



**Journal of Commission Work Session  
2 Park Drive South, Great Falls, MT  
Civic Center Gibson Room 212  
February 6, 2018**

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**1. Call to Order - 5:30 p.m.**

**CITY COMMISSION MEMBERS PRESENT:** Bob Kelly, Bill Bronson, Tracy Houck, Owen Robinson and Mary Moe.

**STAFF PRESENT:** City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Attorney Sara Sexe and Assistant City Attorney Joe Cik; Public Works Director Jim Rearden; Public Works Engineer Dave Dobbs; Public Works Street Supervisor Kenny Jorgensen; Finance Director Melissa Kinzler; and Deputy City Clerk Darcy Dea.

**2. Public Comment.**

None

**3. Street Department Update - Jim Rearden.**

Public Works Director Jim Rearden reviewed and discussed the attached PowerPoint presentation that included, in part, how the City's street maintenance program is funded; street maintenance assessments; state fuel tax and street maintenance allocations; Street Division services; snow and ice control priority; a 2017 maintenance summary; pothole repair; gravel street and alley maintenance; asphalt milling; asphalt paving and overlay; 2017 asphalt patching and minor reconstruction; chip sealing; community enhancement projects; services of the Traffic Division; operating costs and needs; Montana city comparisons; street capital improvement projects for 2018; and other funding options.

Mayor Kelly received clarification that there is a 5% match, which means that for every \$20 dollars received from the State Fuel Tax, the City will fund \$1 dollar locally.

Manager Doyon inquired and was informed that it would be a considerable increase in the budget to provide snow removal on residential streets.

Commissioner Houck received clarification that citizens would need a permit to snow plow a street.

Commissioner Robinson received clarification that a cul de sac on Bay Drive, south of the police department, and south of Centene Stadium are sites for snow that is removed, and eventually the snow ends up on City owned property at 33rd Avenue NE.

Commissioner Houck inquired and was informed that the Overall Condition Index

Ratings (OCI) is based on a national average.

Mayor Kelly received clarification that milling removes existing asphalt, and overlaying levels new asphalt.

With regard to the State Fuel Tax, Commissioner Moe received clarification that the formula was set up by House Bill 473. The Bridge and Road Safety and Accountability (BaRSAA) funds will be allocated based on 50% population and 50% street mileage.

Mayor Kelly thanked the Public Works staff for their efforts with regard to snow removal. He further mentioned that the new tax revenues are coming back to the City.

#### **4. 2018 Second Quarter Budget Review - Melissa Kinzler.**

Finance Director Melissa Kinzler reviewed and discussed handouts that included the types and descriptions of funds, and fund balance sheet.

Commissioner Houck inquired and was informed that the General Purpose Funds are allocated, and that the Intercap Interest Rate is used to pay the negative balances for Special Revenue Funds.

City Manager Greg Doyon expressed concern with regard to resolving the golf course debt. He commented that the golf course fund needs to be operated like a business. If it can't be sustained, other areas in Park and Recreation, as well as the flexibility of the General Fund that could address other priorities, would be affected.

Director Kinzler reported that the golf course ending fund balance is negative \$1,199,882 as of December 31, 2017. She explained that the revenues are less, which may be due to weather; however, it still has the full time expenses of staff. The cash balance gets worse every year, as well as an increase with the intercap interest.

Referring to the negative balance in the Economic Revolving Fund, Director Kinzler explained that the money was transferred into the General Capital Projects Fund for capital improvements.

Commissioner Bronson stepped out at 6:19 and returned at 6:24 p.m.

Referring to the 5000 series fund numbers of the Fund Balance Sheet, Commissioner Moe received clarification that those series of numbers are to be operated as a business since they are classified as Enterprise Funds, and comply with GASB regulations.

Director Kinzler provided and discussed the attached PowerPoint presentation. She reviewed a general fund unreserved fund balance three year comparison. Due to the reevaluation process, the ending fund balance on December 31, 2017 was \$214,129.

Manager Doyon explained that fund balance 23.21% of total budgeted expenses is in anticipation that the City would be re-paid by the golf fund.

Director Kinzler further reported that the City is much lower in revenue right now due to Calumet's million dollar tax protest. Calumet still pays during the protest, and the money is kept in a protest tax fund at the County.

The general fund monthly cash flow is at a higher level right now than previous years.

Director Kinzler reviewed the general fund three year revenue comparison. The City is above the 2016 amount for taxes due to the timing issue with the reevaluation process. The Intergovernmental Revenue is up this year, and the major portion of that is House Bill 124.

Director Kinzler further reviewed the general fund three year tax revenue and expense comparison. The transfers out are subsidies that are put towards swimming pools or Civic Center events.

Manager Doyon explained that the swimming pools will require an annual subsidy which would assist the aquatics program. The Natatorium is a single use facility with a number of issues, and that it isn't cost effective to maintain at the current location. The wave rider lease was paid off in 2016, however it requires a capital investment to keep it maintained.

There is a fund balance in the parking fund due to deferred maintenance. The fund balance will be gone once the deferred maintenance is taken care of.

The operating revenues for the Civic Center Events are up compared to 2016. The revenue varies depending on when there are shows.

Mayor Kelly expressed appreciation to Director Kinzler's presentation and handouts.

## **5. Discussion of Potential Upcoming Work Session Topics.**

City Manager Greg Doyon reported that there will be swim pool fees and Kranz Park updates presented at the February 20th work session. There will be a McKinstry presentation on March 6th, and a CDBG reorganization/restructure presentation on March 20th. Manager Doyon further reported that Neighborhood Councils could present updates at Commission meetings.

No one requested that any items be added to the work session topic list.

Mayor Kelly commented that it is important to have Neighborhood Councils present in work session format.

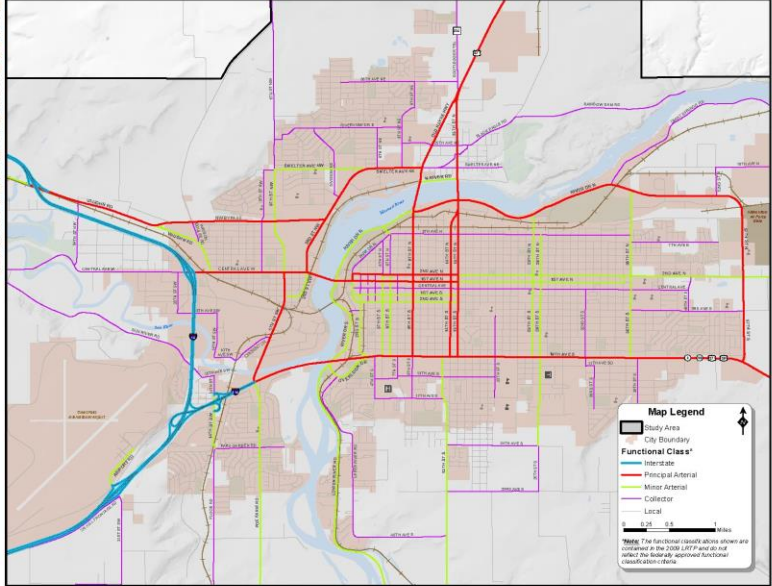
Commissioner Moe inquired and was informed that the Council of Councils meet three times a year.

**6. Adjourn.**

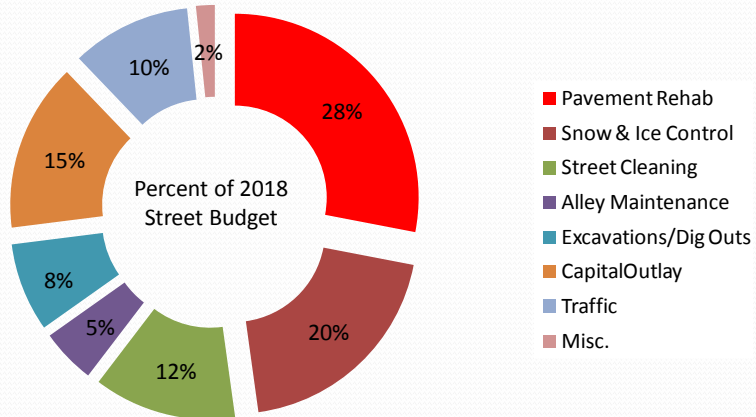
There being no further discussion, Mayor Kelly adjourned the informal work session of February 6, 2018 at 6:50 p.m.



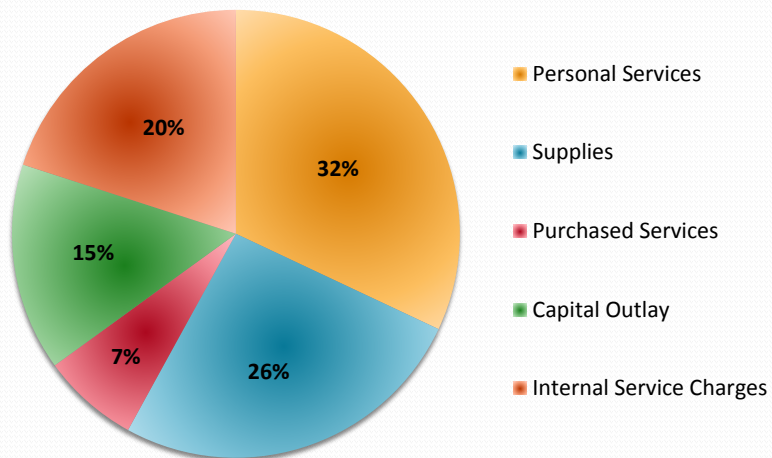
Figure 4.3: Existing Major Street Network (Detail)



## STREET DIVISION FUND ACTIVITIES



## Street Division Operating Costs





# How is the City's Street Maintenance Program Funded?

- City maintains 387 miles of streets and alleys, performing pavement rehabilitation and restoration, street cleaning, snow and ice removal, alley maintenance, nuisance weed removal, signals, signs, pavement markings
- Three main sources of revenue:
  - Street Maintenance Assessment
  - State Fuel Tax
  - HB 124 Funding

## Street Maintenance Assessment

- Property assessment based upon:
  - Square footage of property
  - Basic land use type (residential, commercial, mixed use)
- Properties assessed at \$0.014702 per sq. ft.  
(for example a 10,000 sq. ft. lot would be assessed at \$147.02/year)
  - 12,000 sq. ft. cap for residential property and properties categorized as non-profit/cemetery organizations
  - 50% commercial/50% residential assessment for mixed use properties 112,000 sq. ft. or more but less than 50% commercially developed
  - 1 million sq. ft. cap for commercial properties

# Street Maintenance Assessment (cont.)

- Utilization: Montana Code (MCA) allows sprinkling, graveling, oiling, chip sealing, seal coating, overlaying, treating, general cleaning, sweeping, flushing, snow removal, leaf and debris removal; the operation, maintenance, and repair of traffic signal systems; installation & maintenance of traffic signs; the placement and maintenance of pavement markings, curb and gutter repair, and minor sidewalk repair that includes cracking, chipping, sealing, and replacement of not more than 6 feet of sidewalk in any 100-foot portion of sidewalk, street widening, new curb/gutter and similar improvements.

## State Fuel Tax

- Allocated to all incorporated cities and counties, based upon population and street mileage (50% based on population, 50% based on street mileage, with \$10 million available).
- Great Falls allocation: approximately \$1,000,000/yr.
- BaRSAA(Bridge and Road Safety and Accountability Act) Fuel Tax Allocation \$371,000 in 2018.
- Utilization: construction, reconstruction, maintenance, repair of rural roads, and streets/alleys. May be used to match federal funds allocated for road construction that are part of the primary or secondary road system or urban extensions.



## State Fuel Tax & Street Maintenance Allocation

Year	Street Assessment Amount	Percent Assessment Increase	State Fuel Tax Allocation	Percentage of Change
2010	\$3,403,157.86	5%	\$1,000,675.41	-1.13%
2011	\$3,656,265.20	No increase	\$ 995,586.51	-0.5%
2012	\$3,630,779.00	No increase	\$1,005,330.68	0.1%
2013	\$3,630,779.00	No increase	\$1,005,079.00	-0.03%
2014	\$3,630,779.00	12%	\$1,005,079.00	0.00%
2015	\$4,136,992.50	10%	\$ 988,951.79	-2.0%
2016	\$4,535,592.00	No increase	\$ 988,951.00	0.00%
2017	\$4,535,592.00	No increase	\$ 976,318.76	-1.0%

\*An additional \$426,517.00 of revenue is generated from HB124 yearly.



## STREET DIVISION

**PROVIDING MAINTENANCE FOR OUR  
STREET AND ALLEY NETWORK**

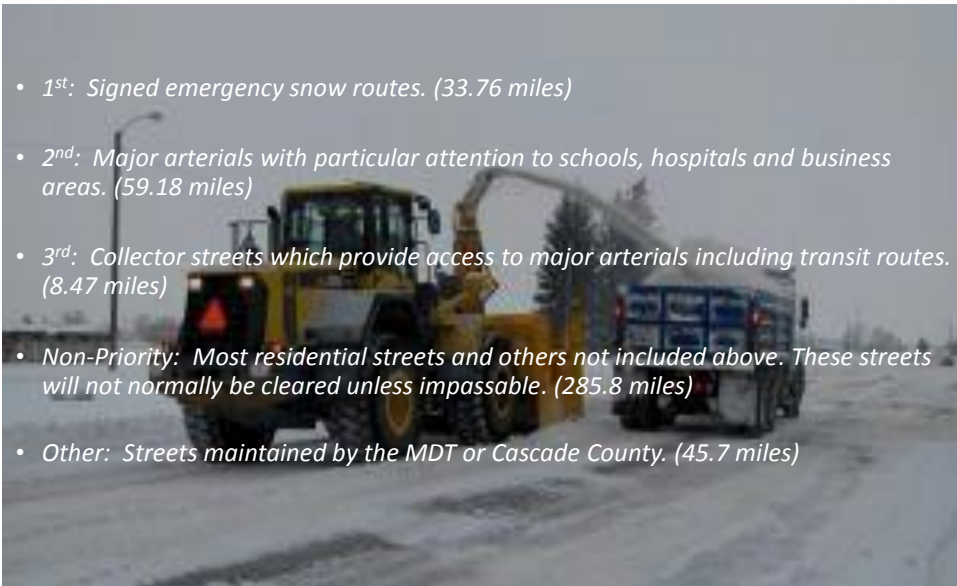
# Street Division Services

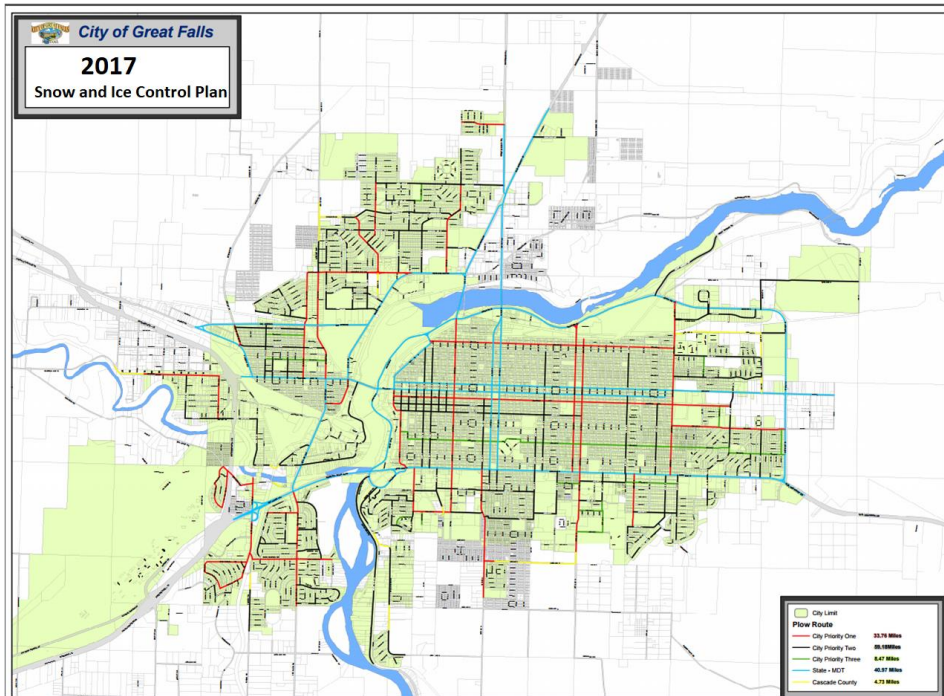
- Snow and Ice Control
  - Plowing and Sanding
  - Snow Removal
- Street Sweeping
- Pothole Repair
- Alley and Gravel Street Maintenance
- Asphalt Mill and Overlay
- Asphalt Patching
- Chip Seal
- Minor Reconstructions
- Community Enhancement Projects



## Snow and Ice Control Priority

- *1<sup>st</sup>: Signed emergency snow routes. (33.76 miles)*
- *2<sup>nd</sup>: Major arterials with particular attention to schools, hospitals and business areas. (59.18 miles)*
- *3<sup>rd</sup>: Collector streets which provide access to major arterials including transit routes. (8.47 miles)*
- *Non-Priority: Most residential streets and others not included above. These streets will not normally be cleared unless impassable. (285.8 miles)*
- *Other: Streets maintained by the MDT or Cascade County. (45.7 miles)*





# Snow Sense

## Things You Can Do To Help Us Help You

- Stay clear of working snow plows and equipment.
- Remove vehicles from snow routes.
- DO NOT plow or shovel snow into street.

## Snow Facts

- Snow that is plowed or shoveled into streets from sidewalks and driveways compounds snow levels and makes vehicular travel difficult and dangerous.
- Every 12" of snow that falls on the road surface of an average city block is = to 50 cubic yards.
- Plowing of residential streets precludes access to driveways, on street parking, and curbside mail service.

# Snow and Ice Control

- The winter of 2017/2018 has seen 41 days of snow fall with a total of 46 inches in Great Falls to date. (average snow fall is 63 inches per year)

- The Street Division provided winter maintenance on City Streets beginning on the first snow fall of the year, October 2, 2017 to the most recent snow fall on January 28, 2017.

- To date the Street Division has used 60% of the Overtime Budget and 45% of the Sanding Material.



- Snow has been removed 4 times this year from Downtown and 8<sup>th</sup> Avenue No. to date. On average snow is removed 5 times per year.



- An estimated total of 18,000 cubic yards of snow has been removed this winter to date. On average 18,000 cubic yards is removed yearly.

- Snow is also removed from streets adjacent to schools, other public buildings, and streets with low storage areas.

# Cartegraph

## Operation Management System

- Generate Work Orders
- Develop Maintenance Plans
- Manage Pavement System
- Track Requests, Assets, Resources, and Production
- Map Maintenance Efforts
- Generate Reports



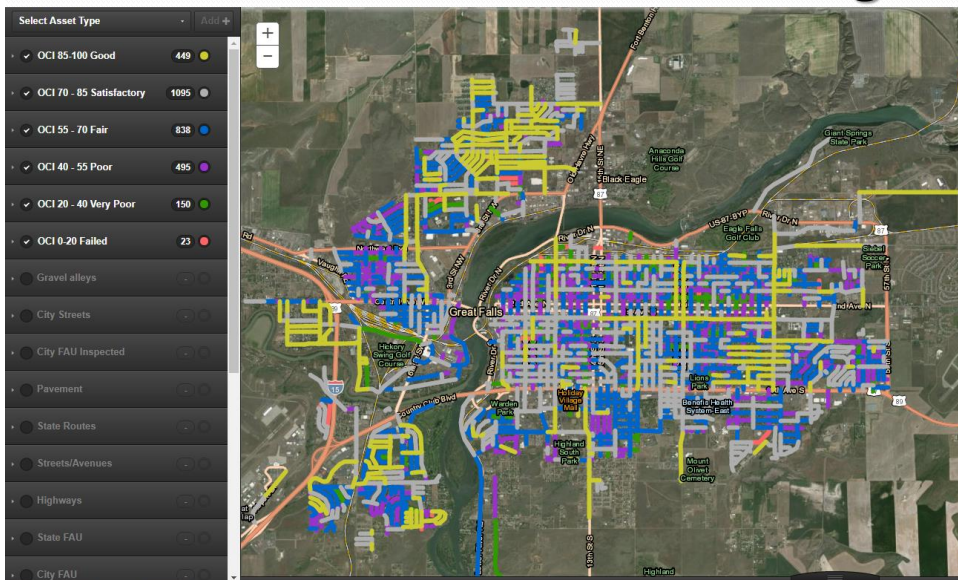
# 2017 Maintenance Summary

## 1674 Blocks Impacted



Cartegraph Map

# Overall Condition Index Ratings



# STREET NEEDS



■ Number of miles to reconstruct 37

■ Number of miles to overlay 84

■ Number of miles to chip seal 72

Total Miles in need of maintenance 193 63%

# Street Sweeping



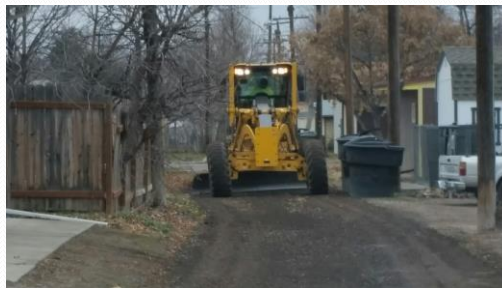
- Logged 4320 hours of Street Sweeping in 2017.
- Street Sweeping done in spring to pick up sanding material and in fall for Leaf Pickup.
- Arterials are swept 12 times annually.
- On average 4,450 hours of sweeping is completed annually.
- During the summer season three Vacuum Sweepers continue these efforts.

## Asphalt Reclaimer



- 1115 potholed areas were repaired in 2017
- Pothole maintenance is done throughout the year with different types of material depending on weather and surface conditions.
- The purchase of a new asphalt reclaimer has allowed us to use recycled material generated from other maintenances and made year round permanent patching a reality.

## Gravel Street and Alley Maintenance



- 80 miles of gravel surfaced Streets and Alleys are maintained twice yearly (Spring and Fall) and also upon request.
- Gravel is mixed with recycled asphalt products to be used as surface material.
- 25 blocks of alleys were regraveled/resurfaced in 2017.
- 25 blocks of alleys on average are resurfaced each year.

# Asphalt Milling



- **2017**

- 50 blocks of both taper and full width asphalt milling was completed within the City of Great Falls. (4.1 miles)
- Production completed at a rate of 1.28 blocks per day.

- **5 Year Average**

- On Average the Street Division performs 50.16 blocks of milling each year. (4.11miles)
- Production completed at a rate of 1.3 blocks per day.

# Asphalt Paving and Overlay



- **2017**

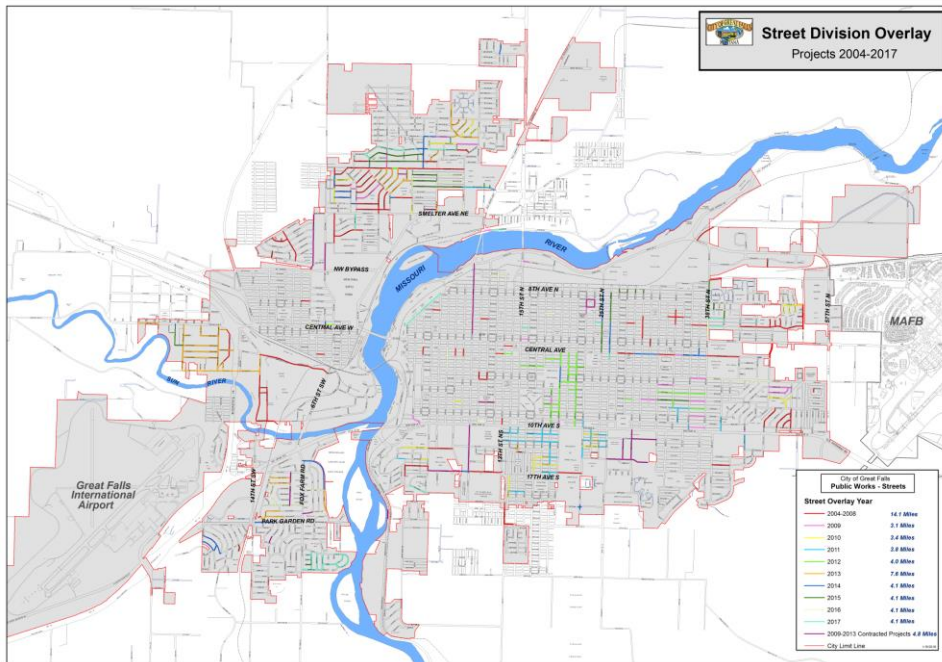
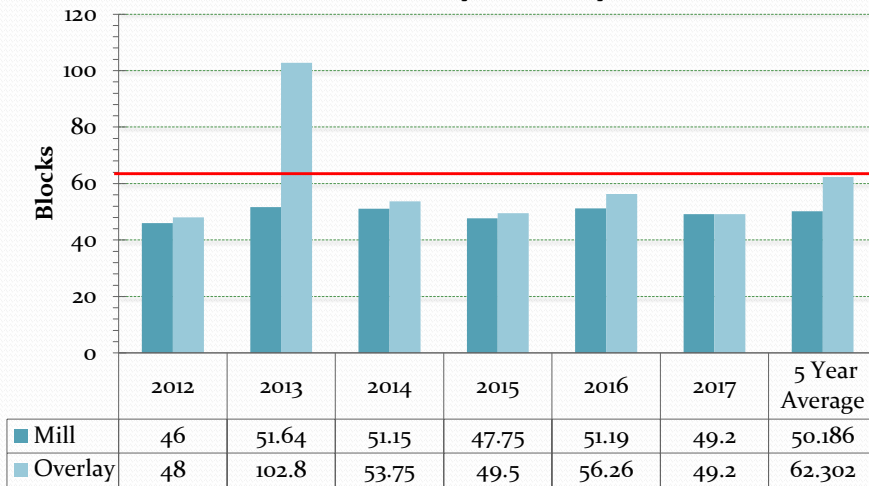
- 50 blocks received a two inch Asphalt Overlay. (4.1 centerline miles)
- The Street Division Overlay Projects used over 9,000 tons of asphalt. (1.33 blocks/day)
  - 0.63 Miles also received an Asphalt Leveling Course using more than 1000 tons of asphalt.

- **5 Year Average**

- On average the Street Division does 62 blocks of overlay projects a year. (4.8 centerline miles) A production rate of 1.5 blocks per day.
- Since 2004 the Street Division has completed 52.45 miles of Asphalt Overlay



## Mill and Overlay Summary



## Asphalt Patching and Minor Reconstruction

- 359 Asphalt Patch Back's were completed this year.
  - 118 In-House Projects using 3,008 tons of asphalt.
  - 161 Contractor patches using 495 tons of asphalt.
  - 80 Utilities patches using 482 tons of asphalt.



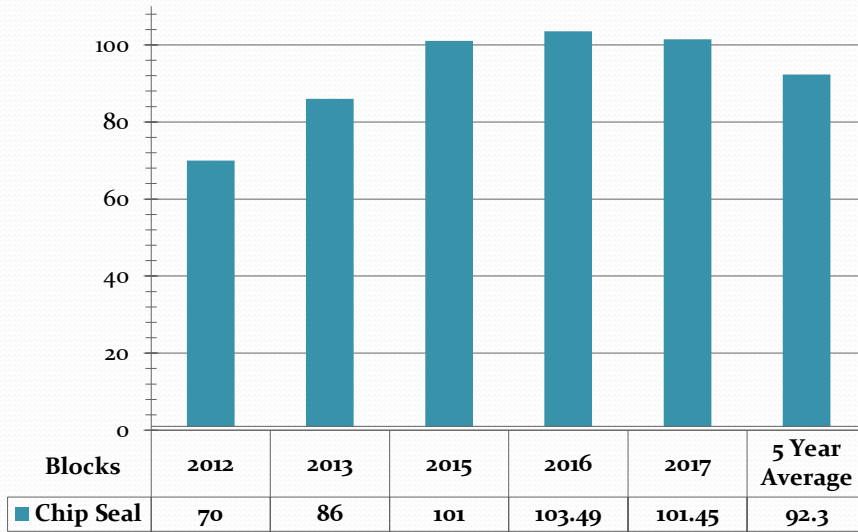
- An estimated 15,000 SY of asphalt streets were repaired in 2017. The yearly average is 14670 SY.
- These projects range from curblin mill and patch back to minor excavation in areas of distress. 96 Blocks were impacted.

## Chip Seal



- 101.4 blocks received a chip seal in 8 days of work. (7.7 miles)
- 2017 daily average of 12.68 blocks/day.
- 5 year average of 97.98 blocks/year.

## Chip Seal



## Community Enhancement Projects

An estimated 35,000 cubic yards of fill material was used to improve drainage and safety on shoulders of Lower River Road.



7<sup>th</sup> Ave NW Undeveloped ROW drainage project was completed.



Parking lot improvements were made to the Veterans Memorial Parking areas.



# TRAFFIC DIVISION

*“To help facilitate the safe and efficient movement of vehicles and pedestrians throughout our city by managing these traffic related assets of the public infrastructure” – traffic signals, traffic signs, and pavement markings.*

## TRAFFIC DIVISION

- Services Provided:
  - Maintenance/Installation of Traffic Signals, Traffic Signs & Pavement Markings
    - 13,700 Traffic signs
    - 90 Signalized intersections (LED bulb change outs)
    - 50 miles of pavement markings
  - Intersection Studies
  - Roadway Lighting
  - Speed Studies
  - Traffic Counts
  - Neighborhood Council Interaction

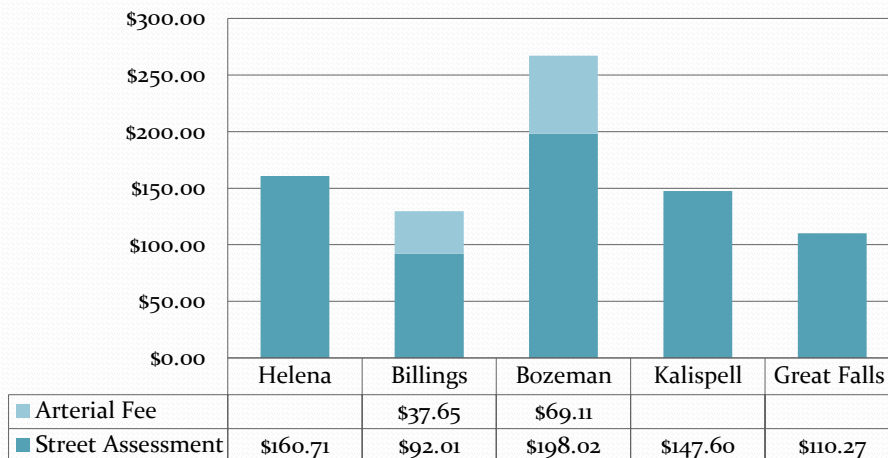
## Montana City Comparison

City	Overall Budget	Road and Alley Miles Combined	Budget/Road Miles	FTE	Miles/FTE
Great Falls	\$6,217,396	387	\$16,000	21.00	18.40
*Helena	\$4,000,000	211	\$18,000	19.00	11.70
*Missoula	\$5,622,846	374	\$15,000	26.00	14.40
Bozeman	\$4,200,000 **\$21,060,741	250	\$101,000	15.00	16.6
*Butte-Silver Bow	\$4,900,000	658	\$ 7,447	23.50	28.00
Kalispell	\$5,504,232	154	\$35,741	15.25	10.09
Billings	\$8,280,373	634	\$13,060	46	13.78

\* Information accurate as of January 2017.

\*\* Engineering Budget dedicated to Street CIP

## Street Maintenance Assessment



\* Based on Average 7500 SF Residential Lot

# Street CIP Projects 2018

1. Encino Dr. Reconstruction Phase 1 - \$850,000
2. Skyline Dr. NW Reconstruction - \$400,000
3. 43 St and 8<sup>th</sup> Ave N Cul-de-sac Reconstruction - \$250,000
4. 3<sup>rd</sup> Ave S ADA Improvements Phase II - \$180,000
  - In-house Mill and Overlay - \$65,000

## Future Proposed Projects

1. 6<sup>th</sup> St NW from Smelter Ave to Skyline Drive
2. Upper River Road Reconstruction
3. Stuckey Road paving - \$85,000 (CMAQ match)
4. CMAQ ADA Sidewalk Improvement - \$260,000 (match)
  - a. Phase 1
  - b. Phase 2



# 2<sup>nd</sup> Quarter Fiscal Year 2018

QUARTERLY BUDGET REVIEW

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## General Fund

FUND BALANCE

CASH FLOW

REVENUE

TAX REVENUE

EXPENSE

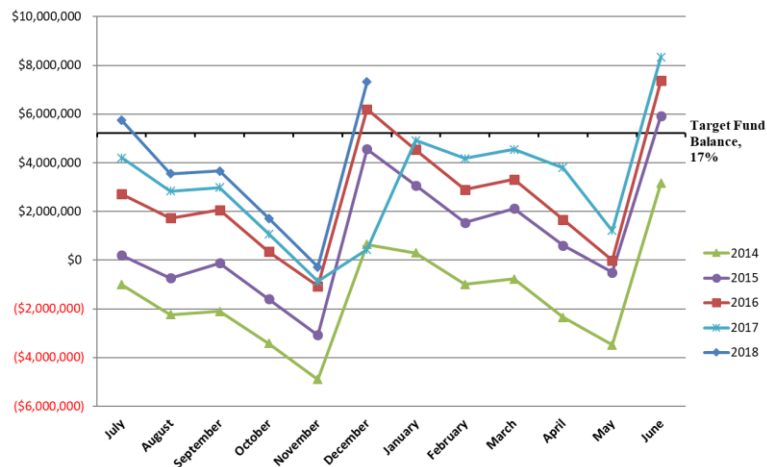
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# General Fund Unreserved Fund Balance Three Year Comparison 12/31/xx

	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2016
Beginning Fund Balance, 7/1	\$8,684,105	\$7,026,833	\$5,892,518
Plus: Total YTD Revenues	\$14,327,958	\$7,378,803	\$14,589,350
Minus: Total YTD Expenses	<u>\$15,881,477</u>	<u>\$14,191,507</u>	<u>\$14,678,769</u>
Ending Fund Balance, 12/31	\$7,130,586	\$214,129	\$5,803,099

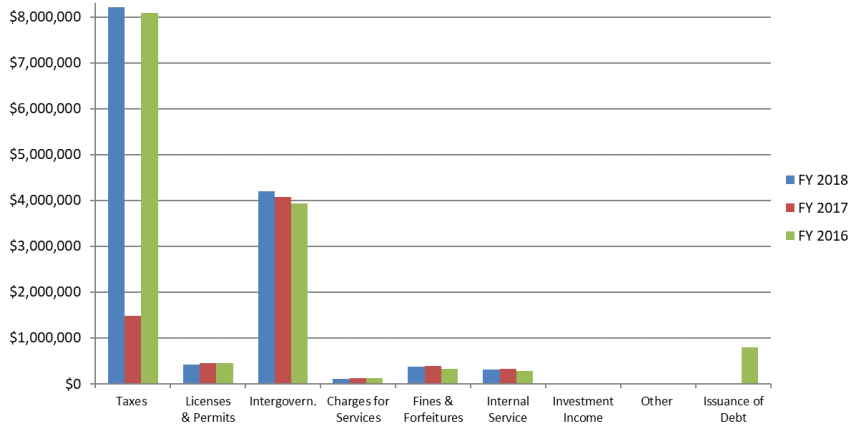
FB: 23.21% of total budgeted expenses; \$5,223,416 would be 17%

# General Fund Monthly Cash Flow by Fiscal Year



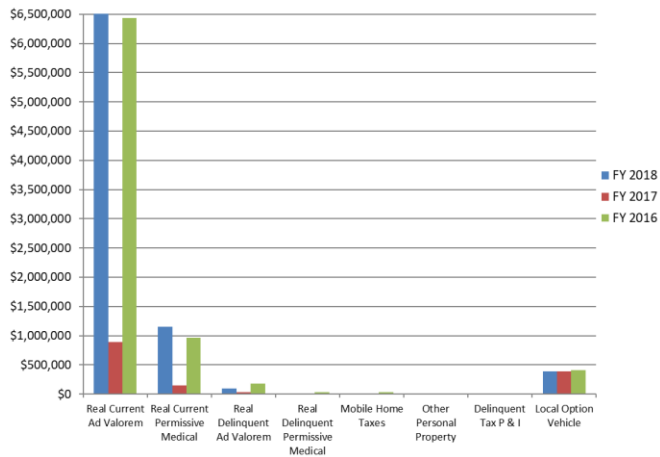


# General Fund Three Year Revenue Comparison as of 12/31/xx



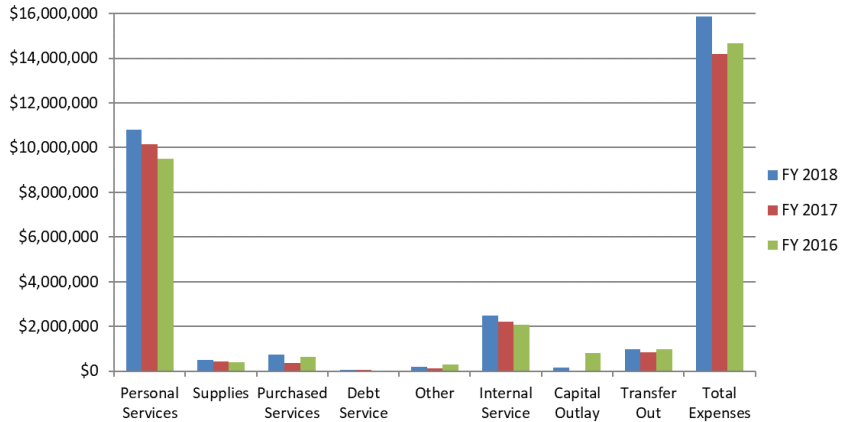
5

# General Fund Three Year Tax Revenue Comparison as of 12/31/xx



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# General Fund Three Year Expense Comparison as of 12/31/xx



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## Highlighted Funds

GOLF COURSES

SWIMMING POOLS

PARKING

CIVIC CENTER EVENTS

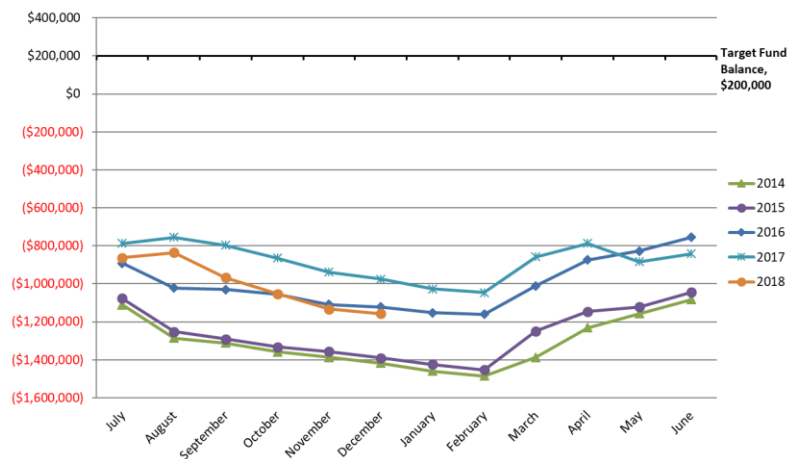
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# Golf Courses Three Year Comparison as of 12/31/xx

	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2016
Beginning Fund Balance, 7/1	(\$948,090)	(\$848,200)	(\$862,628)
Plus: Total YTD Operating Revenues	\$421,222	\$429,538	\$486,210
Plus: Total YTD Transfers In			\$50,000
Plus: Total YTD Revenues	<u>\$421,222</u>	<u>\$429,538</u>	<u>\$536,210</u>
Minus: Total YTD Expenses	<u>\$673,014</u>	<u>\$578,328</u>	<u>\$785,369</u>
Ending Fund Balance, 12/31	(\$1,199,882)	(\$996,990)	(\$1,111,787)

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# Golf Courses Monthly Cash Flow by Fiscal Year



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## Swimming Pools Three Year Comparison as of 12/31/xx

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	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2016
Beginning Fund Balance, 7/1	\$133,382	\$117,523	\$133,158
Plus: Total YTD Operating Revenues	\$402,040	\$354,968	\$285,964
Plus: Total YTD Transfers In	\$133,931	\$133,931	\$190,695
Plus: Total YTD Revenues	\$535,970	\$488,898	\$476,659
Minus: Total YTD Expenses	\$491,779	\$458,295	\$556,380
Ending Fund Balance, 12/31	\$177,573	\$148,126	\$53,437

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## Parking Three Year Comparison as of 12/31/xx

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	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2016
Beginning Fund Balance, 7/1	\$410,692	\$414,365	\$360,143
Plus: Total YTD Revenues	\$272,661	\$278,290	\$284,692
Minus: Total YTD Expenses	\$251,085	\$253,759	\$225,187
Ending Fund Balance, 12/31	\$432,268	\$438,896	\$419,648

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# Civic Center Events

## Three Year Comparison as of 12/31/xx

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	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2016
Beginning Fund Balance, 7/1	\$110,747	\$129,143	\$96,267
Plus: Total YTD Operating Revenues	\$139,971	\$152,810	\$65,663
Plus: Total YTD Transfers In	\$111,871	\$111,871	\$93,881
Plus: Total YTD Revenues	\$251,842	\$264,681	\$159,544
Minus: Total YTD Expenses	\$277,019	\$286,279	\$244,023
Ending Fund Balance, 12/31	\$85,570	\$107,545	\$11,788