



Work Session Meeting Agenda
2 Park Drive South, Great Falls, MT
Gibson Room, Civic Center
May 21, 2024
5:30 PM

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 participation is welcome in the following ways:

- Attend in person.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. 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 TO ORDER

PUBLIC COMMENT

(Public comment on agenda items or any matter that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and either your address or whether you are a city resident for the record.)

WORK SESSION ITEMS

1. Great Falls Business Improvement District Update - Kellie Pierce.
2. Utility Billing Policy Change Regarding Tenants - Melissa Kinzler.
3. Fiscal Year 2025 Budget Introduction - Melissa Kinzler and Greg Doyon.

DISCUSSION POTENTIAL UPCOMING WORK SESSION TOPICS

ADJOURNMENT

City Commission Work Sessions are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. Work Session meetings are re-aired on cable channel 190 the following Thursday morning at 10 a.m. and the following Tuesday evening at 5:30 p.m.

Wi-Fi is available during the meetings for viewing of the online meeting documents.

UPCOMING MEETING SCHEDULE

City Commission Work Session - Tuesday June 4, 2024 7:00 p.m.

City Commission Meeting - Tuesday June 4, 2024 7:00 p.m.

Great Falls Business Improvement District

Who we are and what we do!

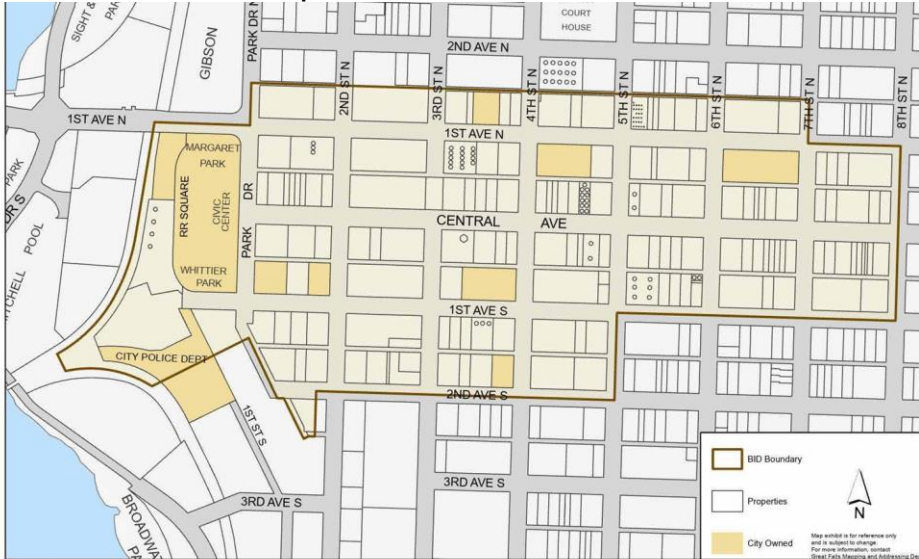


Mission & Vision

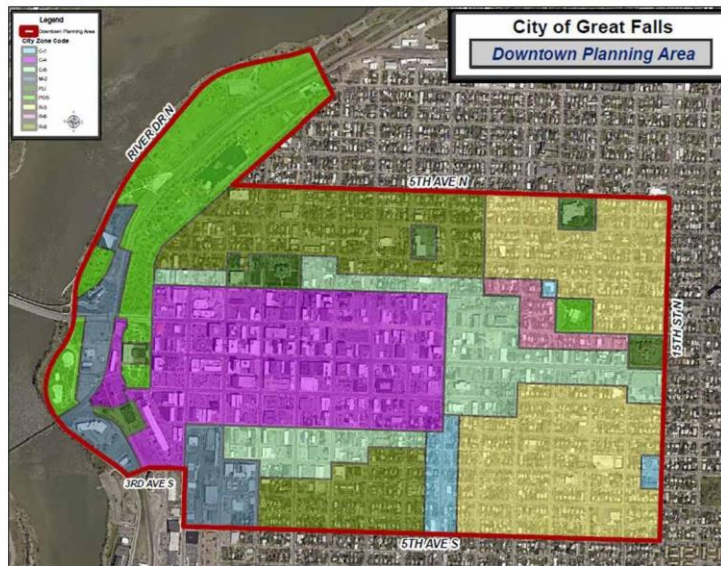
The mission of the Great Falls Business Improvement District is to represent the unique interests of the businesses and property owners located in the district. The goal of the BID is to create an environment that is appealing to shoppers, office workers, residents, tourists, and new businesses and investors. Overall, the BID is responsible for downtown revitalization through economic development, real estate development, short and long range planning, grant program administration, and physical and environmental improvement programs.



Business Improvement District Boundaries



Downtown Master Plan Boundaries



BID Assessment Formula

The assessment of the BID consists of the following:

- A flat fee of \$200.00 for each lot or parcel without a Land Use Code of 125,
- A flat fee of \$50.00 for each lot or parcel with a designated Land Use Code of 125 which is a residential condominium,
- An assessment of \$.00165 times the market valuation as provided by the Montana Department of Revenue, and
- An assessment of \$.015 times the square footage of the land area.



Services the BID offers

- Interior Improvement Grant program
- Business Incentive Grant program (paying 1 months rent for new businesses)
- Public art programs and graffiti removal
- Coins for a Cause
- Bike rack programs
- Boulevard tree program
- Garbage and snow removal
- Holiday Decor and banners
- Flower baskets and sound system management
- Community Resource Ambassador program
- Pedlet (outdoor dining program)
- We have assisted with many Streetscape improvements and provided assistance with sidewalk grants.



A few BID projects and initiatives...



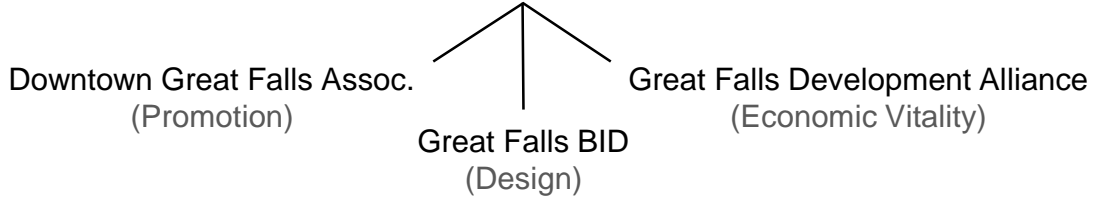
Growing our boundaries

- Original boundaries set in 1989 with the formation of the BID
- Successfully expanded once in 2021 on to the 700 block of Central
- Unsuccessful expansion effort in 2023 to include the 800 block
- Expansion passes if a vote of 60.1% of property owners are in favor, and City Commission approves.



Downtown Partnerships

Downtown Development Partnership
(Accredited National Main Street Organization)







Safety Alliance
TIF Programs/District
Parking Commission
Wayfinding Signage

Downtown Master Plan
Transformation Strategy
Revitalization Projects
ArtsFest Montana/Traffic signal boxes

Development projects - GFDA

Major Developments in Downtown Great Falls

	
Rocky Mountain Building Future home of Alluvion Health at Central Ave	Lofts at the Station Five story apartment building development
	
Rib and Chop House 5,000-plus square-foot restaurant at 21 3rd St. N	The Gibson Hotel Boutique hotel in the heart of Great Falls



Kellie Pierce
Executive Director - BID/DGFA
406-727-5430
318 Central Ave
www.exploredowntowngf.com





Change in the City's Utility Billing Policy in Regards to Tenants

May 21, 2024 Work Session

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Current Policy and Process

- A property owner is responsible for payment of utility charges
- As a courtesy, the City currently lists and bills utility accounts in the name of tenants through a "Request to Bill Tenant" form
- Cumbersome and time consuming process
- 2,855 accounts (8% of customers)
- Takes over 60% of the work
- The new Federal Lead and Copper rules caused staff to evaluate current policy and process

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Updated Policy and Process

- Phase out the courtesy of placing tenants on the utility accounts
 - Allows the City to only notify the Property Owners under the Federal Lead and Copper rule in the future
 - Not each change in tenant
 - Removes the City from most Property Owner/Tenant issues
 - Less work involved for both Finance and Public Works Departments
 - No longer need to process tenant forms, track delinquent tenant accounts, or do final tenant meter reads

FISCAL YEAR 2025 BUDGET INTRODUCTION

May 21, 2024 Work Session



Commission Goals & Priorities February 2024



- Public Safety
- Housing
 - Encourage/facilitate infill development; consider options and best practices
 - Continue to explore options (grant writing/legislature) to facilitate affordable housing and full spectrum of housing
 - Discuss camping ordinance and low barrier options with Continuum of Care group (two-four year plan)
- Economic Development
 - Streamlining zoning and permitting
 - Attracting primary sector businesses
 - Discussing ties between economic development to infrastructure and public safety
- Growth Plan

FY 2025 Tentative Budget Process



January/ February	<ul style="list-style-type: none"> Commission Goals/Priorities Retreat
April	<ul style="list-style-type: none"> Departments begin developing requested budgets
May	<ul style="list-style-type: none"> Departments submit final budget requests
June	<ul style="list-style-type: none"> Meetings between City Manager and Departments on requested budgets Proposed budget is balanced and finalized General Fund Proposed Budget presented at Work Session – 6/18/24 Additional Proposed Budget meetings?
July	<ul style="list-style-type: none"> Proposed Budget presented at Work Session – 7/2/24 Set the Public Hearing – 7/2/24 Public Hearing – 7/16/24
August	<ul style="list-style-type: none"> Certified Taxable Values received from MT Department of Revenue Adopt annual tax levies – 8/20/24
September	<ul style="list-style-type: none"> Preparation of final budget document

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A Look Back at FY 2024 Budget Drivers



- Undesignated Fund Balance Management
 - General Fund below 22% recommended minimum policy
- Covid Recovery
- Legislative Session?
- Electricity Costs
 - 200% increase City-wide
- Union Negotiations
 - Currently happening, may need to estimate for budget
- Health Insurance
 - Preliminary 8% increase to City
- Cops Grant
 - \$74,000 additional to be covered by General Fund in FY2024
- Additional support staff in Legal Department

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FY 2025 Budget Drivers

- Cover adopted CBA’s salary increases and merit increases
- Health Insurance
 - 12% increase to City
- Cops Grant
 - Grant complete, no additional funding
- 2nd Municipal Judge moved from ½ year to full year
- Electricity Supply Costs
 - 17% decrease City-wide starting November 1, 2024
- Workers Compensation
 - Estimated 43% decrease, over \$390,000 savings
- Tax Appeal
- Undesignated Fund Balance Management
 - General Fund 22% recommended minimum policy
- Additional cost of new space for Court
- Scheels Aim High Big Sky Recreation Center



General Fund 4-Year History

General Fund	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Adopted Budget
Total Revenues	\$ 33,973,714	\$ 34,001,701	\$ 36,143,514	\$ 37,973,437
Total Expenses	\$ 34,526,216	\$ 35,302,147	\$ 37,205,207	\$ 38,971,501
Revenues Over (Under) Expenses	\$ (552,502)	\$ (1,300,446)	\$ (1,061,693)	\$ (998,064)



General Fund Revenue Increases

General Fund Revenue Segment	FY2022 Actual Increases	FY2023 Actual Increases	FY2024 Actual Increases	FY2025 Available Increases
Newly Taxable Property	\$ 366,758	\$ 352,303	\$ 1,510,213 Protested (\$1,093,591)	\$ 400,000 Amount not known until August
Inflationary Factor	\$ 0	\$ 641,691 Used carry-over mills from prior 2 years	\$ 446,080	\$ 562,520
Permissive Medical Levy	\$ 0	\$ 247,551	\$ 353,043	\$ 300,000 Estimate
Entitlement Share	\$ 130,271	\$ 294,004	\$ 311,446	\$ 319,522
Total Revenue Increase	\$ 497,029	\$ 1,535,549	\$ 2,620,782	\$ 1,582,042

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Update on Tax Increment Districts

District	Lifespan of District	Base Taxable Value	Current Taxable Value	Annual Increment	Debt Issued
Central MT Agri-Tech Park / International Malting Plant	2005 - 2040	\$347,618	\$1,270,871	\$600,000	\$1,500,000 bonds issued
West Bank Urban Renewal	2007 - 2040	\$292,536	\$1,818,850	\$975,000	\$4,055,000 bonds issued
Great Falls International Airport	2008 - 2038	\$107,149	\$403,776	\$190,000	\$645,000 bonds issued
East Industrial Park	2013 - 2028	\$232	\$615,631	\$420,000	No bonds issued
Great Falls Downtown Urban Renewal	2012 - 2040	\$3,643,698	\$5,850,723	\$2,000,000	\$5,995,000 bonds issued

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Upcoming Budget Process

- **Week of June 3rd**
 - Departments present requested budgets to City Manager
- **Week of June 18th**
 - City Manager transmits Proposed Budget to Commission at Work Session
- **End of Week of June 26th, Additional Budget Work Sessions?**
- **July 2th – *Commission Action***
 - Commission sets public hearing for July 18th
- **July 16th – *Commission Action***
 - Public Hearing and Adopt or Continue Budget
- **August 20th – *Commission Action***
 - Adopt Annual Tax Levy