



**Journal of Commission Work Session  
2 Park Drive South, Great Falls, MT  
Civic Center Gibson Room 212  
April 17, 2018**

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

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

**STAFF PRESENT:** City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Planning and Community Development Director Craig Raymond and CDBG Administrator Maria Porter; Finance Director Melissa Kinzler; Assistant City Attorney Joe Cik; and, Deputy City Clerk Darcy Dea.

**2. Public Comment.**

None

**3. Introductions & Updates from Neighborhood Council #3.**

Timothy Austin, NC 3 Chairperson, introduced fellow council members: Sue Dickenson, and Max Mauch.

Chairperson Austin reported that they have had numerous speakers attend NC 3 meetings, and have provided NC members with updates.

NC Official Delegate Max Mauch reported that Police Office Donny Gerhart had provided NC 3 with crime statistics for their neighborhood.

NC Secretary Sue Dickenson reported that speeding by CM Russell High School is a concern. She further reported that there had been some resistance to the round about by 2J's. She concluded that representatives from Calumet have attended NC 3 meetings, and have provided updates to members on things that they are doing.

Commissioner Moe suggested that NC 3 establish some goals that the neighborhood has identified as a priority.

**4. 2018 Third Quarter Budget Review - Melissa Kinzler.**

Finance Director Melissa Kinzler provided and discussed the attached PowerPoint slides, as well as handouts for Fiscal Year 2018 quarterly budget review, 3rd quarter.

She reviewed three year comparisons of the general fund unreserved fund balance, general fund revenue comparison, general fund tax revenue comparison, general fund expense comparison, as well as the highlighted funds of the golf courses,

swimming pools, parking, and Civic Center Events.

City Manager Greg Doyon reported that the golf course fund limits the flexibility of the general fund to address other priorities in the community. He further commented that there may be a need for a Request for Proposal (RFP) to manage the two golf courses.

Commissioner Moe received clarification that operational expenses, as well as staffing full time employees, are expenditures of the golf courses.

Deputy City Manager Chuck Anderson received clarification that the personnel at the golf courses are under a collective bargaining agreement.

With regard to the swimming pools, Manger Doyon reported that the pool programs are subsidized, and can't be self supported by revenues.

Director Kinzler reported that the Mitchell pool is a big revenue generator, and that capital improvements will be needed from the swimming pool fund for repairs to the wave rider pad.

Referring to the parking fund, Manager Doyon reported that lighting is one of the largest expenses, and that one of the programs being recommended is transitioning to LED lighting. He further reported that conditions continue to change downtown, and that the Parking Advisory Commission is currently working on a strategic plan.

With regard to the budget of the Civic Center Events, Mayor Kelly received clarification that the projected loss was a result of lesser revenues.

#### **5. CDBG Reorganization/Restructure Follow up - Maria Porter.**

Planning and Community Development Director Craig Raymond provided and discussed a handout that included grant updates, proposed and current CDBG/HOME Annual Action Plan Schedule.

City Manager Doyon received clarification that the proposed Commission meeting to vote on goals to be included in the Annual Action Plan would be May 15th, and the proposed meeting to vote on the Annual Action Plan would be June 8th.

Director Raymond explained that since he has removed himself from the process of scoring projects, he would be the first step of administrative appeals. If a citizen was not satisfied with Director Raymond's decision, the Board of Appeals would be the next step.

Director Raymond reported that the Commission could prioritize ADA retrofit projects as standard practice, and that 20% could be eligible under HUD rules for identified public facilities ADA improvements. He further reported that the timeline changes would be available on the City website.

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

Manager Doyon reported that the agenda for the May 1st work session will consist

of updates from Neighborhood Council 9, Public Works projects, Alliance for Youth, as well as the City Manager's review. Manger Doyon announced that the start time for the May 1st work session will be 4:00 p.m.

Manager Doyon asked if there were any topics to add to the work session list.

Due to a full work session agenda for May 1st, Mayor Kelly requested that the 2018/2019 CDBG Funding Priorities be added to the May 1 Commission meeting.

**7. Adjourn.**

There being no further discussion, Mayor Kelly adjourned the informal work session of April 17, 2018 at 6:40 p.m.



# 3<sup>rd</sup> Quarter Fiscal Year 2018

QUARTERLY BUDGET REVIEW

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## General Fund

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FUND BALANCE

CASH FLOW

REVENUE

TAX REVENUE

EXPENSE

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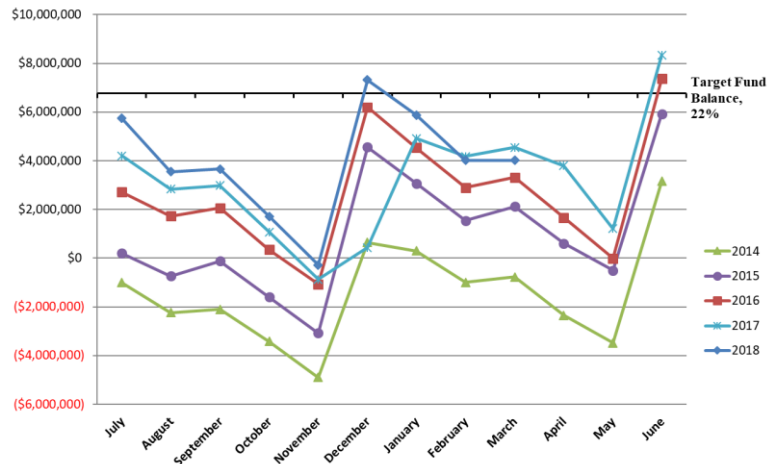
# General Fund Unreserved Fund Balance Three Year Comparison 3/31/xx

	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	\$18,553,200	\$18,932,460	\$18,183,701
Minus: Total YTD Expenses	<u>\$23,335,940</u>	<u>\$21,590,685</u>	<u>\$21,020,895</u>
Ending Fund Balance, 3/31	\$3,901,365	\$4,368,608	\$3,055,324

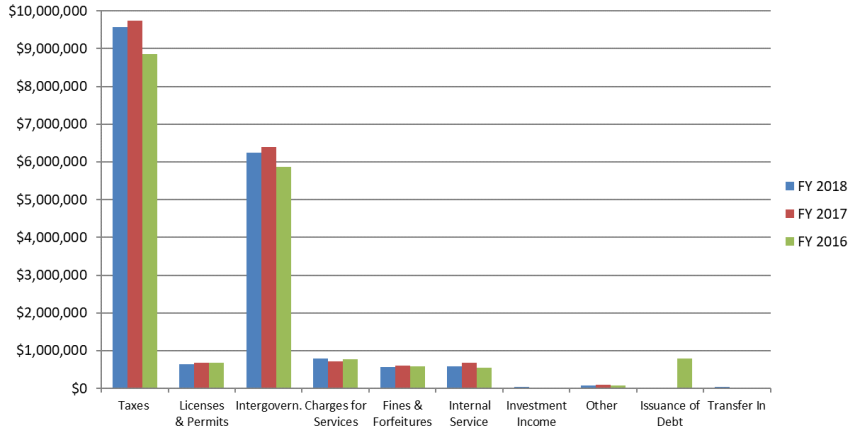
FB: 12.7% of total budgeted expenses; \$6,759,715 would meet 22% recommendation



# General Fund Monthly Cash Flow by Fiscal Year

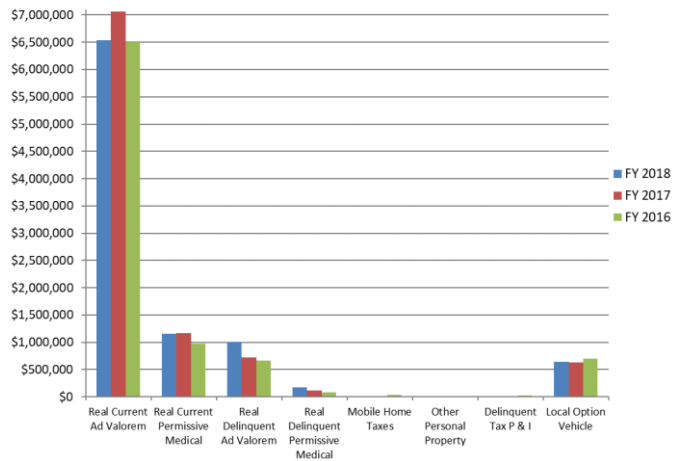


# General Fund Three Year Revenue Comparison as of 3/31/xx



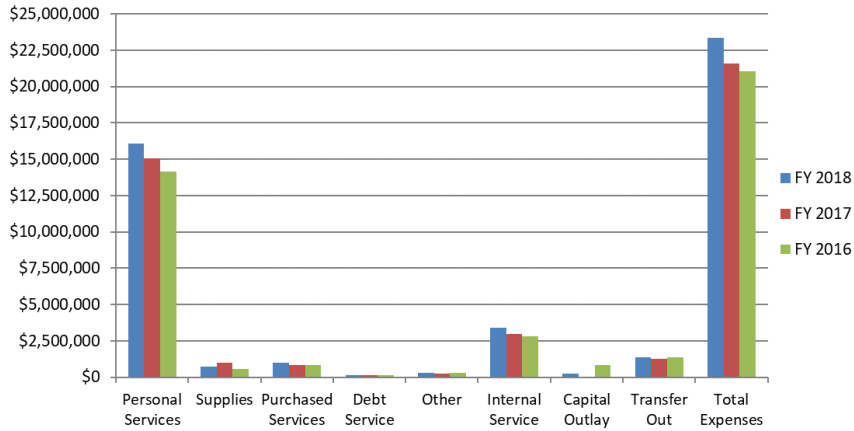
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# General Fund Three Year Tax Revenue Comparison as of 3/31/xx



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# General Fund Three Year Expense Comparison as of 3/31/xx



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## Highlighted Funds

GOLF COURSES

SWIMMING POOLS

PARKING

CIVIC CENTER EVENTS

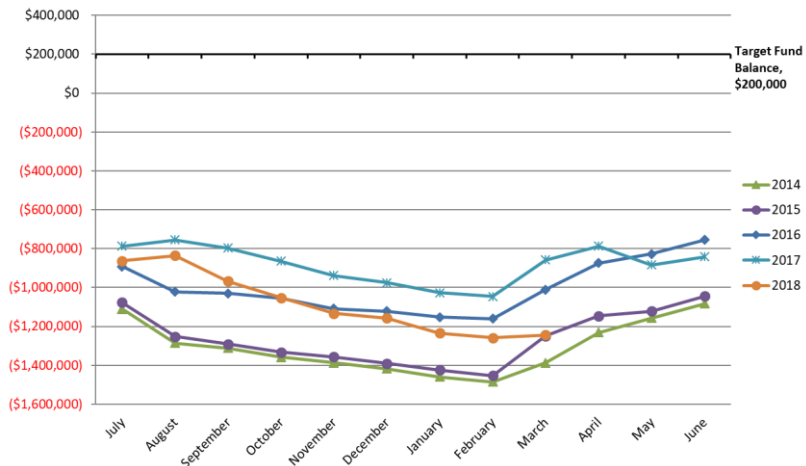
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# Golf Courses Three Year Comparison as of 3/31/xx

	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	\$498,066	\$728,855	\$727,589
Plus: Total YTD Transfers In			\$75,000
Plus: Total YTD Revenues	\$498,066	\$728,855	\$802,589
Minus: Total YTD Expenses	\$829,330	\$742,156	\$969,898
Ending Fund Balance, 3/31	(\$1,279,354)	(\$861,501)	(\$1,029,937)

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# Golf Courses Monthly Cash Flow by Fiscal Year



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## Swimming Pools Three Year Comparison as of 3/31/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	\$446,065	\$404,144	\$334,139
Plus: Total YTD Transfers In	\$200,896	\$200,896	\$286,042
Plus: Total YTD Revenues	<u>\$646,961</u>	<u>\$605,040</u>	<u>\$620,181</u>
Minus: Total YTD Expenses	<u>\$605,186</u>	<u>\$575,389</u>	<u>\$656,681</u>
Ending Fund Balance, 3/31	\$175,157	\$147,174	\$96,658

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## Parking Three Year Comparison as of 3/31/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	\$409,721	\$418,643	\$418,269
Minus: Total YTD Expenses	<u>\$363,983</u>	<u>\$393,414</u>	<u>\$343,939</u>
Ending Fund Balance, 3/31	\$456,430	\$439,594	\$434,473

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# Civic Center Events Three Year Comparison as of 3/31/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	\$225,666	\$219,047	\$179,351
Plus: Total YTD Transfers In	\$167,807	\$167,807	\$140,821
Plus: Total YTD Revenues	<u>\$393,473</u>	<u>\$386,854</u>	<u>\$320,172</u>
Minus: Total YTD Expenses	<u>\$413,516</u>	<u>\$390,669</u>	<u>\$365,796</u>
Ending Fund Balance, 3/31	\$90,704	\$125,328	\$50,643