet. The presentation at the November 1st Work Session will not include a review of these options. However, we will be prepared to answer any questions related to them.

In closing, given the limited effectiveness of the Renovation design and the high potential costs of an additional free standing structure or the larger addition, the Project Team has decided not to endorse these options. The Addition, or Option B, design meets the goals of the Tier 1 proposal, provides a clear operational benefit for years to come, and is the most cost effective option based upon ARPA affordability. For these reasons the Project Team is presenting the Addition, or Option B, as its formal recommendation. If I may clarify any item or answer any information related to this discussion I would welcome the opportunity to do so. I look forward to speaking with you on the first. Thank you.

Sincerely,

Tom



GFPD Evidence


WE ARE THE COMMUNITY, THEY ARE US

Expansion Update

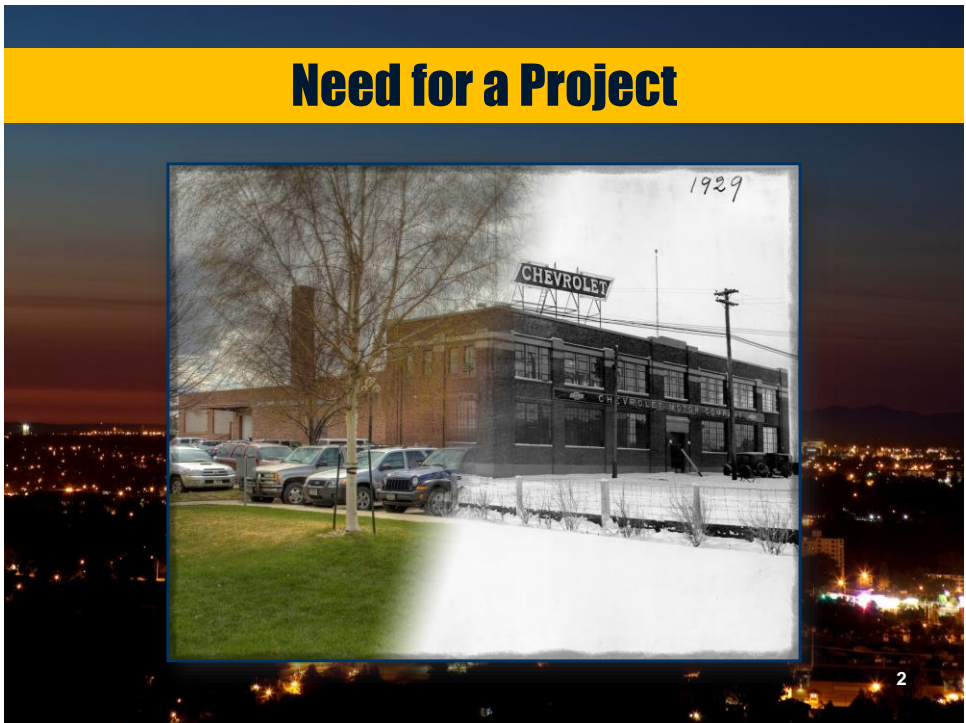
November 1, 2022



Need for a Project



1929

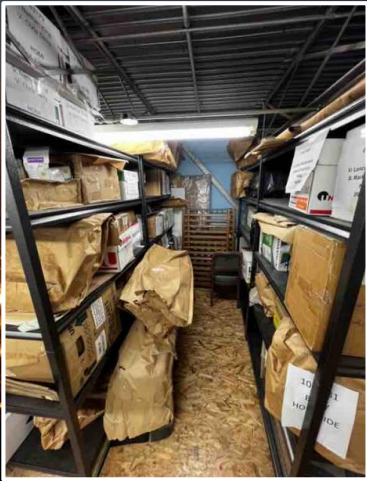


Need for a Project

Evidence Processing



Evidence Storage



3

Need for a Project

Evidence	2017	2018	2019	2020	2021	5-yr Total
Pieces in	13,891	10,094	10,177	12,726	15,086	61,974
Pieces Out	7,045	3,865	6,245	9,120	10,048	36,323

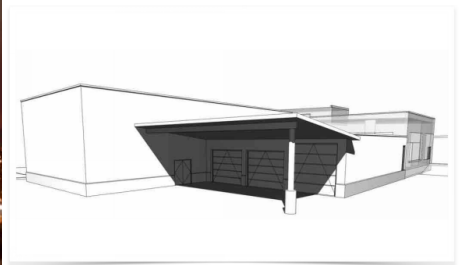
Homicide: 300 to 700 pieces per year

**Other Growth:
COPS Grant
Crime Task Force**

4

Project Status Narrative

August 2022 - enlisted BSpark Architecture to provide pre-design services to evaluate feasible project options



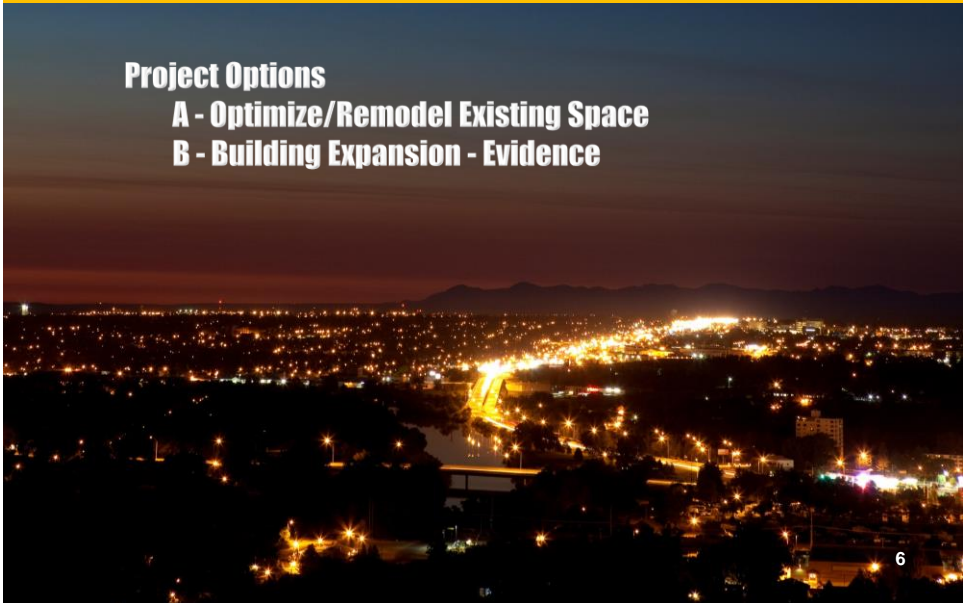
**Great Falls Police Department
Evidence Room Expansion**
Preliminary Options Study
Great Falls, MT
October 2022

5

Project Status Narrative

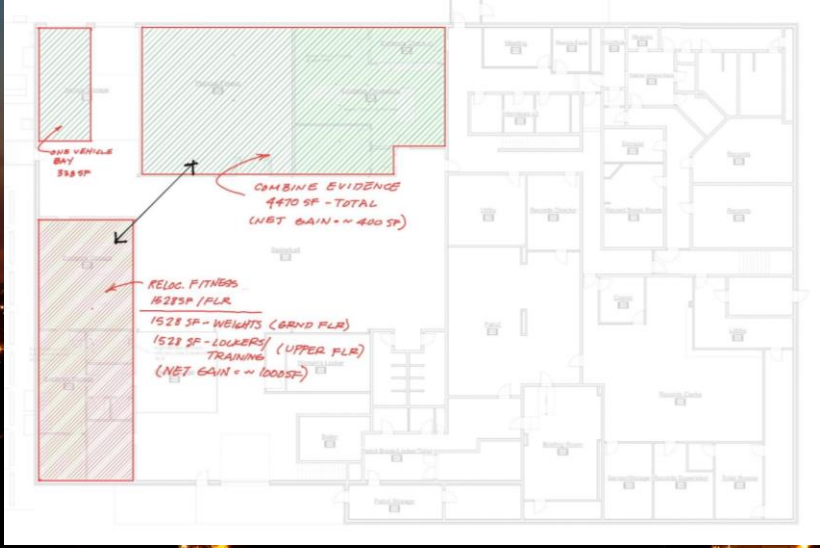
Project Options

- A - Optimize/Remodel Existing Space**
- B - Building Expansion - Evidence**



6

Option A: Optimize/Remodel Existing Space



Option A: Optimize/Remodel Existing Space

Description	Optimization & remodeling of existing evidence processing and storage space, ~10% increase in evidence storage (4,130 sf to 4,470 sf).
Budget	\$1.10 million
Pros	Uses existing space with little to no impact on systems. Provides safe (ventilated) more secure vehicle bays using existing space.
Cons	Does not increase overall square footage/storage to allow for future growth despite the cost.




Option B: Building Expansion - Evidence



Option B: Building Expansion – Evidence *Recommended Option

Description	Expand building and relocate / unify evidence processing and storage, add vehicle processing bays, office space, and circulation/multi purpose use areas, ~6,100 sf multi-level expansion.
Budget	\$4.93 million
Pros	Increases storage by 82%. Optimizes evidence processing by moving all procedures/interactions to one area. Adds vehicle search bays. Minimal impact on current operations via southern building expansion. Improves PD parking and provides secure parking and entrance for staff and evidence customers.
Cons	Lacks designated space for a new training room



Option Summary

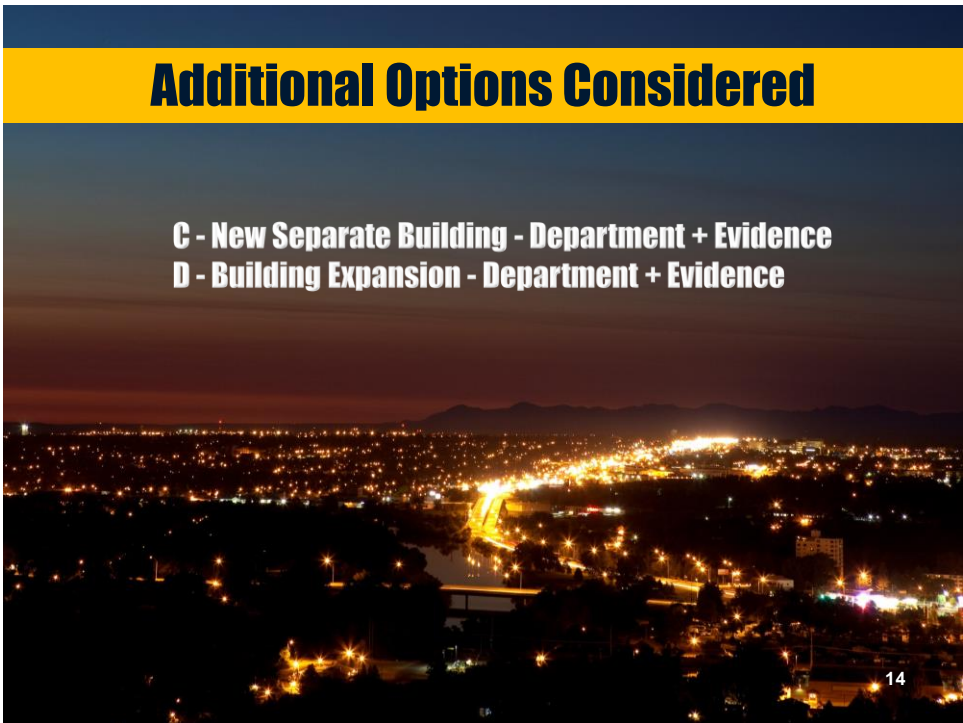
	Option A	Option B
Budget	\$1.10 m	\$4.93 m
Potential Funding Source	ARPA	ARPA

11

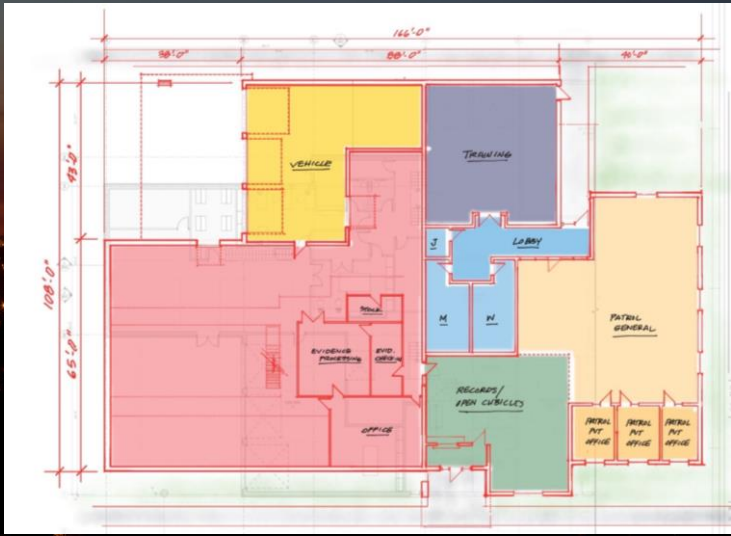
ARPA Funds Must be Allocated by Dec 2024, Spent by Dec 2026



12



Option C: New Separate Building Department + Evidence



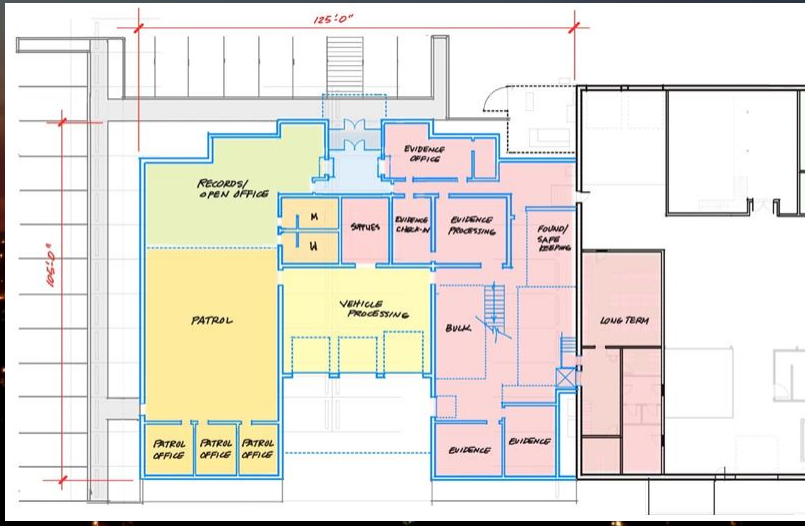
15

Option C: New Separate Building Department + Evidence

Description	Construct new separate building which houses evidence, records, and patrol, ~10,300 sf multi-level.
Budget	\$8.47 million
Pros	Provides entire PD expansion capacity, moves two bureaus to a new facility and includes a new training room and meets needs for evidence growth. Opens up existing space in PD building to accommodate growth.
Cons	Logistical and operational challenges due to physical separation of two PD buildings, creating inefficiencies in overall operations. High cost.

16

Option D: Building Expansion Department + Evidence



Option D: Building Expansion Department + Evidence

Description	Expand building, relocate / unify evidence processing and storage, relocate records and patrol, ~10,300 sf multi-level expansion.
Budget	\$8.47 million
Pros	PD expansion coincides with Crime Task Force recommendations of both civilian and sworn staff. Growth of PD infrastructure supports continued growth of City by providing effective PD services.
Cons	High cost. Logistical challenges moving operations to new space.



Future Steps

- **Consultant Acquisition - Future Agenda Item**
- **Design & Permit**
- **Bid - Future Agenda Item**
- **Build**
- **Closeout - Future Agenda Item**



19



20

Request for Proposals Great Falls Public Safety Levy – Community Education Program

Executive Summary

The Great Falls City Commission is considering requesting from taxpayers additional financial support for a Public Safety Levy in the fall 2023.

The continuum of Public Safety services is defined by the Commission which includes the Great Falls Police Department, Great Falls Fire Rescue, Municipal Court, and the City Attorney's Office.

In April 2021, the City Commission established the Great Falls Crime Task Force through Resolution 10395. The primary purpose of the Great Falls Crime Task Force (the "Task Force"), was to study, review, evaluate, and make recommendations to the City Commission, City Manager, and general public on strategies to address crime. The Committee's findings will include specifics and actionable recommendations that are within the scope, authority, and financial ability of the City Commission, City Manager, and general public.

GF Crime Task Force Web Site: [Web Site: Crime Task Force](#)

The Commission seeks assistance to develop an informational process for Great Falls voters in accordance with MCA 2-2-121. A public officer or public employee may not use or permit the use of public time, facilities, equipment, supplies, personnel, or funds to solicit support for or opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue. The desired Community Education Program focus is the impact of passage or failure of a ballot issue on state or local government operations.

Situational Analysis

The Great Falls Crime Task Force provided numerous recommendations under the categories of *Resources for Local Criminal Justice System, Communication and Education, Consequences, and Partnerships and Collaboration* ([Final Report - Great Falls Crime Task Force](#)).

After receipt of the Task Force findings, the Commission further summarized findings into actions items identified as: A) Recommendations that can be supported with Great Falls Police Department or City budget allocations B) Recommendations that will impact current GFPD and /or City budget C) Unfunded Recommendations. The proposed Public Safety Levy includes items detailed in Unfunded Recommendations as they relate to the Great Falls Police Department, City Attorney's Office and Municipal Court.

Upon further discussion with the City Commission, there was general recognition that the City's broader public safety response posture is inadequate to service new city development and the community's growing population. The Commission discussed the need for additional financial

support to meet the needs of the Public Safety Continuum including a more expansive Public Safety Levy to meet continuum needs.

This past September, the City of Great Falls regressed its ISO for lack of station placement/deployment and resources personnel.

Goals

Primary Goal: Effectively provide taxpayer information on the Public Safety Levy proposal.

Objectives:

- Elected officials, appointed staff, and departments speak with one voice and one message.
- Educational efforts are conducted within state law. ([Office of Political Practices](#))
- Information and education is coordinated, structured, and delivered in a timely manner.
- Information is based on data, fact, and local experience of the affected departments.
- Provides a historical perspective on the Public Safety Continuum (fire, police, Court, legal).

Target Audience

The voting electorate of the City which includes all citizens, residents, taxpayers, and business owners of the City of Great Falls within its corporate limits.

Target Media

The City currently uses a variety of traditional, social media, and in-person means to disseminate public information including:

- City 190 – Local Public Access Cable Channel
- Facebook
- LinkedIn
- YouTube
- Resident Email Subscriptions
- City Website
- In-Person Public Meetings
- RSS Feeds
- Podcasts
- Neighborhood Councils

The City's Communication Specialist will be available to assist with understanding how each of these areas reach taxpayers.

Key Messages

Generally, the voting public has little understanding of Public Safety operations and often votes on the basis of property tax impact. The city of Great Falls is but one of many taxing entities that voters see on their tax bill twice per year.

The City attempted a Fire/Police Levy in 2009. The measure failed with the voters. Since then, there has been a cumulative impact on how the city provides basic services to residents measured for example:

- Response times to calls for service
- Number of personnel needed to effectively, efficiently, and safely serve residents in the Public Safety Continuum
- “Call-Backs” of employees during critical incidents
- Personnel coverage per shift
- Overtime increases
- Recruitment and retention of employees
- Limiting of certain types of service responses (both police/fire, legal)

The city’s low tax growth rate has inhibited certain types of funding for the Public Safety continuum. Some employees have been added over the years, department schedules have been altered, and the City has used grants to meet critical needs. These efforts have helped but are no longer sufficient. The Commission and staff are concerned that without a change in funding, service capacity will be further reduced.

Timelines

The Great Falls City Commission will likely vote in January of 2023 to place a question on the November 2023 ballot, asking for additional funding for Police, Fire, Municipal Court, and the City Attorney’s Office.

The timeframe includes January 2023 through November 2023.

Budget

The City Commission requests a three-tiered proposal with service packages beginning at \$50,000, to \$100,000, and finally to \$150,000. Proposals should be all inclusive, meaning that each tier is the total amount for services outlined below.

Minimum Proposal Requirements

The proposal shall include the following information:

1. Name of firm, address, contact information, and principle point of contact.
2. Names, title, and brief background of all consultants to be involved with the project.
3. Detail and experience with local government entities to provide similar services.
4. Knowledge of the city Great Falls and its local government.
5. Three Cost-Tiered Community Education Program Detail for each including:
 - Specific process that the firm will use to gather data, information, and background on the proposed levy from four separate departments;
 - How the firm will work to create “one-voice” model for elected and appointed staff involved with the education process;
 - How the firm will educate the taxpayer on proposed levy, utilizing media outreach, events, speaking engagements, social media and other means;
 - Any unique strategies and tactics that may be employed to help educate the taxpayer within Montana Code.

Proposal Due Date

No later than 5:00 PM December 2, 2022.

Special Requirements

If selected, proponents need to adhere to the attached professional services agreement requirements.

City of Great Falls - Point of Contact

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gdoyon@greatfallsmt.net