

JOURNAL OF CITY COMMISSION SPECIAL WORK SESSION
June 4, 2019

City Commission Special Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 4:15 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; Fire Chief Steve Hester; Police Chief Dave Bowen; Finance Director Melissa Kinzler; City Attorney Sara Sexe; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

Shyla Patera, 1013 7th Avenue NW, urged the Commission to focus on public safety and ADA accessibility.

Donna Williams, 2916 2nd Avenue North, expressed support of the partnership with the Montana School for the Deaf and Blind for use of its swimming pool. Ms. Williams commented that volunteers are a good resource that money can't buy.

1. 2020 BUDGET PLANNING.

City Manager Greg Doyon provided handouts and discussed the attached Commission Budget Priority Flashback and Broad Community Priorities. Manager Doyon explained that the 2020 budget planning is an opportunity for the Commission to choose three to five items of concern, and explained that items identified in the Capital Improvements Plan have been the number one concern over the past 10 years.

Finance Director Melissa Kinzler provided handouts and discussed the attached General Fund Revenue Increase Detail. Director Kinzler explained that not all newly taxable property will be collected due to the current Calumet protests. Director Kinzler reported that the estimated amount for protests in 2019 is \$1.1 million, and the City's portion for 2018 is \$2.1 million.

Commissioner Moe received clarification that other refineries in the State have issues with the Department of Revenue's assessments and valuations of improvements.

Mayor Kelly inquired if the FY 2018 and 2019 Calumet protests would be addressed together or separately. Director Kinzler responded that the FY 2018 protest would be addressed first, and further noted that Calumet's protest is affecting the City's FY 2019 fund balance.

Referring to the 2019 fund balance, Manager Doyon explained that department heads have been requested to not make any purchases from the above and beyond requests, due to the uncertainty with the resolution of Calumet's protests.

Director Kinzler reported that increased costs in health insurance and workers compensation contribute to the \$885,147 increase in the Permissive Medical Levy.

Manager Doyon reviewed the broad community priorities handout including:

- Public Safety Continuum
- Infrastructure
- Workforce/Economic Development
- Crime and Social Welfare
- Human Resources

Police Chief Dave Bowen commented that not having more over-hires to fill vacated positions by officers who leave for a variety of reasons, and the length of time of training requirements for new police officers, are challenges for the Police Department.

Fire Chief Steve Hester commented that the Fire Department provides local training, and having one academy a year versus several would help with having replacements available to fill positions of retiring firefighters.

With regard to the public safety communications system, Manager Doyon explained that the system is a large expenditure for the state, and a study will be done to determine what the needs are for the City's radio system. The City runs the system that services the county; however, the challenge has been to pay for all of the radio system's infrastructure that is needed. Manager Doyon expressed concern about using the City's non-voted general obligation debt, and commented that the City can't operate without a communication system.

Referring to dispatch recruitment, Police Chief Bowen commented that retaining public safety communications dispatchers is a challenge due to the stress of the job. Proclaiming Public Safety Telecommunicators Week is a way to recognize and honor the work that the Telecommunicators do to keep citizens safe.

City Attorney Sara Sexe explained that currently the Legal Department has obtained additional staff; however, with the increase in citations, and the possibility of hiring a part-time judge, associated staff and Bailiff, additional staff may be needed for the Criminal Department.

Mayor Kelly received clarification that hiring a part-time Municipal Court Judge and a Court Clerk would cost approximately \$125,000 – \$150,000.

Mayor Kelly inquired about any potential savings from the Park Maintenance District Fund. Park and Recreation Director Steve Herrig responded that the Park Maintenance District funds are not operating funds, and are used only for park maintenance.

Manager Doyon reported that the aquatics program, golf course debt and Recreation Center have issues that affect general fund subsidies.

Manager Doyon commented that repairs on the Civic Center Façade need to be addressed soon, and could be done through either a Special, School District or General Election..

Mayor Kelly inquired about the Fire Department negotiations with Great Falls Emergency Services (GFES). Manager Doyon responded that the recommendation will be to allow the current contract to roll over into the next five-year term; however, GFES has concerns with some of the provisions in the transport agreement.

Mayor Kelly received clarification that the Permissive Medical Levy increased due to higher Workers Compensation premiums.

Commissioner Bronson received clarification that MMIA premiums increased for all departments, and the Presumption Bill affected the Fire Department premiums substantially.

Referring to Commission budget priorities, the Commission expressed its support with regard to public safety and Municipal Court.

Commissioner Houck expressed support of wayfinding signage for downtown, and the Neighborhood Councils Communications Specialist position.

Commissioner Bronson commented that the County is looking for direction from the City with regard to their proposed changes made to the administration of public health programs.

Commissioner Robinson commented that the census is important for Montana, the County and City.

Manager Doyon suggested that the Commission provide three to five Commission Budget Priorities before the June 18th Special Work Session.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal special work session of June 4, 2019 at 5:33 p.m.



Quarterly Budget Review

3rd Quarter Fiscal Year 2019
January - March

Presented June 4, 2019



General Fund

Fund Balance
Cash Flow
Revenue
- Tax Revenue
Expenses

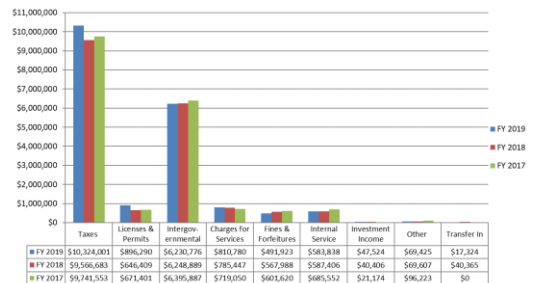
General Fund Three Year Comparison as of 3/31/xx



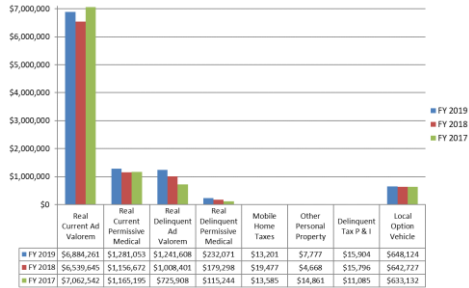
	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$7,086,399	\$8,684,105	\$7,026,833
Plus: Total YTD Revenues	\$19,471,879	\$18,553,200	\$18,932,460
Minus: Total YTD Expenses	<u>\$23,662,301</u>	<u>\$23,335,940</u>	<u>\$21,590,685</u>
Ending Fund Balance, 3/31	\$2,895,977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

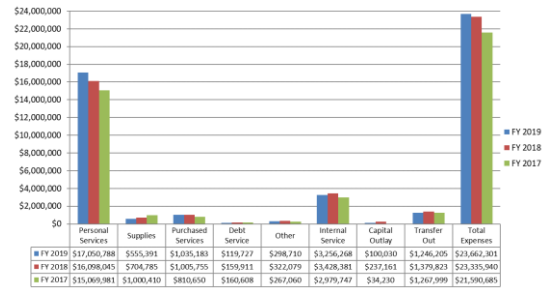


General Fund Three Year Tax Revenue Comparison as of 3/31/xx



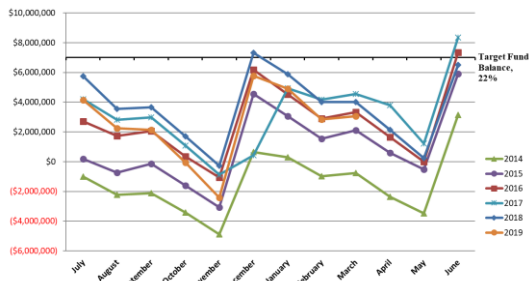
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General Fund Three Year Expense Comparison as of 3/31/xx



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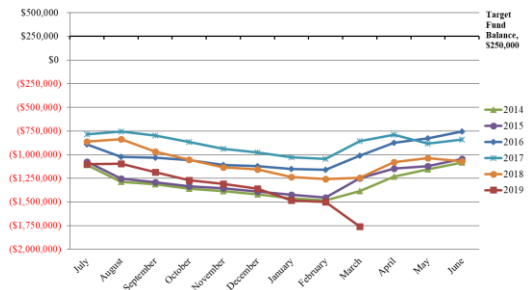
Golf Courses Fund Three Year Comparison as of 3/31/xx



	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	(\$1,194,162)	(\$948,090)	(\$848,200)
Plus: Total YTD Operating Revenues	\$370,096	\$498,066	\$728,855
Minus: 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
Plus: Total YTD Operating Revenues	\$358,862	\$379,100	\$404,144
Plus: Total YTD Transfers In	\$200,896	\$267,861	\$200,896
Plus: Total YTD Revenues	\$559,758	\$646,961	\$605,040
Minus: 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
Plus: Total YTD Revenues	\$437,534	\$409,721	\$418,643
Minus: 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
Plus: Total YTD Operating Revenues	\$204,891	\$225,666	\$219,047
Plus: Total YTD Transfers In	\$199,435	\$167,807	\$167,807
Plus: Total YTD Revenues	<u>\$404,326</u>	<u>\$393,473</u>	<u>\$386,854</u>
Minus: 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