

**JOURNAL OF CITY COMMISSION WORK SESSION**  
**June 4, 2019**

City Commission Work Session  
Civic Center, Gibson Room 212

Mayor Kelly presiding

**CALL TO ORDER:** 5:35 p.m.

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

**STAFF PRESENT:** City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Attorney Sara Sexe; Finance Director Melissa Kinzler; Police Captain Rob Moccasin; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

None.

**1. NEIGHBORHOOD COUNCIL UPDATE-COUNCIL #7.**

Troy Lane, NC 7 Member, introduced council members in attendance: Sandy Rice and Gundrun Linden. Mr. Lane reported that the council worked with Training/Development Coordinator Mark Willmarth to lead them through a visioning process on how to be useful in the community.

Mr. Lane reported that the council set forth the following goals:

- Outreach and communicate with residential and commercial neighbors about how to improve the neighborhood together.
- Provide resources for neighbors.
- Pursue ways to ensure a clean, safe neighborhood.
- Develop an updated “whom to call list” for abandoned vehicles, and property issues.
- Develop the outreach, information, and involvement form.
- Maypril clean-up.
- Revamp neighborhood watch.
- Educate neighbors about recycling.

Sandra Rice, NC 7 Member, commented that a report is forthcoming with regard to a recycling proposal at a Council of Councils meeting. Ms. Rice expressed concern that nuisance properties make the neighborhood sketchy, and affect downtown businesses. She commented that it’s up to NC 7 to make the neighborhood not sketchy. Ms. Rice encouraged all neighborhood councils to consider the visioning process.

Mayor Kelly thanked Mr. Lane and the council for their efforts.

Commissioner Moe expressed appreciation to Mr. Lane for his continued activism, and engaging report. Commissioner Moe reported that there was discussion at the Council of Councils meeting about a recycling proposal, abandoned vehicles, and safety issues.

City Manager Greg Doyon commented that abandoned vehicles is a frustrating issue in which state law requires a process for notification before action is taken. Referring to nuisance property, Manager Doyon commented that owners of rental properties have some responsibility for the behavior of their renters.

Commissioner Houck commented that good landlords are frustrated with the rules and regulations regarding evicting irresponsible tenants, and pursuing the complaint process against nuisance properties may be beneficial to the community.

City Attorney Sara Sexe encouraged Mr. Lane to contact Planning and Community Development to start the complaint process for nuisance properties in his neighborhood.

## **2. QUARTERLY BUDGET REVIEW**

Finance Director Melissa Kinzler provided and discussed the attached PowerPoint presentation, as well as handouts for Fiscal Year 2019 quarterly budget review, 3<sup>rd</sup> quarter.

She reviewed three year 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.

Finance Director Kinzler reported that the transfer outs are subsidies that other departments receive for operations which include: pool, natural resources, recreation, engineering, and Civic Center Events.

Manager Doyon explained that there has been an increase in requests for general fund assistance over the past couple years. Referring to the fund balance, Manager Doyon commented that CourseCo needs to be given an opportunity to make golf course operations work.

Finance Director Kinzler added that it is uncommon to utilize fund balances for operations; however, it can be used for a short term shortage.

Referring to the Golf Courses Fund Monthly Cash Flow PowerPoint slide, Mayor Kelly received clarification that operating expenses, and a one-time payment to CourseCo, caused the cash flow to decrease in March, 2019.

Referring to the Swimming Pools fund Three Year Comparison PowerPoint, Manager Doyon explained that there were unexpected expenditures for the Mustang swimming pool at the Montana School for the Deaf and Blind.

Park and Recreation Director Steve Herrig added that the size of the Mustang swimming pool is smaller than the Natatorium, and affects incoming revenues.

## **DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

City Manager Greg Doyon reported that a special budget work session will be on June 18<sup>th</sup>. The agenda for the June 18<sup>th</sup> work session includes an update from Neighborhood Council #9,

and a presentation on the Civic Center Façade. A special proposed budget work session will be on June 27<sup>th</sup>, and the annual budget presentation will be on July 2<sup>nd</sup>. The July 16<sup>th</sup> work session will include Park Maintenance District, and golf course updates.

Commissioner Robinson requested that an update on the initiative considering the partnership of the Animal Shelter with the Maclean Animal Adoption Center be added to a work session agenda in July.

**ADJOURN**

There being no further discussion, Mayor Kelly adjourned the informal work session of June 4, 2019 at 6:20 p.m.



# Quarterly Budget Review

3<sup>rd</sup> Quarter Fiscal Year 2019  
January - March

Presented June 4, 2019



# General Fund

Fund Balance  
Cash Flow  
Revenue  
- Tax Revenue  
Expenses

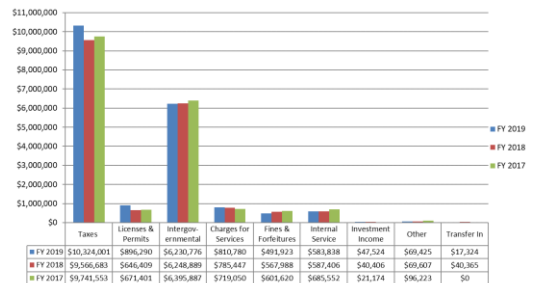
## General Fund Three Year Comparison as of 3/31/xx



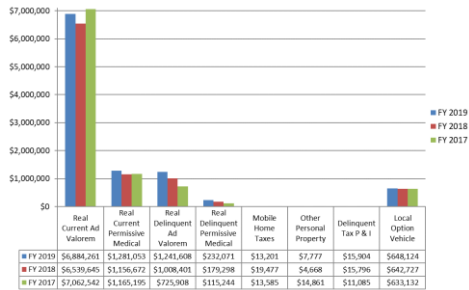
	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$7,086,399	\$8,684,105	\$7,026,833
<b>Plus:</b> Total YTD Revenues	\$19,471,879	\$18,553,200	\$18,932,460
<b>Minus:</b> Total YTD Expenses	<u>\$23,662,301</u>	<u>\$23,335,940</u>	<u>\$21,590,685</u>
Ending Fund Balance, 3/31	\$2,895,977	\$3,901,365	\$4,368,609

FB: 9.1% of expenses; \$7,011,074 would be 22%

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

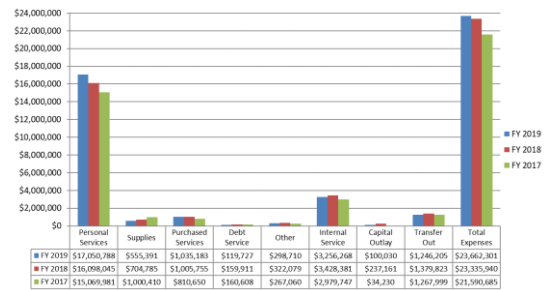


## General Fund Three Year Tax Revenue Comparison as of 3/31/xx



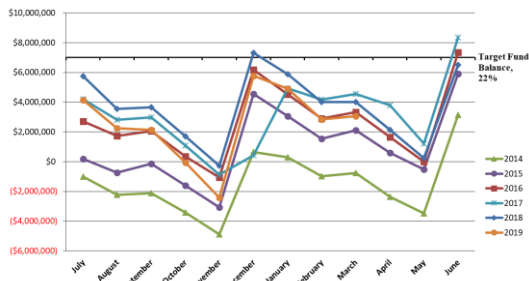
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## General Fund Three Year Expense Comparison as of 3/31/xx



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## General Fund Monthly Cash Flow by Fiscal Year



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## Highlighted Funds



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

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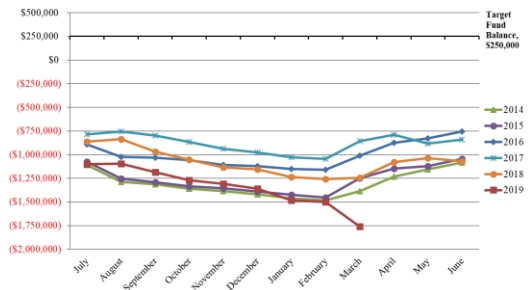
## Golf Courses Fund Three Year Comparison as of 3/31/xx



	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	(\$1,194,162)	(\$948,090)	(\$848,200)
<b>Plus:</b> Total YTD Operating Revenues	\$370,096	\$498,066	\$728,855
<b>Minus:</b> Total YTD Expenses	\$884,889	\$829,330	\$742,156
Ending Fund Balance, 3/31	(\$1,708,955)	(\$1,279,354)	(\$861,501)

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## Golf Courses Fund Monthly Cash Flow by Fiscal Year



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## Swimming Pools Fund Three Year Comparison as of 3/31/xx



	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$153,966	\$133,382	\$117,523
<b>Plus:</b> Total YTD Operating Revenues	\$358,862	\$379,100	\$404,144
<b>Plus:</b> Total YTD Transfers In	\$200,896	\$267,861	\$200,896
<b>Plus:</b> Total YTD Revenues	\$559,758	\$646,961	\$605,040
<b>Minus:</b> Total YTD Expenses	\$553,793	\$605,186	\$575,389
Ending Fund Balance, 3/31	\$159,931	\$175,157	\$147,174

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## Parking Fund Three Year Comparison as of 3/31/xx



	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$378,962	\$410,692	\$414,365
<b>Plus:</b> Total YTD Revenues	\$437,534	\$409,721	\$418,643
<b>Minus:</b> Total YTD Expenses	\$372,401	\$363,983	\$393,414
Ending Fund Balance, 3/31	\$444,095	\$456,430	\$439,594

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# Civic Center Events Fund Three Year Comparison as of 3/31/xx



	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$95,073	\$110,747	\$129,143
<b>Plus:</b> Total YTD Operating Revenues	\$204,891	\$225,666	\$219,047
<b>Plus:</b> Total YTD Transfers In	\$199,435	\$167,807	\$167,807
<b>Plus:</b> Total YTD Revenues	<u>\$404,326</u>	<u>\$393,473</u>	<u>\$386,854</u>
<b>Minus:</b> Total YTD Expenses	<u>\$418,733</u>	<u>\$413,516</u>	<u>\$390,669</u>
Ending Fund Balance, 3/31	\$80,666	\$90,704	\$125,328