



Work Session Meeting Agenda
2 Park Drive South, Great Falls, MT
Gibson Room, Civic Center
January 16, 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. Semi-Annual Budget Review - Melissa Kinzler and Kirsten Myre.

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

Work Session - Tuesday February 6, 2024 5:30 p.m.

Commission Meeting - Tuesday February 6, 2024 p.m.



Quarterly Budget Review

- 4th Quarter Fiscal Year 2023
- 2nd Quarter Fiscal Year 2024

1



4th Quarter Fiscal Year 2023

General Fund

- Fund Balance Comparison
- Revenue
 - Tax Revenue
- Expenses

2



General Fund Three Year Comparison

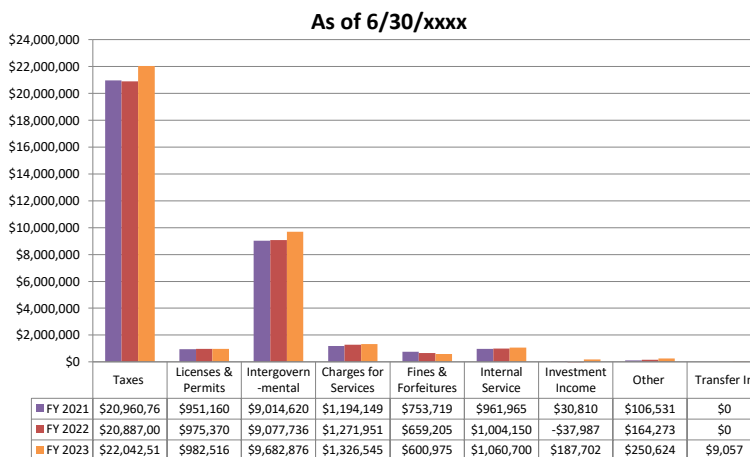
	As of 6/30/xxxx		
	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021
Revenue Totals	\$36,143,514	\$34,001,701	\$33,973,714
Expenditure Totals	\$37,205,207	\$35,302,147	\$34,526,215
Revenue Over (Under) Expenditures	(\$1,061,693)	(\$1,300,446)	(\$552,501)
Beginning Fund Balance, 7/1	\$11,741,081	\$13,041,527	\$13,594,028
Net Change	(\$1,061,693)	(\$1,300,446)	(\$552,501)
Ending Fund Balance, 6/30	\$10,679,388	\$11,741,081	\$13,041,527

Unreserved Balance	\$7,299,558	\$7,156,251	\$8,456,697
Reserved CARES Act Balance	\$3,379,830	\$4,584,830	\$4,584,830
Fund Balance Total	\$10,679,388	\$11,741,081	\$13,041,527
Unreserved % (22% Policy)	19.62%	20.27%	24.49%
CARES Act %	9.08%	12.99%	13.28%
Fund Balance % Total	28.70%	33.26%	37.77%

3



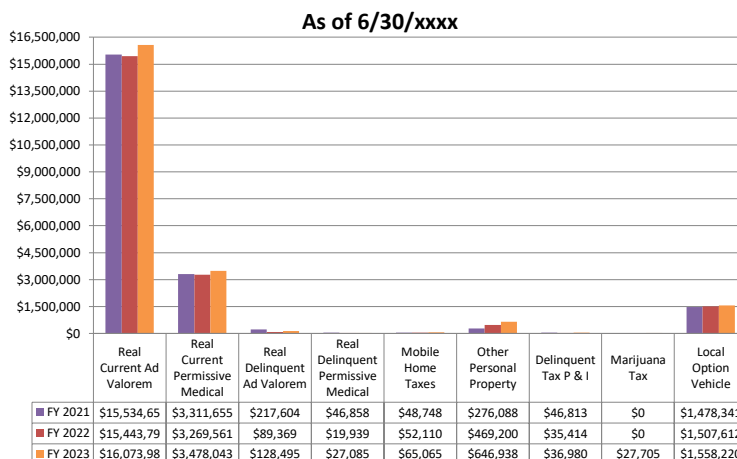
General Fund Three Year Revenue Comparison



4



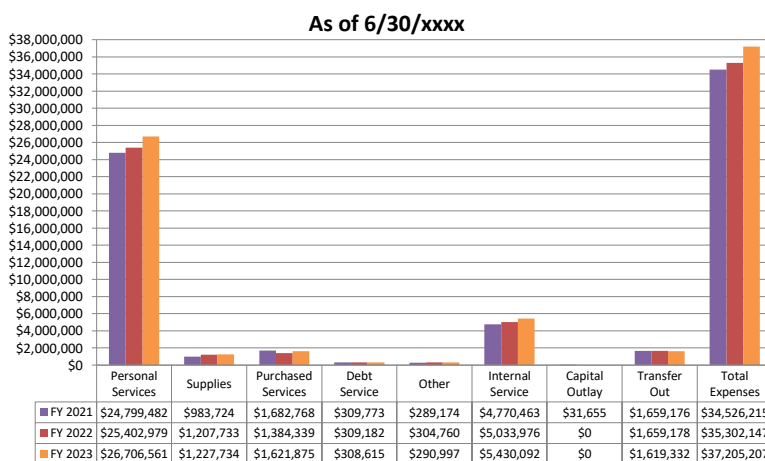
General Fund Three Year Tax Revenue



5



General Fund Three Year Expense Comparison



6



2nd Quarter Fiscal Year 2024

General Fund

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

7

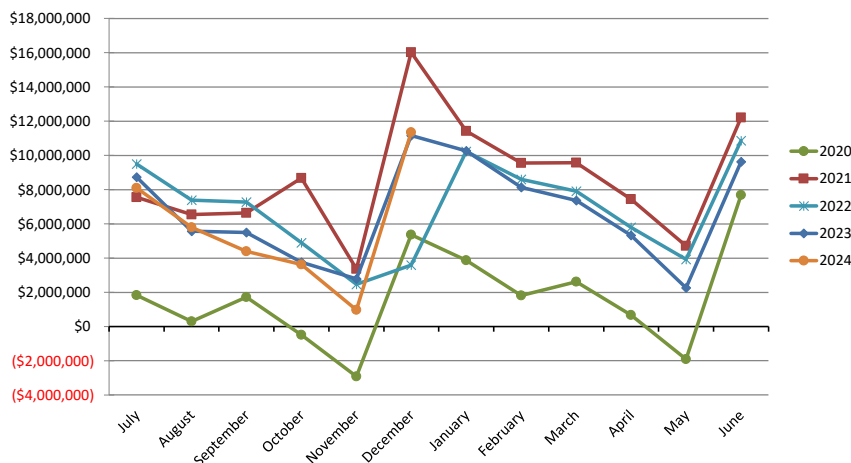


General Fund Three Year Comparison

	As of 12/31/xxxx		
	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022
Revenue Totals	\$20,082,949	\$18,600,350	\$8,826,472
Expense Totals	\$19,853,268	\$19,261,726	\$18,302,916
Revenue Over (Under) Expenditures	\$229,681	(\$661,376)	(\$9,476,444)
Beginning Fund Balance, 7/1	\$10,679,388	\$11,741,081	\$13,041,527
Net Change	\$229,681	(\$661,376)	(\$9,476,444)
Ending Fund Balance, 12/31	\$10,909,069	\$11,079,705	\$3,565,083
Unreserved Fund Balance	\$8,527,303		
CARES Reserved Balance	\$2,381,766		
Total Fund Balance	\$10,909,069		

8

General Fund Monthly Cash Flow by Fiscal Year



9

General Fund Updated Budget Drivers



- **Newly Taxable Property**

Budgeted	\$	400,000
Actual	\$	1,510,213
Increase	\$	1,110,213

- **Protested Taxes**

City's Protested Taxes at 12/31/2023	1 st Half Taxes Due
General Levy	\$ 474,924.52
Permissive Medical Levy	\$ 93,669.92
Soccer Park Levy	\$ 3,895.10
Library Levy	\$ 52,973.65
West Bank TID	\$ 19,387.56
Total Protested Taxes	\$ 644,850.75

- **Reimbursement from Sale of Centene Building**

General Fund	\$	800,000
Water Fund	\$	62,674
Sewer Fund	\$	74,768
Street Fund	\$	62,558
Total Reimbursed to City	\$	1,000,000

10



General Fund Updated Budget Drivers

- Marijuana Tax Revenue**

Quarter 1 (Partial)	\$	27,705
Quarter 2	\$	55,564
Quarter 3	\$	56,179
Total Received to Date	\$	139,448
Estimated Annual Amount	\$	220,000

- National Opioid Settlement Revenue**

Total Received to Date	\$	83,308
Must be used for opioid related expenses		

11



General Fund Unreserved Fund Balance

Adopted Budget Revenues Over (Under) Expenses	\$	(998,064)
Newly Taxable Property	\$	1,110,213
Protested Taxes	\$	(1,093,591)
Sale of Centene Property	\$	800,000
Marijuana Tax	\$	220,000
Projected Revenues Over (Under) Expenses	\$	38,558

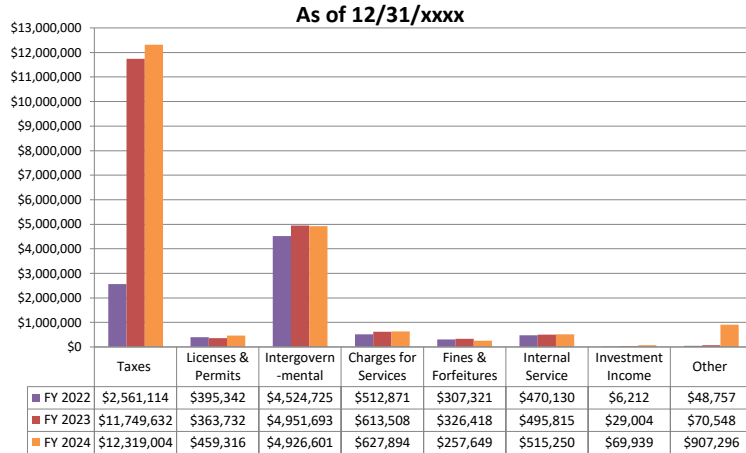
* if not used for one-time expense

	FY2024 Adopted Budget		FY2024 Projected	
Beginning Fund Balance, 7/1	\$ 10,225,303		\$ 10,679,388	
Net Change	\$ (998,064)		\$ 38,558	
Ending Fund Balance, 12/31	\$ 9,227,239		\$ 10,717,946	
Unreserved Fund Balance	\$ 6,845,473	17.57%	\$ 7,299,558	18.73%
CARES Reserved Balance	\$ 2,381,766	6.11%	\$ 3,418,388	8.77%
Total Fund Balance	\$ 9,227,239	23.68%	\$ 10,521,836	27.50%

12



General Fund Three Year Revenue Comparison



13



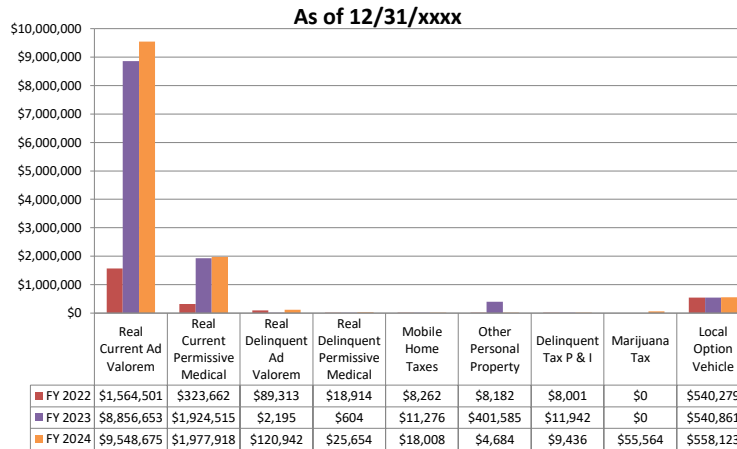
General Fund Budget to Actual Comparison

General Fund Revenues	FY2024 Budget	As of 12/31/2023	% to Date
Taxes	\$24,182,096	\$12,319,004	50.9%
Licenses & Permits	\$916,500	\$459,316	50.1%
Intergovernmental	\$9,730,562	\$4,926,601	50.6%
Charges for Services	\$1,149,262	\$627,894	54.6%
Fines & Forfeitures	\$680,000	\$257,649	37.9%
Internal Service	\$1,102,343	\$515,250	46.7%
Investment Income	\$20,000	\$69,939	349.7%
Other	\$192,674	\$907,296	470.9%
Total Revenue	\$37,973,437	\$20,082,949	52.9%

14



General Fund Three Year Tax Revenue



15



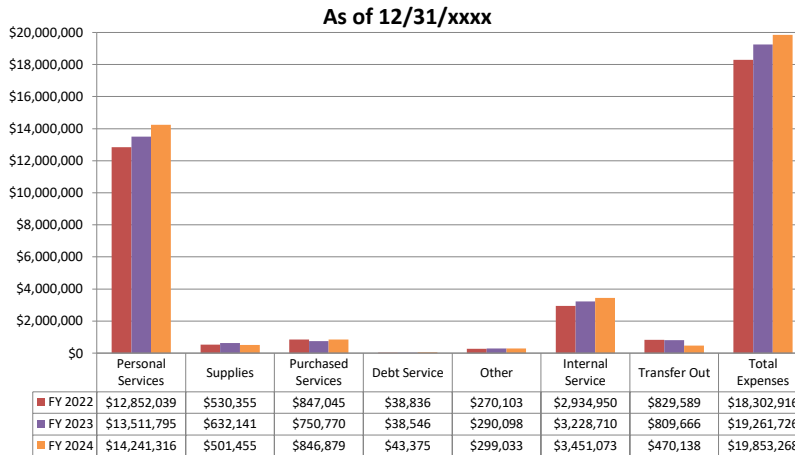
General Fund Budget to Actual Comparison

Tax Revenue Detail	FY2024 Budget	As of 12/31/2023	% to Date
Real Current Ad Valorem	\$17,839,752	\$9,548,675	53.5%
Real Current Permissive Medical	\$3,962,344	\$1,977,918	49.9%
Real Delinquent Ad Valorem	\$665,000	\$120,942	18.2%
Real Delinquent Permissive Medical	\$85,000	\$25,654	30.2%
Mobile Home Taxes	\$45,000	\$18,008	40.0%
Other Personal Property	\$150,000	\$4,684	3.1%
Delinquent Tax Penalty & Interest	\$35,000	\$9,436	27.0%
Marijuana Tax	\$0	\$55,564	-
Local Option Vehicle	\$1,400,000	\$558,123	39.9%
Total Tax Revenue	\$24,182,096	\$12,319,004	50.9%

16



General Fund Three Year Expense Comparison



17



General Fund Budget to Actual Comparison

General Fund Expenses	FY2024 Budget	As of 12/31/2023	% to Date
Personal Services	\$28,706,029	\$14,241,316	49.6%
Supplies	\$1,106,298	\$501,455	45.3%
Purchased Services	\$1,898,367	\$846,879	44.6%
Debt Service	\$317,529	\$43,375	13.7%
Other	\$270,000	\$299,033	110.8%
Internal Service	\$5,733,002	\$3,451,073	60.2%
Transfer Out	\$940,276	\$470,138	50.0%
Total Expenses	\$38,971,501	\$19,853,268	50.9%

18



2nd Quarter Fiscal Year 2024

Funds Needing Attention

- Golf Courses
- Recreation
- Multi-Sports
- Civic Center Events
- Parking
- Planning & Community Development
- Health & Benefits
- Human Resources

19



Golf Courses Fund Three Year Comparison

Course Co. Financials as of November 30, 2023	As of 11/30/xxxx		
	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022
Operating Revenues	\$819,836	\$736,311	\$735,734
Revenue Received from Course Co.	\$0	\$374,411	\$264,000
Revenue Totals	\$819,836	\$1,110,722	\$999,734
Expense Totals	\$817,192	\$773,890	\$674,578
Revenue Over (Under) Expenditures	\$2,644	\$336,832	\$325,156
Beginning Fund Balance, 7/1	(\$313,202)	(\$530,804)	(\$1,111,409)
Net Change	\$2,644	\$336,832	\$325,156
Ending Fund Balance, 11/30	(\$310,558)	(\$193,972)	(\$786,253)

20



Recreation Fund Three Year Comparison

	As of 12/31/xxxx		
	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022
Revenue - Operating	\$103,083	\$78,100	\$56,768
Revenue - Transfer In (General Fund)	\$19,603	\$19,603	\$19,603
Revenue - Transfer In (CARES)	\$0	\$70,000	\$0
Revenue Totals	\$122,686	\$167,703	\$76,371
Expenditure Totals	\$286,636	\$286,208	\$238,384
Revenue Over (Under) Expenditures	(\$163,950)	(\$118,504)	(\$162,013)
Beginning Fund Balance, 7/1	\$25,570	\$19,805	(\$118,836)
Net Change	(\$163,950)	(\$118,504)	(\$162,013)
Ending Fund Balance, 12/31	(\$138,380)	(\$98,700)	(\$280,848)

21



Multi-Sports Fund Three Year Comparison

	As of 12/31/xxxx		
	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022
Revenue - Operating	\$20,822	\$14,455	\$15,617
Revenue - Transfer In (CARES)	\$0	\$17,250	\$0
Revenue Totals	\$20,822	\$31,705	\$15,617
Expenditure Totals	\$61,109	\$47,366	\$49,479
Revenue Over (Under) Expenditures	(\$40,286)	(\$15,661)	(\$33,863)
Beginning Fund Balance, 7/1	\$28,544	\$31,086	(\$4,210)
Net Change	(\$40,286)	(\$15,661)	(\$33,863)
Ending Fund Balance, 12/31	(\$11,743)	\$15,425	(\$38,073)

22



Civic Center Events Fund Three Year Comparison

	As of 12/31/xxxx		
	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022
Revenue - Operating	\$121,644	\$80,717	\$103,557
Revenue - Transfer In (General Fund)	\$0	\$132,957	\$132,957
Revenue Totals	\$121,644	\$213,673	\$236,514
Expenditure Totals	\$307,592	\$282,220	\$280,453
Revenue Over (Under) Expenditures	(\$185,947)	(\$68,547)	(\$43,939)
Beginning Fund Balance, 7/1	\$329,850	\$400,270	(\$64,605)
Net Change	(\$185,947)	(\$68,547)	(\$43,939)
Ending Fund Balance, 12/31	\$143,902	\$331,723	(\$108,544)

23



Parking Fund Three Year Comparison

	As of 12/31/xxxx		
	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022
Revenue - Operating	\$323,093	\$335,246	\$302,002
Revenue - Transfer In (ARPA)	\$0	\$52,876	\$0
Revenue Totals	\$323,093	\$388,121	\$302,002
Expenditure Totals	\$306,034	\$298,057	\$260,214
Revenue Over (Under) Expenditures	\$17,059	\$90,065	\$41,788
Beginning Fund Balance, 7/1	\$171,450	\$102,914	(\$72,444)
Net Change	\$17,059	\$90,065	\$41,788
Ending Fund Balance, 12/31	\$188,509	\$192,979	(\$30,656)

24

Planning & Community Development Fund Three Year Comparison



	As of 12/31/xxxx		
	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022
Revenue - Operating	\$323,747	\$340,339	\$243,602
Revenue - Transfer In (General Fund)	\$188,466	\$188,466	\$135,966
Revenue - Transfer In (CARES)	\$0	\$148,750	\$0
Revenue Totals	\$512,213	\$677,555	\$379,568
Expenditure Totals	\$671,359	\$634,831	\$584,170
Revenue Over (Under) Expenditures	(\$159,145)	\$42,724	(\$204,602)
Beginning Fund Balance, 7/1	\$105,124	(\$212,464)	\$50,813
Net Change	(\$159,145)	\$42,724	(\$204,602)
Ending Fund Balance, 12/31	(\$54,021)	(\$169,740)	(\$153,789)

25

Health & Benefits Fund Three Year Comparison



	As of 12/31/xxxx		
	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022
Revenue Totals	\$5,193,884	\$4,980,475	\$4,708,269
Expense Totals	\$4,648,792	\$2,849,901	\$3,110,994
Revenue Over (Under) Expenditures	\$545,092	\$2,130,575	\$1,597,275
Beginning Fund Balance, 7/1	\$3,265,995	\$1,917,917	\$1,521,149
Net Change	\$545,092	\$2,130,575	\$1,597,275
Ending Fund Balance, 12/31	\$3,811,087	\$4,048,492	\$3,118,425

26



Human Resources Fund Three Year Comparison

	As of 12/31/xxxx		
	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022
Revenue Totals	\$550,139	\$507,742	\$494,961
Expense Totals	\$562,104	\$499,422	\$315,804
Revenue Over (Under) Expenditures	(\$11,965)	\$8,319	\$179,157
Beginning Fund Balance, 7/1	(\$21,967)	\$97,833	\$17,655
Net Change	(\$11,965)	\$8,319	\$179,157
Ending Fund Balance, 12/31	(\$33,931)	\$106,153	\$196,811