

**JOURNAL OF CITY COMMISSION WORK SESSION**  
**January 19, 2021**

City Commission Work Session  
Civic Center Gibson Room 212

Mayor Kelly presiding

**CALL TO ORDER: 5:30 PM**

Due to the COVID-19 health concerns, the format of the City Commission Work Session was held in a virtual video-conferencing environment.

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members participated electronically via Zoom Webinar: Bob Kelly, Tracy Houck, Mary Sheehy Moe, Owen Robinson and Rick Tryon. City Staff participating electronically were: City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Finance Director Melissa Kinzler and Finance Budget Analyst Kirsten Myre; and Assistant City Attorney Joe Cik. Staff present: Park and Recreation Director Steve Herrig was in the Gibson Room, and Deputy City Clerk Darcy Dea was in the Commission Chambers.

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 as follows:

- Attend in person. **The City will be following the Current Governor's Directives and the Public Health Officer Orders regarding public meetings conducted by, staffed by or held in the facilities of the city.** Masks will be required, social distancing will be enforced, and the total number of persons in the meeting room will be limited to a maximum of 25. Public following these directives may view and participate in the meeting from the Gibson Room. Please refrain from attending in person if you are not feeling well.
- Attend the virtual meeting utilizing Zoom Webinar. Attendees must register in advance for the Commission Meeting: [https://us02web.zoom.us/webinar/register/WN\\_uL-9XYVsTKmJeJeVjDWTHg](https://us02web.zoom.us/webinar/register/WN_uL-9XYVsTKmJeJeVjDWTHg) After registering, you will receive a confirmation email containing information about joining the webinar by Zoom.
- Participate by phone. Attendees must register in advance for the Commission Meeting using the link above. After registering, you will receive a confirmation email containing information about joining the webinar by phone. If you do not have internet access you may contact the Great Falls Public Library prior to the meeting at 453-9706 and they can assist with registration.
- Provide public comments in writing. Submit comments via mail addressed to City Clerk's Office, PO Box 5021, Great Falls, MT 59403 or by email to: [commission@greatfallsmt.net](mailto:commission@greatfallsmt.net) by 12:00 PM the day of the meeting.
- 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 cable channel 190, or online at <https://greatfallsmt.net/livestream>.

**PUBLIC COMMENT**

**Kevin Westie**, 602 35<sup>th</sup> Street North, expressed concern with regard to the City-County Health Department making huge decisions without having elected authority. Mr. Westie suggested exploring the design of a swimming pool in Missoula with regard to the new Aquatics Center.

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**1. NEIGHBORHOOD COUNCIL UPDATES – NEIGHBORHOOD COUNCIL # 7**

Troy Lane, NC 7 Vice Chair, introduced council members Lisa Meyers, Trevor Mikkelsen, Andrea Blewett and Sandra Rice. Mr. Lane reported that the northern and western boundaries are the Missouri River, the southern boundary is the 10th Avenue South, the eastern boundary is 10th Street South north from 10th Avenue South to 7th Avenue South, then east to 12th Street South and north to 7th Avenue North, then east to 15th Street North and north to the Missouri River. NC #7 holds its meeting on the second Monday of each month at 7:00 p.m. in the Gibson Room at the Civic Center, #2 Park Drive South.

Mr. Lane reported on the following:

- Started an outreach program that involves adding neighbors to an email list to inform them about events that NC 7 is working on.
- NC 7's motto is, "Neighborhood Council 7 wants citizens to walk the neighborhood for the history and stay for the future."
- Whittier Elementary School Literacy Teacher Char Bunker assists with the Whittier Radio Readers program that encourages students to read on-air.
- The Little Free Libraries box at Carter Park was fixed up and the availability of books is checked biweekly.
- Mr. Lane expressed appreciation to City staff for their efforts with regard to a nuisance property.
- Staff from NeighborWorks are working on the MApril program with regard to bringing in new recycling opportunities for the community.
- Working on accessing signs for the Neighborhood Watch program.

Commissioner Tryon received clarification that neighbors initiated the complaint process for a nuisance property. Initiating the complaint process through the Neighborhood Council is a great place to start.

Mr. Lane commented that if a citizen has an issue in their neighborhood that requires police intervention, he suggested that the police inform the citizen to contact their Neighborhood Council.

Mayor Kelly mentioned that home security cameras assist the police to monitor crime activity in neighborhoods.

Commissioner Moe suggested that Mr. Lane update the Commission with regard to any concerns that NC 7 might have about the location of the new Aquatics Center, as well as safety in the parks. She expressed support with regard to NC 7's motto.

Commissioner Houck commented that there are several diseased trees in NC 7's parks that need to be addressed. She noted that if citizens have a concern and are unable to attend Neighborhood Council meetings, the complaint process is available on the City's website.

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**2. QUARTERLY BUDGET REVIEW**

City Finance Budget Analyst Kirsten Myre reviewed and discussed the attached PowerPoint presentation which included a 2020 general fund unreserved fund balance three year comparison, general fund tax revenue comparison, general fund expense comparison, as well as the highlighted funds of the golf courses, swimming pools, recreation, multi-sports, Civic Center Events and parking.

City Manager Greg Doyon clarified that the golf course fund owes the general fund for loss and operations.

City Finance Director Melissa Kinzler reviewed and discussed the attached PowerPoint presentation which included a 2021 general fund unreserved fund balance three year comparison, general fund tax revenue comparison, general fund expense comparison, as well as the highlighted funds of the golf courses, swimming pools, recreation, multi-sports, Civic Center Events and parking. Director Kinzler provided and discussed a fund balance sheet handout that included the typed and descriptions of funds.

Mayor Kelly commented that between a steady tax collection and the CARES Act, the City might have an opportunity to prioritize public safety from the general fund.

City Manager Doyon explained that the City needs to be attentive to the proposed legislation that might affect revenues that the City relies on from the state through the entitlement share. He expressed concern with regard to the State's revenue being less because of COVID-19. He commented that making sure the City's COVID-19 expenses are covered by the CARES Act is a priority.

Finance Director Kinzler added that if anything happened to the entitlement share, it would dramatically change the way the City funds the general fund.

Commissioner Robinson received clarification that at risk operating revenues were received from operations and transfers in were received from the general fund.

Commissioner Houck expressed appreciation to the Park and Recreation Department staff for their efforts with regard to the profit in the golf course fund.

**DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS**

City Manager Greg Doyon reported that the February 2, 2021, work session will consist of a revised TIF allowance review, and an AARP presentation on February 16<sup>th</sup>.

Commissioner Moe requested that a legislative update be a topic at a work session in February 2021.

City Manager Doyon mentioned that he advised City staff to inform him if they testify or have concerns with a particular legislative bill to prevent any potential conflict or concerns with the Commission's position.

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**ADJOURN**

There being no further discussion, Mayor Kelly adjourned the informal work session of January 19, 2021 at 6:33 p.m.



# Quarterly Budget Review

- 4<sup>th</sup> Quarter Fiscal Year 2020
- 1<sup>st</sup> and 2<sup>nd</sup> Quarter Fiscal Year 2021



4<sup>th</sup> Quarter Fiscal Year 2020

# General Fund

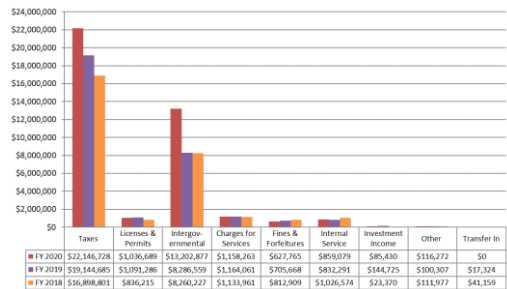
- Fund Balance
- Cash Flow
- Revenue
  - Tax Revenue
- Expenses

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

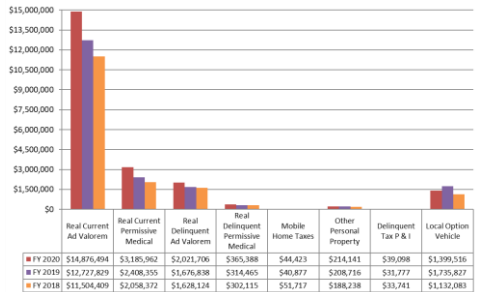


	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Beginning Fund Balance, 7/1	\$6,992,761	\$7,086,399	\$8,684,105
<b>Plus:</b> Total YTD Revenues	\$39,233,103	\$31,486,906	\$29,145,194
<b>Minus:</b> Total YTD Expenses	\$32,631,836	\$31,580,544	\$30,742,900
Ending Fund Balance, 6/30	<b>\$13,594,028</b>	<b>\$6,992,761</b>	<b>\$7,086,399</b>
Ending Fund Balance (22% Policy)	41.66%	22.14%	23.05%

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

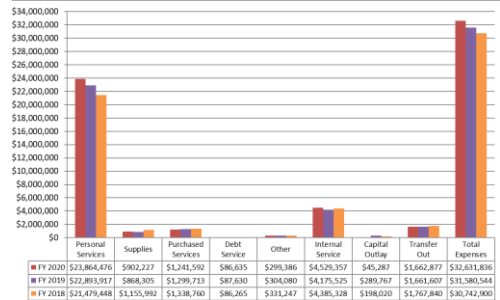


## General Fund Three Year Tax Revenue Comparison as of 6/30/xx



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



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## Golf Courses Fund Three Year Comparison as of 6/30/xx



4<sup>th</sup> Quarter Fiscal Year 2020

## At-Risk Funds

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

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	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	\$1,252,471	\$1,026,988	\$1,004,957
<b>Minus:</b> Total YTD Expenses	\$1,199,137	\$1,218,372	\$1,251,029
Ending Fund Balance, 6/30	(\$1,332,212)	(\$1,385,546)	(\$1,194,162)

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## Swimming Pools Fund Three Year Comparison as of 6/30/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	\$395,507	\$439,774	\$584,287
<b>Plus:</b> Total YTD Transfers In	\$267,861	\$267,861	\$267,861
<b>Plus:</b> Total YTD Revenues	\$663,368	\$707,635	\$852,148
<b>Minus:</b> Total YTD Expenses	\$635,890	\$727,053	\$831,564
Ending Fund Balance, 6/30	\$162,027	\$134,548	\$153,966

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



	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Beginning Fund Balance, 7/1	\$136,145	\$205,154	\$271,802
<b>Plus:</b> Total YTD Operating Revenues	\$273,125	\$386,908	\$414,706
<b>Plus:</b> Total YTD Transfers In	\$39,206	\$39,206	\$39,206
<b>Plus:</b> Total YTD Revenues	\$312,331	\$426,114	\$453,912
<b>Minus:</b> Total YTD Expenses	\$479,547	\$515,050	\$520,560
Ending Fund Balance, 6/30	(\$31,072)	\$136,145	\$205,154

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



	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Beginning Fund Balance, 7/1	\$16,961	\$31,863	\$56,470
<b>Plus:</b> Total YTD Operating Revenues	\$73,101	\$126,950	\$115,522
<b>Minus:</b> Total YTD Expenses	\$81,432	\$144,636	\$140,128
Ending Fund Balance, 6/30	\$8,630	\$16,961	\$31,863

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## Civic Center Events Fund Three Year Comparison as of 6/30/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	\$172,982	\$367,541	\$321,071
<b>Plus:</b> Total YTD Transfers In	\$265,913	\$265,913	\$223,742
<b>Plus:</b> Total YTD Revenues	\$438,895	\$633,455	\$544,813
<b>Minus:</b> Total YTD Expenses	\$513,587	\$549,669	\$560,486
Ending Fund Balance, 6/30	\$104,167	\$178,859	\$95,073

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



	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018
Beginning Fund Balance, 7/1	\$425,164	\$378,962	\$410,692
<b>Plus:</b> Total YTD Revenues	\$606,257	\$587,073	\$555,396
<b>Minus:</b> Total YTD Expenses	\$581,783	\$540,871	\$587,126
Ending Fund Balance, 6/30	<u>\$449,639</u>	<u>\$425,164</u>	<u>\$378,962</u>

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1<sup>st</sup> and 2<sup>nd</sup> Quarter Fiscal Year 2021

## General Fund

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

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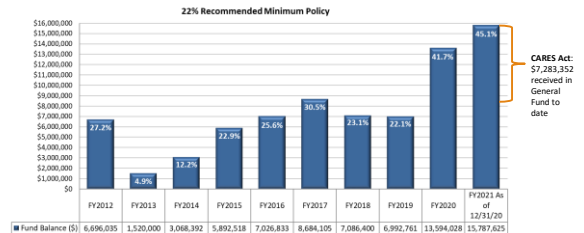
## General Fund Three Year Comparison as of 12/31/xx



	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Beginning Fund Balance, 7/1	\$13,594,028	\$6,992,761	\$7,086,399
<b>Plus:</b> Total YTD Revenues	\$19,768,112	\$15,237,954	\$14,580,832
<b>Minus:</b> Total YTD Expenses	\$17,574,515	\$17,192,461	\$16,188,031
Ending Fund Balance, 12/31	<u>\$15,787,625</u>	<u>\$5,038,253</u>	<u>\$5,479,201</u>
	45.10%	15.15%	17.19%

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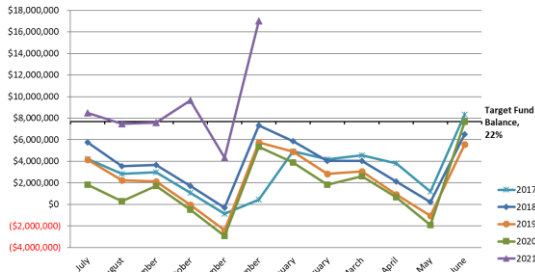
## General Fund Unreserved Fund Balance



16

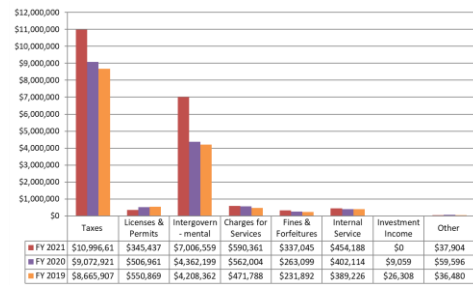


## General Fund Monthly Cash Flow by Fiscal Year



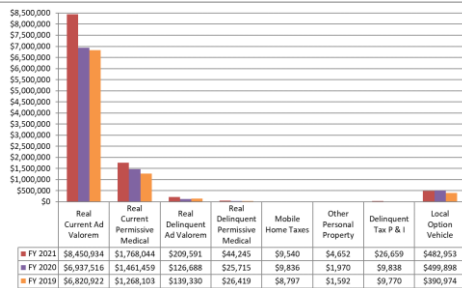
17

## General Fund Three Year Revenue Comparison as of 12/31/xx



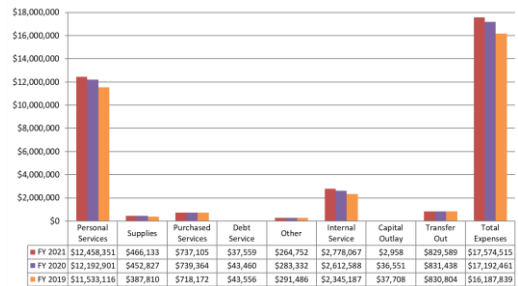
18

## General Fund Three Year Tax Revenue Comparison as of 12/31/xx



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## General Fund Three Year Expense Comparison as of 12/31/xx



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1<sup>st</sup> and 2<sup>nd</sup> Quarter Fiscal Year 2021

## At-Risk Funds

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

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## Golf Courses Fund Three Year Comparison as of 11/30/xx



Course Co. Financials as of  
November 30, 2020

	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Beginning Fund Balance, 7/1	(\$1,332,212)	(\$1,385,546)	(\$1,194,162)
<b>Plus:</b> Total YTD Operating Revenues	\$654,497	\$433,672	\$363,231
<b>Plus:</b> Total YTD CourseCo Refunds	\$170,000	\$0	\$0
<b>Plus:</b> Total YTD Revenues	\$824,497	\$433,672	\$363,231
<b>Minus:</b> Total YTD Expenses	\$617,208	\$565,249	\$592,737
Ending Fund Balance, 11/30	(\$1,124,923)	(\$1,517,123)	(\$1,423,668)

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## Swimming Pools Fund Three Year Comparison as of 12/31/xx



	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Beginning Fund Balance, 7/1	\$162,027	\$134,548	\$153,966
<b>Plus:</b> Total YTD Operating Revenues	\$238,049	\$296,449	\$347,695
<b>Plus:</b> Total YTD Transfers In	\$133,931	\$133,931	\$133,931
<b>Plus:</b> Total YTD Revenues	\$371,980	\$430,379	\$481,625
<b>Minus:</b> Total YTD Expenses	\$343,637	\$427,648	\$476,508
Ending Fund Balance, 12/31	\$190,370	\$137,279	\$159,084

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## Recreation Fund Three Year Comparison as of 12/31/xx



	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Beginning Fund Balance, 7/1	(\$31,072)	\$136,145	\$205,154
<b>Plus:</b> Total YTD Operating Revenues	\$46,079	\$79,512	\$96,681
<b>Plus:</b> Total YTD Transfers In	\$19,603	\$19,603	\$19,603
<b>Plus:</b> Total YTD Revenues	\$65,682	\$99,115	\$116,284
<b>Minus:</b> Total YTD Expenses	\$208,889	\$261,679	\$265,944
Ending Fund Balance, 12/31	(\$174,279)	(\$26,419)	\$55,493

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## Multi-Sports Fund Three Year Comparison as of 12/31/xx



	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Beginning Fund Balance, 7/1	\$8,630	\$16,961	\$31,864
<b>Plus:</b> Total YTD Revenues	\$8,880	\$28,119	\$35,850
<b>Minus:</b> Total YTD Expenses	\$28,071	\$55,913	\$62,806
Ending Fund Balance, 12/31	(\$10,561)	(\$10,833)	\$4,908

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## Civic Center Events Fund Three Year Comparison as of 12/31/xx



	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Beginning Fund Balance, 7/1	\$104,167	\$178,859	\$95,073
<b>Plus:</b> Total YTD Operating Revenues	\$8,864	\$65,169	\$101,712
<b>Plus:</b> Total YTD Transfers In	\$132,957	\$132,957	\$132,957
<b>Plus:</b> Total YTD Revenues	\$141,820	\$198,126	\$234,668
<b>Minus:</b> Total YTD Expenses	\$248,867	\$268,633	\$291,429
Ending Fund Balance, 12/31	(\$2,880)	\$108,352	\$38,313

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## Parking Fund Three Year Comparison as of 12/31/xx



	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Beginning Fund Balance, 7/1	\$449,639	\$425,164	\$378,962
<b>Plus:</b> Total YTD Revenues	\$113,913	\$356,479	\$292,613
<b>Minus:</b> Total YTD Expenses	\$258,210	\$281,397	\$254,622
Ending Fund Balance, 12/31	\$305,342	\$500,246	\$416,953

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