



**Work Session Meeting Agenda**  
**2 Park Drive South, Great Falls, MT**  
**Gibson Room, Civic Center**  
**July 02, 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](mailto: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. Commission Discussion on Civic Center outdoor flags.
2. 2025 Proposed Budget Discussion - Continued from June 18, 2024 - Greg Doyon and Finance Staff.

## **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 July 16, 2024 5:30 p.m.

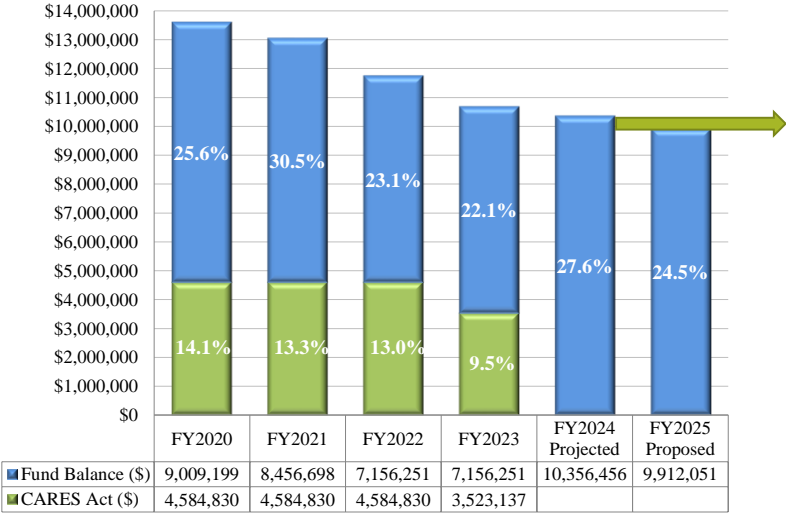
City Commission Meeting - Tuesday July 16, 2024 7:00 p.m.

# FISCAL YEAR 2025 BUDGET

July 2, 2024 Work Session



## General Fund Recap



Total Revenue Budget	\$ 40,370,294
Total Expense Budget	\$ 40,814,699
Use of Fund Balance in FY2025	\$ 444,405
FY2025 Ending Fund Balance	\$ 9,912,051 24.5%
Target Fund Balance	\$ 8,979,234 22%



# General Fund Revenue Increases

General Fund Revenue Segment	FY2023 Increases	FY2024 Increases	FY2025 Available Increases	Approximate Household Impact
Newly Taxable Property	\$ 352,303	\$ 1,510,213 Protested: Approx. \$1,093,591	\$ 400,000 Amount not known until August	-
Inflationary Factor	\$ 641,691 Used carry-over mills from prior 2 years	\$ 446,080	\$ 562,520	\$5.76 per \$100,000 Taxable Market Value
Permissive Medical Levy	\$ 247,551	\$ 353,043	\$ 317,544	\$3.25 per \$100,000 Taxable Market Value
Marijuana Tax	-	-	\$ 220,000	-
Entitlement Share	\$ 294,004	\$ 311,446	\$ 319,522	-
<b>Total Revenue Increases</b>	<b>\$ 1,535,549</b>	<b>\$ 2,620,782</b>	<b>\$ 1,819,586</b>	<b>-</b>

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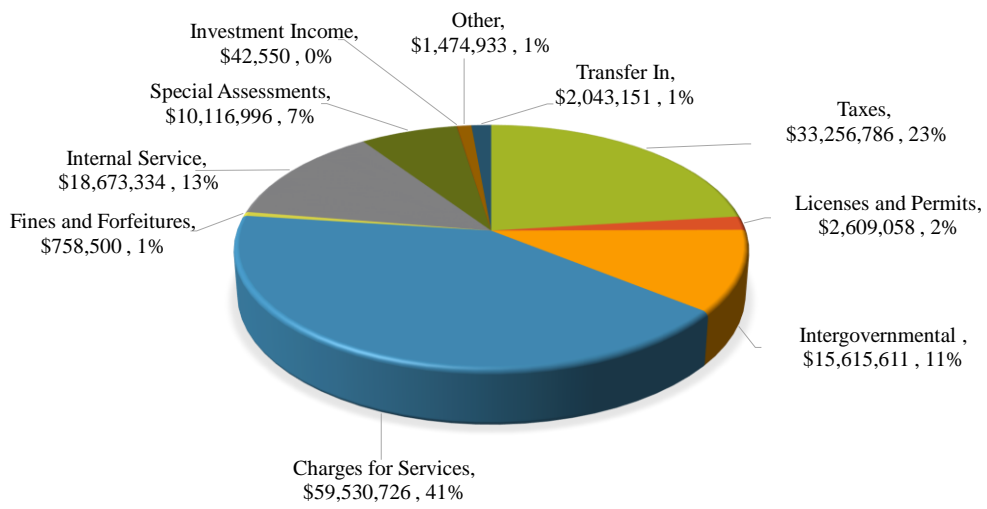
# City-Wide Revenues

Revenues	FY2024 Adopted	FY2025 Proposed	Increase (Decrease)	% Change
Taxes	\$ 30,171,096	\$ 33,256,786	\$ 3,085,690	10.23%
Licenses and Permits	\$ 2,434,108	\$ 2,609,058	\$ 174,950	7.19%
Intergovernmental	\$ 26,585,268	\$ 15,615,611	\$ (10,969,657)	-41.26%
Charges for Services	\$ 53,524,601	\$ 59,530,726	\$ 6,006,125	11.22%
Fines and Forfeitures	\$ 758,500	\$ 758,500	\$ -	0.00%
Internal Service	\$ 17,406,667	\$ 18,673,334	\$ 1,266,667	7.28%
Special Assessments	\$ 9,487,697	\$ 10,116,996	\$ 629,299	6.63%
Investment Income	\$ 28,150	\$ 42,550	\$ 14,400	51.15%
Other	\$ 643,282	\$ 1,474,933	\$ 831,651	129.28%
Transfer In	\$ 1,786,950	\$ 2,043,151	\$ 256,201	14.34%
Issuance of Debt	\$ 1,500,000	\$ -	\$ (1,500,000)	-100.00%
<b>Total Revenue</b>	<b>\$ 144,326,319</b>	<b>\$ 144,121,645</b>	<b>\$ (204,674)</b>	<b>-0.14%</b>

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# City-Wide Revenues



# Proposed Assessment and Utility Rate Adjustments

		FY2025 Adjustment	Previous Adjustment
Assessment	Boulevard District	6%	2024: 6%
Assessment	Portage Meadows	5%	2024: 5%
Assessment	Street Maintenance	10%	2024: 10%
Assessment	Street Lighting Districts	6.7%	2024: 14%
Utility	Water	Spring 2025: 10%	Spring 2024: 15%
Utility	Sewer	Spring 2025: 15%	Spring 2024: 10%
Utility	Storm Drain	Spring 2025: 10%	Spring 2024: 15%
Utility	Sanitation	Spring 2025: 5%	Spring 2024: 5%

All proposed adjustments require separate Commission action

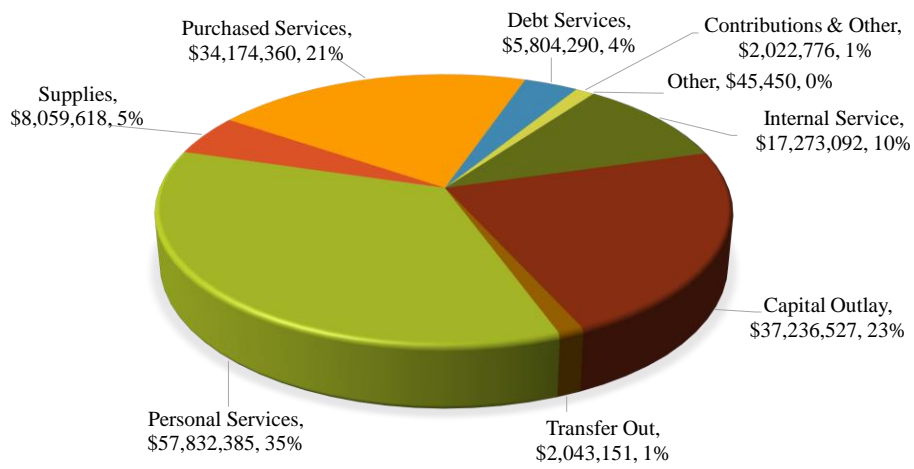


# City-Wide Expenses

Expenses	FY2024 Adopted	FY2025 Proposed	Increase (Decrease)	% Change
Personal Services	\$53,911,310	\$57,832,385	\$ 3,921,075	7.27%
Supplies	\$7,151,060	\$8,059,618	\$ 908,558	12.71%
Purchased Services	\$32,230,860	\$34,174,360	\$ 1,943,500	6.03%
Debt Services	\$6,044,925	\$5,804,290	\$ (240,635)	-3.98%
Contributions & Other	\$3,565,133	\$2,022,776	\$ (1,542,357)	-43.26%
Other	\$20,450	\$45,450	\$ 25,000	122.25%
Internal Service	\$16,199,136	\$17,273,092	\$ 1,073,956	6.63%
Capital Outlay	\$41,542,893	\$37,236,527	\$ (4,306,366)	-10.37%
Transfer Out	\$1,786,950	\$2,043,151	\$ 256,201	14.34%
<b>Total Expenses</b>	<b>\$ 162,452,717</b>	<b>\$ 164,491,649</b>	<b>\$ 2,038,932</b>	<b>1.26%</b>

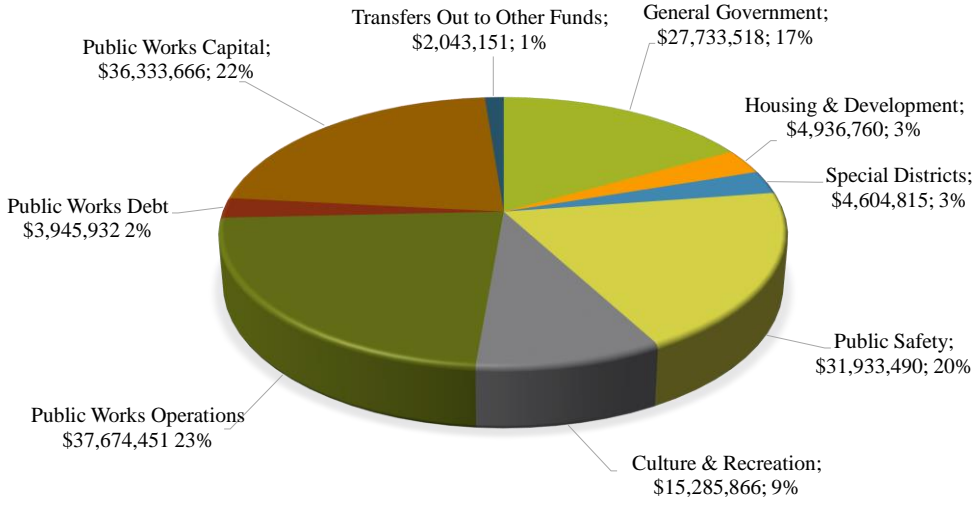


# City-Wide Expenses by Category





# City-Wide Expenses by Function



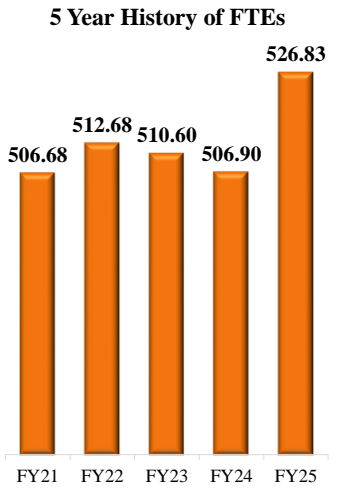
# Capital Outlay | Pages 131-135

Major Capital Outlay	Budget
Sewer Lift Station 1 Construction	\$7,800,000
Water Main Replacements	\$3,750,000
Street Reconstruction 4 <sup>th</sup> Ave N from 9 <sup>th</sup> to 14 <sup>th</sup> St N	\$2,350,000
33 <sup>rd</sup> St Water Storage Tank Repair	\$2,000,000
South Great Falls Storm Drain Improvement Middle Basin	\$1,900,000
BaRSAA Projects (East Fiesta Street Reconstruction & Giant Springs Bank Stabilization)	\$1,600,000
Central Ave & 3 <sup>rd</sup> St Phase 2 Storm Drain Construction	\$1,000,000
3 Sanitation Trucks	\$1,299,240
Street Department Milling Machine	\$592,390
12 Vehicles for Police	\$563,760
Park Maintenance District Projects	\$433,220



# Employee Summary | Pages 125-130

General Fund – Commission	Added part-time Neighborhood Council position	0.50
General Fund – Court	Full year of 2 <sup>nd</sup> judge	0.50
General Fund – Legal	Removed file clerk intern	(0.29)
Finance	Reorganized ARPA Project Manager and CDBG positions	(2.00)
Library	Implementation of mill levy plan	(0.03)
Civic Center Events	Removed part-time laborer	(0.72)
Recreation	Closing of old recreation center	(2.88)
Aim High Big Sky	Opening of new aquatics and recreation center	25.95
Planning & Community Development	Reorganized employee allocations between funds	(0.10)
Public Works – Street, Sanitation, Central Garage	Removed Program Specialist	(1.00)
Public Works – Sanitation	Added Superintendent	1.00
Public Works – Engineering	Removed two ARPA positions, added Support Specialist	(1.00)
<b>Total Increase (Decrease) in FTEs in FY2025</b>		<b>19.93</b>



# Fund Review | Fund Detail Worksheet

- 57 budgeted funds with fund balance targets
  - Meets Requirements
  - Does not Meet Requirements



# ARPA Update

<b>Original ARPA Balance</b>	<b>\$19,472,737</b>	
<b>Committed Funds</b>	<b>Current Project Cost</b>	<b>Notes</b>
Completed Projects	\$3,137,618.63	
Community Grants	\$2,884,557.00	
Animal Shelter Cattery	\$35,600.00	
Court Remodel	\$3,159,188.56	Adding in \$200,000 contingency to cover current courtroom remodel into meeting space, and additional unforeseen remodel issues for Missouri Room
Fire Station Infrastructure	\$3,060,717.68	
PD Evidence Building & Front Entry Area	\$4,283,597.50	Adding in \$250,000 additional contingency for unforeseen construction expenses
Civic Center HVAC	\$1,412,638.22	
Civic Center Transformer/Boiler	\$1,407,300.00	
<b>Total</b>	<b>\$19,381,217.59</b>	
<b>ARPA Balance as of 6/14/24*</b>	<b>\$91,519.41</b>	

\*Current project costs reflect work that is currently under contract with no modifications. Court and PD Evidence Building are still using budget estimates.



# CARES Update

<b>Original CARES Balance</b>	<b>\$10,159,163</b>
<b>CARES Usage</b>	<b>Amount</b>
Replenish Funds Impacted by Covid FY2022	\$1,141,151
Balance General Fund Budget FY2023	\$1,205,000
Replenish Planning Fund FY2023	\$297,500
Replenish Recreation Fund FY2023	\$140,000
Replenish Multi-Sports Fund FY2023	\$34,500
GFDA Revolving Loan Fund Contribution	\$1,400,000
Balance General Fund Budget FY2024	\$998,064
Growth Plan Policy Update	\$300,000
General Fund Undesignated Fund Balance	\$2,381,766
<b>Total</b>	<b>\$7,897,981</b>
<b>Remaining CARES Balance as of 6/18/24</b>	<b>\$2,261,182</b>





# Upcoming Budget Process

- **June 18<sup>th</sup>**
  - Work Session - presentation of General Fund
- **July 2<sup>nd</sup> – *Commission Action***
  - Work Session – full budget presentation
  - Commission sets public hearing for July 16<sup>th</sup>
- **Additional budget work sessions?**
- **July 16<sup>th</sup> – *Commission Action***
  - Public Hearing and Adopt or Continue Budget
- **August 20<sup>th</sup> – *Commission Action***
  - Adopt Annual Tax Levy

