

JOURNAL OF COMMISSION WORK SESSION
February 5, 2019

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 5:30 p.m.

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

STAFF PRESENT: City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Assistant City Attorney Joe Cik; Finance Director Melissa Kinzler; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT – None.

1. 2ND QUARTER 2019 BUDGET REVIEW.

Finance Director Melissa Kinzler reviewed and discussed the attached PowerPoint presentation which included a general fund unreserved fund balance three year comparison. Director Kinzler provided and discussed a fund balance sheet handout that included the types and descriptions of funds.

Referring to the General Fund Three Year Revenue Comparison slide, Commissioner Moe received clarification that the fines and forfeitures charges for services were down due to personnel shortages in the Police Department.

Director Kinzler reported that the City is much lower in revenue right now due to Calumet Refinery's tax protest. Director Kinzler further reported that Calumet's tax protest is currently at the Montana State Tax Appeal Board. The protested tax money is kept in a protest tax fund at the County.

Commissioner Moe received clarification that it is normal for the golf course cash flow to be low this time of year due to no revenue after October, and having full time expenses of staff.

Mayor Kelly received clarification that the purchase of golf carts was a 2018 Fiscal Year expense.

City Manager Greg Doyon expressed concern with regard to swimming pools being self-sustaining; however, he commented that a future indoor pool facility needs to be better than what it has been.

Manager Doyon reported that Planning and Community Development Director Craig Raymond will need to be pulled away from spending so much time with parking issues, and focus on bigger issues in the department.

Manager Doyon requested Commission input with regard to the upcoming budget process. He reported that the golf deficit, updating the Fire Department's radio system, TIF's, and façade repairs will be included in the budget process.

Commissioner Moe received clarification that in 2014, 2015, and 2016, a \$237,000 debt service payment contributed to Golf Courses Fund Monthly Cash Flow.

2. CODE REVISIONS-TITLE 17, CHAPTER 4, BOARD OF APPEALS, AND OTHER PROVISIONS.

Assistant City Attorney Joe Cik reviewed and discussed the attached PowerPoint presentation covering Title 17, Chapter 4, code revisions, Board of Appeals, and other provisions.

Referring to the PowerPoint slide pertaining to Official Code of the City of Great Falls (OCCGF) 17.4.080, Commissioner Moe received clarification that the Board of Adjustments acts as a forum for the public to voice their concerns, and that the revisions address a public comment concern with regard to CDBG allocations.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that the public hearing process, as well as an online budget tool, will be discussed at the February 19th work session. A Walkability Study will be a topic for the March 5th work session. MAFB/National Guard updates will be at a future work session.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of February 5, 2019 at 6:22 p.m.



Quarterly Budget Review

2nd Quarter Fiscal Year 2019
July – December

Presented February 5, 2019



General Fund

Fund Balance
Cash Flow
Revenue
- Tax Revenue
Expenses

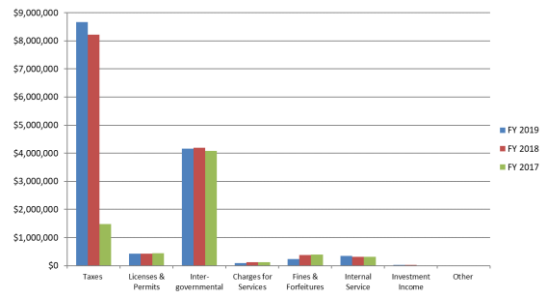
General Fund Three Year Comparison as of 12/31/xx



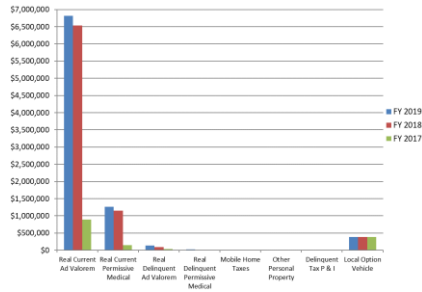
	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$7,086,399	\$8,684,105	\$7,026,833
Plus: Total YTD Revenues	\$14,580,832	\$14,327,958	\$7,378,803
Minus: Total YTD Expenses	\$16,188,031	\$15,881,477	\$14,191,507
Ending Fund Balance, 12/31	\$5,479,201	\$7,130,586	\$214,129

FB: 17.2% of expenses; \$7,011,074 would be 22%

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

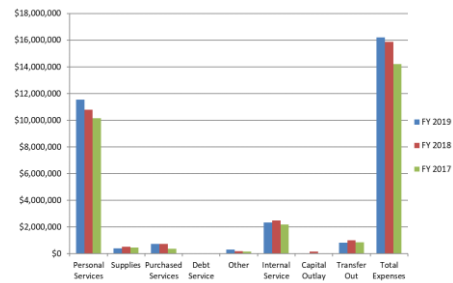


General Fund Three Year Tax Revenue Comparison as of 12/31/xx



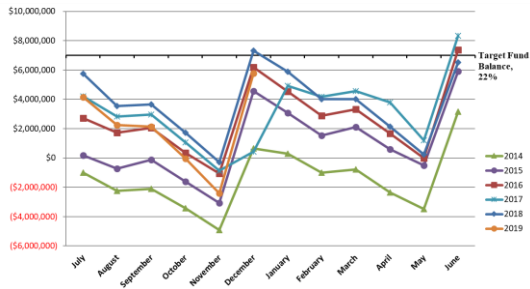
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General Fund Three Year Expense Comparison as of 12/31/xx



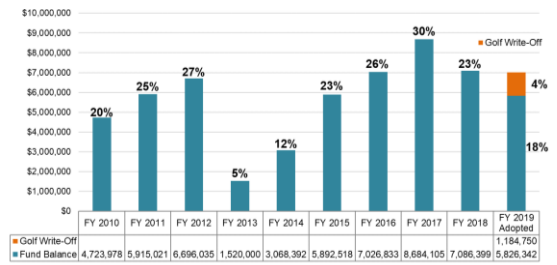
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General Fund Monthly Cash Flow by Fiscal Year



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General Fund Unreserved Fund Balance



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Highlighted Funds

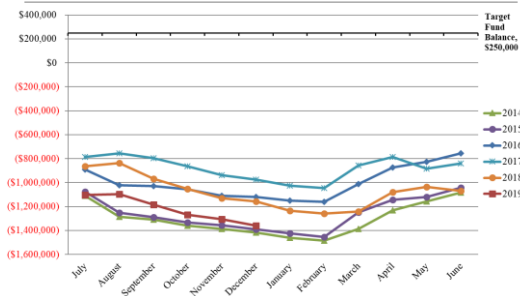
- Golf Courses
- Swimming Pools
- Parking
- Civic Center Events



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

	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	(\$1,194,162)	(\$948,090)	(\$848,200)
Plus: Total YTD Operating Revenues	\$363,231	\$421,222	\$429,538
Minus: Total YTD Expenses	\$592,737	\$673,014	\$578,328
Ending Fund Balance, 12/31	(\$1,423,668)	(\$1,199,882)	(\$996,990)

Golf Courses Fund Monthly Cash Flow by Fiscal Year



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

	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$153,966	\$133,382	\$117,523
Plus: Total YTD Operating Revenues	\$347,695	\$402,040	\$354,968
Plus: Total YTD Transfers In	\$133,931	\$133,931	\$133,931
Plus: Total YTD Revenues	\$481,625	\$535,970	\$488,898
Minus: Total YTD Expenses	\$476,508	\$491,779	\$458,295
Ending Fund Balance, 12/31	\$159,084	\$177,573	\$148,126

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



	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$378,962	\$410,692	\$414,365
Plus: Total YTD Revenues	\$292,613	\$272,661	\$278,290
Minus: Total YTD Expenses	<u>\$254,622</u>	<u>\$251,085</u>	<u>\$253,759</u>
Ending Fund Balance, 12/31	\$416,953	\$432,268	\$438,896

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Civic Center Events Fund Three Year Comparison as of 12/31/xx



	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$95,073	\$110,747	\$129,143
Plus: Total YTD Operating Revenues	\$101,712	\$139,971	\$152,810
Plus: Total YTD Transfers In	\$132,957	\$111,871	\$111,871
Plus: Total YTD Revenues	<u>\$234,668</u>	<u>\$251,842</u>	<u>\$264,681</u>
Minus: Total YTD Expenses	<u>\$291,429</u>	<u>\$277,019</u>	<u>\$286,279</u>
Ending Fund Balance, 12/31	\$38,313	\$85,570	\$107,545

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CODE REVISIONS – TITLE 17 CHAPTER 4, BOARD OF APPEALS, OTHER PROVISIONS

City Commission Work Session
February 5, 2019
Sara Sexe, City Attorney
Joseph Cik, Assistant City Attorney

PURPOSE

- Numerous proposed changes
 - Repeal and replace
- Work session presentation
 - Commission input and
 - Public comment

TITLE 17, CHAPTER 4 REVISIONS GENERALLY

- Clean up typographical and grammatical errors, and
- Repealing outdated sections as well as incorporating current growth policies.

SUBSTANTIVE CHANGES 17.4.080

- Clarifying that public entities are only exempt from regulations that are specifically designated by state law. Specifically:
 1. The height, number of stories, and size of buildings and other structures;
 2. The percentage of lot that may be occupied;
 3. The size of yards, courts, and other open spaces;
 4. The density of population; and
 5. The location and use of buildings, structures, and land for trade, industry, residence, or other purposes.

SUBSTANTIVE CHANGES, CONT.

- Clarifying the privately owned land developed for public use must meet all OCCGF standards.

BOARD OF APPEALS

- OCCGF Title 2, Chapter 9 Establishing a Board of Appeals.
 - Board of Adjustment members, i.e. Board of Adjustment/Appeals.
 - Historical practice
- Designate Board of Appeals as the appeal body for administrative decisions set by:
 - Ordinance, OCCGF, or Resolution.
- Resolution 10293 CDBG allocations.

ADDITIONAL REVISIONS

- OCCGF § 6.1.090, clarifying that animals subject to the issuance of a multi-animal permit must be registered **and** collared or microchipped.
- OCCGF § 2.21.090, regarding Board of Ethics
 - Delete meeting on first Wednesday of month
 - Retain language to meet on as-needed basis

ULTIMATE GOAL OF THE PROPOSED REVISIONS

- Create consistency within the rest of the Code, and where applicable, the MCA, and the ARM.
- Create clarification in process and application.

FUTURE REVISIONS

- Future proposed changes will include:
 - Title 3 pertaining to revenue and finance
 - Title 13 pertaining to Water Service, Sewer Service, and Storm Drainage
 - Title 17 (continued) Land Development Code
- Staff is requesting direction on future changes.

QUESTIONS?