

JOURNAL OF CITY COMMISSION WORK SESSION
June 16, 2020

City Commission Work Session
Civic Center, Commission Chambers Room 206

Mayor Kelly presiding

CALL TO ORDER: 5:30 p.m.

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

STAFF PRESENT: City Manager Greg Doyon and Deputy City Manager Chuck Anderson; City Attorney Sara Sexe; Planning and Community Development Director Craig Raymond; Finance Director Melissa Kinzler; and, Deputy City Clerk Darcy Dea.

Due to the COVID-19 health concerns, the format of the City Commission meeting may be modified to accommodate Commission member attendance in person, via a remote location/virtual meeting method, or to appear telephonically. In order to honor the Right of Participation and the Right to Know (Article II, Sections 8 and 9 of the Montana Constitution), modifications have also been made for public participation. Public participation is welcome in the following ways:

- Attend in person. Refrain from attending in person if you are not feeling well. The City will require social distancing at the meeting, and may limit the number of persons in the Commission Chambers according to applicable health guidelines.
- Provide public comments via email. Comments may be sent via email before 5:00 PM on Tuesday, June 16, 2020, to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name and address of the commenter. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and will be so noted in the official record of the meeting.
- Call-in. The public may call in during the public comment period at [406-761-4786](tel:406-761-4786). All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to customary time limits. We ask for your patience in the event there are technical difficulties.
- The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>. Public comment will be taken during the meeting as indicated on the agenda with an asterisk.

PUBLIC COMMENT

Richard Ecke, Historic Preservation Advisory Commission, expressed support of repairing the exterior panels of the Civic Center.

Susie McIntyre, commented that it would be an economic and tourism failure if the swimming pool is not built to specifications to host large swim meets.

Kelly Herda, expressed support of a competition size pool for training and hosting local and statewide competitions.

Julie Pachek, commented that hosting swim meets with a 50 meter competition size pool could have a huge economic impact for the community.

Brett Doney, Great Falls Development Authority (GFDA), 405 3rd Street NW, commented that there will be economic impact from swimming competitions and the GFDA would assist the City with the application for the DCIP grant if needed. Mr. Doney commented that the Civic Center is the “gem of the community” and the Downtown Development Partnership (DDP) supports the Civic Center Façade Project; however, he expressed concern with regard to taking too much of the TIF for the project hampering efforts of driving private investment downtown.

Patrick Brennan, commented that having a resource for youth to utilize for competitive swimming is a long-term investment for the community and also helps negate youth substance abuse.

Written correspondence expressing support of repairing the Civic Center Façade without utilizing Tax Increment Financing as a funding option was received from **Joan Redeen**, Business Improvement District, 318 Central Avenue and **Kellie Pierce**, Downtown Development Partnership, 318 Central Avenue (via June 16, 2020 email).

1. DEFENSE CRITICAL INFRASTRUCTURE PROGRAM (DCIP) GRANT

City Manager Greg Doyon explained that there are cost prohibitions on the project with regard to the design and soil conditions. The DCIP Grant must meet Malmstrom Air Force Base (MAFB) requirements and must adhere to the guidelines of the Department of Defense. The deadline to submit the application is June 26, 2020, in which Commission affirmation to support the needs will be required on the grant application.

Jana Cooper and **Rodney Blake**, TD&H Engineering, reviewed and discussed the attached PowerPoint presentation covering the Aim High Big Sky Recreation Center conceptual site plan, location and structural considerations.

Tim Peterson and **Dani Grebe**, L’Heureux Page Werner (LPW) Architecture, reviewed and discussed the attached PowerPoint presentation covering the program, floor plan and building design.

Commissioner Houck reiterated that there is a need for a larger pool for competitive swimming and expressed support with regard to moving forward with the project. She received clarification that the site will meet Americans with Disabilities (ADA) compliance.

Commissioner Robinson commented that expanding the pool from 25 yards to 25 meters is not a large difference and the City should prioritize whether it would be worth expanding the pool.

Commissioner Tryon received clarification that the design from TD&H was needed in order to apply for the grant; however, if the City receives the grant, there will be an opportunity for others to submit a design proposal for the project.

Commissioner Moe commented that the project will be a great asset to the community and allowing enough space for spectators in the pool area is important. She expressed support with regard to the pool size being competition regulated, as well as separating the lap and recreation pool.

2. FINANCING OPTIONS FOR CIVIC CENTER FAÇADE

Planning and Community Development Director Craig Raymond reviewed and discussed the attached PowerPoint presentation covering funding of façade repairs including: General Obligation Bond-Debt Service Mill Levy, Downtown Tax Increment Financing (TIF) District funds, combination TIF General Obligation Debt and/or non-voted general obligation debt and grant support.

Mayor Kelly inquired about Cascade County utilizing state revolving funds for repairs to the dome on the Courthouse.

Finance Director Melissa Kinzler responded that the City has a cap on the amount that it can borrow and the County has different general obligation debt limits than the City.

Commissioner Moe expressed concern with regard to TIF funds taking money that otherwise would go to the community.

Commissioner Tryon received clarification that utilizing TIF funds would be the best way to proceed with Civic Center Façade repairs and issuing a revenue bond to pay for the remaining repair costs.

Commissioner Robinson commented that it doesn't feel right taking money from businesses in the Downtown TIF district since their property taxes pay into the TIF district and the City doesn't.

Manger Doyon responded that the Civic Center building is utilized and generates business in the downtown TIF district.

Commissioner Houck requested a recommendation from staff before deciding to utilize TIF money for Civic Center Façade repairs. She expressed concern with regard to finding more issues to fix once repairs begin.

Mayor Kelly commented that the Civic Center is a part of downtown and draws citizens to the downtown district. He added that TIF funds are in place for projects such as the Civic Center Façade.

Commissioner Moe expressed support with regard to utilizing TIF funds for the Civic Center Façade project.

3. 2020 BUDGET PRIMER

City Manager Greg Doyon explained that with regard to preparing the budget, he needed to provide a better economic recovery posture for the community due to the COVID-19 pandemic. A recording system for Municipal Court and hardware for the IT Department were essential needs that were included in the budget. He expressed concern with regard to bringing resolution to Fire Station 4 repairs.

Finance Director Melissa Kinzler reviewed and discussed the attached PowerPoint presentation covering general fund scenarios including: no tax increases - City Manager recommended, utilize inflationary factor, utilize inflationary factor and permissive medical levy, Calumet & fund balance, history of increases and City Manager deemed critical needs.

City Manager Doyon explained that the fund balance is available for cash flow as well as emergencies. Manager Doyon received consensus of the Commission in favor of formalizing a budget transmittal with a level funded budget as discussed at the June 16, 2020 work session.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that the July 7th work session will consist of updated Financial Policies, as well as Title 3 Code review. A follow up to the Budget Primer will be added to the July 21st work session if the Commission requests.

Commissioner Moe requested that the Animal Shelter Proposal from the Maclean Cameron Animal Adoption Center be added to an upcoming work session soon.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of June 16, 2020 at 6:58 p.m.

Aim High Big Sky Recreation Center: Conceptual Site Plan



- City of Great Falls Owned Parcel
- Future Expansion Area (MAFB Owned Parcel), to be acquired by City prior to grant approval



Room Name	Area	Level	Notes
RECREATION CENTER	10,000	1	
GYM AREA	5,000	1	
LOCKER ROOMS	1,000	1	
POOL	1,000	1	
UTILITY	500	1	
ACCESSORY	1,000	1	

Department Legend

- ACCESSORY
- GYM AREA
- LOCKER ROOMS
- POOL
- UTILITY

PROPOSED COMMUNITY REC CENTER
Great Falls, Montana
FLOOR PLAN - LEVEL 1

PRELIMINARY NOT FOR CONSTRUCTION

LPW ARCHITECTURE
PHONE: 406.771.0772
18 19TH ST. SUITE 100
GREAT FALLS, MT 59405

DATE: 08-20-2024
SCALE: AS SHOWN
A1.1

Room Name	Area	Level	Notes
RECREATION CENTER	10,000	1	
GYM AREA	5,000	1	
LOCKER ROOMS	1,000	1	
POOL	1,000	1	
UTILITY	500	1	
ACCESSORY	1,000	1	

Department Legend

- GYM AREA

PROPOSED COMMUNITY REC CENTER
Great Falls, Montana
FLOOR PLAN - LEVEL 2

PRELIMINARY NOT FOR CONSTRUCTION

LPW ARCHITECTURE
PHONE: 406.771.0772
18 19TH ST. SUITE 100
GREAT FALLS, MT 59405

DATE: 08-20-2024
SCALE: AS SHOWN
A1.2

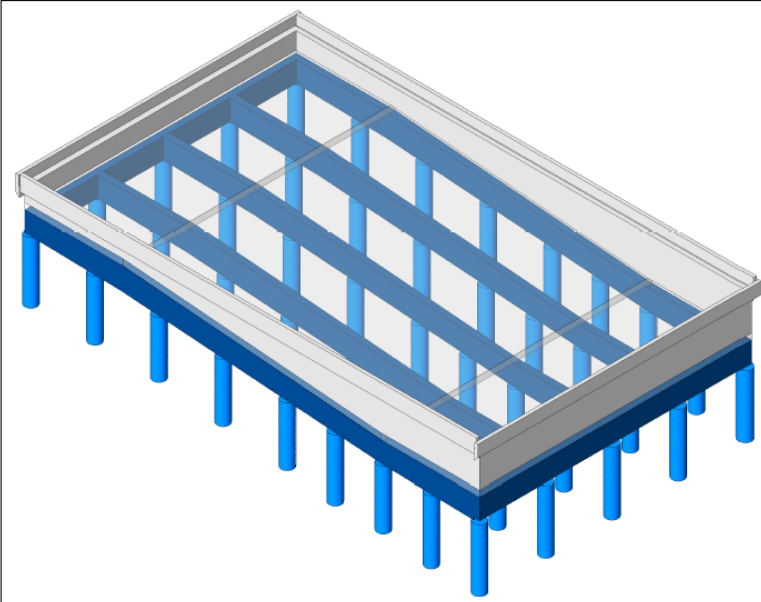
PROPOSED COMMUNITY REC CENTER
Great Falls, Montana
GREAT FALLS REC CENTER

PRELIMINARY NOT FOR CONSTRUCTION

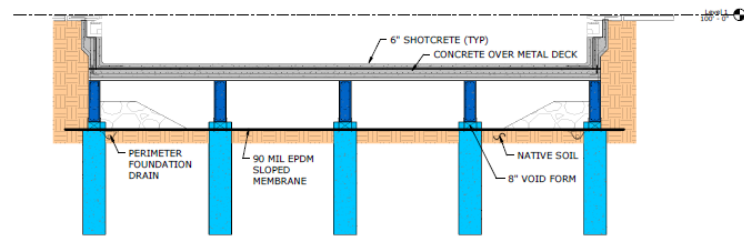
LPW ARCHITECTURE
PHONE: 406.771.0772
18 19TH ST. SUITE 100
GREAT FALLS, MT 59405

DATE: 08-20-2024
SCALE: AS SHOWN
SP-1






1 3D - CONCRETE PIERS SUPPORTING POOL



2 TYPICAL POOL SECTION

NOT FOR
CONSTRUCTION
FOR REVIEW

	REVISION
	DATE



TD&H
Engineering
www.tdandh.com

DRAWN BY: RL1	CHECKED BY: RL1
DESIGNED BY: RL1	QUALITY CHECK: RL1
DATE: 4-11-2018	SCALE: AS SHOWN
PROJECT: S2000	

GREAT FALLS REC CENTER - MAFB
GREAT FALLS, VT

CONCRETE PIERS OPTION

SHEET S200



Civic Center Façade Project



Funding of Façade Repairs

\$5.5 Million Project

- General obligation bond- debt service mill levy
- Downtown Tax Increment District funding
- Combination TIF/ General Obligation Debt and/or non-voted general obligation debt
- Grant Support

Funding of Façade Repairs

\$5.5 Million Project

- General obligation bond- debt service mill levy
 - \$5.5 million loan at 4% interest for 20 years would result in an additional \$4.13 tax on a house with taxable value of \$100,000
 - Same loan but for 10 years would result in an additional \$9.34 per \$100,000 taxable value

Funding of Façade Repairs General Obligation Mill Levy

- November 2020 General Election- Commission Action
 - Adopt a Resolution of Intent and schedule public hearing- July
 - Conduct Public Hearing- August 4th
 - Adopt Resolution calling for election no later than August 10th
 - Election November 3rd

Funding of Façade Repairs Tax Increment Financing District Funds

- Annual TIF increment accrual in Downtown TIF District is roughly \$1.3 million dollars
- TIF can be used in two ways:
 - Cash balance allocation
 - Guarantee and annual debt service payments

Funding of Façade Repairs Tax Increment Financing District Funds

Cash Balance Options:

- Combined with General Obligation mill levy funds to offset total amount that voters are requested to approve
- Fund pay as you go phases to the project.
- Accumulate TIF funds over a period of time until the total construction amount can be funded

Funding of Façade Repairs Tax Increment Financing District Funds

Fund annual bond payments:

- Tax increment accrual history and balance is used to guarantee and fund repayment of the bond proceeds
- Given an annual increment of approximately \$1.3 million and debt service of approximately \$400,000, additional increment will be available for other TIF requests in the district

Funding of Façade Repairs

Non-voted General Obligation Debt

- Non-voted general debt capacity of \$1.8 million is available to be used in combination with any or all of the above funding sources to further off-set new taxes, impact to TIF fund or lack of grant sources

Funding of Façade Repairs

Grant Funds

Historic Preservation and Others

- MDOC grant application of \$500,000 will be considered during next legislative session
- All other grant sources will be explored

Questions?



Budget Primer

Fiscal Year 2021

June 16, 2020

General Fund Scenario: No Tax Increases, City Manager Recommended



	FY2020 Projected	FY2021 No Tax Increases	Increase to \$100,000 Home
Beginning Fund Balance	\$ 6,992,760	\$ 5,698,011	
Revenue	\$ 19,500,000	\$ 21,139,142	\$ 1,639,142
Taxes	\$ 19,500,000	\$ 21,139,142	\$ 1,639,142
Newly Taxable Property (Avg '02-'19)	\$ -	\$ 425,000	\$ 425,000
Inflationary Factor (1.05%)	\$ -	\$ -	\$ -
Permissive Medical Levy	\$ -	\$ -	\$ -
Licenses & Permits	\$ 1,035,000	\$ 1,070,000	\$ 35,000
Intergovernmental	\$ 8,550,052	\$ 8,834,250	\$ 284,198
Charges for Services	\$ 1,100,588	\$ 1,193,304	\$ 92,716
Fines & Forfeitures	\$ 650,000	\$ 770,000	\$ 120,000
Internal Service Charges	\$ 862,379	\$ 967,525	\$ 105,146
Investment Income	\$ 45,000	\$ 15,000	\$ -30,000
Other	\$ 90,000	\$ 144,322	\$ 54,322
Transfer in	\$ -	\$ -	\$ -
Issuance of debt	\$ -	\$ -	\$ -
Sale of Assets	\$ 2,200	\$ -	\$ -2,200
Revenue Totals	\$ 21,835,210	\$ 24,184,142	\$ 2,348,932
Expenditures	\$ 24,167,598	\$ 25,475,659	\$ 1,308,061
Personal Services	\$ 900,000	\$ 960,266	\$ 60,266
Supplies	\$ 1,450,000	\$ 1,319,023	\$ -1,307,777
Purchased Services	\$ 86,634	\$ 309,773	\$ 223,139
Debt Service	\$ 250,000	\$ 250,000	\$ -
Contributions & Other	\$ 42,698	\$ 20,000	\$ -22,698
Other	\$ 4,533,650	\$ 4,777,596	\$ 243,946
Internal Service Charges	\$ 36,551	\$ -	\$ -36,551
Capital Outlay	\$ -	\$ -	\$ -
Transfer Out	\$ 1,662,877	\$ 1,659,178	\$ -3,699
Expenditure Totals	\$ 11,254,743	\$ 12,772,405	\$ 1,517,662
Revenue Over (Under) Expenses	\$ 10,580,467	\$ 11,411,737	\$ 828,270
Ending Fund Balance	\$ 5,698,011	\$ 5,698,011	\$ -
Fund Balance %	27.2%	28.0%	0.8%

General Fund Scenario: Utilize Inflationary Factor



	FY2020 Projected	FY2021 No Tax Increases	FY2021 Utilize Inflationary	Increase to \$100,000 Home
Beginning Fund Balance	\$ 6,992,760	\$ 5,698,011	\$ 5,698,011	
Revenue	\$ 19,500,000	\$ 21,139,142	\$ 21,316,089	\$ 176,947
Taxes	\$ 19,500,000	\$ 21,139,142	\$ 21,316,089	\$ 176,947
Newly Taxable Property (Avg '02-'19)	\$ -	\$ 425,000	\$ 425,000	\$ -
Inflationary Factor (1.05%)	\$ -	\$ -	\$ 176,947	\$ 176,947
Permissive Medical Levy	\$ -	\$ -	\$ -	\$ -
Licenses & Permits	\$ 1,035,000	\$ 1,070,000	\$ 1,070,000	\$ 35,000
Intergovernmental	\$ 8,550,052	\$ 8,834,250	\$ 8,834,250	\$ 284,198
Charges for Services	\$ 1,100,588	\$ 1,193,304	\$ 1,193,304	\$ 92,716
Fines & Forfeitures	\$ 650,000	\$ 770,000	\$ 770,000	\$ 120,000
Internal Service Charges	\$ 862,379	\$ 967,525	\$ 967,525	\$ 105,146
Investment Income	\$ 45,000	\$ 15,000	\$ 15,000	\$ -30,000
Other	\$ 90,000	\$ 144,322	\$ 144,322	\$ 54,322
Transfer in	\$ -	\$ -	\$ -	\$ -
Issuance of debt	\$ -	\$ -	\$ -	\$ -
Sale of Assets	\$ 2,200	\$ -	\$ -	\$ -2,200
Revenue Totals	\$ 21,835,210	\$ 24,184,142	\$ 24,211,090	\$ 26,948
Expenditures	\$ 24,167,598	\$ 25,475,659	\$ 25,475,659	\$ -
Personal Services	\$ 900,000	\$ 960,266	\$ 960,266	\$ 60,266
Supplies	\$ 1,450,000	\$ 1,319,023	\$ 1,319,023	\$ -1,307,777
Purchased Services	\$ 86,634	\$ 309,773	\$ 309,773	\$ 223,139
Debt Service	\$ 250,000	\$ 250,000	\$ 250,000	\$ -
Contributions & Other	\$ 42,698	\$ 20,000	\$ 20,000	\$ -22,698
Other	\$ 4,533,650	\$ 4,777,596	\$ 4,777,596	\$ 243,946
Internal Service Charges	\$ 36,551	\$ -	\$ -	\$ -36,551
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfer Out	\$ 1,662,877	\$ 1,659,178	\$ 1,659,178	\$ -3,699
Expenditure Totals	\$ 11,254,743	\$ 12,772,405	\$ 12,772,405	\$ -
Revenue Over (Under) Expenses	\$ 10,580,467	\$ 11,411,737	\$ 11,438,685	\$ 26,948
Ending Fund Balance	\$ 5,698,011	\$ 5,698,011	\$ 5,237,600	\$ -460,411
Fund Balance %	27.2%	28.0%	26.3%	-1.7%

General Fund Scenario: Utilize Inflation & Permissive



	FY2020 Projected	FY2021 No Tax Increases	Utilize Inflationary	Utilize Inflation & Permissive	Increase to \$100,000 Home
Beginning Fund Balance	\$ 6,992,760	\$ 5,698,011	\$ 5,698,011	\$ 5,698,011	
Revenue	\$ 19,500,000	\$ 21,139,142	\$ 21,316,089	\$ 21,629,408	\$ 313,319
Taxes	\$ 19,500,000	\$ 21,139,142	\$ 21,316,089	\$ 21,629,408	\$ 313,319
Newly Taxable Property (Avg '02-'19)	\$ -	\$ 425,000	\$ 425,000	\$ 425,000	\$ -
Inflationary Factor (1.05%)	\$ -	\$ -	\$ 176,947	\$ 176,947	\$ 176,947
Permissive Medical Levy	\$ -	\$ -	\$ -	\$ 313,319	\$ 313,319
Licenses & Permits	\$ 1,035,000	\$ 1,070,000	\$ 1,070,000	\$ 1,070,000	\$ 35,000
Intergovernmental	\$ 8,550,052	\$ 8,834,250	\$ 8,834,250	\$ 8,834,250	\$ 284,198
Charges for Services	\$ 1,100,588	\$ 1,193,304	\$ 1,193,304	\$ 1,193,304	\$ 92,716
Fines & Forfeitures	\$ 650,000	\$ 770,000	\$ 770,000	\$ 770,000	\$ 120,000
Internal Service Charges	\$ 862,379	\$ 967,525	\$ 967,525	\$ 967,525	\$ 105,146
Investment Income	\$ 45,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -30,000
Other	\$ 90,000	\$ 144,322	\$ 144,322	\$ 144,322	\$ 54,322
Transfer in	\$ -	\$ -	\$ -	\$ -	\$ -
Issuance of debt	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of Assets	\$ 2,200	\$ -	\$ -	\$ -	\$ -2,200
Revenue Totals	\$ 21,835,210	\$ 24,184,142	\$ 24,341,100	\$ 24,624,408	\$ 443,268
Expenditures	\$ 24,167,598	\$ 25,475,659	\$ 25,475,659	\$ 25,475,659	\$ -
Personal Services	\$ 900,000	\$ 960,266	\$ 960,266	\$ 960,266	\$ 60,266
Supplies	\$ 1,450,000	\$ 1,319,023	\$ 1,319,023	\$ 1,319,023	\$ -1,307,777
Purchased Services	\$ 86,634	\$ 309,773	\$ 309,773	\$ 309,773	\$ 223,139
Debt Service	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -
Contributions & Other	\$ 42,698	\$ 20,000	\$ 20,000	\$ 20,000	\$ -22,698
Other	\$ 4,533,650	\$ 4,777,596	\$ 4,777,596	\$ 4,777,596	\$ 243,946
Internal Service Charges	\$ 36,551	\$ -	\$ -	\$ -	\$ -36,551
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer Out	\$ 1,662,877	\$ 1,659,178	\$ 1,659,178	\$ 1,659,178	\$ -3,699
Expenditure Totals	\$ 11,254,743	\$ 12,772,405	\$ 12,772,405	\$ 12,772,405	\$ -
Revenue Over (Under) Expenses	\$ 10,580,467	\$ 11,411,737	\$ 11,568,695	\$ 11,851,999	\$ 443,268
Ending Fund Balance	\$ 5,698,011	\$ 5,698,011	\$ 5,237,600	\$ 4,796,631	\$ -498,969
Fund Balance %	27.2%	28.0%	26.3%	24.0%	-2.3%

Calumet & Fund Balance



Settlement Overview	
Total Protested Amount	\$ 4,640,000
Amount Collected by End of June	\$ 3,025,000
Percentage Collected	65%
% Effect on Fund Balance	+ 8.7%

	FY2020 Projected	FY2021 No Tax Increases	FY2021 Utilize Inflationary Factor	FY2021 Utilize Inflation & Permissive Levy
Ending Fund Balance from Primer Calumet Settlement	\$ 5,698,011	\$ 5,060,659	\$ 5,237,606	\$ 5,550,925
New Fund Balance Projection	\$ 3,025,000	\$ 3,025,000	\$ 3,025,000	\$ 3,025,000
New Fund Balance %	26.3%	23.3%	23.8%	24.7%
Amount Over 22% Minimum Policy	\$ 1,434,418	\$ 435,930	\$ 612,877	\$ 926,196

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History of Increases



5 Year Trend of Tax Increases					
	FY2017	FY2018	FY2019	FY2020	FY2021 Recommended
Inflationary Factor	0.49%	0.59%	0.82%	1.02%	0%
Permissive Medical Levy	\$349,244	\$249,726	\$300,000	\$460,000	\$0

5 Year Trend of Utility Increases					
	FY2017	FY2018	FY2019	FY2020	FY2021 Recommended
Water	10%	0%	5%	5%	0%
Sewer	3%	0%	2%	2%	0%
Storm Drain	10%	0%	10%	5%	0%
Sanitation - Residential	0%	5%	5%	7.5%	0%
Sanitation - Commercial	0%	0%	0%	7.5%	0%

5 Year Trend of Assessment Increases					
	FY2017	FY2018	FY2019	FY2020	FY2021 Recommended
Street Maintenance	0%	0%	0%	0%	0%
Boulevard District	0%	7%	3%	5%	0%
Portage Meadows District	0%	0%	7%	5%	0%
Street Lighting Districts	-18%	-1%	0%	0.5%	-4%
Park Maintenance District	-	-	New	0%	0%

6

City Manager Deemed Critical Needs



City Manager Deemed Critical			
Fund	Department	Description	Department Requested
General	Court	Recording system for courtroom	\$29,000
General	Fire	Station 4 Sewer Repairs Quote to finish and make station 4 operational was \$220,000. We hope to come in significantly less but not sure of costs at this time. Number given is worst case scenario.	\$220,000
IT	IT	Hardware and software to meet State of Montana's CIS Requirement (already in budget and ICS) MFA (Multi-Factor Authentication) will need to be installed at the Police Department, HOTA, 911 and I.T.	\$35,000
Total Deemed Critical			\$284,000

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