

JOURNAL OF COMMISSION WORK SESSION
April 18, 2017

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Bill Bronson, Bob Jones, Tracy Houck and Fred Burow.

STAFF PRESENT: City Manager Greg Doyon and Assistant City Manager Chuck Anderson, City Attorney Sara Sexe, Fiscal Services Director Melissa Kinzler, Planning and Community Development Director Craig Raymond and Deputy Director Tom Micuda, Public Works Director Jim Rearden, Park and Recreation Interim Director Patty Rearden, Fire Chief Steve Hester, Police Chief Dave Bowen, and City Clerk Lisa Kunz.

**** *Action Minutes of the Great Falls City Commission. Please refer to the audio/video recording of this meeting for additional detail. *****

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

2. **PUBLIC COMMENT**

Cheryl Higgins, 1517 3rd Avenue SW, provided and discussed a handout setting forth the cost differences of concrete, asphalt, gravel and pavers pertaining to proposed City Code revisions to Title 17 – Driveways and Off-Street Parking Surfaces. Ms. Higgins inquired if a cement pad would increase property value and therefore increase property taxes. Fiscal Services Director Melissa Kinzler responded that she assumed it would because it is considered an improvement.

Ron Gessaman, 1006 36th Avenue NE, commented that adding a concrete pad to property does add to the taxable value.

William Chafin, 3633 6th Avenue South, supervisor at Grace Home, a men's homeless veteran's shelter, thanked the Commission and discussed the impact of the allocation of CDBG funds have on many people's lives. He further commented that there is a need for a women's homeless veteran's shelter.

3. **UPDATES FROM NEIGHBORHOOD COUNCIL 7**

Mayor Kelly commented that Council 7's boundaries are: the northern and western boundaries are the Missouri River, the southern boundary is 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.

Council 7 holds its regular meetings on the second Monday of each month at 7:00 p.m. in the Gibson Room of the Civic Center.

Gudrun Linden, 1019 5th Avenue North, expressed concern regarding windows knocked out of homes and cars being vandalized in her neighborhood. Of particular concern to her is the Chelsea Apartment building at 1023 5th Avenue North.

4. CITY CODE REVISIONS FOR TITLE 17 – DRIVEWAYS AND OFF-STREET PARKING SURFACES

Planning and Community Development Deputy Director Tom Micuda reviewed and discussed the attached PowerPoint concerning proposed changes to Title 17 of the Official Code of the City of Great Falls pertaining to driveways and off-street parking surfaces for recreational vehicles. He noted that most owners request gravel parking pads to accommodate vehicles at the lowest cost. The goal of the code changes is to provide flexibility in parking options without negatively impacting adjacent owners and neighborhood character. Deputy Director Micuda concluded that the code changes would balance the community's recreation culture with protecting neighborhoods, reduces vehicles stored on the street or parked on the grass, and is more realistic to implement compared to paved surfacing.

Commissioner Houck inquired if it made a difference if the vehicle was titled versus not titled, and whether this included anything on wheels.

Deputy Director Micuda responded that the definition of "vehicle" is already in a section of City Code that they are not proposing to change. It is a pretty all inclusive definition. There is also a section in City Code that pertains to abandoned or junked vehicles that is a separate issue.

Commissioner Burow inquired if a permit would be required.

Deputy Director Micuda responded that, if the Commission adopts the proposed ordinance, staff discussed the need for public outreach and education to get the word out, and initially a streamlined permit process. Costs have not been discussed at this point. It will be a single fee for a single permit.

Commissioner Burow inquired if the vehicles had to be covered.

Deputy Director Micuda explained that the proposed code change pertains to vehicles that are operable. If there is an inoperable vehicle that is abandoned and unusable, one of the options is to cover the vehicle.

Mayor Kelly reiterated that the proposed change is to give residents more flexibility to comply with City Code.

Deputy Director Micuda reported that first reading of the ordinance will be May 2, and public hearing set for May 16, 2017.

5. 2017 THIRD QUARTER BUDGET REVIEW

Fiscal Services Director Melissa Kinzler provided and discussed the attached PowerPoint slides for Fiscal Year 2017 quarterly budget review, 3rd quarter.

She reviewed three year comparisons of the general fund unreserved fund balance, general fund revenue comparison, general fund tax revenue comparison, general fund expense comparison, as well as the highlighted funds of the golf courses, swimming pools, parking, and Civic Center Events.

Director Kinzler also provided the Commission with a Fund Balance sheet as of 03/31/2017.

6. DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Manager Doyon reported that the next work session will include a review of proposed amendments to Title 6 pertaining to animals, and an Alliance for Youth organization update. Discussion on the Park Maintenance District will continue on May 16, as well as discussion regarding Animal Shelter capital improvements. Budget discussions may interrupt some of those topics, or the Commission could schedule another retreat.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of April 18, 2017, at 6:20 p.m.



City Commission Work Session

- Amendments to Chapters 32 and 36 of the Official Code of the City of Great Falls - Driveways and Off-Street Parking



Reason for the Code Change

1. Current code requires paved driveways for single family and two-family homes
2. Owners have a large number of accessory vehicles like RVs
3. Vehicles sometimes get stored on-street and on grass
4. Parking on grass, dirt, and gravel not allowed
5. Recently, large number of complaints about vehicles on grass or on gravel

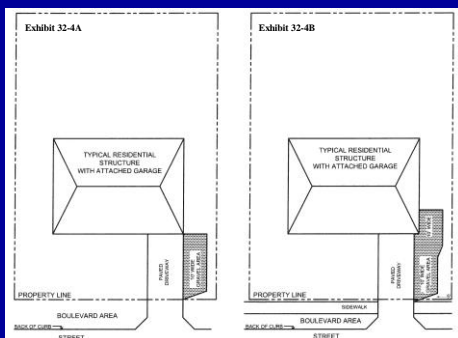


History - continued

1. Owners most often request gravel parking pads to accommodate vehicles at lowest cost
2. Goal for Amendments – provide gravel parking options without negatively impacting adjacent owners and neighborhood character



Option 1 - Exhibit 32-4A&B

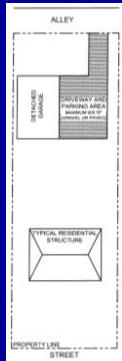


Amendment Outline

Provides property owners with 2 options:

- Option 1: 10 foot wide parking area off the driveway
 - overall width of driveway and parking area must not exceed 40 feet
 - must be on side of front yard, can extend along house; can't be in middle of yard in front of living area
 - can be concrete, asphalt, pavers, or gravel

Option 2 - Exhibit 32-5



Amendment Outline

Option 2: Parking Pad Accessed by Alley

- Owners will not be able to construct a new driveway or expand a driveway accessing the street if alley is present
- Can have gravel area in back of the lot
- Combined drive/parking area limited to 900 s.f.
- For lots greater than 1 acre, combined area can be larger – up to 6% of the lot



Other Provisions

- Main driveways off the street must be paved unless street is gravel. Driveways in R-1 zones can be gravel if approved by Engineer
- Gravel area cannot encroach onto sidewalk
- Gravel areas must be maintained. No ruts, standing water, weeds, no spillover onto adjacent property, no negative drainage impacts
- If amendment adopted, parking surface material guidance document will be available for residents



Results of Planning Board

- Board was generally supportive of the code changes
- Requested some minor changes – all incorporated into amendments
 - Larger gravel areas in rear yards for larger lots
 - No setback against side property lines
 - Allow gravel drive to touch sidewalk at a point

Conclusion

- Amendment balances community's recreation culture with protecting neighborhoods
- Amendment reduces vehicles stored on street, parked on grass
- More realistic to implement compared to paved surfacing
- Amendment will not solve all problems with issue

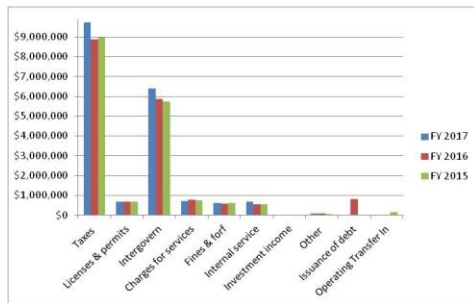
Fiscal Year 2017 Quarterly Budget Review 3rd Quarter

General Fund Unreserved Fund Balance Three Year Comparison

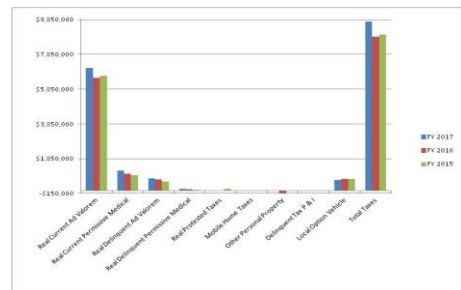
	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Beginning Fund balance, 7/1	\$7,026,833	\$5,892,518	\$3,068,392
Plus: Total YTD Revenues	\$18,930,724	\$18,183,700	\$17,550,128
Minus: Total YTD Expenses	\$21,565,047	\$21,020,895	\$18,808,775
Ending Fund balance, 3/31	\$4,392,510	\$3,055,323	\$1,809,745

FB: 20.36% of expenses; \$3,666,058 would be 17%

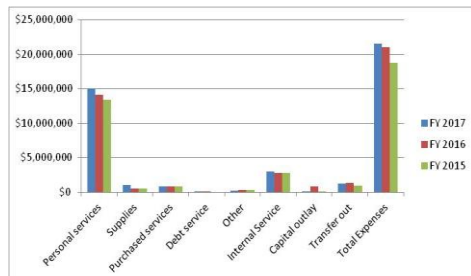
General Fund Three Year Revenue Comparison as of 3/31/xx



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



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



Highlighted Funds – Golf Courses Three Year Comparison as of 3/31/XX

	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Beginning Fund balance, 7/1	(\$848,200)	(\$952,987)	(\$1,131,643)
Plus: Total YTD Revenues	\$723,570	\$802,588	\$832,345
Minus: Total YTD Expenses	\$741,766	\$969,897	\$938,109
Ending Fund balance, 3/31	(\$866,396)	(\$1,120,296)	(\$1,237,407)

Highlighted Funds – Swimming Pools Three Year Comparison as of 3/31/XX

	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Beginning Fund balance, 7/1	\$117,523	\$133,158	\$180,326
Plus: Total YTD Revenues	\$604,284	\$620,180	\$568,124
Minus: Total YTD Expenses	<u>\$575,027</u>	<u>\$656,681</u>	<u>\$645,323</u>
Ending Fund balance, 3/31	\$146,780	\$96,657	\$103,127

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Highlighted Funds – Parking Three Year Comparison as of 3/31/XX

	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Beginning Fund balance, 7/1	\$365,339	\$360,143	\$402,408
Plus: Total YTD Revenues	\$418,373	\$418,269	\$517,049
Minus: Total YTD Expenses	<u>\$389,245</u>	<u>\$343,939</u>	<u>\$536,880</u>
Ending Fund balance, 3/31	\$394,467	\$434,473	\$382,577

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Highlighted Funds – CC Events Three Year Comparison as of 3/31/XX

	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Beginning Fund balance, 7/1	\$114,646	\$96,267	\$81,258
Plus: Total YTD Revenues	\$386,854	\$320,172	\$290,949
Minus: Total YTD Expenses	<u>\$411,575</u>	<u>\$365,796</u>	<u>\$405,520</u>
Ending Fund balance, 3/31	\$89,925	\$50,643	(\$33,313)

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