

**JOURNAL OF CITY COMMISSION WORK SESSION**  
**November 19, 2019**

City Commission Work Session  
Civic Center, Gibson Room 212

Mayor Pro Tempore Bronson presiding

**CALL TO ORDER:** 5:30 p.m.

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

**STAFF PRESENT:** City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Attorney Sara Sexe; Fire Chief Steve Hester, Fire Marshall Dirk Johnson and Assistant Fire Chief Jeremy Jones; Finance Director Melissa Kinzler; Police Captain Jeff Newton; and, Deputy City Clerk Darcy Dea.

**PUBLIC COMMENT**

None.

**1. UPDATE ON EMERGENCY PLANNING AND LOCAL EMERGENCY PLANNING COMMITTEE (LEPC).**

Fire Chief Steve Hester reviewed and discussed the attached PowerPoint presentation covering community risk reduction and planning, shelter in place, target hazards City of Great Falls, and next steps community risk reduction.

Commissioner Moe received clarification that the Hazmat team would implement a shelter in place if there was a chemical spill into the river and that spill booms would be utilized to block the chemical from moving downstream. She further received clarification, that as of now, the Police and Fire Departments are not working with the Continuum of Care Consortium with regard to the homelessness issues.

City Manager Greg Doyon commented that the County serves as the Emergency Management entity; however, he is hopeful that the City will be able to implement the Emergency Manager position again in the future. Manager Doyon expressed appreciation to Chief Hester and the Fire Department staff for filling in. He added that Emergency Planning is a big asset for the community; however, it is one of the least funded elements of local government.

**2. 2019 LAST QUARTER AND 2020 FIRST QUARTER BUDGET REVIEW.**

Finance Director Melissa Kinzler reviewed and discussed the attached PowerPoint presentation that included: General Fund cash flow, General Fund unreserved fund balance three year comparison, General Fund three year revenue comparison, General Fund three year tax revenue comparison and General Fund three year expense comparison. She also provided and discussed a fund balance sheet handout that included the types and descriptions of funds.

Director Kinzler explained that the City received a substantial increase from the local option tax, since the County had not been distributing the tax to the City for the online payments since 2016. She further explained that a local option tax is an assessment percentage on motor vehicles and that the tax is proportionately distributed to the County and City.

Referring to the three-year expense comparison slide, Mayor Pro Tempore Bronson received clarification that one-time expenses for grants was the reason that the first quarter in Fiscal Year (FY) 2018 was so high.

Director Kinzler further reviewed highlighted funds that included: three-year comparisons for the golf courses, swimming pools, recreation, multi-sports and Civic Center events.

City Manager Doyon reported that golfers have provided positive feedback with regard to CourseCo taking over operations of the golf courses and that the only negative feedback was that construction of the concessions was slow at Eagle Falls.

Manager Doyon explained that the City is working with the Montana School for the Deaf and Blind to develop a more comprehensive and sustainable plan for the Mustang pool. He explained that there needs to be a contingency amount of money in the pool fund balance to maintain the other pools in the City. Manager Doyon reported that Community Development Block Grant (CDBG) funds could not be utilized for demolishing the Natatorium.

Referring to the Recreation Fund, Manager Doyon explained that the Community Recreation Center utilized its fund balance for operations in FY 2019 and utilized its reserves for operations in FY 2018. The goal for the Recreation Center is to lease the kitchen facility to the extent that it once was in order to provide the Center with a stable revenue. Another challenge for the Recreation Center is the declining use of the Fitness Center.

Manager Doyon explained that in prior years, the general fund was used to provide the Multi-Sports Complex with a subsidy; however, the general fund is no longer being used to provide a subsidy. The goal for the Complex is to make the operations work from its user fees, since schools and higher education institutions sponsor tournaments there.

The Civic Center Events fund balance increased due to new management in the Mansfield Center for the Performing Arts.

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

City Manager Greg Doyon reported that the December 3<sup>rd</sup> work session will consist of an update from the Airport Authority Board and an update on the Parking and Land Development Code revisions. There will be a meet and greet with newly elected officials on December 17<sup>th</sup>. An update on the Development Review will be a topic on the January 7<sup>th</sup> work session, and the January 21<sup>st</sup> work session will consist of an update on sanitation rates and military installations. Manager Doyon suggested adding a topic regarding geotech reporting and requirements for residential building, as well as commercial trailers parked on residential streets.

Manager Doyon inquired if the Commission felt a need to have a work session with regard to the membership of the Planning Advisory Board being reduced from nine to seven members.

It was the consensus of the Commission not to have a work session and to proceed with a resolution.

Manager Doyon explained that the Missouri River Open Lands is a group that is interested in acquiring a parcel owned by the state in order to preserve it for conservation. He mentioned that the group is not asking the City to commit any funds, and that it wants the City to consider a conservation easement. He suggested that this topic be added to an upcoming work session.

### ADJOURN

There being no further discussion, Mayor Pro Tempore Bronson adjourned the informal work session of November 19<sup>th</sup>, 2019 at 6:30 p.m.



## COMMUNITY RISK REDUCTION/PLANNING

- LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
  - UNDER THE EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOWACT (EPCRA), LOCAL EMERGENCY PLANNING COMMITTEES (LEPCS) MUST DEVELOP AN EMERGENCY RESPONSE PLAN, REVIEW THE PLAN AT LEAST ANNUALLY AND PROVIDE INFORMATION ABOUT CHEMICALS IN THE COMMUNITY TO CITIZENS. PLANS ARE DEVELOPED BY LEPCS WITH STAKEHOLDER PARTICIPATION.
  - MONTANA STATE ALL HAZARDS CONCEPT
- CASCADE COUNTY LEPC IS WORKING ON SEVERAL IMPORTANT PROJECTS
  - TIER II REPORTS -
  - CONTACTING BUSINESSES AND FACILITIES TO PLAN WITH LOCAL EMERGENCY SERVICES
  - CODE RED NOTIFICATION AND SHELTER IN PLACE
- PRE-PLANNING TARGET FACILITIES
- EMERGENCY OPERATIONS PLAN EDIT
- CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS

## SHELTER IN PLACE

Protective Action Downwind 1.9 miles

1<sup>st</sup> Isolate 1500ft

10 PPM concentration

0.5 PPM concentration

The City may encounter such a scenario and to improve community resilience to such a situation we all should know how to shelter in place

RISK ASSESSMENT COMMUNITY IMPACT						
Hazard	Probability of Major Disaster	Property Impact	Population Impact	Economic Impact	Future Development Impact	Relative Overall Risk
Wildfire	HIGH	HIGH	HIGH	MODERATE	LOW	HIGH
Earthquake	LOW	HIGH	HIGH	HIGH	LOW	LOW
HazMat Release	HIGH	MODERATE	HIGH	MODERATE	LOW	HIGH
Medical Epidemic	MODERATE	LOW	HIGH	HIGH	MODERATE	MODERATE
Drought	HIGH	HIGH	HIGH	HIGH	MODERATE	MODERATE
Winter Storm & extended Cold	HIGH	MODERATE	MODERATE	MODERATE	LOW	MODERATE
Utility Outage	HIGH	MODERATE	MODERATE	MODERATE	LOW	MODERATE
Sever	HIGH	HIGH	MODERATE	MODERATE	LOW	MODERATE
Thunderstorms/high wind/tornadoes	HIGH	LOW	LOW	LOW	LOW	MODERATE
Nuclear Accident (MABs)	LOW	LOW	MODERATE	MODERATE	LOW	LOW
Dam Failure	LOW	LOW	HIGH	HIGH	MODERATE	MODERATE
Terrorism	LOW	LOW	LOW	MODERATE	LOW	LOW
Rail Accident	HIGH	HIGH	MODERATE	MODERATE	MODERATE	MODERATE

**The State of Montana uses LEPC's to address all hazards**

## TARGET HAZARDS CITY OF GREAT FALLS

Industrial Target Hazards			
Facility Name	Hazard	Potential	Impact
Calumet Refinery	Chemical Release	High	High
BNSF Rail Yard	Tank Car Incident	High	High
General Mill Grain Elevator	Dust Explosion Fire	Moderate	High
Helena Chemical	Chemical Release	Moderate	Moderate
Malt Europ-North	Dust Explosion Fire	Moderate	Moderate
Life Safety Target Hazards			
All K-12 Schools	Life Safety	Low	High
Park Manor	Multi Story Life Safety	High	High
Rogers Apartment	Multi Story Apt Life Safety	High	High
Rainbow Retirement	Multi Story Assisted Living	High	High
Expo Park	Potential Violent Crime/fire	Moderate	High
Cascade City Courthouse	Potential Violent Crime	Moderate	High
Critical Infrastructure			
City Water Treatment	Water Supply for City	Low	High
MAFB Mission	National Security	Low	High
Benliss Healthcare	Medical Svcs 18 Counties	Low	High
Black Eagle Dam	Electrical Power/failure	Low	High

## NEXT STEPS COMMUNITY RISK REDUCTION

- OVERHAUL PUBLIC SAFETY WIRELESS COMMUNICATIONS SYSTEM
- TIER II REPORTING FACILITIES SHALL BE PRE-PLANNED BY DEPARTMENT PROVIDING FIRST RESPONSE SERVICES
- CONTINUE TO WORK WITH TARGET HAZARD FACILITIES ON HAZARD MITIGATION
- CONTINUE TO WORK AND TRAIN WITH OTHER FIRST RESPONSE SERVICE PROVIDERS
- ADOPT 2018 INTERNATIONAL FIRE CODE
- IMPROVE EMERGENCY RESPONSE
- COMMUNITY PREPAREDNESS EDUCATION
- BUILD EDC CADRE WITH COUNTY AND CITY DIRECTORS



**THANK YOU**



Cooperation at it best.



# Quarterly Budget Review

4<sup>th</sup> Quarter Fiscal Year 2019

1<sup>st</sup> Quarter Fiscal Year 2020



# General Fund

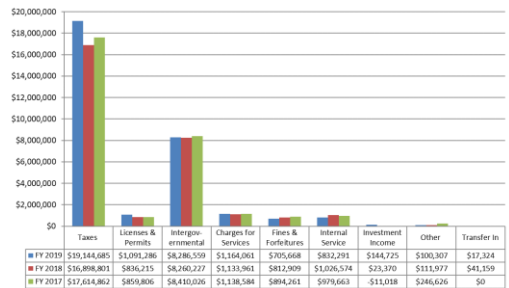
- Fund Balance
- Cash Flow
- Revenue
  - Tax Revenue
- Expenses

## General Fund Three Year Comparison as of 6/30/xx

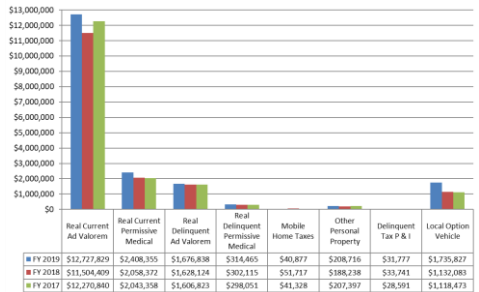


	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$7,086,399	\$8,684,105	\$7,026,833
<b>Plus:</b> Total YTD Revenues	\$31,486,906	\$29,145,194	\$30,132,811
<b>Minus:</b> Total YTD Expenses	\$31,580,544	\$30,742,900	\$28,475,539
Ending Fund Balance, 6/30	<b>\$6,992,761</b>	<b>\$7,086,399</b>	<b>\$8,684,105</b>
Ending Fund Balance (22% Policy)	22.14%	23.05%	30.50%

## General Fund Three Year Revenue Comparison as of 6/30/xx

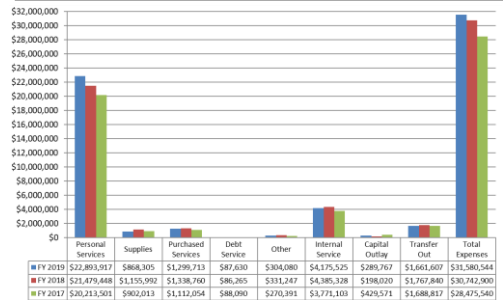


## General Fund Three Year Tax Revenue Comparison as of 6/30/xx



5

## General Fund Three Year Expense Comparison as of 6/30/xx



6

## General Fund Three Year Comparison as of 9/30/xx

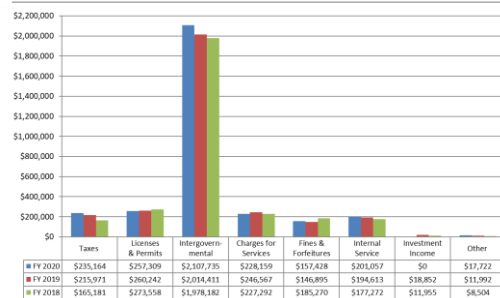


	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Beginning Fund Balance, 7/1	\$6,992,761	\$7,086,399	\$8,684,105
Plus: Total YTD Revenues	\$3,204,574	\$3,109,542	\$3,027,214
Minus: Total YTD Expenses	\$8,772,320	\$8,232,103	\$8,324,814
Ending Fund Balance, 9/30	\$1,425,015	\$1,963,839	\$3,386,505

FB: 4.29% of expenses; \$7,315,520 would be 22%; total budgeted expenses \$33,252,362

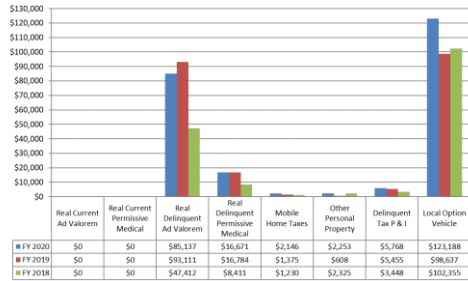
7

## General Fund Three Year Revenue Comparison as of 9/30/xx



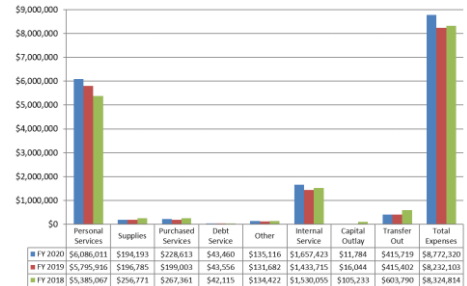
8

## General Fund Three Year Tax Revenue Comparison as of 9/30/xx



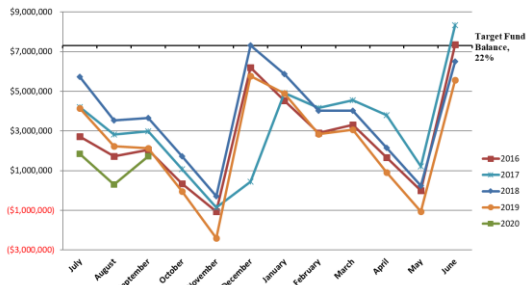
9

## General Fund Three Year Expense Comparison as of 9/30/xx



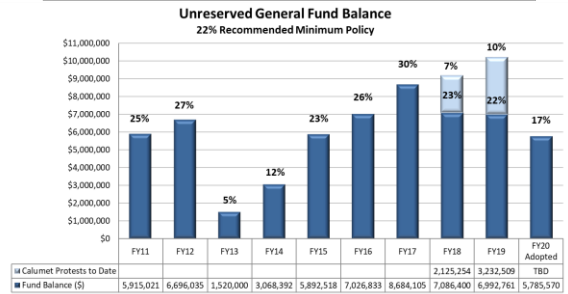
10

## General Fund Monthly Cash Flow by Fiscal Year



11

## General Fund Unreserved Fund Balance



12





## At-Risk Funds

- Golf Courses
- Swimming Pools
- Recreation
- Multi-Sports
- Civic Center Events

13

## Golf Courses Fund Three Year Comparison as of 6/30/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	\$1,026,988	\$1,004,957	\$1,128,832
<b>Minus:</b> Total YTD Expenses	\$1,218,372	\$1,251,029	\$1,228,721
Ending Fund Balance, 6/30	<u>(\$1,385,546)</u>	<u>(\$1,194,162)</u>	<u>(\$948,090)</u>

14

## Golf Courses Fund Three Year Comparison as of 9/30/xx



	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Beginning Fund Balance, 7/1	(\$1,385,546)	(\$1,194,162)	(\$948,090)
<b>Plus:</b> Total YTD Operating Revenues	\$421,761	\$333,024	\$395,533
<b>Minus:</b> Total YTD Expenses	\$412,727	\$383,744	\$453,436
Ending Fund Balance, 9/30	<u>(\$1,376,512)</u>	<u>(\$1,244,882)</u>	<u>(\$1,005,993)</u>

15

## Swimming Pools Fund Three Year Comparison as of 6/30/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	\$439,774	\$584,287	\$520,738
<b>Plus:</b> Total YTD Transfers In	\$267,861	\$267,861	\$267,861
<b>Plus:</b> Total YTD Revenues	<u>\$707,635</u>	<u>\$852,148</u>	<u>\$788,599</u>
<b>Minus:</b> Total YTD Expenses	\$727,053	\$831,564	\$772,741
Ending Fund Balance, 6/30	<u>\$134,548</u>	<u>\$153,966</u>	<u>\$133,382</u>

16

## Swimming Pools Fund Three Year Comparison as of 9/30/xx



	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Beginning Fund Balance, 7/1	\$134,548	\$153,966	\$133,382
<b>Plus:</b> Total YTD Operating Revenues	\$287,484	\$320,782	\$376,371
<b>Plus:</b> Total YTD Transfers In	\$66,965	\$66,966	\$66,966
<b>Plus:</b> Total YTD Revenues	<u>\$354,449</u>	<u>\$387,748</u>	<u>\$443,337</u>
<b>Minus:</b> Total YTD Expenses	\$343,267	\$358,314	\$361,461
Ending Fund Balance, 9/30	<u>\$145,730</u>	<u>\$183,400</u>	<u>\$215,258</u>

17

## Recreation Fund Three Year Comparison as of 6/30/xx



	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$225,080	\$271,802	\$314,497
<b>Plus:</b> Total YTD Operating Revenues	\$386,908	\$414,706	\$399,805
<b>Plus:</b> Total YTD Transfers In	\$39,206	\$39,206	\$78,411
<b>Plus:</b> Total YTD Revenues	<u>\$426,114</u>	<u>\$453,912</u>	<u>\$478,216</u>
<b>Minus:</b> Total YTD Expenses	\$515,050	\$520,560	\$502,224
Ending Fund Balance, 6/30	<u>\$136,145</u>	<u>\$205,154</u>	<u>\$290,489</u>

18

## Recreation Fund Three Year Comparison as of 9/30/xx



	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Beginning Fund Balance, 7/1	\$136,145	\$205,154	\$290,489
<b>Plus:</b> Total YTD Operating Revenues	\$29,843	\$34,281	\$42,349
<b>Plus:</b> Total YTD Transfers In	\$9,801	\$9,802	\$9,802
<b>Plus:</b> Total YTD Revenues	<u>\$39,644</u>	<u>\$44,082</u>	<u>\$52,151</u>
<b>Minus:</b> Total YTD Expenses	\$170,869	\$172,067	\$192,630
Ending Fund Balance, 9/30	<u>\$4,920</u>	<u>\$77,169</u>	<u>\$150,010</u>

19

## Multi-Sports Fund Three Year Comparison as of 6/30/xx



	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Beginning Fund Balance, 7/1	\$34,646	\$56,470	\$20,763
<b>Plus:</b> Total YTD Operating Revenues	\$126,950	\$115,522	\$182,496
<b>Minus:</b> Total YTD Expenses	\$144,636	\$140,128	\$149,571
Ending Fund Balance, 6/30	<u>\$16,961</u>	<u>\$31,863</u>	<u>\$53,688</u>

20

## Multi-Sports Fund Three Year Comparison as of 9/30/xx



	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Beginning Fund Balance, 7/1	\$16,961	\$31,864	\$53,688
<b>Plus:</b> Total YTD Operating Revenues	\$25,672	\$32,458	\$24,911
<b>Minus:</b> Total YTD Expenses	\$32,916	\$40,131	\$28,961
Ending Fund Balance, 9/30	<u>\$9,717</u>	<u>\$24,190</u>	<u>\$49,638</u>

21

## Civic Center Events Fund Three Year Comparison as of 6/30/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	\$367,541	\$321,071	\$303,999
<b>Plus:</b> Total YTD Transfers In	\$265,913	\$223,742	\$223,742
<b>Plus:</b> Total YTD Revenues	<u>\$633,455</u>	<u>\$544,813</u>	<u>\$527,741</u>
<b>Minus:</b> Total YTD Expenses	\$549,669	\$560,486	\$546,137
Ending Fund Balance, 6/30	<u>\$178,859</u>	<u>\$95,073</u>	<u>\$110,747</u>

22

## Civic Center Events Fund Three Year Comparison as of 9/30/xx



	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Beginning Fund Balance, 7/1	\$178,859	\$95,073	\$110,747
<b>Plus:</b> Total YTD Operating Revenues	\$22,215	\$36,383	\$28,743
<b>Plus:</b> Total YTD Transfers In	\$66,478	\$66,478	\$55,935
<b>Plus:</b> Total YTD Revenues	<u>\$88,693</u>	<u>\$102,861</u>	<u>\$84,678</u>
<b>Minus:</b> Total YTD Expenses	\$128,917	\$146,697	\$132,426
Ending Fund Balance, 9/30	<u>\$138,636</u>	<u>\$51,237</u>	<u>\$62,999</u>

23