

JOURNAL OF CITY COMMISSION WORK SESSION
July 7, 2020

City Commission Work Session
Civic Center, Commission Chambers Room 206

Mayor Kelly presiding

CALL TO ORDER: 6:00 p.m.

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

STAFF PRESENT: City Manager Greg Doyon; City Attorney Sara Sexe; Finance Director Melissa Kinzler; Finance Budget Analyst Kirsten Myre; 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, July 7, 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

Written correspondence was received from **Shyla Patera**, 1013 7th Avenue Northwest (via July 7, 2020 email). Ms. Patera expressed support with regard to the following: defining the public right-of-way and construction codes in order to seek funding to repair sidewalks and roadways; adopting a visibility and universal design standards in code; enforcing accessible parking; City and County first responders partnering together to find ways to incorporate accessible medical

and police transport vehicles into the pandemic planning and other policing functions; and providing ADA accessibility at the proposed Recreation Center.

1. 2021 PROPOSED BUDGET TRANSMITTAL

City Manager Greg Doyon and Finance Director Melissa Kinzler reviewed and discussed the attached handouts covering the following: budget process, City Manager's approach for FY 2021 budget, FY 2021 budget highlights, fund detail worksheet, general fund unreserved fund balance, Park Maintenance District, city-wide revenue by fund type, proposed rate, assessments and fee adjustments, city-wide revenue by source, city-wide expenses by source, city-wide expenses by type, capital outlay by category, general fund revenue, general fund tax & entitlement revenue, general fund newly taxable property, general fund expenses, total budget - use of fund balance, FTE counts, debt capacity, taxable valuation history, general fund revenue increase detail, fund detail worksheet, FY 2021 general fund contributions for operations, internal service charges and next steps.

City Manager Greg Doyon expressed appreciation to Finance Director Kinzler and Budget Analyst Kirsten Myre for their efforts with regard to the budget and noted that the proposed budget and handout documents will be available on the City's website July 8, 2020.

Referring to the budget as an economic recovery positioned budget due to the COVID-19 pandemic, Manager Doyon explained that no recommendations were made for tax, assessment or rate increases. The potential Defense Critical Infrastructure Program (DCIP) Grant allocation was not figured into the Park Maintenance District fund. The newly taxable property growth is exempt from the statewide property tax. Requests for funding for additional staff were made by the Police, Fire and Legal Departments; however, the requests were unable to be included in the budget.

Manager Doyon further explained that there is not a lot of flexibility with regard to the unused General Obligation Debt Capacity and there is just enough to cover expenses as they increase operationally. He expressed concern about the impact to the nation's economy from COVID-19 affecting next year's budget. He added that the financial impact to the community from COVID-19 was taken into consideration with regard to preparing the proposed budget.

Commissioner Robinson received clarification that Manager Doyon will discuss the Fire Stations during the Manager's report at the Commission meeting. Commissioner Robinson commended Manager Doyon for considering the effects from COVID-19 with regard to the budget.

Commissioner Houck inquired if there can be insurance claims for Fire Station #4 and the parking meters.

Manager Doyon responded that there won't be any insurance claims since Fire Station #4 is a maintenance issue and the parking meters have a high deductible; however, he will research it and follow up with the Commission.

Commissioner Moe received clarification that the Calumet protest settlement funds were utilized for some operations identified as critical needs and that the use of the fund balance is for emergency purposes such as COVID-19.

2. **UPDATED FINANCIAL POLICIES AND PROPOSED CHANGES TO CITY CODE, TITLE 3 – REVENUE AND FINANCE**

Due to lack of time, Item 2 will be rescheduled to an upcoming work session.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that the July 21st work session will consist of the Animal Shelter Proposal from the Maclean Cameron Animal Adoption Center. Civic Center Façade financing option for the TIF will be a topic on the August 4th work session.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of July 7, 2020 at 6:56 p.m.