

JOURNAL OF COMMISSION WORK SESSION
July 5, 2017

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Bill Bronson, Bob Jones, Tracy Houck and Fred Burow.

STAFF PRESENT: City Manager Greg Doyon, and Deputy City Manager Chuck Anderson; Assistant City Attorney Joe Cik; Fiscal Services Director Melissa Kinzler; Public Works Engineer Dave Dobbs; Fire Chief Steve Hester, and Assistant Fire Chief Ron Scott; and, Deputy City Clerk Darcy Dea.

*** Action Minutes of the Great Falls City Commission. Please refer to the audio/video recording of this meeting for additional detail. ***

1. **CALL TO ORDER:** 5:30 p.m.

2. **PUBLIC COMMENT**

Charles Bocoock, 51 Prospect Drive, expressed appreciation for putting Resolution 10198 on the election ballot.

Cheryl Reichert, 51 Prospect Drive, thanked the Commission for its initiative with regard to Resolution 10198 being a Referendum on the election ballot.

Ron Gessaman, 1006 36th Avenue NE, expressed appreciation with regard to Resolution 10198.

3. **RESOLUTION REGARDING CHICKENS ON THE GENERAL ELECTION BALLOT**

Assistant City Attorney Joe Cik reported that the results of the election ballots would be in effect the day that they are certified by the Elections Office, and that Ordinance 3165 would be presented to the Commission. He commented that any interested parties could contact the City Attorney's office for input into the proposed code changes. Assistant City Attorney Cik noted that Exhibit A outlines what would be in Title 6, Chapter 3 of the Official Code of the City of Great Falls (OCCGF). There would be a permitting process which would allow up to four domestic hens per permit, and further explained that the violations of any of the provisions could be a misdemeanor.

He suggested that any interested parties should contact the City Attorney's Office for input with regard to the proposed code changes.

Commissioner Burow received clarification with regard to the number of chickens allowed per permit.

Mayor Kelly inquired what the timeline would be for interested parties to provide input to the proposed code changes. Assistant City Attorney Cik responded that input should be no later than August 14th.

Manager Doyon received clarification that the Commission would need to adopt any regulations that would go along with Resolution 10198 through the Ordinance process.

4. 2018 PROPOSED BUDGET

City Manager Greg Doyon provided and reviewed the attached PowerPoint presentation that included the budget process, Commission priorities, Fire Inspector analysis, FY 2018 budget highlights, capital improvements, proposed user fee adjustments, budget overview for FY 2018, general fund new tax revenue, voted and non voted debt capacity, and City Manager budget recap.

With regard to the Fire Inspector position, Commissioner Jones supports moving forward, and commented that it would free up an engine company to allow for quicker response times for Fire Station 1.

In response to Mayor Kelly's inquiry regarding the history of increasing fees, Fire Chief Steve Hester responded that the last Safety Inspection Certificate (SIC) increase was in 2007.

Commissioner Houck inquired about the cost of SIC's in other cities. Chief Hester responded that it is hard to compare since Great Falls is one of the few communities that does SIC's upon a business license.

Manager Doyon commented that conversations were started but no recommendation was made with regard to the financial implications of moving the SIC program under the Fire Department. Chief Hester responded that the Fire Department and Planning and Community Development need to discuss what the work load would be.

Referring to the funding for fire prevention a couple years ago, Manager Doyon commented that having someone focused on performing SIC's would be a way to help curb the calls. Fiscal Services Director Melissa Kinzler responded that a Deputy Fire Marshall was hired at that time.

Commissioner Jones referred to Calumet and commented the City should provide additional firemen in response to alleviating some of the responsibilities from an engine company to do the inspections.

Director Kinzler referred to the above and beyond sheet, and commented that there is funding for the fire and police departments.

Commissioner Houck expressed concern with regard to the Fire Department response time lagging since they are not responding to fire calls only. She further expressed concern with regard to the time that it would take to hire a Fire Inspector once the budget is approved.

Manager Doyon explained that reallocating some of the recommended proposals would be a way of funding for the position now.

Commissioner Bronson commented that the Commission should continue to explore options until the hearing. He further pointed out that he is not interested in cutting back with regard to public safety.

Commissioner Burow commented that firemen that perform SIC's become familiar with buildings and he expressed concern that issues with a building could be missed if they stop going into buildings. He further expressed concern with regard to the types of calls that the Fire Department goes on.

Mayor Kelly indicated that continuing in the same direction in order to come up with a way to fund the Fire Inspector position needed to be done.

Manager Doyon commented that the last large amount of revenues received was in 2010 and further commented that there is a need to be cautious with regard to the amount of money to be utilized.

Fiscal Services Director Kinzler reported that there would be boulevard assessment increases with regard to the street lighting districts.

Commissioner Jones inquired about the amount of the actual cost of one of the boulevard increases. Fiscal Services Director Kinzler responded that she would get back to him with the amount.

Fiscal Services Director Kinzler reported that Revenue Bonds are not a part of the debt capacity.

Commissioner Burow referred to the voted and non voted debt capacity PowerPoint slide, and received clarification with regard to the Unused General Obligation Debt Capacity being used for the Civic Center Façade.

Manager Doyon discussed next steps. He indicated that there is a need to fund the Fire Inspector position. Manager Doyon asked the Commission if they had any questions.

Mayor Kelly responded that the Commission will continue to discuss and would report back to City staff with any further questions.

Manager Doyon asked City staff if they had any questions.

Assistant Fire Chief Ron Scott commented that the Fire Inspector position would help alleviate some of concerns that have been discussed.

5. DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Mayor Kelly reported that the next work session will consist of Marsy's Law. Manager Doyon requested the issue with regard to the Flight Service Center be added as well as the River's Edge Trail. Commissioner Houck requested a status report with regard to the golf courses be added to a future work session. No one objected.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of July 5, 2017, at 6:19 p.m.



City Manager's FY 2017/2018 Budget Recap

Presented on July 5, 2017



Budget Process

- Quarterly Commission/Staff Budget Reviews
- Ongoing Fund Review
- Revenue/Fee Reviews
- Internal Service Review and Adjustments
- Development of Commission Priorities
 - Capital Planning
 - Equipment/Facility
 - Operating Budgets
 - Adjustments based on need, priority, and prior deferrals
- Budget Transmittal
- Commission Deliberations
- Public Hearings

2



Commission Priorities

January 24 and April 17, 2017 Planning Sessions

- Capital Improvements
 - Implement the Park Master Plan
 - Chart a course on the Civic Center Façade/Roof
 - Improve Animal Shelter
- Operations
 - Maintain Focus on Public Safety
 - Fire Inspector Position
 - Evaluate engagement with Boards and Commissions
 - Staff Retention - Planning and Community Development
 - Appoint a FT Historic Preservation Officer
 - Monitor Golf Fund and explore options

3



Fire Inspector Analysis

- Background:
 - FD requested a Fire Inspector (\$68,000) as part of Above/Beyond
 - Internal fee review found only \$21,000 raised with 16% increase across all safety inspection fees
- Way Ahead:
 - FD and P&CD will review potentially reallocating new inspection duties to the FD
 - City will discuss this item during negotiations with Fire Fighters because of potential unit work issues
 - City Commission will be briefed of results in 2nd half of FY18

4



FY 18 Budget Highlights

- Revenues
- Healthy Fund Balance (21%)
 - Golf
 - Fund Health (3 funds categorized as "At-Risk")
- Capital Improvements – Building Reserves, Facility and Equipment
- Operational Improvements
- Personnel
 - Proposed personnel
 - Collective Bargaining
 - Wage Adjustments
 - Benefits

5



Capital Improvements Proposed 2018

- Civic Center Façade Architectural Services (\$281,638; need \$488,060)
- Animal Shelter – Incinerator (\$85,000)
- IT – Air Conditioning IT Room (balance of \$20,000 needed)
- Police
 - Various capital improvements at Police Department (\$110,772)
 - Finger print scanner (\$11,000)
 - Replacement of detective cars (\$50,000)
- Fire
 - New Fire Truck (purchased FY 2017 - \$411,000)
 - Training center lights (\$10,000)
- Various Public Works Projects: Water, Sewer, Storm and Street

6



Proposed User Fee Adjustments

Department	Division	Amount
Public Works	Water	10% increase
Public Works	Sewer	3% increase
Public Works	Storm Drain	10% increase
Public Works	Sanitation	5% increase residential
Park & Recreation	Swimming	.50 Neighborhood Pools
Park & Recreation	Golf	various

- The City of Great Falls has the *lowest* combined utility rates of any Class 1 city in Montana.
- Rate adjustments are necessary to maintain each system, complete capital projects, and in recent years, necessary to meet federal/state regulatory requirements for permits.

7



Budget Overview for Fiscal Year 2018

- The City has 58 separate funds
 - Each fund has its own unique revenue source and purpose
- Total Proposed Budget is \$116,026,696 (FY 17 \$126,738,143)
 - General Fund \$30,725,975 (FY 17 \$28,542,493)
 - All Other Funds \$85,300,721 (FY 17 \$98,195,650)



8



General Fund New Tax Revenue

Projected base increase in tax revenue	\$2,000,000
Inflation allowance (.59%)	\$88,793
Permissive Medical Levy (1.66%)	<u>\$250,000</u>
Total	\$2,338,793

Commission Action/ Public Hearing required for both.

9

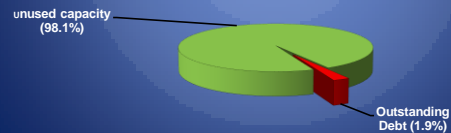


Voted and Non Voted Debt Capacity

Unused General Obligation Debt Capacity: \$131,291,188

Non Voted Capacity:

Maximum amount of principal of debt issuance: \$2,764,306
 Annual debt service capacity: \$281,929



10



City Manager Budget Recap

- Overall proposed budget is **8.4% decrease**
 - 23.1% decrease from FY 2017 amended budget
 - Major difference \$28.6 million dollars for the Water Treatment Plant
 - Without the \$28.6 million Water Treatment Plant, Budget decrease is **5.19%** from FY 2017 to FY 2018
- Budget addresses **operational and some capital needs**
 - Contends with Legislative changes
 - Places resources toward known, identified needs
 - \$5.06 impact per \$100,000 taxable value**
- Major Allocation to Civic Center Façade/Roof Project
- Reduced Personnel Request
- Additional support for equipment and training

11



Next Steps

- July 5th
 - Scheduling – Budget Hearing
 - Scheduling – Increase Property Tax Hearing (if taken)
 - Proposed Budget will be available online at www.greatfallsmt.net
- July 18st
 - Budget Hearing/Adoption
 - Increase Property Tax Hearing (if taken)
- August 15th
 - Adopt Mill Levy Resolution

12