

**The City Commission** serves as the legislative and governing body of the City of Great Falls. It is responsible for establishing City policies and goals. The City Commission has the authority to adopt laws, ordinances, and resolutions as needed to conduct the business of the City.

**Administration Group includes:**

1. **The City Manager's Office** is responsible for assuring the city commission's policy direction is carried out and overall management of all city functions. The staff is also responsible for a wide variety of special projects, such as developing intergovernmental agreements, measuring organizational efficiency, and budget development.
2. **The City Clerk's Office** is responsible for the history of the City as an organization. The accomplishments and accountability of municipal governments is documented by the creation, maintenance, and preservation of public records.
3. **The Human Resource Division** is responsible for recruitment, organizational training, labor relations, and development of City personnel.
4. **Neighborhood Council Liaison** is responsible for providing technical and general information to Neighborhood Councils, Council of Councils, City Staff, and the City Commission and Great Falls citizens.
5. **Animal Shelter Operations** is responsible for day to day operations of the Great Falls Animal Shelter.
6. **Civic Center Events** is responsible for day to day operations of the Mansfield Center for the Performing Arts.

**The Fire Department's** primary responsibility is to protect lives and property through fire prevention, fire suppression and investigation, emergency pre-hospital medical service, and maintenance of fire hydrants.

**The Fiscal Services Department** provides and accounts for services in support of other City operations. Fiscal Service operations encompass:

|                             |                                  |
|-----------------------------|----------------------------------|
| Accounts Payable/Receivable | Mapping/GIS                      |
| City Assessments            | Payroll                          |
| Information Technology      | Budget and Analysis              |
| City Mail                   | Utility Billing/Customer Service |

**The Housing Authority** provides staff and management to the Great Falls Housing Authority Board of Commissioners to manage and operate 490 units of public housing, 16 units of unsubsidized affordable housing in Great Falls, and 200 Section 8 Vouchers.

**The Legal Services Department** provides legal advice for the City Commission and City Staff, assists departments in preparing new ordinances or changes to existing ones, represents the City in civil litigation and prosecutes misdemeanor violations in Municipal Court.

**The Municipal Court** provides for direct courtroom proceedings and the record and receipt functions necessary to follow through with Municipal Court dispositions, and for jail alternatives. The Municipal Court Operations are administered by the Municipal Court Judge.

**The Park and Recreation Department** is responsible for the City's parks and trees, swim pools, golf courses, and City implemented recreation programs.

**The Planning and Community Development Department** serves the citizens of Great Falls by facilitating, promoting, and ensuring quality planning development for our community. Provides services associated with land development, subdivision review, transportation planning, rezoning, annexations, and land use planning. The Department is responsible for:

|                                    |                          |
|------------------------------------|--------------------------|
| Building Permits                   | Civic Center Maintenance |
| Federal Block Grants & Home Grants | Licensing                |
| Parking and Zoning                 | Hazard Removal           |

**The Police Department's** main objectives are to prevent and suppress crime. The 911 Dispatch Center is managed by the Department and receives calls for the City of Great Falls, Cascade County, and four bordering counties.

**The Public Library** provides the residents of Great Falls and Cascade County with access to information through books, internet access, interlibrary loan services, and the bookmobile. The Library also provides programming for children and adults as well as exhibits of art and culture. The Library is governed by a Board of Trustees appointed to five year terms by the City Commission.

**The Public Works Department** is responsible for the planning, organization, and coordination of three branches of Public Works:

- Utilities – Water, Sewer, and Storm Drain
- Operations – Sanitation, Street, and Central Garage
- Engineering – Technical support for Utilities and Operation

**Special District Funds** are funds not assigned to specific Departments or funds overseen by several Departments.

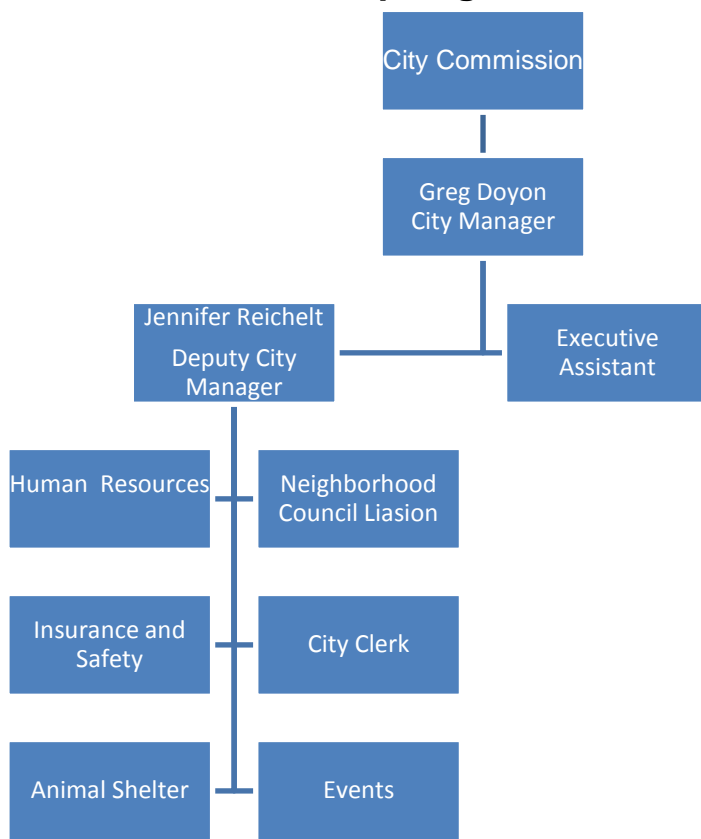


# Administration Group

## Mission Statement

As a responsive and innovative local government, we strive to enrich our community by fostering partnerships and collaboration, by delivering superior service and products, and by acting as a catalyst for a dynamic future. We do this by valuing honesty and integrity, by empowering our employees to be the best they can be, and by listening to diverse opinions.



**Administration Group Organizational Chart**

|   | FY 2014<br>Actual     | FY 2015<br>Amended | FY 2016<br>Adopted |
|---|-----------------------|--------------------|--------------------|
| <b>Authorized Personnel</b>   |                       |                    |                    |
| <b><u>General Fund</u></b>  |                       |                    |                    |
| Mayor/City Commission   | 1.25                  | 1.25               | 1.25               |
| City Manager  | 3.17                  | 3.17               | 3.16               |
| City Clerk  | 1.51                  | 1.51               | 1.84               |
| Neighborhood Council  | 1.00                  | 1.00               | 1.00               |
| Animal Shelter Operations*  | 5.00                  | 9.00               | 9.00               |
| *Moved Budget from outside temporary labor to 4 Permanent Full Time |                       |                    |                    |
| <b>Total General Fund</b>   | <b>11.93</b>          | <b>15.93</b>       | <b>16.25</b>       |
| <b><u>Other Administration Funds</u></b>                            |                       |                    |                    |
| Human Resources   | 3.55                  | 3.60               | 4.60               |
| Insurance and Safety  | 1.05                  | 1.00               | 1.00               |
| Mansfield Events Center   | Moved from Park & Rec | 4.54               | 4.54               |
| <b>Total Administration Department Funds</b>                        | <b>4.60</b>           | <b>9.14</b>        | <b>10.14</b>       |
| <b>Total Administration Department FTE's</b>                        | <b>16.53</b>          | <b>25.07</b>       | <b>26.39</b>       |

**City Commission**

The City Commission budget includes compensation and education expenses for the members of the City of Great Falls governing body, memberships in organizations such as the Montana League of Cities, and necessities for day to day operation of the Commission.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>City Commission</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services            | \$65,847                  | \$73,487                   | \$73,487                   | \$67,055                                     | \$80,070                   |
| Supplies                     | \$583                     | \$1,100                    | \$1,100                    | \$705  | \$1,100                    |
| Purchased Services           | \$58,903                  | \$108,950                  | \$108,950                  | \$25,000                                     | \$110,950                  |
| Debt Service                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service             | \$2,528                   | \$2,541                    | \$2,541                    | \$2,541                                      | \$2,030                    |
| Capital Outlay               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total City Commission</b> | <b>\$127,861</b>          | <b>\$186,078</b>           | <b>\$186,078</b>           | <b>\$95,301</b>                              | <b>\$194,150</b>           |

**Contingency**

The Contingency division provides a budgetary reserve for emergency or unanticipated expenditures during the fiscal year.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Contingency</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services        | \$0                       | \$273,000                  | \$273,000                  | \$273,000                                    | \$0                        |
| Supplies                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                    | \$0                       | \$110,000                  | \$26,938                   | \$26,938                                     | \$0                        |
| Internal Service         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Contingency</b> | <b>\$0</b>                | <b>\$383,000</b>           | <b>\$299,938</b>           | <b>\$299,938</b>                             | <b>\$0</b>                 |

**The City Manager's Office**

The Manager's Office is responsible for the day-to-day operations of the City of Great Falls, implementing policy decisions and legislative actions taken by the City Commission as well as making recommendations to the Commission. The manager recruits, hires and supervises City staff and is responsible for a variety of special projects, such as developing intergovernmental agreements, measuring organizational efficiency and budget development.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>City Manager</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services         | \$379,595                 | \$382,022                  | \$382,022                  | \$387,420                                    | \$393,807                  |
| Supplies                  | \$2,027                   | \$3,000                    | \$3,000                    | \$2,500                                      | \$3,000                    |
| Purchased Services        | \$6,747                   | \$16,355                   | \$16,355                   | \$12,500                                     | \$16,240                   |
| Debt Service              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service          | \$35,109                  | \$34,279                   | \$34,279                   | \$34,279                                     | \$35,433                   |
| Capital Outlay            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total City Manager</b> | <b>\$423,478</b>          | <b>\$435,656</b>           | <b>\$435,656</b>           | <b>\$436,699</b>                             | <b>\$448,480</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Continued to implement and administer a financial recovery plan for City of Great Falls.
- Reviewed and updated fees structures, fund balances, internal service charges, and capital facility planning throughout all city departments.
- Revised allocation factors used for determining internal service charges in Information Technology and Fire Departments.
- Rebuilt undesignated fund balance in the General Fund to 17%, establishing necessary cash flow and contingency amounts.
- Provided quarterly budget updates to City Commission and labor unions.
- Preserved the City's bond rating (Aa3) with Moody's rating agency.
- Recruited and hired a Park and Recreation Director and Fire Chief after the retirement of two long-term department heads.
- Created a new Capital Facilities Improvement Plan.
- Reviewed and processed several TIF applications. Worked closely with Great Falls Development Authority to create a development agreement for the Great Falls Agri-Tech Park TIF District.
- City Manager and Deputy continue to represent and partner with various civic groups, boards, and committees.

**Priority Goals and Objectives – For the Upcoming Year**

- Continue to implement financial recovery plan and establish a firm financial position.
- Require departments to evaluate services to determine sustainability with current and projected revenues.
- Evaluate user trends, fees, and community support levels for services.
- Reduce dependence on General Fund subsidies as appropriate.
- Communicate financial trends to the City Commission, departments at quarterly budget meetings.
- Evaluate funding options for large-scale capital improvements such as the Great Falls Civic Center.
- Begin addressing deferred Public Safety needs such as deficiencies in staffing, equipment, and training.
- Update and revise the City's personnel policy.
- Attract, recruit, and retain qualified employees.
- Continue to train and develop succession strategies.

**The City Clerk's Office**

This office is responsible for the history of the City as an organization. The accomplishments and accountability of municipal governments is documented by the creation, maintenance, and preservation of public records.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>City Clerk</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services       | \$91,358                  | \$95,024                   | \$95,024                   | \$92,713                                     | \$115,916                  |
| Supplies                | \$764                     | \$1,600                    | \$1,600                    | \$1,000                                      | \$1,600                    |
| Purchased Services      | \$3,764                   | \$6,680                    | \$6,680                    | \$6,680                                      | \$7,050                    |
| Debt Service            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service        | \$19,945                  | \$25,762                   | \$25,762                   | \$25,762                                     | \$27,426                   |
| Capital Outlay          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total City Clerk</b> | <b>\$115,831</b>          | <b>\$129,066</b>           | <b>\$129,066</b>           | <b>\$126,155</b>                             | <b>\$151,992</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Responded to a large volume of requests for information from staff and the public in a timely manner.
- Continued to relocate and archive permanent records in-house for efficient retrieval in response to staff and public requests.
- Codified the Official Code of the City of Great Falls.
- Provided a training session hosted by the MSU Local Government Center for the various City Boards and Commissions on open meeting laws, public participation, agenda and minutes requirements, parliamentary procedure, ethics and board member liability.
- Attended the Montana Municipal Institute for Clerks, Treasurers and Finance Officers professional training, and Big Sky Chapter of Association of Records Managers and Administrators electronic records seminar.

**Priority Goals & Objectives - For the Upcoming Year**

- Continue to inventory and apply the retention schedule to a large volume of stored records.
- Update handbooks and conduct orientations for newly elected officials as necessary.
- Continue to broadcast and live-stream Commission and other government relating public meetings for transparency and open access to citizens.
- Attend professional training opportunities through the Montana Municipal Institute for Clerks, Treasurers and Finance Officers and Big Sky Chapter of Association of Records Managers and Administrators.
- Continue to provide timely information to staff and the public in a courteous manner.
- Maintain archived permanent records for efficient retrieval.

**City 190**

The City 190 currently provides coverage of the City Commission meetings.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>City 190</b>       | <b>2014 Actual Amount</b> | <b>2014 Adopted Budget</b> | <b>2014 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies              | \$410                     | \$10,000                   | \$10,000                   | \$7,793                                      | \$15,000                   |
| Purchased Services    | \$3,287                   | \$5,508                    | \$5,508                    | \$7,582                                      | \$5,600                    |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service      | \$3,323                   | \$3,007                    | \$3,007                    | \$3,007                                      | \$3,043                    |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total City 190</b> | <b>\$7,020</b>            | <b>\$18,515</b>            | <b>\$18,515</b>            | <b>\$18,382</b>                              | <b>\$23,643</b>            |



**Goals and Objectives****Major Accomplishments - In the Past Year**

- Continued to enhance open access and transparency in local government by utilizing technology, broadcasting and live-streaming the City Commission and other government related meetings.

**Priority Goals & Objectives - For the Upcoming Year**

- Continue to provide and use technology to increase access and transparency in local government.

**Human Resources**

Human Resources is an internal service fund. Human Resources employees are responsible for recruitment, benefit administration, pay and classification systems, personnel policies, records management of current and former employees, drug and alcohol testing, labor relations, labor agreement administration, employee problem resolution processes, organizational training and development of City personnel.

Full Financial Summary can be found under the Human Resources Fund. (see page 159)

| <b>Human Resources</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services            | \$281,578                 | \$309,964                  | \$309,964                  | \$294,964                                    | \$368,266                  |
| Supplies                     | \$2,090                   | \$2,213                    | \$2,213                    | \$2,213                                      | \$12,570                   |
| Purchased Services           | \$3,136                   | \$5,500                    | \$5,500                    | \$5,500                                      | \$8,869                    |
| Debt Service                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service             | \$36,788                  | \$33,484                   | \$33,484                   | \$33,484                                     | \$32,833                   |
| Capital Outlay               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Human Resources</b> | <b>\$323,592</b>          | <b>\$351,161</b>           | <b>\$351,161</b>           | <b>\$336,161</b>                             | <b>\$422,538</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Assisted departments in recruiting for 247 positions (includes temporaries).
- Participated in 4 Montana Law consortium testing sessions.
- Assisted with facilitation of annual Montana Fire Fighter testing consortium.
- Partnered with City-County Health Department as a pilot program for a NAPA (Nutrition and Physical Activity) grant they received. The pilot program includes a cancer awareness component and has expanded to employees in the Civic Center, Public Works, Police, Park and Recreation and Library.

- Provided supervisor training to 19 firefighters, supervisors and potential supervisors.
- Facilitated 2 Commission/Department Head planning sessions.

#### **Priority Goals & Objectives - For the Upcoming Year**

- Continue to promote and coordinate Worksite Wellness Programs through MMIA.
- Hire a Human Resources Benefits Specialist to manage the requirements of the Affordable Care Act.
- Continue to learn New World Human Resource/Payroll software.
- Train Administrative Assistants and Department Heads on Personnel Action Form generation and approval process using New World.
- Continue to establish VEBA groups when requested.
- Update/revise Personnel Policy Manual.
- Provide on-going supervisor training for new and existing supervisors.
- Continue to provide facilitation of Commission/Department Head planning sessions as requested.

#### **Neighborhood Councils**

Provides staff support to the nine Neighborhood Councils in the form of a neighborhood coordinator; and provide technical and general information to Neighborhood Councils, Great Falls Citizens Council, City Staff, the City Commission and Great Falls citizens.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Neighborhood Council</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$60,499                  | \$61,042                   | \$61,042                   | \$61,538                                     | \$62,595                   |
| Supplies                          | \$806                     | \$1,000                    | \$1,000                    | \$500  | \$1,000                    |
| Purchased Services                | \$8                       | \$4,140                    | \$4,140                    | \$2,000                                      | \$3,100                    |
| Debt Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$6,546                   | \$6,153                    | \$6,153                    | \$6,153                                      | \$8,878                    |
| Capital Outlay                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Neighborhood Council</b> | <b>\$67,859</b>           | <b>\$72,335</b>            | <b>\$72,335</b>            | <b>\$70,191</b>                              | <b>\$75,573</b>            |

**Neighborhood Councils****Goals and Objectives****Major Accomplishments - In the Past Year**

- Increased Council involvement in new development through improved communications with the Planning and Community Development Department.
- Coordination of three yearly Council of Councils meetings which met to discuss matters of citywide concern including blighted and abandoned buildings.
- Ongoing partnerships with media, RSVP, Neighborhood Watch, NeighborWorks Great Falls, Cascade County Commission, Great Falls Public Schools, faith-based and other community organizations.

**Priority Goals & Objectives - For the Upcoming Year**

- Educate the public about the function and value of Neighborhood Councils through increased exposure via all forms of media and public presentations.
- Invite citizen participation in Council meetings for increased public engagement in neighborhood and citywide issues.
- Recognition of Neighborhood Council members for their unique and valuable service to the City of Great Falls.
- Compile and report positive information on City functions and growth.

**Animal Shelter Operations**

Since 2008, the Great Falls Animal Shelter has been operated by the City of Great Falls as a municipal, open admission animal shelter. The shelter houses and cares for homeless, lost or abandoned animals and provides licensing, adoption and cremation services. The shelter falls under the direct supervision of the City Manager's Office.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Animal Shelter</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services           | \$233,921                 | \$405,198                  | \$405,198                  | \$401,000                                    | \$414,949                  |
| Supplies                    | \$53,571                  | \$35,450                   | \$35,450                   | \$55,792                                     | \$51,770                   |
| Purchased Services          | \$195,425                 | \$61,477                   | \$120,214                  | \$100,000                                    | \$57,157                   |
| Debt Service                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                       | \$32,982                  | \$17,000                   | \$26,258                   | \$30,193                                     | \$17,000                   |
| Internal Service            | \$21,341                  | \$21,513                   | \$21,513                   | \$21,513                                     | \$36,352                   |
| Capital Outlay              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Animal Shelter</b> | <b>\$537,240</b>          | <b>\$540,638</b>           | <b>\$608,633</b>           | <b>\$608,498</b>                             | <b>\$577,228</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- The Shelter's volunteer program, the Shelter Sidekicks, celebrated its third anniversary this year. The Sidekicks are made up of 152 volunteers. This year they provided 1,940 hours of service.
- The Shelter Staff had successful Public Relations and Community Outreach Plan for the Great Falls Animal Shelter, which included 18 different adoption promotions, community outreach, education opportunities and fundraiser events.
- Continued improvement and expansion of adoption packages to include spay/neuter, all vaccinations, including the rabies vaccine, microchip, and a nametag.
- The Shelter staff and volunteers are still working on fundraising for future building expansions through the HUG (Help Us Grow) Project.
- The Foster Care Program is in full swing! The Shelter has 10 active Foster Parents.
- Staff continued fundraising for facility improvement and shelter expansion.

**Priority Goals & Objectives - For the Upcoming Year**

- Continue to increase adoptions and redemptions as well as reduce euthanasia rates at the Shelter.
- Continue to grow the foster caregiver program.
- Continue working towards long-term facility improvements at the Shelter, to include a cattery space.
- Increase Public Relations and Community Outreach Plan for the next 12 months to continue improved public relations efforts.

**Health and Benefits**

The Health and Benefits Fund is an Internal Service Fund, established to account for the City's group health insurance program. Health insurance contributions from all City operations, employee contributions and contributions from component units are deposited in this fund. The City continues to be a member the Montana Municipal Interlocal Authority's (MMIA) employee health benefits program.

Full Financial Summary can be found under the Health and Benefits Fund. (see page 158)

|                                   | 2014 Actual<br>Amount | 2015<br>Adopted<br>Budget | 2015<br>Amended<br>Budget | 2015<br>Projected<br>Amount as of<br>6/16/2015 | 2016<br>Adopted<br>Budget |
|-----------------------------------|-----------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Health &amp; Benefit</b>       |                       |                           |                           |  |                           |
| Personal Services                 | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Supplies                          | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Purchased Services                | \$7,046,453           | \$7,054,272               | \$7,054,272               | \$7,054,186                                    | \$7,373,000               |
| Debt Service                      | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Contributions & Other             | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Other                             | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Internal Service                  | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Capital Outlay                    | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Transfer Out                      | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| <b>Total Health &amp; Benefit</b> | <b>\$7,046,453</b>    | <b>\$7,054,272</b>        | <b>\$7,054,272</b>        | <b>\$7,054,186</b>                             | <b>\$7,373,000</b>        |

**Insurance and Safety**

The Insurance and Safety Fund is an Internal Service Fund, established to account for central insurance and department safety programs.

The City has a number of liability and property insurance policies that cover the City as a whole. Centralized handling of premium payments, claims processing, general insurance administration and safety programs provide the most efficient control.

Full Financial Summary can be found under the Insurance and Safety Fund. (see page 157)

|                                     | 2014 Actual<br>Amount | 2015<br>Adopted<br>Budget | 2015<br>Amended<br>Budget | 2015<br>Projected<br>Amount as of<br>6/16/2015 | 2016<br>Adopted<br>Budget |
|-------------------------------------|-----------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Insurance &amp; Safety</b>       |                       |                           |                           |  |                           |
| Personal Services                   | \$59,656              | \$61,929                  | \$61,929                  | \$61,929                                       | \$62,172                  |
| Supplies                            | \$3,067               | \$5,600                   | \$5,600                   | \$5,600  | \$5,600                   |
| Purchased Services                  | \$1,330,334           | \$1,328,288               | \$1,328,288               | \$950,000                                      | \$943,048                 |
| Debt Service                        | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Contributions & Other               | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Other                               | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Internal Service                    | \$3,617               | \$3,146                   | \$3,146                   | \$3,146  | \$6,271                   |
| Capital Outlay                      | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Transfer Out                        | \$100,000             | \$0                       | \$0                       | \$0  | \$0                       |
| <b>Total Insurance &amp; Safety</b> | <b>\$1,496,674</b>    | <b>\$1,398,963</b>        | <b>\$1,398,963</b>        | <b>\$1,020,675</b>                             | <b>\$1,017,091</b>        |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Worked collaboratively with all departments to achieve and maintain compliance standards.
- Enhanced the safety and minimizing the financial loss through risk detection, evaluation and prevention.
- Continued to provide education and training resources for annual supervisory training.
- Continued to work with the City's training and development coordinator with the online training program, Summit Training.
- Set up training opportunities and courses available through the City's insurance carrier, MMIA.
- Managed an early return to work program for injured employees to come back to work in a light duty/temporary alternative work assignment with the goal of reducing costs and having the employee return to their time of injury position.

**Priority Goals & Objectives – For the Upcoming Year**

- Continue to manage all work comp, liability and property claims until closed.
- Continue to work close with the MMIA adjusters and staff.
- Continue to work with departments on safety measures.
- Continue to work with the training and development coordinator to roll out the "Summit Training" to all departments and new hires.
- Continue to aggressively promote and utilize the early return to work program.
- Implement a process for all new employees to complete core safety courses.
- Encourage departments to complete on-line courses equivalent to the OSHA 10 certification.

**Administration Support Services**

This Division was set up to account for the City's support for the City County Health Department. CCHD uses the contribution from the City to operate the Environmental Health program and Prevention Services which includes Communicable Disease Investigation, Sexually Transmitted Diseases, Immunizations and other lab services.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| City/ County Health              | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|----------------------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| Personal Services                | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Supplies                         | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Purchased Services               | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Debt Service                     | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other            | \$250,000          | \$250,000           | \$250,000           | \$250,000                             | \$250,000           |
| Other                            | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service                 | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Capital Outlay                   | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                     | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total City/ County Health</b> | <b>\$250,000</b>   | <b>\$250,000</b>    | <b>\$250,000</b>    | <b>\$250,000</b>                      | <b>\$250,000</b>    |

**Mansfield Center for Performing Arts**

The Mansfield works to promote and coordinate the use of more than 48,000 square feet of meeting space inclusive of the Mansfield Theater, Mansfield Convention Center, Missouri Room, and four other meeting rooms in the Great Falls Civic Center. It is responsible for a portion of the cost of custodial service, utilities, and maintenance for these rooms. Capital improvements and equipment purchases for these areas are financed through the facility/equipment surcharge fees, the General Fund, and fundraising efforts.

Full Financial Summary can be found under the Civic Center Events Fund. (see page 150)

| Events                | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|-----------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| Personal Services     | \$239,554          | \$236,526           | \$236,526           | \$229,010                             | \$239,807           |
| Supplies              | \$16,855           | \$27,308            | \$27,308            | \$20,000                              | \$22,930            |
| Purchased Services    | \$27,179           | \$43,068            | \$43,068            | \$35,000                              | \$43,068            |
| Debt Service          | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                 | (\$83)             | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service      | \$190,899          | \$191,318           | \$191,318           | \$191,318                             | \$184,023           |
| Capital Outlay        | \$0                | \$0                 | \$0                 | \$29,535                              | \$0                 |
| Transfer Out          | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Events</b>   | <b>\$474,404</b>   | <b>\$498,220</b>    | <b>\$498,220</b>    | <b>\$504,863</b>                      | <b>\$489,828</b>    |

| <b>Events Other Promoter</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                  | \$39,501                  | \$45,990                   | \$45,990                   | \$45,990                                     | \$50,123                   |
| Supplies                           | \$124                     | \$155                      | \$155                      | \$0  | \$155                      |
| Purchased Services                 | \$18,490                  | \$14,800                   | \$14,800                   | \$10,000                                     | \$14,800                   |
| Debt Service                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Events Other Promoter</b> | <b>\$58,115</b>           | <b>\$60,945</b>            | <b>\$60,945</b>            | <b>\$55,990</b>                              | <b>\$65,078</b>            |

## Goals and Objectives

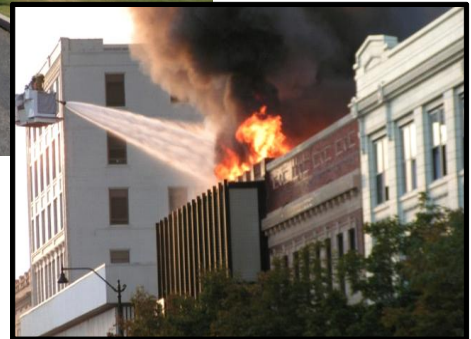
### Major Accomplishments - In the Past Year

- Provided quality, affordable space and services for 732 meetings and events. Issued 38,756 tickets for the gross of \$1,225,537 through the Mansfield Box Office.
- Enhanced event services and increased affordability of the Theater through volunteers' contributions of 3,029 service hours. Total savings in on-call payroll, based on minimum wage plus payroll costs is \$29,691.
- Balanced budget and reduced reliance on General Fund by \$100,000 through fee increases and reduction in box office staff hours.
- Raised funds and replaced outdated, unstable scheduling software with new software.
- Raised funds to replace outdated software and main board for the marquee located on the corner of 1<sup>st</sup> Ave N and Park Dr.

### Priority Goals & Objectives - For the Upcoming Year

- Hire an architect/engineer to design and estimate cost to install a climate control system for the Convention Center.
- Research savings in energy costs and enhancement of patron safety through replacing the existing ceiling lights in the Theater audience chamber and the Convention Center with brighter, energy saving LED lights.
- Create a private non-profit 501(c) (3) foundation to assist in raising funds for the Mansfield Center for the Performing Arts.





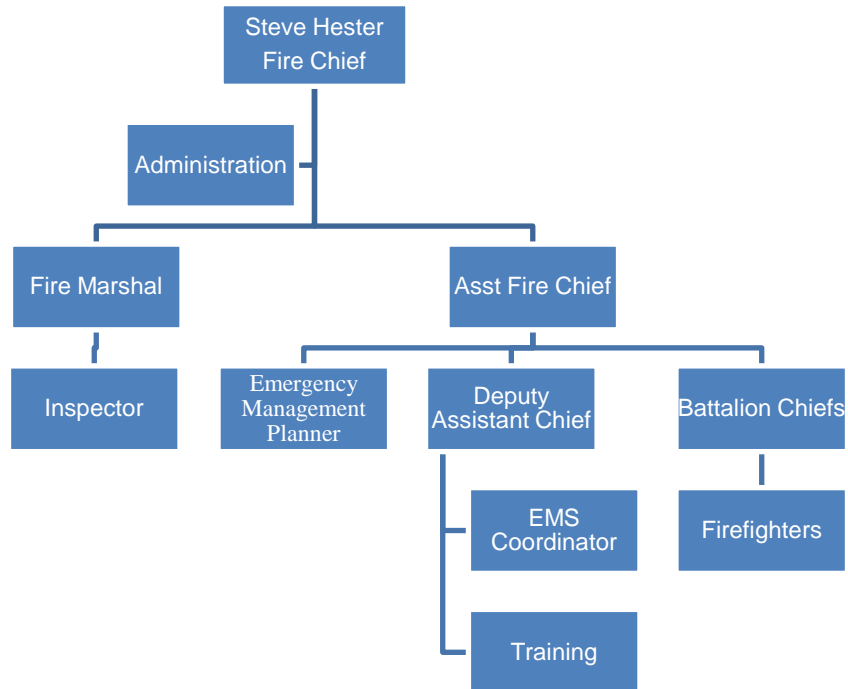
# Fire Department

## Mission Statement

Meeting the needs of an ever-changing community by providing them with a prompt, professional, broad based public safety service safeguarding their health and well being and ensuring a safe environment through public education, prevention, mitigation and training.



## Fire Department Organizational Chart



|                                    | FY 2014<br>Actual | FY 2015<br>Amended | FY 2016<br>Adopted |
|------------------------------------|-------------------|--------------------|--------------------|
| <b>Authorized Personnel</b>        |                   |                    |                    |
| <b><u>General Fund</u></b>         |                   |                    |                    |
| Fire                               |                   |                    |                    |
| Operations                         | 63.58             | 63.45              | 66.40              |
| Prevention                         | 2.30              | 3.30               | 3.30               |
| Fire Hydrant Maintenance           | 0.62              | 0.75               | 0.30               |
| Emergency & Disaster               | 1.50              | 1.50               | 1.00               |
| <b>Total General Fund</b>          | <b>68.00</b>      | <b>69.00</b>       | <b>71.00</b>       |
| <b>Total Fire Department FTE's</b> | <b>68.00</b>      | <b>69.00</b>       | <b>71.00</b>       |

The Fire Department is administered by the Fire Chief. There are four divisions: Fire Operations, Fire Prevention, Fire Hydrant Maintenance, and Disaster and Emergency Services. The primary function of the Fire Department is to maintain or improve the quality of life of our residents by safeguarding their health and property through fire prevention, public education, fire suppression and investigation and to provide pre-hospital care on medical emergencies. Fire suppression forces are divided into four platoons consisting of 15 personnel each and respond out of four fire stations. The Fire Department is also responsible for ensuring the operational status and accessibility of all fire hydrants.

The Department also has the primary responsibility of working with the County Disaster and Emergency Services Director in the development and maintenance of a countywide comprehensive Emergency Operations Plan (EOP) in the event of a natural or man-made disaster.

### **Fire Operations**

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Fire Operations</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services            | \$5,411,279               | \$5,599,185                | \$5,687,708                | \$5,410,207                                  | \$5,954,262                |
| Supplies                     | \$116,053                 | \$136,140                  | \$161,190                  | \$161,190                                    | \$216,400                  |
| Purchased Services           | \$162,078                 | \$427,058                  | \$441,703                  | \$400,000                                    | \$215,775                  |
| Debt Service                 | \$0                       | \$0                        | \$0                        | \$0  | \$55,000                   |
| Contributions & Other        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service             | \$703,900                 | \$710,170                  | \$710,170                  | \$709,370                                    | \$814,372                  |
| Capital Outlay               | \$0                       | \$0                        | \$98,907                   | \$109,228                                    | \$25,000                   |
| Transfer Out                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Fire Operations</b> | <b>\$6,393,310</b>        | <b>\$6,872,553</b>         | <b>\$7,099,678</b>         | <b>\$6,789,995</b>                           | <b>\$7,280,809</b>         |

### **Goals and Objectives**

#### **Major Accomplishments - In the Past Year**

- The department responded to 6,761 calls for service without any significant mishaps or major injuries. The department call break-down for 2014 was as follows: 615 fire calls, 4,764 EMS/Rescue, 45 Hazardous Materials, 809 Public Service, and 528 Good intent calls.
- The department continued to improve the occupational risk management program by conducting on-going job safety analysis and identifying procedures and practices to improve employee and property safety and to lessen the risks associated with the department's mission and work. This process now drives the department's safety program and the safety committee's strategic and tactical goals and objectives.
- The department was awarded two federal grants totaling \$167,000. The first grant improved radio communication interoperability and improved the radio communication system reliability. The second grant was a project to strengthen the Department's Incident Manage System (IMS) practices and training. The IMS project has offered training to 57 fire service officers who will complete the training and certification by the end of 2015.

**Priority Goals & Objectives - For the Upcoming Year**

- Retire a 25 year old fire engine pumper and replace it with a new rescue pumper that will improve safety and fire service delivery to the community.
- Develop a stronger professional relationship with Calumet Montana Refinery (CMR) and coordinate emergency response procedures to more efficiently utilize resources from GFFR and CMR.
- Investigate ways to take greater advantage of alternate response vehicles that would decrease the wear and tear on fire apparatus, and lower operating costs through more efficient utilization of the fleet.

**Fire Prevention**

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Fire Prevention</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services            | \$208,265                 | \$203,923                  | \$203,923                  | \$289,171                                    | \$313,739                  |
| Supplies                     | \$8,866                   | \$8,600                    | \$8,600                    | \$1,022                                      | \$8,600                    |
| Purchased Services           | \$7,213                   | \$6,700                    | \$6,700                    | \$8,494                                      | \$6,700                    |
| Debt Service                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                        | \$30                      | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service             | \$33,099                  | \$32,473                   | \$32,473                   | \$32,473                                     | \$20,256                   |
| Capital Outlay               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Fire Prevention</b> | <b>\$257,473</b>          | <b>\$251,696</b>           | <b>\$251,696</b>           | <b>\$331,160</b>                             | <b>\$349,295</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- The Department hired a Deputy Fire Marshal that has improved fire inspections, and fire code enforcement and oversight.
- The Safety Inspection Certificate program was improved by assessing fees to businesses that had previously not been assessed increasing revenue by approximately \$ 18,000.00.
- The Fire Marshal enforced and followed up to completion industrial, institutional, and residential facilities not in compliance with life safety codes that resulted in safer work places and may lessen property loss.
- A fire system water supply line flush protocol was instituted that followed National Fire Protection Associations standards.

- Enforced the International Fire Code and Montana State Law that commercial kitchen hood systems meet Underwriters Laboratory Requirements for changes in cooking oils that rendered old fire suppression systems useless to extinguishing fires.

#### **Priority Goals & Objectives - For the Upcoming Year**

- Conduct an analysis of the Safety Inspection Certificate program to improve customer service and improve program effectiveness and efficiency.

#### **Fire Hydrant Maintenance**

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Fire Hydrants</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services          | \$79,399                  | \$66,177                   | \$66,177                   | \$86,904                                     | \$28,219                   |
| Supplies                   | \$18,701                  | \$14,300                   | \$14,300                   | \$19,615                                     | \$5,625                    |
| Purchased Services         | \$0                       | \$2,000                    | \$2,000                    | \$0  | \$0                        |
| Debt Service               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service           | \$49,485                  | \$48,713                   | \$48,713                   | \$48,713                                     | \$15,970                   |
| Capital Outlay             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Fire Hydrants</b> | <b>\$147,585</b>          | <b>\$131,190</b>           | <b>\$131,190</b>           | <b>\$155,232</b>                             | <b>\$49,814</b>            |

#### **Priority Goals & Objectives - For the Upcoming Year**

- Continue the hydrant inspection program to ensure a reliable uninterrupted fire flow during working fires to all areas where fire hydrants are located in the department's area of responsibility.

#### **Emergency Disaster Program**

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Emergency &amp; Disaster</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                     | \$112,118                 | \$107,143                  | \$107,143                  | \$108,391                                    | \$62,172                   |
| Supplies                              | \$1,431                   | \$2,050                    | \$2,050                    | \$4,593                                      | \$200                      |
| Purchased Services                    | \$16,633                  | \$3,100                    | \$17,944                   | \$14,513                                     | \$600                      |
| Debt Service                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                      | \$9,451                   | \$8,452                    | \$8,452                    | \$8,452                                      | \$3,086                    |
| Capital Outlay                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Emergency &amp; Disaster</b> | <b>\$139,633</b>          | <b>\$120,745</b>           | <b>\$135,589</b>           | <b>\$135,949</b>                             | <b>\$66,058</b>            |

### **Goals and Objectives**

#### **Major Accomplishments - In the Past Year**

- Continue to receive Emergency Management Performance Grant to fund emergency planning and disaster preparedness training and exercises.
- Secured \$200,000.00 of Homeland Security Grant funds to complete upgrades to the combined Emergency Operations Center.
- Maintaining NIMS compliance through training and exercise.
- Purchased a County wide Mass Notification System.

#### **Priority Goals & Objectives - For the Upcoming Year**

- Develop a combined City/County Joint Information System Plan.
- Continue to work on the development of a Type 3 incident command overhead team of local disasters within the County and City.
- Identify and train Emergency Operations Center staff so that roles and responsibilities are clarified and disaster response skills are improved.

### **Fire Special Revenue**

This fund accounts for grants and donations to the Fire Department for fire prevention and education.

Full Financial Summary can be found under the Fire Special Revenue Fund. (see page 118)

| <b>Fire Special Revenue</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                          | \$32,433                  | \$0                        | \$44,167                   | \$7,776                                      | \$0                        |
| Purchased Services                | \$7,182                   | \$0                        | \$0                        | \$2,444                                      | \$0                        |
| Debt Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                      | \$0                       | \$74,523                   | \$74,523                   | \$74,523                                     | \$0                        |
| <b>Total Fire Special Revenue</b> | <b>\$39,615</b>           | <b>\$74,523</b>            | <b>\$118,690</b>           | <b>\$84,743</b>                              | <b>\$0</b>                 |

#### **Priority Goals & Objectives - For the Upcoming Year**

- Continue to seek Homeland Security grants to assist the City in funding special rescue training and equipment.





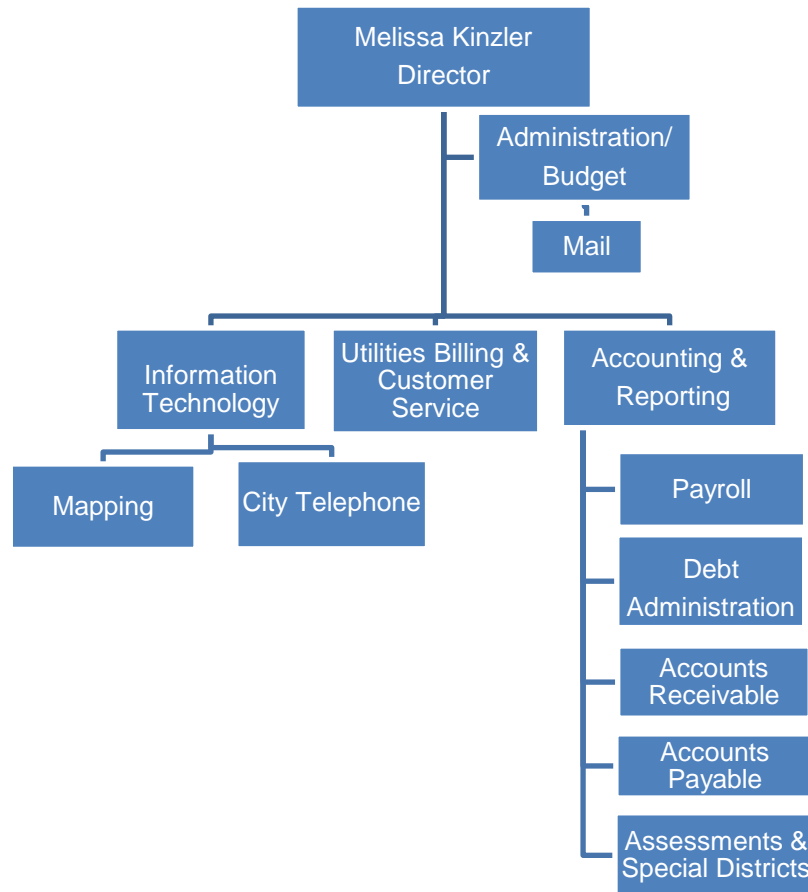
# Fiscal Services Department

## Mission Statement

We will enthusiastically and creatively serve our community by providing a dynamic, progressive and professional working relationship with our customers in an atmosphere of cooperation, respect and fellowship.





**Fiscal Services Department Organizational Chart**

|                             | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Amended</b> | <b>FY 2016<br/>Adopted</b> |
|-----------------------------|---------------------------|----------------------------|----------------------------|
| <b>Authorized Personnel</b> |                           |                            |                            |
| <b><u>General Fund</u></b>  |                           |                            |                            |
| City Court                  | 7.60                      | Moved to separate<br>Dept  | Moved to separate<br>Dept  |
| <b>Total General Fund</b>   | 7.60                      | -                          | -                          |

**Fiscal Services Funds**

|   |       |       |       |
|---|-------|-------|-------|
| Fiscal Services Fund                          |       |       |       |
| Accounting                                    | 7.60  | 7.50  | 6.55  |
| Payroll                                       | 1.15  | 1.15  | 1.15  |
| Utilities                                     | 7.90  | 8.10  | 9.05  |
| Mail  | 0.26  | 0.26  | 0.26  |
| Information Technology Fund                   |       |       |       |
| Information Systems                           | 6.05  | 5.80  | 5.80  |
| Mapping                                       | 3.00  | 3.00  | 3.00  |
| City Telephone Fund                           | -     | 0.25  | 0.25  |
| <b>Total Fiscal Services Department Funds</b> | 25.96 | 26.06 | 26.06 |
| <b>Total Fiscal Services Department FTE's</b> | 33.56 | 26.06 | 26.06 |

The Fiscal Services Department provides support to other City Operations. Fiscal Service operations encompass: Accounts Payable/Receivable, Budget, City Assessments and Special Districts, Information Technology, Mapping, Payroll, Investments, Utility Billing/Customer Service and Mail.

### **Accounting**

Accounting encompasses financial reporting, budgeting, purchase order/claims processing, fixed assets, special improvement districts assessment, and special lighting districts creation and assessments.

Full Financial Summary can be found under the Fiscal Services Fund. (see page 161)

| <b>Accounting</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services       | \$487,999                 | \$496,027                  | \$496,027                  | \$464,178                                    | \$437,198                  |
| Supplies                | \$10,659                  | \$11,700                   | \$11,700                   | \$11,700                                     | \$11,700                   |
| Purchased Services      | \$58,856                  | \$69,855                   | \$69,855                   | \$69,855                                     | \$69,855                   |
| Debt Service            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service        | \$192,462                 | \$187,514                  | \$187,514                  | \$187,514                                    | \$79,216                   |
| Capital Outlay          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Accounting</b> | <b>\$749,976</b>          | <b>\$765,096</b>           | <b>\$765,096</b>           | <b>\$733,247</b>                             | <b>\$597,969</b>           |

### **Goals and Objectives**

#### **Major Accomplishments - In the Past Year**

- Received the Government Finance Officers Association's Distinguished Budget Award for the twenty-third year and the award for Comprehensive Annual Financial Report (CAFR) for the twenty-first year.
- Updated the City of Great Falls Investment Policy and Procedure.
- Completed a DRAFT version of a Facility Improvement Plan.
- Provided guidance and policy direction to new staff of current City and State accounting requirements in relation to purchasing, bidding, receipting and payroll processing.
- Performed quarterly budget review with the City Manager and departments.
- Provided additional training on budget and financial statements.

#### **Priority Goals & Objectives - For the Upcoming Year**

- Prepare Five Year forecast to incorporate long term plans into budget process.

- Continue to develop a facility capital improvement master schedule.
- Update Financial policy and procedure manuals.
- Update all financial policies of the City of Great Falls.

### **Payroll**

Payroll encompasses centralized processing of all City employees' payroll on a semi-monthly basis.

Full Financial Summary can be found under the Fiscal Services Fund. (see page 161)

| <b>Payroll</b>        | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$73,270                  | \$71,606                   | \$71,606                   | \$71,200                                     | \$69,845                   |
| Supplies              | \$3,033                   | \$1,800                    | \$1,800                    | \$1,800                                      | \$1,800                    |
| Purchased Services    | \$217                     | \$200                      | \$200                      | \$200  | \$200                      |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service      | \$24,807                  | \$24,670                   | \$24,670                   | \$24,670                                     | \$7,224                    |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Payroll</b>  | <b>\$101,327</b>          | <b>\$98,276</b>            | <b>\$98,276</b>            | <b>\$97,870</b>                              | <b>\$79,069</b>            |

### **Goals and Objectives**

#### **Major Accomplishments - In the Past Year**

- Ensured all employees were paid properly and on time, including those employees who are terminating. Reconciled the Health Insurance billing to City records and now reconcile monthly. Transitioned the payroll processes through several software updates and provided training to all departments.

#### **Priority Goals & Objectives - For the Upcoming Year**

- Continue to update policy and procedure manuals for the Payroll system.
- Incorporate the new ACA laws and issue accurate reporting for all employees, including federal, state, W2's and insurance reporting.

### **Utilities**

Utility encompasses utility customer service, billing, collections and analysis, miscellaneous receivables, and City cashier.

Full Financial Summary can be found under the Fiscal Services Fund. (see page 161)

| <b>Utility Billing</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services            | \$386,968                 | \$439,508                  | \$439,508                  | \$420,003                                    | \$496,952                  |
| Supplies                     | \$14,056                  | \$13,500                   | \$13,500                   | \$18,462                                     | \$13,500                   |
| Purchased Services           | \$181,343                 | \$194,095                  | \$194,095                  | \$210,000                                    | \$194,095                  |
| Debt Service                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service             | \$169,870                 | \$167,522                  | \$167,522                  | \$167,522                                    | \$75,981                   |
| Capital Outlay               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Utility Billing</b> | <b>\$752,237</b>          | <b>\$814,625</b>           | <b>\$814,625</b>           | <b>\$815,987</b>                             | <b>\$780,528</b>           |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- Streamlined tracking procedures on foreclosed properties and improved collections of pending liens on foreclosed properties.
- Decreased the number of accounts where water service is terminated due to non-payment.
- Decreased the number of final meter reads, account turn over and delinquent inactive accounts involving tenants by enabling owners to determine final renter charges based on reconciliation of utility bills and rent/lease termination dates.

### Priority Goals & Objectives - For the Upcoming Year

- Improve communications with customers regarding payment options for City utility bills while maintaining regulatory compliance regarding credit card payments.
- Due to utility fraud, implement Red Flag procedures to include deposit collection on new accounts or new tenants that present a credit risk to the City.
- Implement automatic monthly credit card payments as a payment option to utility customers.
- Review and ensure that all current utility customers have a signed utility contract on file, which represents a contractual obligation for customers to pay their utility bills on time and states that customers who fail to pay their utility bills will experience termination of services.

## Mail

Mail Services division is responsible for sorting all incoming mail for the City. Mail is delivered and picked up from the various City office locations and brought to the Civic Center Mailroom by a contracted courier service. City departments are charged for this service and for postage through internal service charges.

Full Financial Summary can be found under the Fiscal Services Fund. (see page 161)

|                       | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|-----------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| <b>Mail</b>           |                    |                     |                     |                                       |                     |
| Personal Services     | \$11,946           | \$11,934            | \$11,934            | \$12,115                              | \$13,023            |
| Supplies              | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Purchased Services    | \$56,013           | \$44,945            | \$44,945            | \$44,945                              | \$44,945            |
| Debt Service          | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                 | \$116              | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service      | \$520              | \$520               | \$520               | \$520                                 | \$193               |
| Capital Outlay        | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out          | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Mail</b>     | <b>\$68,595</b>    | <b>\$57,399</b>     | <b>\$57,399</b>     | <b>\$57,580</b>                       | <b>\$58,161</b>     |

**Information Technology**

This division is responsible for managing the central computer systems, personal computer systems, wide area network, local area networks, and for providing computer and software training. The goal is to give City employees the best tools possible in order to provide efficient and effective customer and public service to the general public.

Full Financial Summary can be found under the Information Tech Fund. (see page 156)

|                               | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|-------------------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| <b>Informaton Tech</b>        |                    |                     |                     |                                       |                     |
| Personal Services             | \$441,012          | \$455,792           | \$455,792           | \$445,000                             | \$457,072           |
| Supplies                      | \$6,917            | \$11,450            | \$11,450            | \$11,450                              | \$10,200            |
| Purchased Services            | \$497,810          | \$439,520           | \$439,520           | \$439,520                             | \$480,545           |
| Debt Service                  | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other         | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                         | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service              | \$43,758           | \$44,077            | \$44,077            | \$44,077                              | \$39,826            |
| Capital Outlay                | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                  | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Information Tech</b> | <b>\$989,497</b>   | <b>\$950,839</b>    | <b>\$950,839</b>    | <b>\$940,047</b>                      | <b>\$987,643</b>    |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Implemented new VOIP (Voice over Internet Protocol) system to Civic Center, Police Department and Animal Shelter.
- Implemented new SAN (Storage Area Network) at Police Department.
- Upgraded and streamlined data backups.
- Completed major upgrades to AEGIS and LOGOS software.
- Re-organized entire server room, new electrical and rack space.

**Priority Goals & Objectives - For the Upcoming Year**

- Upgrade network bandwidth to/from all fire stations.
- Move all fire stations to VOIP phone system.
- Implement a generator for disaster recovery.
- Implement a new web filter with greater bandwidth capacity (200MB+).
- Stabilize or move on from AEGIS software.
- Continue to add redundancy by adding network switches in key areas.
- Replace ERS equipment as scheduled.

**Computer Equipment**

The replacement of computer equipment is funded through an annual appropriation for the Computer Equipment Revolving Schedule (ERS) reserve.

Financial Summary can be found under the Information Tech Fund. (see page 156)

|                                 | 2014 Actual<br>Amount | 2015<br>Adopted<br>Budget | 2015<br>Amended<br>Budget | 2015<br>Projected<br>Amount as of<br>6/16/2015 | 2016<br>Adopted<br>Budget |
|---------------------------------|-----------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Computer Equipment</b>       |                       |                           |                           |  |                           |
| Personal Services               | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Supplies                        | \$125,660             | \$120,000                 | \$120,000                 | \$122,429                                      | \$154,500                 |
| Purchased Services              | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Debt Service                    | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Contributions & Other           | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Other                           | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Internal Service                | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Capital Outlay                  | \$49,999              | \$0                       | \$0                       | \$0  | \$0                       |
| Transfer Out                    | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| <b>Total Computer Equipment</b> | <b>\$175,659</b>      | <b>\$120,000</b>          | <b>\$120,000</b>          | <b>\$122,429</b>                               | <b>\$154,500</b>          |

**Mapping**

This division strives to create and provide GIS (Geographic Information Systems) data, mapping services, and project support. Mapping maintains all GIS data resources that offer primary support for E911 Emergency Operations and promotes and maintains a shared GIS data framework for all departments that supports GIS both in growth and application.

Full Financial Summary can be found under the Information Tech Fund. (see page 156)

| <b>Mapping</b>        | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$165,763                 | \$172,229                  | \$172,229                  | \$171,000                                    | \$176,411                  |
| Supplies              | \$4,745                   | \$5,000                    | \$5,000                    | \$5,000                                      | \$14,000                   |
| Purchased Services    | \$11,596                  | \$13,200                   | \$13,200                   | \$13,200                                     | \$12,800                   |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service      | \$19,585                  | \$17,708                   | \$17,708                   | \$17,708                                     | \$16,218                   |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Mapping</b>  | <b>\$201,689</b>          | <b>\$208,137</b>           | <b>\$208,137</b>           | <b>\$206,908</b>                             | <b>\$219,429</b>           |

**Major Accomplishments - In the Past Year**

- Creation of the Interactive Zoning Map for the city's website.
- Established fees for the Mapping & Addressing Division.
- Creation of the city-owned properties historical book for the purpose of storing historical records of the property.
- Hired and trained a new Addressing Coordinator.
- Implemented storage for historical & recent plats/surveys on the server for digital record.
- Resolved and implemented a time field for E911 Dispatch centerline roads data.

**Priority Goals & Objectives - For the Upcoming Year**

- Complete & pass the policies & procedures for the Site Addressing & Road Naming Manual.
- Scan & store historical imagery, plats & records for an informational digital archive.
- Continue to organize the upcoming 2016 MAGIP GIS Conference that our department is hosting (held next April at the Heritage Inn).
- Continue to advance the current GIS users group into a City-wide GIS educational meeting to interact with other GIS entities.

- Create and integrate on the city's website more external mapping resources for the public's use.

### **City Telephone**

This division provides centralized telephone services for the City of Great Falls. The City transitioned to a new VOIP (Voice over Internet Protocol) system in July 2014 thus eliminating the switchboard operator. The management of this division also transitioned from the Police Department to Information Technology. The services provided include contracting leasing, and purchasing of equipment as well as providing long distance carriers and telephone contracts for the Civic Center, Police Department and the Animal Shelter.

Full Financial Summary can be found under the City Telephone Fund. (see page 160)

| <b>City Telephone</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services           | \$54,972                  | \$16,471                   | \$16,471                   | \$16,357                                     | \$16,104                   |
| Supplies                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services          | \$14,587                  | \$19,500                   | \$19,500                   | \$48,847                                     | \$26,900                   |
| Debt Service                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service            | \$3,289                   | \$3,393                    | \$3,393                    | \$3,393                                      | \$832                      |
| Capital Outlay              | \$0                       | \$0                        | \$60,185                   | \$54,862                                     | \$0                        |
| Transfer Out                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total City Telephone</b> | <b>\$72,848</b>           | <b>\$39,364</b>            | <b>\$99,549</b>            | <b>\$123,459</b>                             | <b>\$43,836</b>            |





# Housing Authority

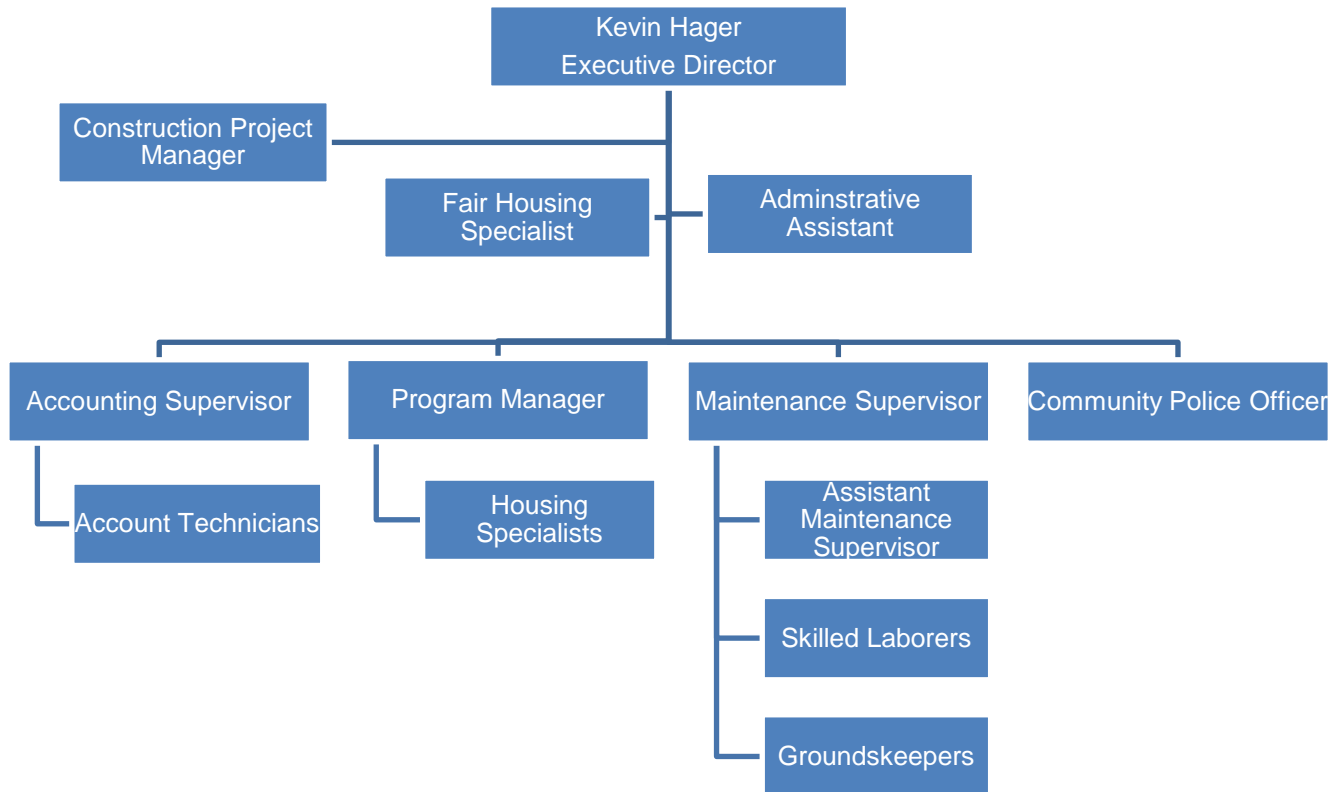
## Mission Statement

The Great Falls Housing Authority, in partnership with its residents, will responsibly and respectfully make safe, basic, affordable housing for qualifying individuals and families.

We will educate and assist residents to develop skills necessary to maintain successful residency, to improve the quality of life and to pursue self-sufficiency.



## Housing Authority Organizational Chart



| Authorized Personnel                  | FY 2014<br>Actual | FY 2015<br>Amended | FY 2016<br>Adopted |
|---------------------------------------|-------------------|--------------------|--------------------|
| <b><u>Housing Authority Funds</u></b> |                   |                    |                    |
| Housing Authority                     | 18.50             | 18.50              | 18.50              |
| <b>Total Housing Authority Funds</b>  | 18.50             | 18.50              | 18.50              |
| <b>Total Housing Authority FTE's</b>  | <b>18.50</b>      | <b>18.50</b>       | <b>18.50</b>       |

**Housing Authority**

The Housing Authority owns 490 Public Housing units and 32 units of Affordable Housing at seven sites in Great Falls and manages 265 Section Eight Vouchers. The Authority houses approximately 1,160 low income people in Public Housing and approximately 420 in Section Eight. The tenants must meet income eligibility requirements, and the rents for Public Housing and Section Eight tenants are subsidized by the U.S. Department of Housing and Urban Development (HUD) through an annual contribution contract. This fund accounts for the Personal Services and Internal Services of the Housing Authority only.

Full Financial Summary can be found under the Housing Authority Fund. (see page 122)

| <b>Housing Authority</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services              | \$1,262,624               | \$1,284,510                | \$1,284,510                | \$1,284,510                                  | \$1,324,149                |
| Supplies                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service               | \$17,563                  | \$20,395                   | \$20,395                   | \$20,395                                     | \$22,331                   |
| Capital Outlay                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Housing Authority</b> | <b>\$1,280,187</b>        | <b>\$1,304,905</b>         | <b>\$1,304,905</b>         | <b>\$1,304,905</b>                           | <b>\$1,346,480</b>         |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Continue to fund a police officer through a contract with the Great Falls Police Department providing security for the housing sites.
- Strengthened the PYAC program (Police Youth Activity Club).
- Maintained sufficient reserves for all projects.
- Completed substantial renovation of 4 units at Parkdale, along with some new utility infrastructure.
- Completed structural stabilization of a 4 plex at Sunrise Courts.

**Priority Goals & Objectives - For the Upcoming Year**

- Complete substantial renovation of four units at Parkdale.
- Continue partnerships with NeighborWorks Great Falls and fine tune the newly developed Housing Authority/NeighborWorks Section Eight Housing Choice Voucher's Homeownership program.
- Continue to secure Capital Funding for the Parkdale Renovation.
- Complete Phase III of the major infrastructure in Parkdale located on 7<sup>th</sup> Avenue South. Replace all 1939 infrastructure on 7<sup>th</sup> Avenue South which includes, water, sewer, electrical, phone and cable services. This is estimated to be \$500,000.
- Design and Bid Phase I of parking and concrete replacement at Holland Court if the CDBG funding is approved by the City Commission.

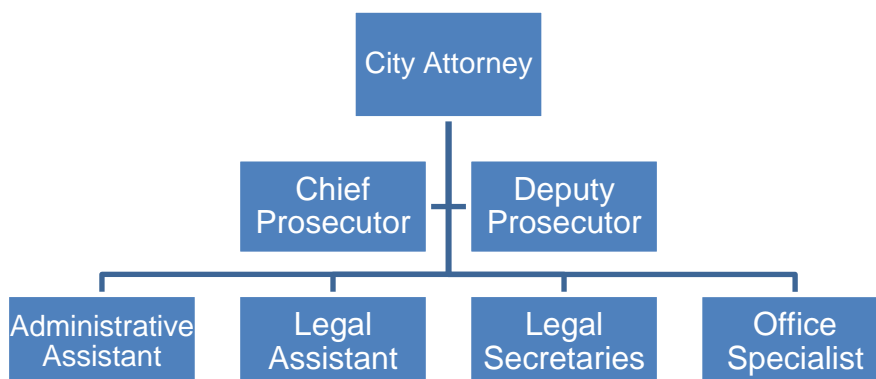


# Legal Services Department

## **Mission Statement**

The Office of the City Attorney is committed to providing the City of Great Falls and its people with the highest caliber of legal representation and professionalism to help protect the health, safety, welfare, and civil rights of all.



**Legal Services Department Organizational Chart**

| Authorized Personnel                | FY 2014<br>Actual | FY 2015<br>Amended | FY 2016<br>Adopted |
|-------------------------------------|-------------------|--------------------|--------------------|
| <b><u>General Fund</u></b>          |                   |                    |                    |
| Legal                               | 7.25              | 7.25               | 7.25               |
| <b>Total General Fund</b>           | 7.25              | 7.25               | 7.25               |
| <b>Total Legal Department FTE's</b> | <b>7.25</b>       | <b>7.25</b>        | <b>7.25</b>        |

The City Attorney's office renders legal services to the City Commission, City Manager, Deputy City Manager, Department Heads and employees to enable the City to conduct its activities within the requirements of the law, both substantively and procedurally, represents the City in civil litigation, and prosecutes misdemeanor violations in Municipal Court.

When necessary, outside counsel is retained to either assist the City Attorney or represent the City in matters. The Legal Services division budget includes the costs associated with providing legal services and retaining outside counsel.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>City Attorney</b>  | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$503,003                 | \$540,912                  | \$540,912                  | \$548,759                                    | \$572,777                  |
| Supplies              | \$9,306                   | \$9,000                    | \$9,000                    | \$9,000                                      | \$9,000                    |
| Purchased Services    | \$12,668                  | \$19,185                   | \$19,185                   | \$15,000                                     | \$18,399                   |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | (\$20)                    | \$0                        | \$0                        | (\$19)                                       | \$0                        |
| Internal Service      | \$61,523                  | \$56,491                   | \$56,491                   | \$56,491                                     | \$62,526                   |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |

|                            |                  |                  |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Total City Attorney</b> | <b>\$586,480</b> | <b>\$625,588</b> | <b>\$625,588</b> | <b>\$629,231</b> | <b>\$662,702</b> |
|----------------------------|------------------|------------------|------------------|------------------|------------------|

| <b>Legal Services</b> | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services    | \$7,227                   | \$10,000                   | \$10,000                   | \$85,000                                     | \$10,000                   |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service      | \$311                     | \$311                      | \$311                      | \$311  | \$249                      |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |

|                             |                |                 |                 |                 |                 |
|-----------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Total Legal Services</b> | <b>\$7,538</b> | <b>\$10,311</b> | <b>\$10,311</b> | <b>\$85,311</b> | <b>\$10,249</b> |
|-----------------------------|----------------|-----------------|-----------------|-----------------|-----------------|

## Goals and Objectives

### Major Accomplishments - In the Past Year

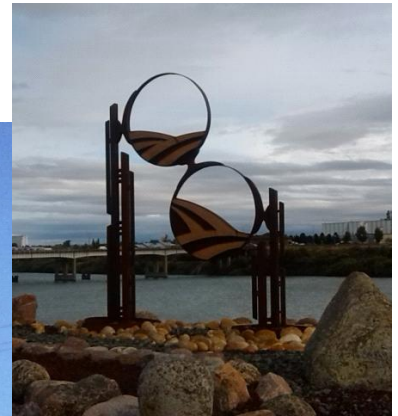
- Advised the City Commission, City Manager, Deputy City Manager, Department Heads, and employees on various legal matters.
- Streamlined and standardized agreements with outside entities for staff to work more productively and efficiently.
- Continued to streamline operations to more efficiently handle charges filed in Municipal Court.



- Continued processes to more effectively and efficiently operate the City Attorney's office, including working with the Municipal Court to process restitution claims, working with programs to track and appropriately dismiss deferred prosecution claims, and working to recoup and/or reduce office expenses.
- Monitored outside counsel in the resolution of the various litigated matters.
- Maintained periodic training with City Police Department Officers and Staff in an effort to assist with education on current legal issues or law changes.
- Coordinated Municipal Court trial schedules with City Police Department schedules to more efficiently utilize officers' time for trial or hearing testimony.
- Coordinated with City Police Department to organize, retain and/or dispose of evidence, as appropriate.
- Coordinated with City Police Department, Dispatch, Great Falls Fire Rescue, Information Technology, City Manager's office, Cascade County and others regarding the contract regarding computerized software utilized for public safety.
- Assisted departments in more effective and responsible City Code enforcement in a manner which is conducive to building a relationship of trust between the citizenry of Great Falls and the City Government, and which allows for appropriate processing of compliance matters through Municipal Court.
- Effectively and efficiently processed over 8,000 citations.

#### **Priority Goals & Objectives - For the Upcoming Year**

- Continue to provide competent representation and advice to the City Commission, City Manager, Deputy City Manager, Department Heads, and other employees, including but not limited to:
  - Representing the City in lawsuits and advising the City Commission as they develop programs, projects, policies, and legislation.
  - Representing the City of Great Falls, and working productively with outside retained counsel, on tort claims, land use, environment, labor and employment, contracts, utilities and other municipality issues.
  - Representing the City of Great Falls in the prosecution of traffic infractions, misdemeanors, and gross misdemeanors in the Great Falls Municipal Court.
- Continue to provide the citizens of Great Falls with the highest caliber of prosecution on cases of driving under the influence, traffic infractions, misdemeanor domestic violence, misdemeanor theft and trespassing and other misdemeanor crimes committed in the City of Great Falls.
- Continue to evaluate expenditures to more efficiently deliver services to the citizens of Great Falls, including consideration of changes to electronic processes.
- Continue to evaluate City processes and production, including but not limited to, ordinances, contracts, and other documents, to provide the City with efficient and effective representation.
- Continue to evaluate and suggesting updates or improvements to the City personnel policies.
- Continue to provide general education regarding testimony and court procedures to witnesses who are called to testify in Municipal Court trials or hearings.
- Continue to improve the teamwork relationships within the City Attorney's office, so that the most productive work force can be fostered.



# Municipal Court

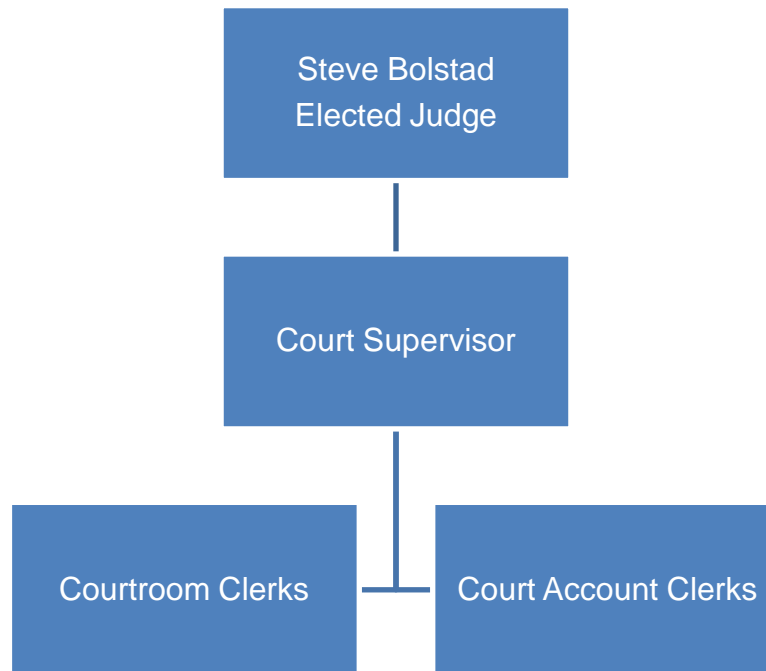
## Mission Statement

The Municipal Court is committed to serve the community and protect individual rights by providing prompt and fair administration of justice.





### Municipal Court Organizational Chart



| Authorized Personnel       | FY 2014<br>Actual | FY 2015<br>Amended | FY 2016<br>Adopted |
|----------------------------|-------------------|--------------------|--------------------|
| <b><u>General Fund</u></b> |                   |                    |                    |
| City Court                 | -                 | 7.50               | 7.50               |

|   |             |             |             |
|---|-------------|-------------|-------------|
| <b>Total General Fund</b>                     | -           | 7.50        | 7.50        |
| <b>Total Municipal Court Department FTE's</b> | <b>0.00</b> | <b>7.50</b> | <b>7.50</b> |

\* In FY 2015 Municipal Court Moved from Fiscal Services Department into a separate Department

**Municipal Court**

Municipal Court handles traffic citations, misdemeanor criminal cases, city ordinance violations and orders of protection. The Municipal Court Judge is an elected position. Municipal Court is divided into three divisions. The divisions are:

**Court Administration**

Court Administration and staff provides for direct courtroom proceedings and the record and receipt functions necessary to follow through with Municipal Court dispositions.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Court</b>          | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$299,539                 | \$310,915                  | \$310,915                  | \$307,000                                    | \$326,409                  |
| Supplies              | \$8,250                   | \$8,500                    | \$8,500                    | \$8,641                                      | \$7,500                    |
| Purchased Services    | \$13,333                  | \$19,725                   | \$19,725                   | \$16,000                                     | \$36,985                   |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | (\$56)                    | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service      | \$107,034                 | \$93,301                   | \$93,301                   | \$93,301                                     | \$92,637                   |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Court</b>    | <b>\$428,100</b>          | <b>\$432,441</b>           | <b>\$432,441</b>           | <b>\$424,942</b>                             | <b>\$463,531</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Created and implemented new morning import and warrant export procedures.
- All Clerks are scanning all Documents into Full Court, data base.

**Priority Goals & Objectives - For the Upcoming Year**

- Continue to clean up and get rid of old documents that are no longer required to be retained.
- Continue to create a court procedure guide book for clerks to be able to reference.

**Municipal Judge**

The Municipal Judge is an elected official with a four year term. Judge Steve Bolstad was appointed by the City Commission January 21, 2014 after the retirement of Judge Nancy Luth. Judge Bolstad will serve until the next municipal general election in November 2015.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Elected Judge</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services          | \$151,406                 | \$110,641                  | \$110,641                  | \$113,204                                    | \$115,313                  |
| Supplies                   | \$550                     | \$400                      | \$400                      | \$455  | \$400                      |
| Purchased Services         | \$10,091                  | \$10,200                   | \$10,200                   | \$8,000                                      | \$10,200                   |
| Debt Service               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service           | \$7,352                   | \$7,311                    | \$7,311                    | \$7,311                                      | \$8,550                    |
| Capital Outlay             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Elected Judge</b> | <b>\$169,399</b>          | <b>\$128,552</b>           | <b>\$128,552</b>           | <b>\$128,970</b>                             | <b>\$134,463</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Expand on software capabilities – Imaging, document creation.
- All of the employees are cross trained to do most of the tasks in the office.

**Priority Goals & Objectives - For the Upcoming Year**

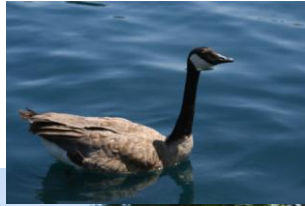
- Improve Court efficiency and general service to the community.
- Promote community understanding of the law and ordinances.

**Jail Alternatives****Function**

The Jail Alternatives division budgets for the various jail alternative programs the City participates in, such as house arrest or work programs or 24/7 program.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Jail Alternatives</b>       | <b>2014 Actual<br/>Amount</b> | <b>2015<br/>Adopted<br/>Budget</b> | <b>2015<br/>Amended<br/>Budget</b> | <b>2015<br/>Projected<br/>Amount as of<br/>6/16/2015</b> | <b>2016<br/>Adopted<br/>Budget</b> |
|--------------------------------|-------------------------------|------------------------------------|------------------------------------|--|------------------------------------|
| Personal Services              | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Supplies                       | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Purchased Services             | \$22,474                      | \$23,000                           | \$23,000                           | \$23,000   | \$23,000                           |
| Debt Service                   | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Contributions & Other          | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Other                          | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Internal Service               | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Capital Outlay                 | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Transfer Out                   | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| <b>Total Jail Alternatives</b> | <b>\$22,474</b>               | <b>\$23,000</b>                    | <b>\$23,000</b>                    | <b>\$23,000</b>  | <b>\$23,000</b>                    |

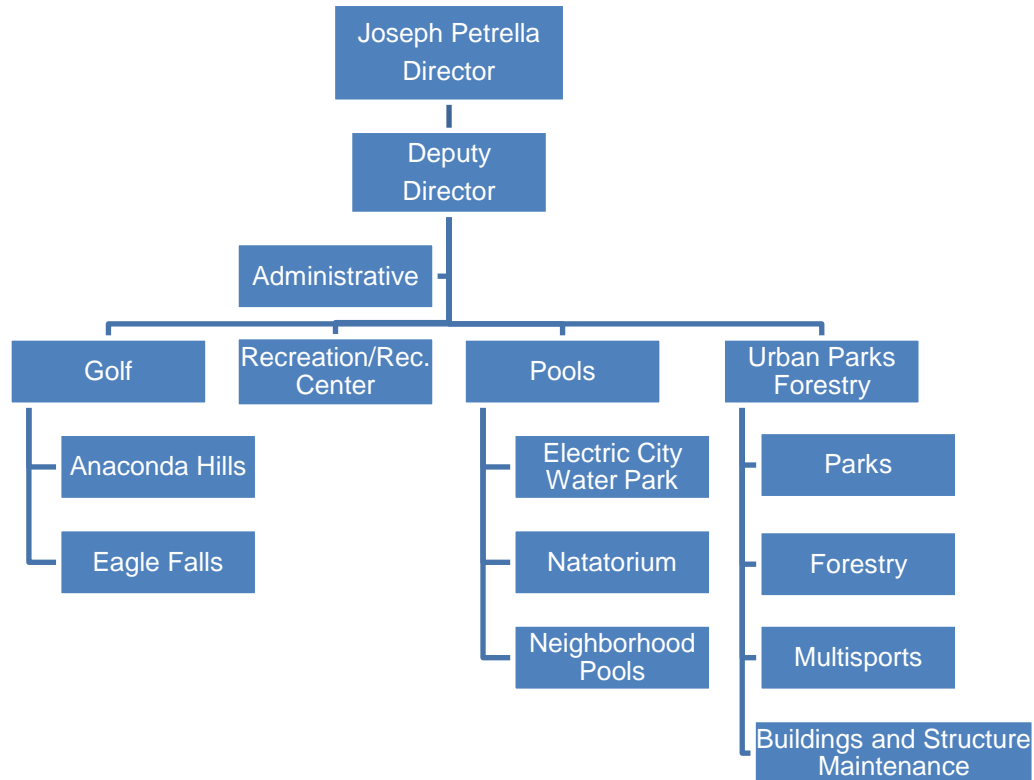


# Park and Recreation Department

## Mission Statement

We will continue to improve our progressive partnership with our fellow citizens to ensure that Great Falls is a better place to live, work, and play by providing the personal, social, economic and environmental benefits attributed to a well maintained, innovative park system; a unique urban forest; and imaginative recreation programs and services.



**Park and Recreation Department Organizational Chart**

|                             | FY 2014<br>Actual | FY 2015<br>Amended | FY 2016<br>Adopted |
|-----------------------------|-------------------|--------------------|--------------------|
| <b>Authorized Personnel</b> |                   |                    |                    |
| <b><u>General Fund</u></b>  |                   |                    |                    |
| Park Areas                  | 10.08             | 10.70              | 11.09              |
| Administration              | 5.00              | 5.00               | 5.00               |
| Visitor's Center            | 0.50              | -                  | -                  |
| <b>Total General Fund</b>   | <b>15.58</b>      | <b>15.70</b>       | <b>16.09</b>       |

**Park & Recreation Funds**

|  |              |                |                |
|--|--------------|----------------|----------------|
| Golf                                       | 5.42         | 5.20           | 5.20           |
| Natural Resources                          | 5.40         | 5.00           | 5.00           |
| Recreation                                 | 3.59         | 4.72           | 4.78           |
| Swimming Pool                              | 7.09         | 5.42           | 5.40           |
| Events                                     | 4.94         | Moved to Admin | Moved to Admin |
| <b>Total Park and Rec Department Funds</b> | <b>26.44</b> | <b>20.34</b>   | <b>20.38</b>   |
| <b>Total Park and Rec Department FTE's</b> | <b>42.02</b> | <b>36.04</b>   | <b>36.47</b>   |

The FY 2016 Adopted FTE total does not include 36.71 Temporary/ Seasonal workers hired in FY 2016 by the Park & Recreation Department.

**Park and Recreation Administration**

The Park and Recreation Administration (Administration) division is administered by the Park and Recreation Department. The Administration division is responsible for the planning, organization, supervision and coordination of the department. Formulation and implementation of the department's goals and objectives as well as budget development are also essential functions.

The fund includes all expenses of the Park and Recreation Director, Deputy Director, Administrative Assistant, two accounting clerks, and the expenses of the park and recreation complex such as electricity, gas, water and telephone. Revenue comes from the General Fund.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Park &amp; Rec Admin</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$400,185                 | \$389,354                  | \$389,354                  | \$342,893                                    | \$396,971                  |
| Supplies                          | \$5,094                   | \$6,400                    | \$6,400                    | \$4,500                                      | \$6,400                    |
| Purchased Services                | \$48,370                  | \$60,805                   | \$60,805                   | \$55,000                                     | \$63,910                   |
| Debt Service                      | \$3,484                   | \$34,721                   | \$34,721                   | \$34,721                                     | \$49,726                   |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | \$10                      | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$46,957                  | \$46,087                   | \$46,087                   | \$46,087                                     | \$43,197                   |
| Capital Outlay                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Park &amp; Rec Admin</b> | <b>\$504,100</b>          | <b>\$537,367</b>           | <b>\$537,367</b>           | <b>\$483,201</b>                             | <b>\$560,204</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Developed a plan and funding structure for improvements to West Bank Park. Improvements include a rest room, paved parking lot, vault toilet, irrigation, landscaping, trail improvements and a connector trail from 3<sup>rd</sup> Ave. N.W. to the trail. Funding sources include a Missouri-Madison RiverFund Grant, PP&L matching grant, CTEP Grant, Transportation Alternative Grant, West Bank Tax Increment Fund and Recreational Trails, Inc.
  - Design is complete for the water and sewer, rest room and parking lot. Projects have been awarded to contractors for water and sewer, and the rest room.
- Continued collaborative effort with the Great Falls Tribune to advertise summer programs, facilities and events.
- Reviewed all fees for services and recommended fee increases to City Commission for approval.

- Promoted recreational activities, enhanced recreational facilities and worked toward increasing tourism for our department and the City of Great Falls by serving on the National Heritage Tourism Committee, Get Fit Great Falls, Conero Sports Foundation and the Convention and Visitors Bureau.
- Turned over operation of the Visitors Center to the Convention and Visitors Bureau (3 year lease), which will be operated in cooperation with the Tourism Business Improvement District and the Great Falls Development Authority.

### **Priority Goals & Objectives - For the Upcoming Year**

- Develop a Park and Recreation Master Plan. Begin strategy for implementation.
- Develop and implement an employee evaluation program to align with Department and Divisions' goals and objectives.
- Conduct an overall Department analysis to:
  - Look for efficiencies and duplication of services.
  - Compare staffing levels to other agencies with similar demographics utilizing National Recreation and Park Association's national database "Proragis".
- Continue implementation of West Bank Park Master Plan.
- Begin development of Department/Division Policies and Procedures Manual to ensure consistency across the department.
- Work on additional funding sources for Park and Recreation divisions. Explore the feasibility of a Park Maintenance District.

### **Parks**

The Parks Division is administered by the Park and Recreation Department. Park Maintenance is responsible for maintaining all public lands within the jurisdiction of the City of Great Falls. Of a total of more than 900 acres of park land, 840 acres are developed. Park Maintenance is also responsible for various Montana Department of Highways' landscape areas and the Public Works Complex.

During the peak season, the Park Maintenance Division operates seven days a week. The daily duties include maintenance of the following areas:

- |                 |   |
|-----------------|---|
| • Playgrounds   | • Volleyball courts                                   |
| • Ball fields   | • Horseshoe pits                                      |
| • Restrooms     | • Play equipment                                      |
| • Shelters      | • Pathways (including River's Edge Trail)             |
| • Boat docks    | • Basketball courts                                   |
| • Tennis courts | • Turf, including mowing, irrigation and weed control |

The daily duties also extend into the winter season with ice skating at Gibson Pond and snow removal on all City owned park sidewalks, and the River's Edge Trail.

Full Financial Summary can be found under the General Fund. (see pages 88-96)



| <b>Parks</b>          | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$1,050,812               | \$1,059,355                | \$1,059,355                | \$1,059,355                                  | \$1,106,938                |
| Supplies              | \$151,263                 | \$191,500                  | \$191,500                  | \$175,000                                    | \$191,500                  |
| Purchased Services    | \$259,868                 | \$282,150                  | \$282,150                  | \$282,150                                    | \$284,450                  |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service      | \$197,820                 | \$213,517                  | \$213,517                  | \$203,753                                    | \$209,900                  |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Parks</b>    | <b>\$1,659,763</b>        | <b>\$1,746,522</b>         | <b>\$1,746,522</b>         | <b>\$1,720,258</b>                           | <b>\$1,792,788</b>         |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- Installed play structure in Dudley Anderson Park, funded with a CDBG grant.
- Installed a new portion of trail in Russell Park, funded by a CTEP grant.
- Contractor installed new automated sprinkler system in Chowen Springs Park as part of the detention pond project.
- Repaired shoulder of River's Edge Trail 9th St. to the pedestrian underpass located under Giant Springs Road; project was funded by a Missouri-Madison RiverFund grant, matching Northwestern Energy grant and Recreational Trails, Inc. (RTI).
- Received funding from RTI for two seasonal employees to accomplish maintenance work on River's Edge Trail.
- Tore down the Park and Ponder Building in Gibson Park and reclaimed area. Re-roofed the remaining portion of the building which includes rest rooms.
- Re-roofed the band shell in Gibson Park.
- Added new art pieces along River's Edge Trail including a tree made from tools and vintage metal parts/pieces, two lighted towers at the east end of the Weissman bridge made from tools and vintage metal parts/pieces, a turtle carved from a tree trunk located along the trail in Gibson Park, a pine cone made out of shovels in Tourist Park, and interpretive/historical panels depicting the story of Lewis & Clark in West Bank Park.
- Installed Little Library free books stands in some parks, working with the Neighborhood Councils and the Great Falls Public Library.

### Priority Goals & Objectives - For the Upcoming Year

- Perform an asset analysis of all parks, facilities and buildings.
- Hire a Trail Manager for River's Edge Trail to perform duties currently being accomplished by a volunteer who will be retiring.
- Continue to work with Recreational Trails, Inc. to fund two seasonal employees to perform maintenance work on the trail.

- Hire a seasonal position to work on weed control in parks and public right-of-ways.
- Replace play structure in Chowen Springs, funded with a CDBG grant.
- Work with City staff, consultants and contractors to complete work in West Bank Park to include a rest room, paved parking lot, vault toilet, irrigation, landscaping, trail improvements and a connector trail from 3<sup>rd</sup> Ave. N.W. to the trail.
- Pave Bay Drive trailhead parking lot, funded by a CTEP grant.
- Work with Public Works and the contractor to restore parkland from Oddfellows Park to Broadwater Bay, and restore portions of trail damaged and Broadwater Bay parking lot.
- Install asphalt millings on pathway in Clara Park through donations from United Materials.
- Replace concrete at Broadwater Bay Boat Launch. Received partial funding from RiverFund/PPL Grant through savings from previous boat ramp project.
- Replace doors at Gibson Park Shops, overhead and walk in doors.

### **Trail Maintenance**

The Trails Maintenance Division is administered by the Park and Recreation Department. This is a new division created to account for new personal added to help with River Edge Trail maintenance.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Trail Maintenance</b> | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services        | \$0                       | \$0                        | \$0                        | \$2,796                                      | \$51,830                   |
| Supplies                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Parks</b>       | <b>\$0</b>                | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$2,796</b>                               | <b>\$51,830</b>            |

### **Visitor's Center**

Full Financial Summary can be found under General Fund. The City entered into a three year lease of the Visitors Center with the Great Falls Convention and Visitors Center and stopped operating the Center in FY 2014. This division has been shown for comparative purposes. (see pages 88-96)

| Visitor Center              | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|-----------------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| Personal Services           | \$28,429           | \$0                 | \$0                 | \$0                                   | \$0                 |
| Supplies                    | \$22,269           | \$0                 | \$0                 | \$0                                   | \$0                 |
| Purchased Services          | \$6,855            | \$0                 | \$0                 | \$0                                   | \$0                 |
| Debt Service                | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other       | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                       | \$1,406            | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service            | \$4,558            | \$0                 | \$0                 | \$0                                   | \$0                 |
| Capital Outlay              | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Visitor Center</b> | <b>\$63,517</b>    | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>                            | <b>\$0</b>          |

### **Park and Recreation Special Revenue Fund**

The Park & Recreation Special Revenue Fund has the following divisions:

- **Park & Rec Admin**  
Revenue and expenditures for City special events are accounted for in this division.
- **Park Land Trust**  
Donations and proceeds from sales of park land, developer payments in lieu of park land, and impact fees are used for park land acquisition, park development/improvements, park master planning, and capital projects. The City Commission has adopted a policy establishing the appropriate use of park land trust monies.
- **P & R Grants**  
Revenues and expenditures from alternative funding sources, such as grants, are accounted for in this division.
- **Tennis Court Maintenance**  
In 2010 the City along with the Great Falls Tennis Association and the Great Falls School district entered into a memorandum of understanding for continued maintenance of the CMR/Hurd tennis courts. Each year these entities agreed to contribute \$4000. The City's portion is funded through the Park and Recreation Special Revenue fund. The agreement has expired; there is a current balance in the account.

Full Financial Summary can be found under the Park and Recreation Special Revenue Fund. (see page 99)

| <b>Park &amp; Rec Admin</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                          | \$3,053                   | \$2,550                    | \$2,550                    | \$2,817                                      | \$2,550                    |
| Purchased Services                | \$6,249                   | \$5,000                    | \$5,000                    | \$32,476                                     | \$90,000                   |
| Debt Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | \$0                       | \$0                        | \$0                        | \$658  | \$0                        |
| Internal Service                  | \$1,565                   | \$1,567                    | \$1,567                    | \$1,567                                      | \$1,256                    |
| Capital Outlay                    | \$40,324                  | \$0                        | \$140,621                  | \$48,600                                     | \$109,500                  |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Loss of Reserves                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Park &amp; Rec Admin</b> | <b>\$51,191</b>           | <b>\$9,117</b>             | <b>\$149,738</b>           | <b>\$86,118</b>                              | <b>\$203,306</b>           |

| <b>Park Land Trust</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                     | \$0                       | \$35,000                   | \$35,000                   | \$0  | \$0                        |
| Purchased Services           | \$0                       | \$1,000                    | \$1,000                    | \$12,918                                     | \$5,000                    |
| Debt Service                 | \$2,208                   | \$16,503                   | \$16,503                   | \$16,503                                     | \$46,655                   |
| Contributions & Other        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service             | \$1,855                   | \$1,858                    | \$1,858                    | \$1,858                                      | \$1,489                    |
| Capital Outlay               | \$0                       | \$0                        | \$34,025                   | \$34,415                                     | \$0                        |
| Transfer Out                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Park Land Trust</b> | <b>\$4,063</b>            | <b>\$54,361</b>            | <b>\$88,386</b>            | <b>\$65,694</b>                              | <b>\$53,144</b>            |

| <b>Park &amp; Rec Grant</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                | \$12,151                  | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Park &amp; Rec Grant</b> | <b>\$12,151</b>           | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$0</b>                                   | <b>\$0</b>                 |

| <b>Tennis Court Maintenance</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                    | \$0                       | \$12,000                   | \$29,731                   | \$0  | \$0                        |
| Debt Service                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Tennis Court Maintenance</b> | <b>\$0</b>                | <b>\$12,000</b>            | <b>\$29,731</b>            | <b>\$0</b>                                   | <b>\$0</b>                 |

## Goals and Objectives

### Priority Goals & Objectives - For the Upcoming Year

- Fund the Park and Recreation Master Plan.
- Work toward rebuilding fund balance for future improvements and financial stability.
- Continue matching grant program for projects related to Parks and Recreation.
- Reach a consensus with Great Falls Tennis Association and the Great Falls School District on use for the remaining balance in the tennis court maintenance fund.

**Natural Resources**

The Natural Resources Fund is administered by the Park and Recreation Department. The primary function of the Natural Resources Fund is to provide arboriculture, horticulture, and natural resource services on public property and right-of-ways within the City of Great Falls. This includes Boulevard District, parks, golf courses, and other public property. Over 44,600 trees, landscaped areas containing thousands of shrubs and numerous annual and perennial flower gardens are presently maintained in City Parks and State Islands.

Major revenue sources are special assessments on individual properties within the Boulevard District, General Fund support, internal service charges, sale of wood chips and compost.

Full Financial Summary can be found under the Natural Resources Fund (see page 111)

| <b>Park &amp; Rec Grants - Misc</b>        | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                                   | \$314                     | \$0                        | \$0                        | \$76   | \$0                        |
| Purchased Services                         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                           | \$71                      | \$71                       | \$71                       | \$71   | \$57                       |
| Capital Outlay                             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Park &amp; Rec Grants - Misc,</b> | <b>\$385</b>              | <b>\$71</b>                | <b>\$71</b>                | <b>\$147</b>                                 | <b>\$57</b>                |

| <b>Natural Resources</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services              | \$230,799                 | \$185,037                  | \$185,037                  | \$175,000                                    | \$151,623                  |
| Supplies                       | \$31,538                  | \$45,619                   | \$45,619                   | \$45,619                                     | \$24,800                   |
| Purchased Services             | \$19,635                  | \$21,202                   | \$21,202                   | \$20,000                                     | \$17,225                   |
| Debt Service                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service               | \$49,074                  | \$48,114                   | \$48,114                   | \$48,114                                     | \$33,513                   |
| Capital Outlay                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Natural Resources</b> | <b>\$331,046</b>          | <b>\$299,972</b>           | <b>\$299,972</b>           | <b>\$288,733</b>                             | <b>\$227,161</b>           |

|                                       | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|---------------------------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| <b>Natural Resources - Blvd</b>       |                    |                     |                     |                                       |                     |
| Personal Services                     | \$212,070          | \$207,014           | \$207,014           | \$205,449                             | \$241,443           |
| Supplies                              | \$4,365            | \$43,818            | \$74,818            | \$74,818                              | \$51,844            |
| Purchased Services                    | \$2,930            | \$7,230             | \$7,230             | \$7,230                               | \$10,234            |
| Debt Service                          | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other                 | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                                 | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service                      | \$28,818           | \$21,638            | \$21,638            | \$21,638                              | \$41,120            |
| Capital Outlay                        | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                          | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Natural Resources - Blvd</b> | <b>\$248,183</b>   | <b>\$279,700</b>    | <b>\$310,700</b>    | <b>\$309,135</b>                      | <b>\$344,641</b>    |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- Planted 145 new trees in parks, golf courses and Boulevard District.
- Pruned 475 large trees to improve health and eliminate hazards.
- Inspected, tested and removed 39 City and 77 private American Elm trees diseased with Dutch Elm disease in order to preserve and protect the remaining populations.
- Maintained Tree City USA status for the 34<sup>th</sup> year.

### Priority Goals & Objectives - For the Upcoming Year

- Continue ongoing programs in saving our American Elms from Dutch Elm disease.
- Continue pruning street and park trees that were damaged in the spring of 2008 and October, 2009 by the record cold.
- Continue ongoing trim program to improve the health and safety of mature trees in Boulevard District and Parks.
- Fund and implement a consistent City-wide streetscape and street tree management and maintenance program.
- Provide critical care and maintenance to trees and shrubs ravaged by drought and freeze.
- Green Infrastructure Improvements by planting 250 street and park trees.
- Continue partnership with Public Works to accomplish leaf pickup.
- Recommend a 10% increase in the Boulevard Assessment.
- Continue to adapt management strategies after the loss of 7,391 labor hours since 2009.

**Portage Meadow**

The Portage Meadow Fund is administered by the Park and Recreation Department. The fund purpose is to maintain the turf, trees, irrigation system, and provide snow removal in the green belt park of Portage Meadows Addition. The City created a special improvement maintenance district and assesses the property owners for the maintenance costs. Assessments to property owners are based on projected expenditures.

Full Financial Summary can be found under the Portage Meadow Fund. (see page 112)

| <b>Portage Meadow</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services           | \$13,109                  | \$13,618                   | \$13,618                   | \$13,618                                     | \$13,768                   |
| Supplies                    | \$0                       | \$1,200                    | \$1,200                    | \$1,200                                      | \$1,200                    |
| Purchased Services          | \$9,998                   | \$10,250                   | \$10,250                   | \$10,250                                     | \$10,250                   |
| Debt Service                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service            | \$25,008                  | \$25,121                   | \$25,121                   | \$25,121                                     | \$24,892                   |
| Capital Outlay              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Portage Meadow</b> | <b>\$48,115</b>           | <b>\$50,189</b>            | <b>\$50,189</b>            | <b>\$50,189</b>                              | <b>\$50,110</b>            |

**Golf Courses**

The Golf Courses Fund is administered by the Park and Recreation Department. This fund provides for the operation of two 18 hole golf courses, Anaconda Hills and Eagle Falls Golf Club. The courses are open from March 15 through October 31. A full range of services are available including concessions, golf lessons, a junior golf program, numerous league events, tournaments, and a winter indoor golf program.

Golf Course Revenue Bonds were issued in 1998 and 1999 to finance capital improvements at Eagle Falls and Anaconda Hills Golf Course. The major Golf Course Revenue Bond will be paid off in September 2015.

Full Financial Summary can be found under the Golf Courses Fund. (see page 139)



|                           | 2014 Actual<br>Amount | 2015<br>Adopted<br>Budget | 2015<br>Amended<br>Budget | 2015<br>Projected<br>Amount as of<br>6/16/2015 | 2016<br>Adopted<br>Budget |
|---------------------------|-----------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Debt Service</b>       |                       |                           |                           |  |                           |
| Personal Services         | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Supplies                  | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Purchased Services        | \$82                  | \$0                       | \$0                       | \$0  | \$3,000                   |
| Debt Service              | \$234,738             | \$233,678                 | \$233,678                 | \$233,678                                      | \$256,804                 |
| Contributions & Other     | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Other                     | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Internal Service          | \$6,171               | \$6,181                   | \$6,181                   | \$6,181  | \$4,955                   |
| Capital Outlay            | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Transfer Out              | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| <b>Total Debt Service</b> | <b>\$240,991</b>      | <b>\$239,859</b>          | <b>\$239,859</b>          | <b>\$239,859</b>                               | <b>\$264,759</b>          |

This budget reflects both principal and interest payments. Please refer to the Capital and Debt Section for detailed loan payment information.

|                             | 2014 Actual<br>Amount | 2015<br>Adopted<br>Budget | 2015<br>Amended<br>Budget | 2015<br>Projected<br>Amount as of<br>6/16/2015 | 2016<br>Adopted<br>Budget |
|-----------------------------|-----------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Central Garage</b>       |                       |                           |                           |  |                           |
| Personal Services           | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Supplies                    | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Purchased Services          | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Debt Service                | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Contributions & Other       | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Other                       | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Internal Service            | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Capital Outlay              | \$0                   | \$8,767                   | \$8,767                   | \$0  | \$0                       |
| Transfer Out                | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| <b>Total Central Garage</b> | <b>\$0</b>            | <b>\$8,767</b>            | <b>\$8,767</b>            | <b>\$0</b>                                     | <b>\$0</b>                |

| <b>Anaconda Pro Shop</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services              | \$98,643                  | \$107,038                  | \$107,038                  | \$100,000                                    | \$113,009                  |
| Supplies                       | \$25,927                  | \$49,100                   | \$49,100                   | \$49,100                                     | \$50,400                   |
| Purchased Services             | \$25,380                  | \$40,900                   | \$40,900                   | \$40,900                                     | \$38,275                   |
| Debt Service                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                          | (\$256)                   | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service               | \$18,577                  | \$18,253                   | \$18,253                   | \$18,253                                     | \$21,520                   |
| Capital Outlay                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Anaconda Pro Shop</b> | <b>\$168,271</b>          | <b>\$215,291</b>           | <b>\$215,291</b>           | <b>\$208,253</b>                             | <b>\$223,204</b>           |

| <b>Anaconda Maintenance</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$202,604                 | \$213,699                  | \$213,699                  | \$202,000                                    | \$217,840                  |
| Supplies                          | \$49,759                  | \$70,850                   | \$70,850                   | \$70,850                                     | \$62,850                   |
| Purchased Services                | \$31,040                  | \$56,345                   | \$56,345                   | \$56,345                                     | \$64,345                   |
| Debt Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$39,614                  | \$54,493                   | \$54,493                   | \$54,493                                     | \$56,687                   |
| Capital Outlay                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Anaconda Maintenance</b> | <b>\$323,017</b>          | <b>\$395,387</b>           | <b>\$395,387</b>           | <b>\$383,688</b>                             | <b>\$401,722</b>           |

| <b>Eagle Falls Pro Shop</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$103,266                 | \$115,092                  | \$115,092                  | \$110,000                                    | \$119,126                  |
| Supplies                          | \$54,406                  | \$60,800                   | \$60,800                   | \$60,800                                     | \$62,000                   |
| Purchased Services                | \$42,361                  | \$56,650                   | \$56,650                   | \$56,650                                     | \$35,675                   |
| Debt Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | (\$39)                    | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$24,713                  | \$24,827                   | \$24,827                   | \$24,827                                     | \$23,246                   |
| Capital Outlay                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Eagle Falls Pro Shop</b> | <b>\$224,707</b>          | <b>\$257,369</b>           | <b>\$257,369</b>           | <b>\$252,277</b>                             | <b>\$240,047</b>           |

| <b>Eagle Falls Maintenance</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                    | \$213,045                 | \$230,711                  | \$230,711                  | \$220,000                                    | \$230,015                  |
| Supplies                             | \$48,298                  | \$73,550                   | \$73,550                   | \$73,550                                     | \$73,550                   |
| Purchased Services                   | \$20,139                  | \$54,035                   | \$54,035                   | \$54,035                                     | \$54,785                   |
| Debt Service                         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                     | \$34,668                  | \$40,597                   | \$40,597                   | \$40,597                                     | \$40,341                   |
| Capital Outlay                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Eagle Falls Maintenance</b> | <b>\$316,150</b>          | <b>\$398,893</b>           | <b>\$398,893</b>           | <b>\$388,182</b>                             | <b>\$398,691</b>           |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- Eagle Falls Parking Lot island redone, converted landscaping to grass for easier maintenance.
- Repaired filters in Eagle Falls parking lot.
- Flushed drainage area in front of #1 green at Eagle Falls.
- Edged 15 bunkers and added sand at Eagle Falls.
- Repaired Eagle Falls driving range fence.
- Completed the removal of the Russian Olive Trees at Anaconda Hills Golf Course.

- Designed and implemented a Footgolf course on the front nine at Anaconda Hills Golf Course.
- Removed asphalt and replaced with turf on old #11 cart path at Anaconda Hills Golf Course.
- Implemented a smart phone app for Eagle Falls; used by many players.
- Ran an extensive “life’s too short not to play” ad campaign on multiple radio stations through a partnership with STARadio.
- Received a grant of approximately \$3,000 from the LPGA to help support the Girls Golf Great Falls Program.
- Created an attractive patio space at Eagle Falls using tee sign advertising revenue.
- Obtained new display cabinets and racks to enhance the merchandise displays at both golf shops.
- Printed scorecards that advertise and highlight the beauty, geography, and history of both courses

**Priority Goals & Objectives - For the Upcoming Year**

- Complete Eagle Falls weed spraying program.
- Finish bunker edging and adding sand at Eagle Falls.
- Improve rough areas of cart paths at Eagle Falls.
- Get ground squirrel problems under control at Eagle Falls.
- Work on plan for replacing trees.
- Spray Anaconda for Broadleaf weeds.
- Address irrigation coverage issues by installing additional irrigation at Anaconda Hills.
- Train and retain capable and dedicated course supervisors.
- Implement a less complicated, and logical fee schedule to enable our facilities to earmark funds for capital improvements, and equipment upgrades.
- Continue to participate in formulating a National Heritage Area in an effort to increase tourism.
- Conduct an overall analysis of the merchandise sales program in an effort to streamline products sold on site.
- Analyze and review staffing patterns at both courses to ensure efficiencies and overall effectiveness on the customer experience (staff up during busy times/down during slow).
- Conduct a wage analysis to determine proper hourly salary of employees and become more competitive in attracting qualified candidates to work at the golf courses.

**Swimming Pools**

The purpose of this division is to manage operation of four swimming pools: three outdoor pools and one indoor pool. The debt service is for a capital lease for the construction of the wave rider at the Electric City Water Park. Please refer to the Capital and Debt Section for detailed loan payment information.

Full Financial Summary can be found under the Swimming Pools Fund. (see page 145)

| <b>Electric City Water Park</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                     | \$190,382                 | \$212,907                  | \$212,907                  | \$212,907                                    | \$214,187                  |
| Supplies                              | \$84,923                  | \$97,600                   | \$97,600                   | \$85,400                                     | \$97,400                   |
| Purchased Services                    | \$59,073                  | \$91,370                   | \$91,370                   | \$58,465                                     | \$89,100                   |
| Debt Service                          | \$167,935                 | \$167,936                  | \$167,936                  | \$167,936                                    | \$167,935                  |
| Contributions & Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                                 | \$122                     | \$0                        | \$0                        | \$82   | \$0                        |
| Internal Service                      | \$31,261                  | \$29,666                   | \$29,666                   | \$29,666                                     | \$27,422                   |
| Capital Outlay                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Electric City Water Park</b> | <b>\$533,696</b>          | <b>\$599,479</b>           | <b>\$599,479</b>           | <b>\$554,456</b>                             | <b>\$596,044</b>           |

| <b>Natatorium Pool</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services            | \$190,109                 | \$146,761                  | \$146,761                  | \$146,761                                    | \$158,591                  |
| Supplies                     | \$20,384                  | \$13,700                   | \$13,700                   | \$13,700                                     | \$11,800                   |
| Purchased Services           | \$59,387                  | \$77,035                   | \$77,035                   | \$77,035                                     | \$71,245                   |
| Debt Service                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                        | (\$67)                    | \$0                        | \$0                        | \$8  | \$0                        |
| Internal Service             | \$22,667                  | \$22,545                   | \$22,545                   | \$22,545                                     | \$21,722                   |
| Capital Outlay               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Natatorium Pool</b> | <b>\$292,480</b>          | <b>\$260,041</b>           | <b>\$260,041</b>           | <b>\$260,049</b>                             | <b>\$263,358</b>           |

| Neighborhood Pools              | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|---------------------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| Personal Services               | \$24,807           | \$30,718            | \$30,718            | \$30,718                              | \$30,027            |
| Supplies                        | \$8,242            | \$10,900            | \$10,900            | \$10,900                              | \$10,600            |
| Purchased Services              | \$10,996           | \$14,500            | \$14,500            | \$14,500                              | \$14,400            |
| Debt Service                    | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other           | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                           | \$59               | \$0                 | \$0                 | \$17                                  | \$0                 |
| Internal Service                | \$4,712            | \$4,738             | \$4,738             | \$4,738                               | \$4,311             |
| Capital Outlay                  | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                    | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Neighborhood Pools</b> | <b>\$48,816</b>    | <b>\$60,856</b>     | <b>\$60,856</b>     | <b>\$60,873</b>                       | <b>\$59,338</b>     |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- Cost Recovery improved at all three pools compared to FY14:
  - Natatorium increased from 42% to 45%.
  - Water Park increased from 65% to 80%. Cost recovery without the Flow Rider loan payment was 122%.
  - Neighborhood Pools increased from 63% to 82%.
  - Pools overall increased 57% to 69%. Cost recovery without the Flow Rider loan payment was 87%.
- Purchased the Wibit (an aquatics obstacle course), which will improve pool rental revenue and can be used at all four pools. The Wibit was funded through the People's Park and Recreation Foundation out of the Calumet donation.
- Received a CDBG grant to help fund disabled and low to moderate income youth for swim lessons and youth and adult adaptive classes.

### Priority Goals & Objectives - For the Upcoming Year

- Perform a wage analysis for part time and temporary employees and make recommendations for wage adjustments.
- Conduct an operational analysis to look for efficiencies.
- Secure funding through CDBG for disabled, low income and lifeguarding certification classes.
- To offer individuals with special needs the opportunity to participate in classes or lessons that they would not otherwise be able to afford.
  - To offset the cost of lifeguarding classes, which would increase the number of available guards for employment.
- Become a member of the Blue Cross Blue Shield wellness program for member ages 18-55.
  - To increase exposure and revenue through Blue Cross Blue Shield wellness program.

- Develop a special needs swimming lesson program with Quality Life Concepts.
  - To offer a program specifically designed for special needs youth that are currently not being served in aquatics in the Great Falls area.
- Replace doors and door frames at the Natatorium (CDBG Grant).
- Explore and analyze the feasibility of offering a season pass for the ECWP.
- Two staff members to get certified as a YMCA or American Red Cross WSI Instructor.
  - Currently Montana only has 2 instructors that can certify Water Safety Instructors. They are on the opposite side of the State; by becoming certified we can offer certifications to our staff as well as surrounding areas, creating more revenue.

### **Ice Breaker Road Race**

This budget includes all operational expenses involved with the Ice Breaker Road Race held yearly in April. The Ice Breaker Road Race is one of the top 100 road races in the nation.

Full Financial Summary can be found under the Recreation Fund. (see page 148)

|                              | 2014 Actual<br>Amount | 2015<br>Adopted<br>Budget | 2015<br>Amended<br>Budget | 2015<br>Projected<br>Amount as of<br>6/16/2015 | 2016<br>Adopted<br>Budget |
|------------------------------|-----------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Ice Breaker Run</b>       |                       |                           |                           |  |                           |
| Personal Services            | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Supplies                     | \$2,185               | \$2,600                   | \$2,600                   | \$985  | \$1,560                   |
| Purchased Services           | \$25,871              | \$36,060                  | \$36,060                  | \$25,605                                       | \$39,138                  |
| Debt Service                 | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Contributions & Other        | \$24,595              | \$34,278                  | \$34,278                  | \$27,140                                       | \$32,600                  |
| Other                        | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Internal Service             | \$1,612               | \$1,615                   | \$1,615                   | \$1,615  | \$1,295                   |
| Capital Outlay               | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Transfer Out                 | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| <b>Total Ice Breaker Run</b> | <b>\$54,263</b>       | <b>\$74,553</b>           | <b>\$74,553</b>           | <b>\$55,345</b>                                | <b>\$74,593</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- \$12,750 in cash sponsorships and \$29,780 in kind sponsorships to help defray costs of events.
- Increased volunteers to cover positions previously covered by paid staff such as race packet distribution and registration (2 days), further reducing personnel costs.
- Successfully conducted the 2015 Ice Breaker Road race with 3,537 participants, promoting health and fitness and providing a community event for families, neighbors and friends.

**Priority Goals & Objectives - For the Upcoming Year**

- Explore opportunities to increase participation.
- Seek additional limited sponsorship of event and pursue additional activities to enhance event.

**Recreation**

Recreation programs include supervised playgrounds, tennis lessons, summer special events, Easter egg hunt, summer arts and crafts, road races, Pet and Doll Parade, adult volleyball, and adult basketball.

Full Financial Summary can be found under the Recreation Fund. (see page 148)

| <b>Recreation Programs</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                | \$6,742                   | \$8,167                    | \$8,167                    | \$9,568                                      | \$11,348                   |
| Supplies                         | \$843                     | \$2,900                    | \$2,900                    | \$2,500                                      | \$1,400                    |
| Purchased Services               | \$23,065                  | \$38,175                   | \$38,175                   | \$38,175                                     | \$30,625                   |
| Debt Service                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                 | \$7,330                   | \$8,152                    | \$8,152                    | \$8,152                                      | \$12,012                   |
| Capital Outlay                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Recreation Programs</b> | <b>\$37,980</b>           | <b>\$57,394</b>            | <b>\$57,394</b>            | <b>\$58,395</b>                              | <b>\$55,385</b>            |



**Goals and Objectives****Major Accomplishments - In the Past Year**

- Conducted winter Basketball League with 70 teams registered.
- Conducted winter Volleyball League with 22 teams registered.
- Held the 80th Annual Pet & Doll Parade with approximately 190 participants and 1,000 spectators.
- Held the Easter Egg Hunt with Steel Etc. sponsoring event for the 5th year and over 1,200 participants.

**Priority Goals & Objectives - For the Upcoming Year****As related to City Commission Goals:**

- Continue to offer various Recreation programs for the Community.

**Community Center**

This division oversees the operation of the facility itself and programming of the Community Recreation Center and youth recreation programs.

Full Financial Summary can be found under the Recreation Fund. (see page 148)

| <b>Community Center</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services             | \$207,041                 | \$229,700                  | \$229,700                  | \$229,700                                    | \$219,183                  |
| Supplies                      | \$22,401                  | \$32,800                   | \$32,800                   | \$32,800                                     | \$27,800                   |
| Purchased Services            | \$80,122                  | \$91,675                   | \$91,675                   | \$91,675                                     | \$91,650                   |
| Debt Service                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                         | \$301                     | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service              | \$27,110                  | \$25,377                   | \$25,377                   | \$25,377                                     | \$25,833                   |
| Capital Outlay                | \$5,423                   | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Community Center</b> | <b>\$342,398</b>          | <b>\$379,552</b>           | <b>\$379,552</b>           | <b>\$379,552</b>                             | <b>\$364,466</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Increased usage of facility/fitness center, particularly fitness memberships.
- Provided summer camp and summer recreation programming serving approximately 1,200 children.
- Hosted the 10<sup>th</sup> Annual Electric City Winter Classic, bringing 70 teams from across the State to Great Falls.
- Provided a Fall Adult Basketball league for 16 teams.
- Increased rental revenue for facility usage.
- Provided a facility for 8 youth traveling basketball teams to practice.

- Entered into a rental agreement with Home Schools for their volleyball and basketball programs.
- Installed new ADA and energy efficient front door.
- Applied for \$7,000 in CDBG funding, received \$10,000 for scholarships.
- Purchased new equipment to better utilize the stage for fitness members.

#### **Priority Goals & Objectives - For the Upcoming Year**

- Expand programs by offering classes for under 5 and over 12 years old utilizing the Girl Scout house in Elk's Riverside Park.
- Expand fitness memberships through wide variety of new classes.
- Continue to apply for scholarship grants.
- Increase facility usage and fitness center through memberships and rentals.
- Host the 11<sup>th</sup> Annual Winter Classic Basketball tournament.
- Continue to maintain quality youth programs.
- Increase program revenue and reassess the rental fees of meeting room, gymnasium and dance studio.
- Re-evaluate the fees of summer camps vs. scholarship fund to assess the ability to increase fees and accommodate Low to Moderate Income (LMI) citizens within the community.

#### **Multisports**

The City of Great Falls resumed management of the Multi-Sports Complex in 2008; this budget includes all revenues and expenses for operation of the complex.

Full Financial Summary can be found under the Multisports Fund. (see page 149)

| <b>Multisports</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services        | \$55,282                  | \$45,274                   | \$45,274                   | \$45,274                                     | \$48,203                   |
| Supplies                 | \$45,212                  | \$46,850                   | \$46,850                   | \$46,850                                     | \$46,850                   |
| Purchased Services       | \$30,569                  | \$31,100                   | \$31,100                   | \$31,100                                     | \$30,450                   |
| Debt Service             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                    | \$0                       | \$0                        | \$0                        | \$1  | \$0                        |
| Internal Service         | \$5,155                   | \$7,872                    | \$7,872                    | \$7,872                                      | \$6,750                    |
| Capital Outlay           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Multisports</b> | <b>\$136,218</b>          | <b>\$131,096</b>           | <b>\$131,096</b>           | <b>\$131,097</b>                             | <b>\$132,253</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Conducted a successful program with 79 Men's, Women's and Co-Ed softball teams, and 12 co-ed softball teams for fall play in August/September.
- Provided double header games for interested teams, generating additional revenue. Held 8 weekend softball tournaments.
- Continued agreements with University of Great Falls (UGF) and Great Falls School District for use of the softball complex for their programs also continued the agreement with the Salvation Army for use of the complex for their flag football program.

**Priority Goals & Objectives - For the Upcoming Year**

- Develop a strategic plan to fund and replace aging backstops and fence lines.
- Research and implement updated fee structure to reflect a minimum 125% cost recovery.
- Develop Memos of Understanding with University of Great Falls, Great Falls School District and Salvation Army for use of the facility.
- Conduct an operational analysis to look for efficiencies.



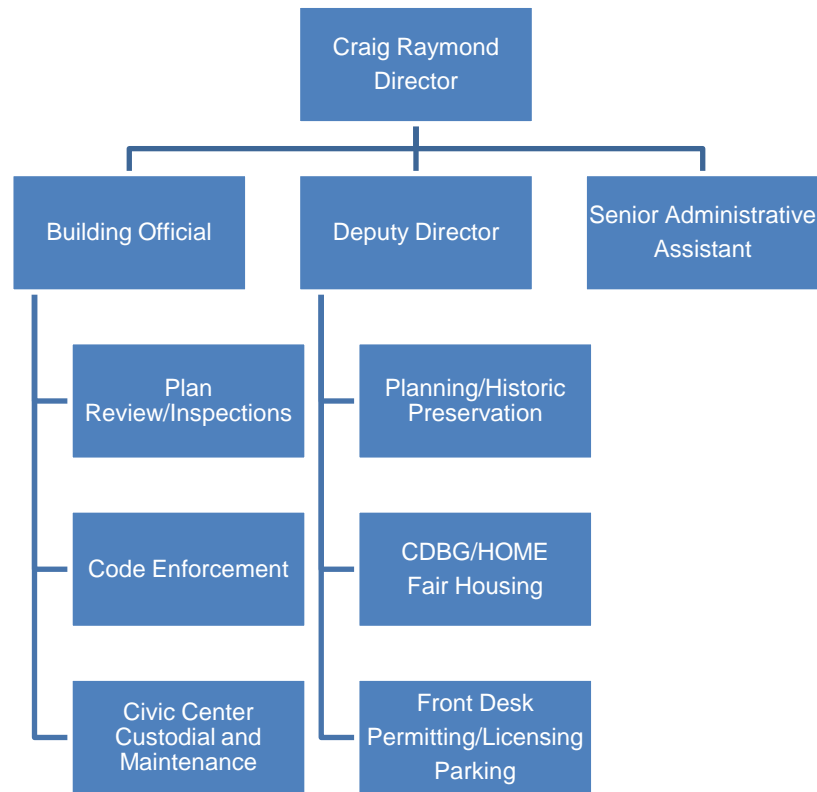
# Planning & Community Development Department

## Mission Statement

Our mission is to make the community an even better place to live by:  
Providing the best available information and professional analyses; taking a proactive approach to planning issues; and articulating and promoting the vision of Great Falls through education and enforcement of the standards set by the Community.



## Planning & Community Development Department Organizational Chart



|  | FY 2014<br>Actual | FY 2015<br>Amended | FY 2016<br>Adopted |
|--|-------------------|--------------------|--------------------|
| <b>Authorized Personnel</b>                              |                   |                    |                    |
| <b><u>Planning &amp; Community Development Funds</u></b> |                   |                    |                    |
| Building Permits/Signs                                   | 9.05              | 8.65               | 8.75               |
| Licenses   | 1.15              | 1.20               | 1.15               |
| Federal Block Grant                                      | 2.73              | 2.77               | 3.05               |
| Federal Home Grant                                       | 0.17              | 0.27               | 0.27               |
| Parking  | 1.10              | 1.15               | 1.05               |
| Facility Admin   | 4.35              | 4.35               | 4.25               |
| Planning/Historic Preservation                           | 6.15              | 6.73               | 6.40               |
| <b>Planning &amp; Community Development Funds</b>        | <b>24.70</b>      | <b>25.12</b>       | <b>24.92</b>       |
| <b>Total Planning &amp; Comm Dev Department FTE's</b>    | <b>24.70</b>      | <b>25.12</b>       | <b>24.92</b>       |

**Planning Operation**

Planning operations provides services associated with land development, subdivision review, transportation planning, rezoning, annexations, historic preservation, and land use planning as well as management and administrative services for the various functions of the Planning and Community Development Department.

Full Financial Summary can be found under the Planning & Community Dev Fund. (see page 102)

| <b>Planning Operations</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                | \$373,745                 | \$433,444                  | \$433,444                  | \$390,000                                    | \$443,523                  |
| Supplies                         | \$4,088                   | \$5,100                    | \$5,100                    | \$5,100                                      | \$4,900                    |
| Purchased Services               | \$324,914                 | \$81,137                   | \$81,550                   | \$97,632                                     | \$115,281                  |
| Debt Service                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other            | \$101,895                 | \$95,402                   | \$95,402                   | \$95,402                                     | \$95,500                   |
| Other                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                 | \$73,957                  | \$73,532                   | \$73,532                   | \$73,532                                     | \$80,680                   |
| Capital Outlay                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Planning Operations</b> | <b>\$878,599</b>          | <b>\$688,615</b>           | <b>\$689,028</b>           | <b>\$661,666</b>                             | <b>\$739,884</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Processed 8 subdivision applications, 2 annexation applications, 5 zoning related applications, 4 Conditional Use Permits, 1 Vacation of Right-of-Way, 1 tax abatement application, and 3 Tax Increment Financing (TIF) applications through the Planning Board/Zoning Commission between July 2014 and June 2015, most of which were then processed through the City Commission.
- Initiated a major Land Development Code review/change process which will clean up obscure or conflicting portions of the code and test the relevance of the code to current day Great Falls.
- Implemented recommendations in the Downtown Master Plan, including:
  - Continued to work with owners/developers of several downtown buildings including the Arvon Block and Rocky Mountain Building with the goal of building renovation and downtown revitalization.
  - Continued to participate in the Downtown Development Partnership.
- Completed major sidewalk in-fill project around University of Great Falls and MSU College-Great Falls.

- Readied final CTEP projects for construction (five projects).
- Participated in the application review and expenditure of funds from the Central Montana Agriculture and Technology Park Tax Increment Financing Industrial District which significantly benefitted the entire TIF district including ADF, MaltEurop and the Great Bear Industrial Park.
- Worked with MDT to implement two TA (Transportation Alternatives) projects.
- Continued to move forward major transportation projects recommended in Long Range Transportation Plan, including South Central Arterials and Sun River Trail, both of which are scheduled for construction in 2016/17.
- Realigned staff responsibilities and hired new staff members.
- Organized a major event which commemorated the 50 year anniversary of the 1964 flood. A significant portion of the purpose behind this effort was continued education of FEMA regulation and flood hazards in Great Falls.

### **Priority Goals & Objectives - For the Upcoming Year**

- Continue to work with the community, the Planning Advisory Board and City Commission on Land Development Code review and revision process.
- Provide updates to the City Zoning Map to reflect the applications and approvals from the previous year.
- Continue to process all planning applications, zoning determinations and citizen complaints in a timely and efficient manner, while providing strong customer service to the public.
- Continue to implement goals and objectives of the Downtown Master Plan, Long Range Transportation Plan and Growth Policy Update.
- Provide training for additional staff in Floodplain Management.
- Develop applications for MDT's new Transportation Alternatives Program for priority non-motorized improvements.
- Effectively utilize mapping/GIS position to provide useful information on City Webpage and provide City staff with helpful data.
- Continue to maintain the City's Land Database.
- Serve as local liaison with MDT to construct major road improvement projects, including South Central Arterials, 32<sup>nd</sup> St./10<sup>th</sup> Ave. S. Intersection re-alignment, Sun River Trail, and Fox Farm Rd. reconstruction.
- Work with sign industry and business community to assess the current sign code and bring recommendations to the City Commission.
- Collaborate with the downtown community, other interested stakeholders and the City Commission to develop strategies for improving the downtown parking program.

### **Historic Preservation**

The Historic Preservation department provides services related to protecting and developing historic preservation projects and assisting in stimulating private and public investment in historic preservation.

Full Financial Summary can be found under the Planning & Community Dev Fund. (see page 102)

|                                      | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|--------------------------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| <b>Historical Preservation</b>       |                    |                     |                     |                                       |                     |
| Personal Services                    | \$13,845           | \$12,027            | \$14,527            | \$14,000                              | \$12,750            |
| Supplies                             | \$100              | \$100               | \$100               | \$100                                 | \$100               |
| Purchased Services                   | \$7,350            | \$150               | \$19,450            | \$22,608                              | \$150               |
| Debt Service                         | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other                | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                                | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service                     | \$1,437            | \$855               | \$855               | \$855                                 | \$534               |
| Capital Outlay                       | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                         | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Historical Preservation</b> | <b>\$22,732</b>    | <b>\$13,132</b>     | <b>\$34,932</b>     | <b>\$37,563</b>                       | <b>\$13,534</b>     |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- Continued to participate in downtown planning activities, including the Downtown Partnership as recommended in the Downtown Master Plan, which is concerned with preservation, enhancement and promotion of the historic character of the Downtown.
- Secured a \$5,200 grant from the Department of Commerce Montana Main Street Program to provide façade design assistance for five downtown properties (four renderings completed).
- Administered the Architectural and Historical Survey of an initial Craftsman District in central Great Falls.
- Organize and complete a Tourism Assessment of the Great Falls-Cascade County area through "The Grand Tour" heritage tourism event and accompanying public input meetings.

### Priority Goals & Objectives - For the Upcoming Year

- Conduct activities directed towards stimulating private and public investment in historic preservation through education and recognizing and celebrating successes.
- Cooperate with other agencies, offices and organizations with similar goals, and integrate historic preservation into local, state and federal planning and decision making.
- Assist the nonprofit *Missouri River Heritage Area Planning Commission* with heritage tourism and preservation objectives through both city staff assistance and board membership.
- Re-print historic walking tour brochures for citizen outreach.
- Continue to monitor availability of grant funds to fulfill goals and objectives.
- Continue to work toward identifying a new use for the Rainbow Powerhouse.
- Forge partnership with Black Eagle Technical Assistance Group (TAG) regarding Smelter Hill site and a potential connection to River's Edge Trail.



- Maintain an active partnership with the Montana Main Street Program, including tier advancement from Affiliate to Designated Community (no required match for funding).
- Continue to update historical tour information.

### **CTEP Projects**

The Montana State Department of Transportation (MDT) established the Community Transportation Enhancement Program (CTEP) to allocate federal funds to local governments for use on projects that enhance the State's transportation systems. To receive federal dollars, the CTEP requires 13.42% of the total project cost be provided by the local government. These matching dollars are derived from a number of sources, ranging from private donations to federal funds from other federal agencies. Although the CTEP program is being phased out to make way for Transportation Alternatives Program, the City has committed to and allocated funds for projects as part of the CTEP program and will continue to administer the program through full completion.

Full Financial Summary can be found under the CTEP Projects Fund. (see page 121)

| <b>CTEP Projects</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay             | \$61,647                  | \$0                        | \$2,145,754                | \$247,096                                    | \$0                        |
| Transfer Out               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total CTEP Projects</b> | <b>\$61,647</b>           | <b>\$0</b>                 | <b>\$2,145,754</b>         | <b>\$247,096</b>                             | <b>\$0</b>                 |

### **Goals and Objectives**

#### **Major Accomplishments - In the Past Year**

- Administered and facilitated the development and construction of community improvements through the Community Transportation Enhancement Program (CTEP).
- Solicited and/or secured consultant design services for 3 projects; Worked with consultants and City Engineering to design or finalize design of 6 capital projects; Completed or substantially completed construction of two projects (23<sup>rd</sup> St S Sidewalks and Russell Park Trail); Secured MDT approval for bidding of remaining CTEP projects, including: West Bank ADA connector trail (including West Bank vault toilet and paving of trail parking lots in West Bank and Garden Home Park);
- River Drive Overlook/Veterans Memorial improvements; Bike Route improvements; Downtown Streetscape Expansion; and, 25<sup>th</sup> St N Pedestrian Bridge.

**Priority Goals & Objectives - For the Upcoming Year**

- Continue to apply for grant monies through the State Transportation Alternatives Program, which is a state-wide competitive selection process.
- Apply for and implement projects in conformance with local Plans.
- Complete projects for and then close out CTEP program.

**Federal Block Grants**

Great Falls, as an entitlement City, annually receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD) to assist in the development of viable urban communities by providing decent housing and suitable living environments and expanding economic opportunities, principally for people with low and moderate incomes.

| <u>2015/2016 CDBG Goals</u>  | <u>Funding Percentage</u> |
|--|---------------------------|
| Administration, includes Administration,<br>Fair Housing and City Housing Revolving<br>Loan Fund | 20%                       |
| Affordable Housing   | 30%                       |
| Public Facility Improvements, includes infrastructure,<br>Park facilities, public building rehab | 30%                       |
| Public Service Activities  | 10%                       |
| Economic Development   | 10%                       |

Full Financial Summary can be found under the Federal Block Grant Fund. (see page 119)

| <b>Block Grant Admin</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services              | \$56,797                  | \$79,353                   | \$79,353                   | \$79,353                                     | \$89,195                   |
| Supplies                       | \$3,013                   | \$4,313                    | \$4,313                    | \$4,313                                      | \$2,600                    |
| Purchased Services             | \$12,668                  | \$19,986                   | \$19,986                   | \$29,811                                     | \$13,226                   |
| Debt Service                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service               | \$48,489                  | \$48,902                   | \$48,902                   | \$48,902                                     | \$38,124                   |
| Capital Outlay                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Block Grant Admin</b> | <b>\$120,967</b>          | <b>\$152,554</b>           | <b>\$152,554</b>           | <b>\$162,379</b>                             | <b>\$143,145</b>           |

| <b>Block Grant Projects</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$97,129                  | \$98,085                   | \$98,085                   | \$98,085                                     | \$107,446                  |
| Supplies                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                | \$231,266                 | \$265,000                  | \$676,540                  | \$666,715                                    | \$150,000                  |
| Debt Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other             | \$189,751                 | \$256,403                  | \$431,415                  | \$200,000                                    | \$469,489                  |
| Other                             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                    | \$152,461                 | \$276,500                  | \$460,425                  | \$460,425                                    | \$103,183                  |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Block Grant Projects</b> | <b>\$670,607</b>          | <b>\$895,988</b>           | <b>\$1,666,465</b>         | <b>\$1,425,225</b>                           | <b>\$830,118</b>           |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- Assisted in funding neighborhood revitalization projects in lower income areas targeted by NeighborWorks.
- Renovated 4 owner-occupied units through the City Deferred Payment Loan Program.
- Provided water/ sewer service lines for 4 owner occupied homes.
- Purchased and installed handicap accessible play structure and play area border at Verde Park.
- Reconstructed the intersections of 3<sup>rd</sup> Avenue North between 10<sup>th</sup> and 12<sup>th</sup> Streets North, including replacement of asphalt, curb and gutter, domes and sidewalks, and installation of handicap ramps at both intersections with Public Works Department project.
- Assisted low income homeowners to remove and replace hazardous sidewalks in Census Tract 4 and 5, and other areas at the request of low income homeowners, with Public Works Department project.
- Purchased and installed ADA accessible entryway for the Community Recreation Center located at 801 2<sup>nd</sup> Avenue North.
- Removed and replaced floor tiles at the Natatorium located at 111 12<sup>th</sup> Street North.
- Replaced the roof on the Youth Employment Center operated by Opportunities Inc. located at 620 1<sup>st</sup> Avenue South.
- Replaced ADA accessible entry door at the Center for Mental Health located at 513 1<sup>st</sup> Avenue South.
- Replaced ADA accessible entry door on the west side of the Paris Gibson Square Museum located at 1400 1<sup>st</sup> Avenue North.
- Assisted NeighborWorks Great Falls with new construction and major rehabilitation of single-family homes for lower income households.
- Assisted seven non-profit organizations to provide public services to the community.
- Received award of State HOME funds through the Montana Department of Commerce for future construction of Voyageur Apartments assisted living facility.

**Priority Goals & Objectives - For the Upcoming Year**

- Continue education and training for the CDBG/HOME Administrator to ensure continuation of the City's long-running (39 years) CDBG/HOME Program.
- Transition loan program to NeighborWorks.
- Make code-related repairs to address substandard conditions for 10 low-income homeowners through the City Deferred Payment Program.
- Construct or replace water and sewer lines for homeowners and rental units through City Water/Sewer Fund.
- Administer funds associated with Voyageur Apartments construction and completion.
- Replacement of door, door frames, and transom frames at Morony Natatorium located at 111 12<sup>th</sup> Street North.
- Purchase and install handicap accessible play structure and play area border at Chowen Springs Park.
- Expand revolving loan for small business loans provided by Great Falls Development Authority.
- Assist seven non-profit organizations to provide public services to the community.
- Assist NeighborWorks Great Falls with new construction and major rehabilitation of single-family homes or rentals for lower income households.
- Continue to assist low income homeowners to remove and replace hazardous sidewalks in Census Tract 4 and 5, and other areas at the request of low income homeowners, with Public Works Department project.
- Redesign, removal of all concrete and asphalt, backfill, and repaving of parking lots, sidewalks, and handicap access ramps located at 600-625 Holland Court.
- Provide funding to Habitat for Humanity for infrastructure improvements on two homes for low income families.

**HOME Grant**

This grant is to expand the supply of decent, safe, sanitary and affordable housing with primary attention to the purchase of home, new construction of homes and rental housing for people with very low or low incomes.

The City of Great Falls accepts affordable housing project proposals that are compatible with the City's goals and assist in eliminating community-housing needs. Grantees provide a match in the amount of 25% of their HOME Investment Partnership Program (HOME) grant.

Full Financial Summary can be found under the HOME Grant Fund. (see page 120)

|                                  | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|----------------------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| <b>HOME Grant Admin</b>          |                    |                     |                     |                                       |                     |
| Personal Services                | \$16,034           | \$16,609            | \$16,609            | \$16,609                              | \$17,558            |
| Supplies                         | \$0                | \$1,742             | \$1,742             | \$1,742                               | \$570               |
| Purchased Services               | \$408              | \$2,100             | \$2,100             | \$2,100                               | \$550               |
| Debt Service                     | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other            | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                            | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service                 | \$1,215            | \$753               | \$753               | \$753                                 | \$516               |
| Capital Outlay                   | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                     | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Home Grant Admin</b>    | <b>\$17,657</b>    | <b>\$21,204</b>     | <b>\$21,204</b>     | <b>\$21,204</b>                       | <b>\$19,194</b>     |
|                                  | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
| <b>HOME Grant Projects</b>       |                    |                     |                     |                                       |                     |
| Personal Services                | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Supplies                         | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Purchased Services               | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Debt Service                     | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other            | \$57,792           | \$193,527           | \$1,677,188         | \$875,001                             | \$172,773           |
| Other                            | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service                 | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Capital Outlay                   | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                     | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total HOME Grant Projects</b> | <b>\$57,792</b>    | <b>\$193,527</b>    | <b>\$1,677,188</b>  | <b>\$875,001</b>                      | <b>\$172,773</b>    |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- New construction of 7 single-family homes has been completed and the houses sold to lower income first time homebuyers through NeighborWorks Owners in Partnership Program.
- Major rehabilitation of 7 single-family homes sold to people with low incomes through NeighborWorks Owners in Partnership Program.
- Assisted 7 lower income households in purchasing a home through NeighborWorks Down Payment Assistance Program.
- Completed State of Montana application for HOME funds to start construction on new 38-unit assisted living facility located at 1600 Division Road.

**Priority Goals & Objectives - For the Upcoming Year**

- Expand the supply of decent, safe, sanitary and affordable housing for people with very low incomes.
- Assist in major rehabilitation of one house to be purchased by low income families.
- Assist 8 first time homebuyers with down payment assistance.
- Completion of 38-unit assisted living facility (Voyageur Apartments) for low income elderly.

**Building Permits**

The building permits division provides staff and resources necessary to provide for the health, safety and welfare of our community by ensuring buildings are constructed, remodeled or repaired in compliance with codes adopted by the City of Great Falls and the State of Montana.

The expenditures of this fund are fully supported by the following service fees:

- Building Permit Fees,
- Plumbing and Electrical Permit Fees, and
- Gas, Mechanical and Sign Permit Fees.

The Permits Fund is mandated by State Law to be used only for building department related activities and allows us a reserve, for the lean years, which cannot exceed operational costs of the division for a 12-month period.

Full Financial Summary can be found under the Permits Fund. (see page 109)

| <b>Permits</b>        | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$553,509                 | \$636,431                  | \$636,431                  | \$580,000                                    | \$643,641                  |
| Supplies              | \$11,741                  | \$19,000                   | \$19,000                   | \$21,000                                     | \$18,000                   |
| Purchased Services    | \$35,845                  | \$44,462                   | \$44,462                   | \$44,462                                     | \$47,800                   |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service      | \$250,930                 | \$139,488                  | \$139,488                  | \$139,488                                    | \$126,521                  |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Permits</b>  | <b>\$852,025</b>          | <b>\$839,381</b>           | <b>\$839,381</b>           | <b>\$784,950</b>                             | <b>\$835,962</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- In 2015, 2,688 permits were issued and 4,047 inspections were completed. There were 790 Public Works and engineering permits.
- Permits issued in 2015 included 25 new commercial construction permits for \$54.17 million, 16 communication tower permits for \$1.23 million.

- Extensive commercial remodel/additions were done at 131 locations for a total valuation of \$16.2 million.
- Home building consisted of 46 single-family dwellings, 10 duplex buildings, 2 12-plex, 3 4-plex, 7 36-plex, and 1 38-plex for valuation of \$49.5 million.
- Over \$101.2 million in total building, mechanical, plumbing, electrical and sign permit valuation.
- 38 demolition permits issued, 10 interior.
- Code Enforcement Received 186 complaints: 127 cases were resolved; 59 cases are open.

**Priority Goals & Objectives - For the Upcoming Year**

- Finalize Building Official hire to lead the Building Safety Division.
- Enforce 2012 International Codes as mandated by the State of Montana.
- Organize educational opportunities for builders, developers and the general public in order to reduce costly errors and field corrections.
- Continue code enforcement procedures and abatement of public nuisances.
- Maintain professional certification for inspectors to ensure compliance with State Law.
- Maintain a high level of professionalism and integrity in our dealings with the public.
- Continue to seek efficiencies in operating procedures and keep expenses in check.
- Coordinate with MSUCOT to implement an accredited residential drafting program.
- Continue communication with Great Falls Homebuilders to provide education material and code compliance updates to contractors.

**Licenses**

Community Development receives and processes applications for Home Occupation Certificates, Professional Licenses and Safety Inspection Certificates. The staff of this fund reviews and issues the Certificates/Licenses to all businesses, offices and professional offices.

The Safety Inspection Certificate fees were established to recover the costs of providing special services (fire and building inspections) to every business within the City and to provide Home Occupations with a permitting process. These services ensure that business locations are safe for customers, neighbors, and employees.

All revenue generated from licensing covers the cost of providing the services and the costs of administering the program. Approximately \$139,245 will be transferred to the Fire Department for their inspection services.

Full Financial Summary can be found under the Licenses Fund. (see page 110)

| <b>Licenses</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$67,699                  | \$71,171                   | \$71,171                   | \$71,171                                     | \$62,193                   |
| Supplies              | \$532                     | \$1,000                    | \$1,000                    | \$1,000                                      | \$1,000                    |
| Purchased Services    | \$3,048                   | \$4,862                    | \$4,862                    | \$4,862                                      | \$4,850                    |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service      | \$159,326                 | \$152,107                  | \$152,107                  | \$152,107                                    | \$157,245                  |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Licenses</b> | <b>\$230,605</b>          | <b>\$229,140</b>           | <b>\$229,140</b>           | <b>\$229,140</b>                             | <b>\$225,288</b>           |

### Goals and Objectives

#### Major Accomplishments - In the Past Year

- Coordinated inspection services with Fire Department and worked closely to enforce SIC program.
- Issued 4,722 Certificates and Special Licenses during fiscal year 2014-15.

#### Priority Goals & Objectives - For the Upcoming Year

- Increase compliance with Safety Certificate Program.
- Review ordinance to streamline procedures and enhance responsiveness to public input.
- Evaluate overall management of the Safety Certificate/Business License Program with the Fire Department.
- Monitor fees for service to be certain expenses are covered.
- Complete set-up of new collection procedure.

### Hazard Removal

The Hazard Removal Fund is used to account for fund operations for accomplishing the removal of dangerous buildings and the cleanup of problem properties when the property owner is financially unable or unwilling to correct problem.

Full Financial Summary can be found under the Hazard Removal Fund. (see page 136)



|                             | 2014 Actual<br>Amount | 2015<br>Adopted<br>Budget | 2015<br>Amended<br>Budget | 2015<br>Projected<br>Amount as of<br>6/16/2015 | 2016<br>Adopted<br>Budget |
|-----------------------------|-----------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Hazard Removal</b>       |                       |                           |                           |  |                           |
| Personal Services           | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Supplies                    | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Purchased Services          | \$0                   | \$0                       | \$0                       | \$1,094  | \$0                       |
| Debt Service                | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Contributions & Other       | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Other                       | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Internal Service            | \$283                 | \$0                       | \$0                       | \$0  | \$0                       |
| Capital Outlay              | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Transfer Out                | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| <b>Total Hazard Removal</b> | <b>\$283</b>          | <b>\$0</b>                | <b>\$0</b>                | <b>\$1,094</b>                                 | <b>\$0</b>                |

**Parking**

The Parking Fund is administered by the Planning and Community Development Department. This fund is responsible for administering a management contract with a private management firm, Standard Parking Plus (SP Plus), for the day-to-day operation of parking facilities and parking enforcement. A five-member parking commission advises the City Commission and acts as a first-line sounding board for citizen and business concerns.

Currently, the City provides 1,143 off-street parking spaces and approximately 1,050 on-street metered parking spaces. Off-street parking is provided primarily for employees of the downtown area so that spaces located on the street are available for the shoppers and patrons of the downtown businesses.

Full Financial Summary can be found under the Parking Fund. (see page 147)

|                       | 2014 Actual<br>Amount | 2015<br>Adopted<br>Budget | 2015<br>Amended<br>Budget | 2015<br>Projected<br>Amount as of<br>6/16/2015 | 2016<br>Adopted<br>Budget |
|-----------------------|-----------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Parking</b>        |                       |                           |                           |  |                           |
| Personal Services     | \$56,792              | \$74,428                  | \$74,428                  | \$74,428                                       | \$66,249                  |
| Supplies              | \$4,675               | \$8,890                   | \$8,890                   | \$8,890  | \$3,850                   |
| Purchased Services    | \$646,916             | \$667,802                 | \$667,802                 | \$667,802                                      | \$532,710                 |
| Debt Service          | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Contributions & Other | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Other                 | \$31                  | \$0                       | \$0                       | (\$16)   | \$0                       |
| Internal Service      | \$55,448              | \$53,360                  | \$53,360                  | \$53,360                                       | \$55,316                  |
| Capital Outlay        | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Transfer Out          | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| <b>Total Parking</b>  | <b>\$763,862</b>      | <b>\$804,480</b>          | <b>\$804,480</b>          | <b>\$804,464</b>                               | <b>\$658,125</b>          |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Maintained Passport Parking program, whereby customers can pay using their credit and debit cards.
- Completed major maintenance and repair to the elevator in the North parking garage.
- Renewed contract with Standard Parking Plus (SP Plus) for management of the parking system.
- Evaluated parking system budgetary needs and developed revenue increasing measures to ensure long term viability of parking fund.

**Priority Goals & Objectives - For the Upcoming Year**

- Continue to improve the collections program to recoup lost revenue from unpaid parking tickets.
- Continue to perform repair and preventive maintenance improvements to the North and South Parking Structures.
- Work with the Parking Commission to improve access and utilization of public parking downtown.
- Partner with downtown interests to develop creative solutions to downtown parking issues.
- Implement new parking software package which will increase accuracy and efficiency and increase revenue collection.

**Civic Center Facility Services**

The Facility Services is responsible for custodial services, utilities and maintenance of the Civic Center Building and adjacent parking areas.

Full Financial Summary can be found under the Civic Center Facility Services Fund. (see page 164)

| <b>Civic Center Facility Services</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                           | \$265,057                 | \$287,030                  | \$287,030                  | \$287,030                                    | \$295,515                  |
| Supplies                                    | \$29,757                  | \$24,550                   | \$24,550                   | \$24,550                                     | \$24,550                   |
| Purchased Services                          | \$153,648                 | \$173,702                  | \$208,061                  | \$208,061                                    | \$173,587                  |
| Debt Service                                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                            | \$18,040                  | \$18,584                   | \$18,584                   | \$18,584                                     | \$16,235                   |
| Capital Outlay                              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Civic Center Facility Services</b> | <b>\$466,502</b>          | <b>\$503,866</b>           | <b>\$538,225</b>           | <b>\$538,225</b>                             | <b>\$509,887</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Continued improvements and preventive maintenance to the building systems.
- Replaced and painted handicap ramp and handrails.
- Repainted North ADA ramp walls and replaced and stained handrail base trim.
- Inspected and where necessary installed new emergency lights.

**Priority Goals & Objectives - For the Upcoming Year**

- Continue to provide quality maintenance and janitorial services to the Civic Center building.
- Provide cost efficient operation of building systems to contain utility costs.
- Refinish southeast and north entry door trim.
- Replace Missouri Room draft exhaust to electric fan exhaust.
- Continue to repaint building common/public areas.
- Repaint lower level doors.
- Install fire and smoke alarm system in The Mansfield Theater and Convention Center.



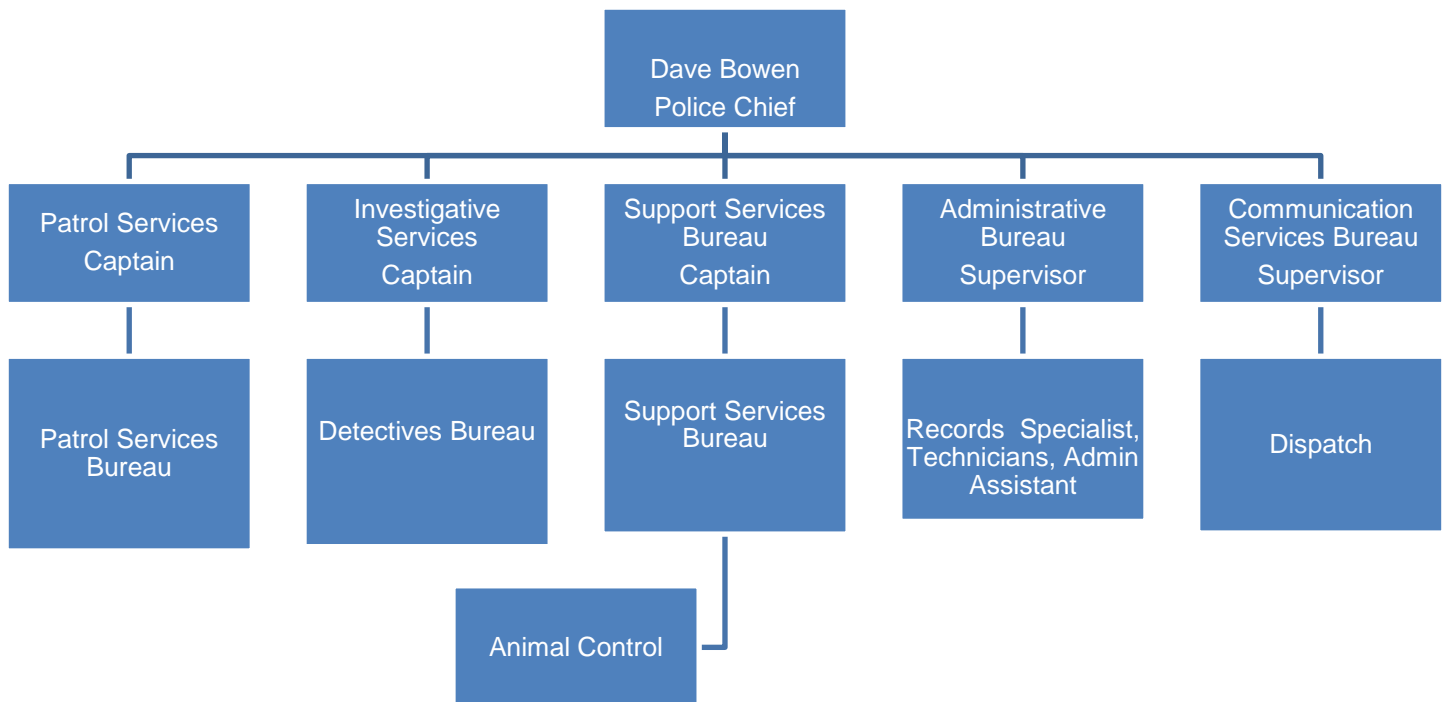
# Police Department

## Mission Statement

We are the COMMUNITY and they are us. Show COMPASSION for those we serve. Have the COURAGE to do what is necessary and right.  
COMMUNITY, COMPASSION, COURAGE



## Police Department Organizational Chart



|                             | FY 2014<br>Actual | FY 2015<br>Amended | FY 2016<br>Adopted |
|-----------------------------|-------------------|--------------------|--------------------|
| <b>Authorized Personnel</b> |                   |                    |                    |
| <b>General Fund</b>         |                   |                    |                    |
| Police Admin                | 9.70              | 10.75              | 10.75              |
| Patrol                      | 51.00             | 57.00              | 56.00              |
| Investigative Services      | 24.00             | 24.00              | 24.00              |
| Support Services            | 16.00             | 13.00              | 14.00              |
| COPS Grant                  | 4.00              | Moved to Patrol    | Moved to Patrol    |
| <b>Total General Fund</b>   | <b>104.70</b>     | <b>104.75</b>      | <b>104.75</b>      |

### **Police Department Funds**

|                                      |               |               |               |
|--------------------------------------|---------------|---------------|---------------|
| HIDTA Task Force                     | 1.00          | 1.00          | 1.00          |
| Central Communications               | 1.30          | Moved to IT   | Moved to IT   |
| 911 Dispatch Center                  | 21.00         | 21.25         | 23.25         |
| <b>Total Police Department Funds</b> | <b>23.30</b>  | <b>22.25</b>  | <b>24.25</b>  |
| <b>Total Police Department FTE's</b> | <b>128.00</b> | <b>127.00</b> | <b>129.00</b> |

**Police Admin - Records Bureau**

The Administrative Services - Records Bureau processes reports, assists walk-in traffic, provides records checks for all people providing services to children or the elderly, and provides numerous support functions to the other divisions of the Police Department.

Full Financial Summary can be found under General Fund. (see pages 88-96)

| <b>Police Admin</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services         | \$557,421                 | \$634,129                  | \$634,129                  | \$650,858                                    | \$636,579                  |
| Supplies                  | \$223,399                 | \$244,800                  | \$251,375                  | \$230,000                                    | \$224,815                  |
| Purchased Services        | \$115,980                 | \$113,387                  | \$113,387                  | \$95,000                                     | \$117,362                  |
| Debt Service              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service          | \$1,508,990               | \$1,467,070                | \$1,467,070                | \$1,465,939                                  | \$1,513,405                |
| Capital Outlay            | \$0                       | \$0                        | \$10,000                   | \$14,580                                     | \$0                        |
| Transfer Out              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Police Admin</b> | <b>\$2,405,790</b>        | <b>\$2,459,386</b>         | <b>\$2,475,961</b>         | <b>\$2,456,377</b>                           | <b>\$2,492,161</b>         |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Reorganizing the Records Bureau has allowed for more space to efficiently handle the volume of records that are being processed. A new schedule was implemented on a trial basis to allow for more timely processing of the electronic reports submitted by officers in the field.

**Priority Goals & Objectives - For the Upcoming Year**

- Continue to work with law enforcement agencies across the State of Montana to standardize records training, policies and procedures.

**Patrol Services Bureau**

The Patrol Services Bureau consists mainly of the department's day to day patrol function that is often referred to as the backbone of police departments. Patrol is authorized 43 officers, 2 civilians and 11 supervisors that respond to initial calls for service on 24 hours per day, 365 days per year basis. Patrol officers are the front line for the response to community services and traffic enforcement. Police K-9's are utilized to apprehend suspects, conduct building searches, locate evidence, narcotic detection, and conduct tracking. Police K-9's assist all bureaus within the department as well as other law enforcement agencies as required. Some patrol officers are also members of the HRU (High Risk Unit) team and can be called away from patrol if a high risk situation arises.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| Patrol                | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|-----------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| Personal Services     | \$4,435,994        | \$5,113,010         | \$5,113,010         | \$5,000,000                           | \$5,219,168         |
| Supplies              | \$30,202           | \$33,005            | \$33,005            | \$33,005                              | \$39,977            |
| Purchased Services    | \$15,401           | \$14,445            | \$14,445            | \$14,445                              | \$14,445            |
| Debt Service          | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                 | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service      | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Capital Outlay        | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out          | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Patrol</b>   | <b>\$4,481,597</b> | <b>\$5,160,460</b>  | <b>\$5,160,460</b>  | <b>\$5,047,450</b>                    | <b>\$5,273,590</b>  |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- Maintained a daily manning average of 6.28 officers per shift, an increase from the previous year.
- The Patrol Bureau continued to use the DDACTS (Data Driven Approach to Crime & Traffic Safety) model of policing, which focused on areas that had higher combined rates of vehicular crashes and crime. Crime rates in the DDACTS areas decreased significantly, but there were negligible differences in crash rates.
- HRU was trained and available to respond to situations that may have caused substantial risk to the public or property. The HRU consists of 20 police personnel and 1 medic (Fire dept personnel).
- The VHF radio system stabilized, and the problems were very minimal.
- Streamlined the field reporting process by input and implementation of all bureaus within the department.
- Patrol demonstrated a 64% increase in cell phone violation citations and enforcement from the previous year.

### Priority Goals & Objectives - For the Upcoming Year

- Continue the emphasis with DDACTS as a policing model, but place a greater emphasis on enforcing accident causing violations in the DDACTS areas.
- Continue to look for methods to streamline processes in the patrol bureau to provide greater service to the community.
- Continue emphasizing an average daily patrol staffing of 6 officers and 20+ field supervisor days per month.
- Continue professional development of the team through training and equipment.
- Continue to provide enforcement regarding cell phone violations.
- Increase the enforcement regarding DUI offenses.

**Investigative Services Bureau**

The Investigative Services Bureau encompasses the Detective Division, Property and Evidence, and the department's Crime Lab. It currently hosts 17 investigators, 4 supervisors and 3 civilian personnel within its ranks. The Bureau is available for call-out 24 hours a day, 365 days a year, and provides specialized services and expertise not found within the Patrol Bureau. It consists of several units; general case investigations, special victims unit, sex/violent offender registration and tracking, school resource detectives and a drug taskforce.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| Investigation Services              | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|-------------------------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| Personal Services                   | \$2,226,025        | \$2,146,995         | \$2,146,995         | \$2,119,119                           | \$2,292,069         |
| Supplies                            | \$17,794           | \$17,697            | \$17,697            | \$17,697                              | \$16,197            |
| Purchased Services                  | \$7,986            | \$6,805             | \$6,805             | \$8,453                               | \$8,305             |
| Debt Service                        | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other               | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                               | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service                    | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Capital Outlay                      | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                        | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Investigation Services</b> | <b>\$2,251,805</b> | <b>\$2,171,497</b>  | <b>\$2,171,497</b>  | <b>\$2,145,269</b>                    | <b>\$2,316,571</b>  |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- The Sexual and Violent Offender program was integrated in the department database as opposed to separate spreadsheet tracking. Registration of offenders was relocated and streamlined further securing our facility.
- Property/Evidence has gone through and will continue to go through major changes. ID readers were installed to improve tracking, processes have and will continue to be examined to improve efficiency and mitigate the need for additional storage space.
- The Russell County Drug Task Force continues to impact narcotics distribution in our community. Several large cases involving drug trafficking organizations were dismantled in the past year.

**Priority Goals & Objectives - For the Upcoming Year**

- Continue improvements in the Evidence/Property/Lab rooms in the areas of storage and procedures. This includes the examination of existing processes regarding the disposal of property. GFPD will have its first auction of seized firearms. Proceeds will be reinvested in the evidence room.



- Continue to develop our ICAC investigator to identify and investigate online sexual predators in our community to include more clandestine child predator operations as well as investigations involving human trafficking.
- Maintain and expand current partnership with the Great Falls Public schools and the SRO program through implementation of the Armed Intruder Response training and Crime Prevention through Environmental Design surveys on all our area schools.

### **Support Services Bureau**

The Support Services Bureau includes community oriented policing functions, subdivided into interrelated units: Special Projects, Business and Residential Involving Community (BRIC) officer, Law Related Education (LRE) officer, officer hiring and promotions, GFHA Officer, warrants officer, training office, grant writing, animal control officers, process server, volunteers, and building maintenance.

Additionally, many of the functions performed by this Bureau are directed toward community and youth education, interoffice education, alcohol compliance checks and education, background checks, college internships, abandoned vehicle processing, court services, equipment & fleet management, and building monitoring. The Support Services Bureau also maintains the Police Department policy and procedure manuals.

Full Financial Summary can be found under the General Fund. (see pages 88-96)

| <b>Support Services</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services             | \$1,127,483               | \$1,038,277                | \$1,038,277                | \$1,182,168                                  | \$1,142,699                |
| Supplies                      | \$61,116                  | \$69,266                   | \$69,266                   | \$75,245                                     | \$71,559                   |
| Purchased Services            | \$58,017                  | \$82,752                   | \$82,752                   | \$82,752                                     | \$96,872                   |
| Debt Service                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Support Services</b> | <b>\$1,246,616</b>        | <b>\$1,190,295</b>         | <b>\$1,190,295</b>         | <b>\$1,340,165</b>                           | <b>\$1,311,130</b>         |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- A revised policy manual for the department was completed and authorized. This has been a two year process that reduced the old manual of several hundred pages to just over one hundred.
- Successful private/public partnerships were achieved by using areas such as the BRIC (Business and Residential, Involving Community) officer, Citizen Academy, COPS corner and our volunteers.
- The volunteer program continues to be very active and growing with 50 volunteers to date.

**Priority Goals & Objectives - For the Upcoming Year****As related to City Commission Goals:**

- Continue to work on streamlining processes and growing our volunteer program.
- Revise and implement the department procedures manuals, to complement the policy manual.
- Continue the hiring process to achieve full staffing by Spring, 2016.

**Police Grant Divisions**

General Fund divisions for tracking of specific grants received by the Police Department.

Full Financial Summary can be found under the General Fund (see pages 88-96)

| <b>Police Grants</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services         | \$547                     | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Police Grants</b> | <b>\$547</b>              | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$0</b>                                   | <b>\$0</b>                 |

Full Financial Summary can be found under the General Fund (see pages 88-96)

| <b>COPS Grant</b>        | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services        | \$300,369                 | \$0                        | \$0                        | \$21,928                                     | \$0                        |
| Supplies                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total COPS Grants</b> | <b>\$300,369</b>          | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$21,928</b>                              | <b>\$0</b>                 |

### **911 Dispatch Center - Communication Services Bureau**

The City/County 911 Communications Center is now located in a refurbished city owned building near the airport and is still managed by the Police Department. The Center receives calls for services from Cascade County, its three incorporated cities and the four bordering counties. The center provides 24 hour emergency communication.

Full Financial Summary can be found under 911 Dispatch Center. (see page 144)

| <b>911 Dispatch Center</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                | \$1,158,918               | \$1,273,808                | \$1,273,808                | \$1,273,808                                  | \$1,449,161                |
| Supplies                         | \$17,828                  | \$13,450                   | \$13,450                   | \$13,450                                     | \$8,850                    |
| Purchased Services               | \$170,374                 | \$159,329                  | \$159,329                  | \$159,329                                    | \$183,246                  |
| Debt Service                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                 | \$226,532                 | \$219,380                  | \$219,380                  | \$219,380                                    | \$123,231                  |
| Capital Outlay                   | \$924,787                 | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total 911 Disptach Center</b> | <b>\$2,498,439</b>        | <b>\$1,665,967</b>         | <b>\$1,665,967</b>         | <b>\$1,665,967</b>                           | <b>\$1,764,488</b>         |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- We're still in the settling in Phase of our new location at 3015 Airport Drive. Some of the projects we've accomplished include:
  - Completion of an Operational EOC capable of staffing up to 24 participants.
  - Completion of an operational Conference Room and EOC overflow area.
  - Installation of a state-of-the-art building wide Uninterruptible Power Supply (UPS) System to ensure continuous power to all mission essential equipment.
  - Modification of the above ground diesel storage to do away with the liability of a below ground fuel lines and spill tanks.
  - Self help project to landscape and renovate the building property.
  - Updated and repaired the existing HVAC system so all areas of the building have consistent heating and cooling.
- Working with DES and the Great Falls Emergency Planner, qualified for \$200,000 in Homeland Security Grants to fund a new roof, and the further renovation and security upgrades for the Center.
- Worked with Great Falls Fire Rescue to promote, design, and install a City Wide interoperable P-25 trunked radio system.
- Established a workable interoperable radio connection with Malmstrom AFB to be used during joint exercises or actual events.
- Working with Montana Air National Guard (MANG) to provide joint interoperable communications on the P-25 trunked radio network with Law Enforcement, Fire, and Medical.

**Priority Goals & Objectives - For the Upcoming Year**

- Further enhance our interoperability with other agencies by partnering with the Cascade County Sheriff's Department on the P-25 trunked radio system.
- To provide a regional training center for surrounding counties and PSAPs, thereby providing training for areas that otherwise could not afford it, and to minimize our own training costs.
- To implement a regional multi-node approach to 9-1-1 call management. Utilizing the 9-1-1 servers at the Great Falls/Cascade County 9-1-1 Center and Chouteau County provide a more efficient, cost effective, and redundant method of processing and delivering 9-1-1 calls on a regional scale.
- To provide a regional Disaster Management environment through a joint use Emergency Operations Center.
- With Emergency Management and DES, finish the renovation of the Center, to include enhanced survivability and security.

**911 Special Revenue**

This fund is used to account for the shares of telephone charges received to support 911 emergency telephone services.

Full Financial Summary can be found under the 911 Special Revenue Fund. (see page 115)

| <b>911 Special Revenue</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                         | \$16,854                  | \$0                        | \$0                        | \$49,920                                     | \$0                        |
| Purchased Services               | \$263,445                 | \$0                        | \$0                        | \$46,593                                     | \$0                        |
| Debt Service                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                   | \$0                       | \$0                        | \$0                        | \$12,928                                     | \$0                        |
| Transfer Out                     | \$376,983                 | \$382,941                  | \$382,941                  | \$382,941                                    | \$382,941                  |
| <b>Total 911 Special Revenue</b> | <b>\$657,282</b>          | <b>\$382,941</b>           | <b>\$382,941</b>           | <b>\$492,382</b>                             | <b>\$382,941</b>           |

**Police Special Revenue**

This fund is used to account for drug forfeitures, court judgments, crime prevention educational, and other contributions or donations to the Police Department.

Full Financial Summary can be found under Police Special Revenue. (see page 115)

| <b>Police Special Revenue</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-------------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                            | \$13,626                  | \$0                        | \$0                        | \$6,704                                      | \$0                        |
| Purchased Services                  | \$86,979                  | \$800                      | \$31,813                   | \$100,035                                    | \$800                      |
| Debt Service                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                      | \$0                       | \$0                        | \$0                        | \$1,055                                      | \$0                        |
| Transfer Out                        | \$0                       | \$69,221                   | \$69,221                   | \$69,221                                     | \$0                        |
| <b>Total Police Special Revenue</b> | <b>\$100,605</b>          | <b>\$70,021</b>            | <b>\$101,034</b>           | <b>\$177,015</b>                             | <b>\$800</b>               |

**HIDTA**

High Intensity Drug Trafficking Area Tasks force is funded through a grant by the Office of National Drug Control Policy (ONDCP) and its main mission is to disrupt and dismantle local, multi-state and international drug trafficking organizations (DTO's).

Full Financial Summary can be found under HITDA Special Revenue. (see page 116)

| <b>HIDTA Assets</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services         | \$2,756                   | \$0                        | \$0                        | \$5,026                                      | \$0                        |
| Supplies                  | \$3,733                   | \$0                        | \$0                        | \$9,177                                      | \$0                        |
| Purchased Services        | \$31,063                  | \$0                        | \$0                        | \$50,779                                     | \$0                        |
| Debt Service              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service          | \$0                       | \$0                        | \$0                        | \$0  | \$30,194                   |
| Capital Outlay            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total HIDTA Assets</b> | <b>\$37,552</b>           | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$64,982</b>                              | <b>\$30,194</b>            |



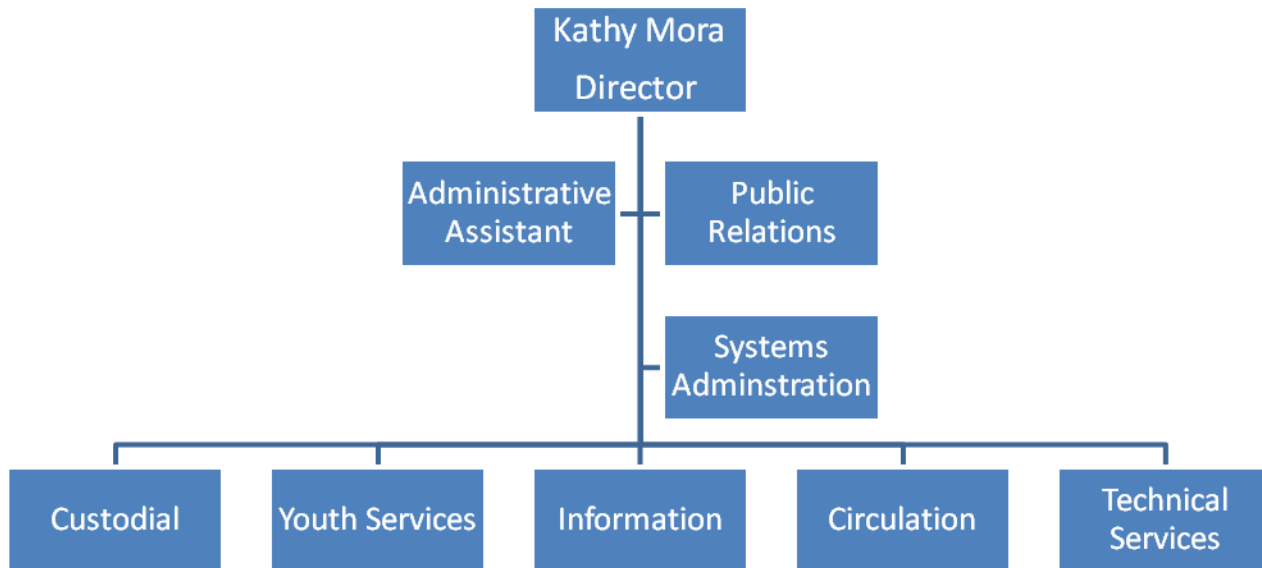
# Public Library

## Mission Statement

The Great Falls Public Library serves as a connection point; we empower the community and enhance quality of life by providing individuals access to information and social, cultural and recreational resources.



## Public Library Organizational Chart



| Authorized Personnel                  | FY 2014<br>Actual | FY 2015<br>Amended | FY 2016<br>Adopted |
|---------------------------------------|-------------------|--------------------|--------------------|
| <b><u>Library Funds</u></b>           |                   |                    |                    |
| Library                               | 21.54             | 17.47              | 17.47              |
| <b>Total Library Department Funds</b> | <b>21.54</b>      | <b>17.47</b>       | <b>17.47</b>       |
| <b>Total Library Department FTE's</b> | <b>21.54</b>      | <b>17.47</b>       | <b>17.47</b>       |

**Function**

The Library provides the residents of Great Falls and Cascade County access to information through books, audio visual materials and other information formats, internet access, interlibrary loan services, and the bookmobile. The Library provides programming for children and adults as well as exhibits of art and culture. The Library is governed by a five-member Board of Trustees appointed to five year terms appointed by the City Commission.



Full Financial Summary can be found under the Library Fund. (see page 100)

| <b>Library Admin</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services          | \$1,044,158               | \$948,202                  | \$948,202                  | \$948,202                                    | \$957,466                  |
| Supplies                   | \$29,306                  | \$30,750                   | \$30,750                   | \$30,750                                     | \$31,262                   |
| Purchased Services         | \$142,855                 | \$213,254                  | \$213,254                  | \$213,254                                    | \$207,331                  |
| Debt Service               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other      | \$0                       | \$500                      | \$500                      | \$558  | \$500                      |
| Other                      | \$754                     | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service           | \$72,520                  | \$75,009                   | \$75,009                   | \$75,196                                     | \$57,949                   |
| Capital Outlay             | \$62,224                  | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Library Admin</b> | <b>\$1,351,817</b>        | <b>\$1,267,715</b>         | <b>\$1,267,715</b>         | <b>\$1,267,960</b>                           | <b>\$1,254,508</b>         |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- Completed major reorganization of the adult audio/visual collections, which contributed to better space utilization and improved discoverability of material by patrons.
- Solicited/received an \$18,000 private donation to help support the MontanaLibrary2Go project (downloadable audiobooks and ebooks).
- Installed two early literacy workstations in children's library containing educational software pertaining to math, science, reading and art.
- Installed digital sign kiosk in lobby to increase awareness of all library activities and programs.

### Priority Goals & Objectives - For the Upcoming Year

- Replace integrated library system server and upgrade to most current software version.
- Install software (and related apps) to enable patrons to access the library's catalog from a variety of mobile devices.
- Identify and promote library training opportunities to library staff and board.
- Utilize private bequest to update Montana Room and its collections and add digital microform reader/printer to enhance patrons' ability to perform historical research.
- Repair library front walkway to address water seepage issues in basement.

Library Bookmobile

Full Financial Summary can be found under the Library Fund. (see page 100)

| <b>Bookmobile</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services       | \$11,156                  | \$0                        | \$0                        | \$11,876                                     | \$17,191                   |
| Supplies                | \$2,410                   | \$2,800                    | \$2,800                    | \$1,878                                      | \$2,287                    |
| Purchased Services      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service        | \$3,568                   | \$6,396                    | \$6,396                    | \$6,396                                      | \$8,195                    |
| Capital Outlay          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Bookmobile</b> | <b>\$17,134</b>           | <b>\$9,196</b>             | <b>\$9,196</b>             | <b>\$20,150</b>                              | <b>\$27,673</b>            |

Library Foundation**Function**

The Great Falls Public Library Foundation is administered by Library Administration. This accounts for the yearly contribution given to the Library from the Library Foundation. The Foundation is a 501(C)(3) tax exempt nonprofit organization dedicated to the support of the Library. The Foundation is governed by a twelve-member board. The portion of this budget is from the revenue given to the Library by the Library Foundation.

Full Financial Summary can be found under the Library Foundation Fund. (see page 101)

| <b>Library Foundation</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                        | \$43,178                  | \$5,000                    | \$5,000                    | \$6,826                                      | \$5,000                    |
| Purchased Services              | \$6,942                   | \$65,000                   | \$115,000                  | \$91,692                                     | \$65,000                   |
| Debt Service                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                  | \$90,385                  | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Library Foundation</b> | <b>\$140,505</b>          | <b>\$70,000</b>            | <b>\$120,000</b>           | <b>\$98,518</b>                              | <b>\$70,000</b>            |



# Public Works Department

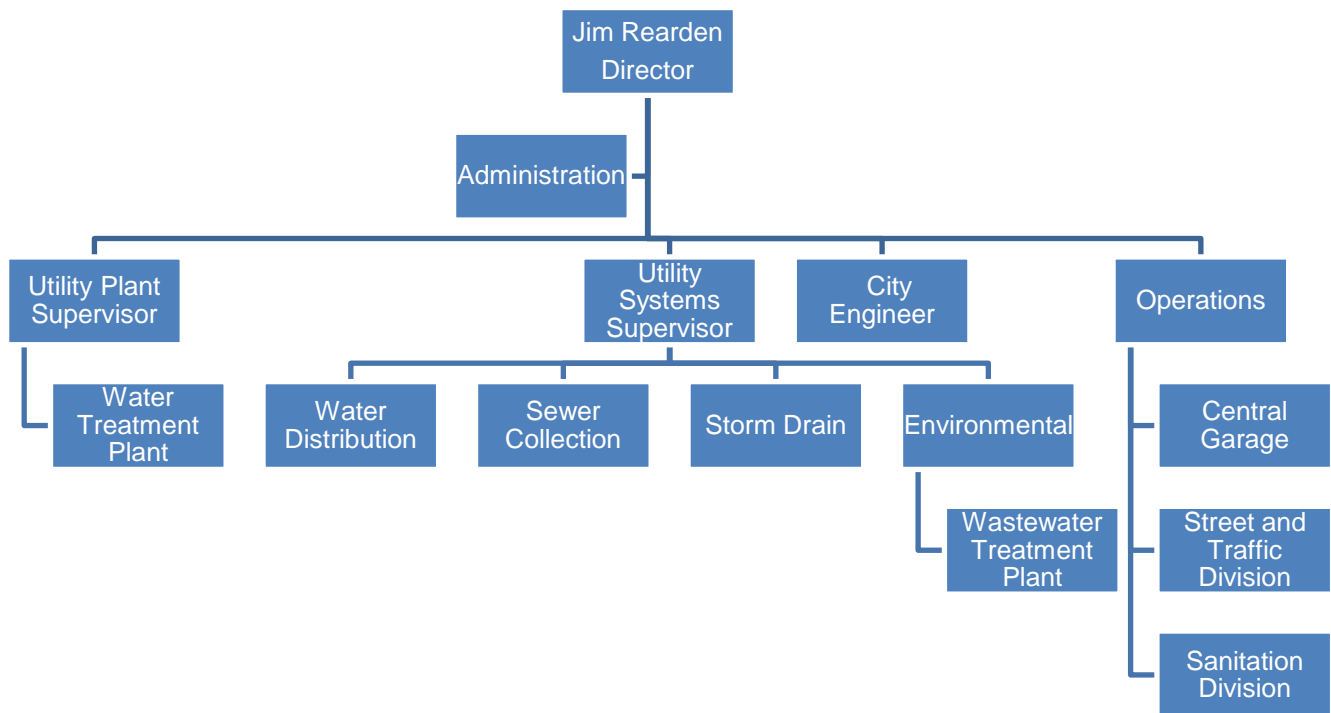
## Mission Statement

The City of Great Falls Public Works Department will meet the needs of our community by professionally managing the public infrastructure and ensuring a safe, clean and healthy environment. We will accomplish our Mission by:

- Investing in the continued development and well being of public employees.
- Conducting our business openly, honestly and ethically.
- Behaving professionally at all times.
- Valuing the relationship with our customers.
- Enhancing the sense of community with Great Falls and its neighbors.
- Communicating and cooperating to achieve the goals of the Department and the City.
- Providing our services equally to all our customers, both internally and externally.
- Using the fewest resources possible while still accomplishing our goals.
- Being stewards for responsible development.
- Striving to surpass expectations of the Community.



## Public Works Department Organizational Chart



|  | FY 2014<br>Actual | FY 2015<br>Amended | FY 2016<br>Adopted |
|--|-------------------|--------------------|--------------------|
| <b>Authorized Personnel</b>                |                   |                    |                    |
| <b><u>Public Works Funds</u></b>           |                   |                    |                    |
| Street                                     |                   |                    |                    |
| Street Maintenance                         | 21.06             | 21.06              | 21.06              |
| Traffic                                    | 5.00              | 5.00               | 5.00               |
| Public Works Admin                         | 2.50              | 3.13               | 3.50               |
| Engineering                                | 14.05             | 14.00              | 14.00              |
| Water                                      |                   |                    |                    |
| Lab Testing                                | 1.00              | 1.00               | 1.00               |
| Purification                               | 13.05             | 13.05              | 13.50              |
| Distribution                               | 17.90             | 17.90              | 17.90              |
| Sewer                                      |                   |                    |                    |
| Sewer Treatment                            | 0.45              | 0.45               | -                  |
| Sewer Collection                           | 11.40             | 9.90               | 8.90               |
| Environmental Compliance                   | -                 | 3.00               | 4.00               |
| Storm Drain                                | 1.70              | 0.20               | 0.20               |
| Sanitation                                 | -                 | -                  |                    |
| Residential                                | 7.51              | 7.51               | 7.51               |
| Commercial                                 | 7.50              | 7.50               | 8.50               |
| Central Garage                             | 10.93             | 10.93              | 11.93              |
| <b>Total Public Works Department Funds</b> | <b>114.05</b>     | <b>114.63</b>      | <b>117.00</b>      |
| <b>Total Public Works Department FTE's</b> | <b>114.05</b>     | <b>114.63</b>      | <b>117.00</b>      |

**Street District**

The Street District Division provides the maintenance of the 383 miles of City of Great Falls street and alley systems. The maintenance performed by the Street Division includes pavement rehabilitation and restoration, alley grading and graveling, street sweeping, snow and ice control, dust abatement and nuisance weed control. The fund also covers the maintenance functions of the Traffic Division.

Full Financial Summary can be found under the Street District Fund. (see page 113)

| <b>Street Maintenance</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services               | \$1,717,518               | \$1,787,597                | \$1,787,597                | \$1,800,794                                  | \$1,826,858                |
| Supplies                        | \$1,290,972               | \$1,485,435                | \$1,485,435                | \$1,485,435                                  | \$1,462,435                |
| Purchased Services              | \$140,177                 | \$394,730                  | \$539,802                  | \$565,000                                    | \$395,530                  |
| Debt Service                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                | \$948,502                 | \$780,699                  | \$780,699                  | \$780,699                                    | \$1,058,174                |
| Capital Outlay                  | \$1,494,703               | \$567,616                  | \$1,170,926                | \$457,541                                    | \$818,616                  |
| Transfer Out                    | \$14,450                  | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Street Maintenance</b> | <b>\$5,606,322</b>        | <b>\$5,016,077</b>         | <b>\$5,764,459</b>         | <b>\$5,089,469</b>                           | <b>\$5,561,613</b>         |

**Goals and Objectives****Major Accomplishments - In the Past Year:**

- 3,012 letters of notification of nuisance weed ordinance violations were mailed and division crews mowed lots found to be in non-compliance. This is a 13% decrease from the previous year.
- 54 blocks received street pavement overlays, 49 paver patches and 12 skin patches were completed (in-house), 126 locations received minor areas of reconstruction.
- 86 miles of alleyways were graded and graveled on schedule.
- Alley blend gravel was utilized in alley maintenance.
- Continued expanded dust control program.
- Continued expanded sweeping program.

**Priority Goals & Objectives - For the Upcoming Year:**

- Increase chipseal from 90 blocks to 135 blocks annually.
- Overlay 60+ blocks of City streets.
- Continue and expand areas of minor reconstruction to City street network.
- Continue to apply for grants for handicap ramp placement and street reconstruction.
- Continue valley gutter installation program.
- Continue curb and sidewalk mudjacking program.

**Traffic Division**

The Traffic Division maintains 12,937 traffic signs, 50 miles of pavement markings and 89 traffic signals of which 66 are owned by MDOT and maintained under an annual contract. Other services provided by the Traffic Division include traffic studies, sign fabrication and installation, maintenance of the City lighting districts, parking meter pole maintenance, parking lot striping and two way radio maintenance.

Full Financial Summary can be found under the Street District Fund. (see page 113)

| <b>Traffic</b>        | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$386,444                 | \$407,271                  | \$407,271                  | \$386,982                                    | \$438,480                  |
| Supplies              | \$132,193                 | \$152,490                  | \$152,490                  | \$152,490                                    | \$150,070                  |
| Purchased Services    | \$17,847                  | \$20,300                   | \$20,300                   | \$20,300                                     | \$22,450                   |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service      | \$61,281                  | \$57,560                   | \$57,560                   | \$57,560                                     | \$57,410                   |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$915  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Traffic</b>  | <b>\$597,765</b>          | <b>\$637,621</b>           | <b>\$637,621</b>           | <b>\$618,247</b>                             | <b>\$668,410</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year:**

- Installed larger street name signs on 1<sup>st</sup> & 2<sup>nd</sup> Avenue South, and various other individual intersections.
- Installed 12" signal displays at Park Drive & Central, 14<sup>th</sup> Street & 2<sup>nd</sup> Avenue South, and 14<sup>th</sup> Street SW & Marketplace Drive.
- Installed reflective borders on signal back plates at Central Avenue & 25<sup>th</sup> and 26<sup>th</sup> Streets.
- Completed signal controller replacement project for MDT.
- Completed second year of a performance based Signal Maintenance Agreement with MDOT.
- Completed epoxy painting on nine FAU routes using durable pavement marking funding from MDT.
- Worked with School District & Neighborhood Council #9 in reopening 20<sup>th</sup> Street South by providing signing and pavement markings.
- Installed new radio base station for Sanitation for better field communications.

**Priority Goals & Objectives - For the Upcoming Year:**

- Continue installing larger street name signs on Central Avenue and 8<sup>th</sup> Avenue North.
- Continue installing 12" signal heads.
- Begin planning for a City signal cabinet replacement project.
- Continue to provide two way radio maintenance to all City departments.
- Continue installing thermoplastic school crosswalks markings.

**Water**

Residential and commercial sales are the main revenue sources for the Water Fund. The City will continue to make timely rate adjustments in order to maintain the financial stability of the water system by annually analyzing the Water Utility Financial Plan and Cost of Service Analysis. Utility rates will need to be increased periodically, based on inflation, operating requirements, and capital improvement programs.

This budget also provides appropriation for the capital improvement program. Capital improvement program appropriations are carried over from year to year, as needed, until completion of the projects. The City developed a capital improvement plan to update and improve the water plant, transmission mains, storage and pumping facilities, distribution main replacement, over-sizing and extensions to the system. Originally developed with a ten-year target period for construction, realistic construction and bonding capacities have shown that the City will require approximately fifteen years to complete this capital improvement program.

**Water - Central Garage**

The Central Garage Division administers replacement services for all major vehicles and equipment of the City. Machinery and equipment scheduled for replacement are addressed through this budget.

Full Financial Summary can be found under the Water Fund. (see page 140)

| <b>Central Garage</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                    | \$823                     | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay              | \$43,768                  | \$0                        | \$0                        | \$18,770                                     | \$153,250                  |
| Transfer Out                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Central Garage</b> | <b>\$44,591</b>           | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$18,770</b>                              | <b>\$153,250</b>           |

**Water Distribution**

The water distribution budget funds personnel, equipment, and materials necessary for the operation and maintenance of the water distribution system. Distribution modification projects are the capital portions of the budget which funds primary main replacements, purchasing of major repair materials, and large-scale meter installations.

Full Financial Summary can be found under the Water Fund. (see page 140)

| <b>Water Distribution</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services               | \$1,352,263               | \$1,441,006                | \$1,441,005                | \$1,315,000                                  | \$1,349,429                |
| Supplies                        | \$398,513                 | \$458,850                  | \$458,850                  | \$458,850                                    | \$428,850                  |
| Purchased Services              | \$65,154                  | \$96,100                   | \$96,100                   | \$96,100                                     | \$93,100                   |
| Debt Service                    | \$484,955                 | \$485,055                  | \$485,055                  | \$485,055                                    | \$656,133                  |
| Contributions & Other           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                | \$837,105                 | \$854,112                  | \$854,112                  | \$854,112                                    | \$687,071                  |
| Capital Outlay                  | \$1,771,164               | \$3,140,030                | \$3,570,169                | \$3,570,169                                  | \$2,492,091                |
| Transfer Out                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Water Distribution</b> | <b>\$4,909,154</b>        | <b>\$6,475,153</b>         | <b>\$6,905,291</b>         | <b>\$6,779,286</b>                           | <b>\$5,706,674</b>         |

**Goals and Objectives****Major Accomplishments - In the Past Year:**

- Completion of TTR Water Meter Replacement.
- Replaced water main at 3 different locations in the City.

**Priority Goals & Objectives - For the Upcoming Year:**

- Replace water main at 3 different locations in the City.
- Continue the MXU (Radio Read) program for water meters.
- Replace Larger Water Meters as needed.

**Water - Lab and Testing**

The public water supply system is regulated by the Environmental Protection Agency (EPA) under the Federal Safe Drinking Water Act (SDWA). The laboratory is certified by the Environmental Protection Agency (EPA) to conduct bacteriological analysis of drinking water. The lab also writes the annual Consumer Confidence Report, keeps track of electricity and chemical costs associated with water treatment, and establishes optimum water treatment chemical dosages based on tests it conducts on the seasonally fluctuating quality of the Missouri River.



Full Financial Summary can be found under the Water Fund. (see page 140)

|                                      | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|--------------------------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| <b>Water Lab &amp; Testing</b>       |                    |                     |                     |                                       |                     |
| Personal Services                    | \$77,328           | \$79,158            | \$79,158            | \$83,076                              | \$71,104            |
| Supplies                             | \$15,088           | \$19,590            | \$19,590            | \$19,590                              | \$16,842            |
| Purchased Services                   | \$59,985           | \$51,327            | \$51,327            | \$51,327                              | \$57,327            |
| Debt Service                         | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other                | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                                | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service                     | \$15,556           | \$15,820            | \$15,820            | \$15,820                              | \$16,746            |
| Capital Outlay                       | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                         | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Water Lab &amp; Testing</b> | <b>\$167,957</b>   | <b>\$165,895</b>    | <b>\$165,895</b>    | <b>\$169,813</b>                      | <b>\$162,019</b>    |

## Goals and Objectives

### Major Accomplishments - In the Past Year:

- Continued investigation of alternative coagulants to improve turbidity removal, disinfection byproduct precursor removal and reduce sludge volumes.
- Continued testing to detect presence of nitrification in distribution system.
- Continued investigation into the effectiveness of efforts to optimize chloramination.
- Continued revising sampling plan for Total Coliform Rule.
- Updated the water quality assurance manual required for state certification and successfully passed the 3 year state audit of the laboratory.
- Purchased new lab equipment to meet EPA and MTDEQ regulations
- Began investigation of algal numbers and species in the Missouri River in order to predict a problem before it develops.
- Maintained quality control as prescribed by the Safe Drinking Water Act and the State Department of Environmental Quality.

### Priority Goals & Objectives - For the Upcoming Year:

- Continue to optimize plant performance utilizing alternative chemicals.
- Continue investigating algal numbers and species as changes are noted in the Missouri River in order to predict a problem before it develops.
- Continue collecting nitrification samples and integrate hydrant flushing data with this data; work towards an action plan to detect the beginning stages of nitrification and reasonable responses to nitrification events.
- Research new equipment to enhance the treatment process and improve treatment reliability.
- Continue revising sampling plan for Total Coliform Rule, including removing end of line sampling points. Distribution is contributing maps and expertise for this project.

- Maintain quality control as prescribed by the Safe Drinking Water Act and the State Department of Environmental Quality.
- Continue to provide training and plant tours to promote safe drinking water and public awareness.
- Continue investigating ways to improve the treatment process with respect to turbidity removal and disinfection by-product precursor removal.

### **Water – Purification**

The water purification budget funds personnel, equipment and materials necessary for the operation and maintenance of the water treatment plant, four remote pumping stations, and seven storage tank facilities. The water treatment plant treats and distributes up to 40 million gallons of water per day to the City of Great Falls, Black Eagle, and Malmstrom Air Force Base.

Full Financial Summary can be found under the Water Fund. (see page 140)

| <b>Water Purification</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services               | \$891,421                 | \$933,213                  | \$933,213                  | \$958,118                                    | \$1,019,047                |
| Supplies                        | \$458,287                 | \$527,925                  | \$527,925                  | \$527,925                                    | \$550,325                  |
| Purchased Services              | \$724,913                 | \$745,260                  | \$745,260                  | \$745,260                                    | \$754,120                  |
| Debt Service                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                | \$542,130                 | \$523,828                  | \$523,828                  | \$523,828                                    | \$568,805                  |
| Capital Outlay                  | \$1,012,903               | \$3,932,226                | \$4,392,229                | \$4,392,229                                  | \$916,376                  |
| Transfer Out                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Water Purification</b> | <b>\$3,629,654</b>        | <b>\$6,662,452</b>         | <b>\$7,122,455</b>         | <b>\$7,147,360</b>                           | <b>\$3,808,673</b>         |

### **Goals and Objectives**

#### **Major Accomplishments - In the Past Year:**

- Continued the process of modernizing plant instrumentation and equipment.
- Continued engineering efforts with Black and Veatch for upgrades to the Treatment Plant including replacement of the main switchgear, replacement of the ammonia feed facilities and installation of UV disinfection.
- Completed improvements to one elevated water storage facilities and replacement of the surge tank located at 33<sup>rd</sup> St. A second elevated tank is to be complete third quarter of 2015.
- Began preliminary design for replacement of the Gore Hill elevated water tank.
- Completed 5 years with no lost time accidents.
- Replaced obsolete and failing equipment to maintain production.

- Purchased new diagnostic equipment to improve staff's ability to identify problems before failure. This function was performed by contractors in the past

#### **Priority Goals & Objectives - For the Upcoming Year:**

- Along with Black and Veatch Engineers, complete design and begin construction of improvements to the Treatment Plant. Scheduled to begin in 2016.
- Continue to analyze cost/benefit of water treatment plant services to maximize efficiency.
- Continue to analyze addition of polymers to enhance the performance of the treatment plant processes.
- Continue improvements to instrumentation.
- Continue capital improvements program.
- Upgrade aging and obsolete equipment.
- Improve operator training for plant processes and equipment.
- Improve efficiency and effectiveness of preventative maintenance and repairs.

#### **Water – Utility Bond Construction**

Full Financial Summary can be found under the Water Fund. (see page 140)

| <b>Utility Bond Construction</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                         | \$0                       | \$0                        | \$2,700,893                | \$826,349                                    | \$0                        |
| Transfer Out                           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Utility Bond Construction</b> | <b>\$0</b>                | <b>\$0</b>                 | <b>\$2,700,893</b>         | <b>\$826,349</b>                             | <b>\$0</b>                 |

#### **Sewer**

The primary function of the Sewer Fund is to safeguard community health and the State water supply. The Sewer Fund is an enterprise fund encompassing related debt service, administrative expenses, and operation and maintenance of the sewer collection system. It oversees the management of the Wastewater Treatment Plant.

Residential and commercial sales are the main revenue sources for the sewer fund. Continued incremental rate increases are needed to maintain the Capital Improvement Program, meet inflation and maintain the operation of the system.

### **Sewer - Central Garage**

The Central Garage Division administers replacement services for all major vehicles and equipment of the City. Machinery & equipment scheduled for replacement are addressed through this budget.

Full Financial Summary can be found under the Sewer Fund. (see page 141)

| <b>Central Garage</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                    | \$919                     | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay              | \$22,354                  | \$106,090                  | \$106,090                  | \$106,090                                    | \$351,930                  |
| Transfer Out                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Central Garage</b> | <b>\$23,273</b>           | <b>\$106,090</b>           | <b>\$106,090</b>           | <b>\$106,090</b>                             | <b>\$351,930</b>           |

Machinery & equipment scheduled for replacement are treated as withdrawals from the Equipment Revolving Schedule reserves, and appropriated in this budget.

### **Sewer - Collection**

The Sewer Collection budget funds personnel, equipment and materials necessary for the operation and maintenance of the sanitary sewer system, including inspecting, cleaning and repairing of sewer lines.

Full Financial Summary can be found under the Sewer Fund. (see page 141)

|                                | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|--------------------------------|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| <b>Sewer Collections</b>       |                    |                     |                     |                                       |                     |
| Personal Services              | \$790,688          | \$773,532           | \$773,532           | \$770,000                             | \$683,632           |
| Supplies                       | \$69,877           | \$85,000            | \$85,000            | \$85,000                              | \$80,545            |
| Purchased Services             | \$31,472           | \$42,460            | \$42,460            | \$42,460                              | \$42,660            |
| Debt Service                   | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other          | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                          | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service               | \$561,123          | \$686,639           | \$686,639           | \$686,639                             | \$678,419           |
| Capital Outlay                 | \$648,301          | \$3,833,551         | \$3,621,445         | \$3,621,445                           | \$2,018,976         |
| Transfer Out                   | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Sewer Collections</b> | <b>\$2,101,461</b> | <b>\$5,421,182</b>  | <b>\$5,209,076</b>  | <b>\$5,205,544</b>                    | <b>\$3,504,232</b>  |

### Goals and Objectives

#### Major Accomplishments - In the Past Year:

- Lined sewers in problem areas at a rate of 35 blocks per year, and lined 38 manholes.
- Eliminated backups and costly claims, by cleaning approximately 120 miles of sanitary sewer main.
- Created a new division - Environmental Division.

#### Priority Goals & Objectives - For the Upcoming Year:

- Line sewers in problem areas at a rate of 35-40 blocks per year.
- Inspect the two major sewer trunk lines downtown and one on the West side with sonar technology (under contract).
- Eliminate backups and costly claims, by cleaning approximately 120 miles of sanitary sewer main.
- Comply with Consent Decree requirements.

### Sewer – Treatment

The Sewer Treatment budget funds the operation and maintenance of the Wastewater Treatment Plant and thirty lift stations. The Wastewater Treatment Plant is presently operated by Veolia Water North America – West, LLC (VWNA) a private firm, which has a contract for the operation and maintenance of the plant and the lift stations until December 31, 2020.

Full Financial Summary can be found under the Sewer Fund. (see page 141)

|                              | 2014 Actual Amount  | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|------------------------------|---------------------|---------------------|---------------------|---------------------------------------|---------------------|
| <b>Sewer Treatment</b>       |                     |                     |                     |                                       |                     |
| Personal Services            | \$37,137            | \$40,014            | \$40,014            | \$1,512                               | \$0                 |
| Supplies                     | \$0                 | \$0                 | \$0                 | \$0                                   | \$0                 |
| Purchased Services           | \$3,545,954         | \$3,463,098         | \$3,463,098         | \$3,463,098                           | \$3,996,400         |
| Debt Service                 | \$1,791,415         | \$2,283,145         | \$2,283,145         | \$2,283,145                           | \$2,283,216         |
| Contributions & Other        | \$0                 | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                        | \$120,000           | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service             | \$281,829           | \$318,438           | \$318,438           | \$318,438                             | \$316,562           |
| Capital Outlay               | \$11,339,739        | \$7,860,087         | \$6,490,607         | \$6,490,607                           | \$1,813,857         |
| Transfer Out                 | \$0                 | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Sewer Treatment</b> | <b>\$17,116,074</b> | <b>\$13,964,782</b> | <b>\$12,595,302</b> | <b>\$12,556,800</b>                   | <b>\$8,410,035</b>  |

## Goals and Objectives

### Major Accomplishments - In the Past Year:

- Continued construction for plant improvements required as a result of changes to the City's discharge permit. Improvements include a nitrification/denitrification system and UV disinfection.
- Completed negotiations with EPA regarding alleged violations to the Clean Water Act and entered into a Consent Decree in lieu of litigation.
- Began implementing the requirements of the Consent Decree.

### Priority Goals & Objectives - For the Upcoming Year:

- Continue construction for improvements necessary to meet the requirements of the new discharge permit.
- Apply for a new discharge permit, as required.
- Satisfactory compliance with the terms of the EPA Consent Decree.
- Continue to work with the Malt Plant to find a permanent solution to the high hydrogen sulfide levels.
- Continue capital improvements program.

## Sewer – Environmental

The Sewer Environmental budget funds the operation and maintenance of the Environmental Division.

Full Financial Summary can be found under the Sewer Fund. (see page 141)

| <b>Sewer Environmental</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                | \$0                       | \$218,060                  | \$218,060                  | \$156,999                                    | \$281,057                  |
| Supplies                         | \$0                       | \$4,900                    | \$4,900                    | \$4,900                                      | \$18,444                   |
| Purchased Services               | \$0                       | \$8,900                    | \$8,900                    | \$14,882                                     | \$35,420                   |
| Debt Service                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                 | \$0                       | \$0                        | \$0                        | \$0  | \$32,611                   |
| Capital Outlay                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Sewer Environmental</b> | <b>\$0</b>                | <b>\$231,860</b>           | <b>\$231,860</b>           | <b>\$176,781</b>                             | <b>\$367,532</b>           |

**Storm Drain**

The primary functions of the Storm Drain Fund are to safeguard community health through improved water quality, increase the pavement life of our streets, reduce flooding and damage to property, and to allow emergency vehicles to use our streets during heavy rainstorms. The main revenue sources for this fund are residential and commercial rates.

**Storm Drain Collection**

This budget funds a program that includes annual maintenance, adoption of design standards and criteria for storm drain facilities. It also includes an engineering review of new subdivision and development storm drain design, together with the necessary accounting, planning, administrative and collection services.

Full Financial Summary can be found under the Storm Drain Fund. (see page 142)

| <b>Storm Drain</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services        | \$45,917                  | \$14,127                   | \$14,127                   | \$29,451                                     | \$14,180                   |
| Supplies                 | \$3,609                   | \$7,500                    | \$7,500                    | \$7,500                                      | \$7,500                    |
| Purchased Services       | \$47,293                  | \$60,900                   | \$60,900                   | \$60,900                                     | \$56,900                   |
| Debt Service             | \$285,669                 | \$286,528                  | \$286,528                  | \$286,528                                    | \$286,263                  |
| Contributions & Other    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service         | \$293,275                 | \$332,879                  | \$332,879                  | \$332,879                                    | \$321,316                  |
| Capital Outlay           | \$2,731,607               | \$5,707,564                | \$5,707,564                | \$2,242,876                                  | \$10,845,177               |
| Transfer Out             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Storm Drain</b> | <b>\$3,407,370</b>        | <b>\$6,409,498</b>         | <b>\$6,409,498</b>         | <b>\$2,960,134</b>                           | <b>\$11,531,336</b>        |

**Goals and Objectives****Major Accomplishments - In the Past Year:**

- Cleaned one - quarter of the total storm drain system, approximately twenty-five miles.
- Maintained storm inlets and detention basins.
- Created a new division - Environmental Division.
- Constructing phase 1 of 18<sup>th</sup> St South project.
- Completed final design for parts of South Great Falls Storm Drain.

**Priority Goals & Objectives - For the Upcoming Year:**

- Work with DEQ and other agencies to address storm water regulations.
- Build Phase 1 South Great Falls Storm Drain.
- Build Phase 2 of 18<sup>th</sup> St. South project.

**Sanitation**

The Sanitation Division is responsible for the collection and transportation of solid waste from approximately 15,000 residential and 1,700 commercial customers to approved disposal sites. Nearly 40,000 tons of solid waste are collected and disposed of annually. The fund provides recycling options for Sanitation customers and the general public.

**Sanitation - Central Garage**

The Central Garage Division administers replacement services for all major vehicles and equipment of the City. Machinery & equipment scheduled for replacement are addressed through this budget. Machinery & equipment scheduled for replacement are treated as withdrawals from the Equipment Revolving Schedule reserves, and appropriated in this budget.

Full Financial Summary can be found under the Sanitation Fund. (see page 143)

| <b>Central Garage</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay              | \$206,901                 | \$278,490                  | \$508,300                  | \$508,300                                    | \$285,920                  |
| Transfer Out                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Central Garage</b> | <b>\$206,901</b>          | <b>\$278,490</b>           | <b>\$508,300</b>           | <b>\$508,300</b>                             | <b>\$285,920</b>           |



**Sanitation - Commercial**

The Commercial Division is responsible for the collection and transportation of solid waste from commercial customers to approved disposal sites. Commercial customers are serviced with automated collection equipment. Container sizes range from one cubic yard to forty cubic yards, allowing customers to select the container size and level of service which best meets their requirements. This division is responsible for the Commercial Cardboard route. Commercial service is also provided to twenty divisions of City departments.

Full Financial Summary can be found under the Sanitation Fund. (see page 143)

| <b>Sanitation Commercial</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|------------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                  | \$511,208                 | \$503,333                  | \$503,333                  | \$503,333                                    | \$566,996                  |
| Supplies                           | \$151,560                 | \$178,924                  | \$178,924                  | \$178,924                                    | \$164,065                  |
| Purchased Services                 | \$288,096                 | \$292,025                  | \$292,025                  | \$292,025                                    | \$292,025                  |
| Debt Service                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                   | \$304,328                 | \$263,970                  | \$263,970                  | \$263,970                                    | \$292,376                  |
| Capital Outlay                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Sanitation Commercial</b> | <b>\$1,255,192</b>        | <b>\$1,238,252</b>         | <b>\$1,238,252</b>         | <b>\$1,238,252</b>                           | <b>\$1,315,462</b>         |

**Goals and Objectives****Major Accomplishments - In the Past Year:**

- Updated commercial routes.
- Reduced inventory of old commercial containers no longer reusable.
- Supplied construction containers and sanitation service to the new Talus Apartments.

**Priority Goals & Objectives - For the Upcoming Year:**

- Continue to update commercial routes.
- Continue to track routes with Cartegraph.
- Reduce inventory of old commercial containers no longer reusable.
- Installing compactors for GFPS at Lincoln and Sunnyside Elementary Schools.
- Provide more sanitation services to local businesses.
- Increase commercial rates 5%.
- InterCap Loan Program to purchase sanitation trucks through the State of Montana.

**Sanitation - Residential**

The Residential Division is responsible for the collection and transportation of solid waste from residential customers to approved disposal sites. Containers are provided to customers and refuse is collected weekly with an automated collection system. Customers with brush or material too large to place in the automated system containers are serviced weekly with a manual loading collection system. Recycling and Composting options are also available to customers.

Full Financial Summary can be found under the Sanitation Fund. (see page 143)

| <b>Sanitation Residential</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-------------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                   | \$715,222                 | \$784,086                  | \$784,086                  | \$784,086                                    | \$725,953                  |
| Supplies                            | \$191,131                 | \$211,150                  | \$211,150                  | \$211,150                                    | \$197,070                  |
| Purchased Services                  | \$552,987                 | \$510,850                  | \$510,850                  | \$510,850                                    | \$510,850                  |
| Debt Service                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                               | \$165                     | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                    | \$445,789                 | \$390,060                  | \$390,060                  | \$390,060                                    | \$413,860                  |
| Capital Outlay                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Sanitation Residentail</b> | <b>\$1,905,294</b>        | <b>\$1,896,146</b>         | <b>\$1,896,146</b>         | <b>\$1,896,146</b>                           | <b>\$1,847,733</b>         |

**Goals and Objectives****Major Accomplishments - In the Past Year:**

- Provided safety training for employees.
- Provide more sanitation service to sanitation customers.
- Route changes to provide more efficient service.
- Purchased two new residential sanitation trucks.
- Added one full-time employee by reducing part-time employees.

**Priority Goals & Objectives - For the Upcoming Year:**

- Increase residential rates 5%.
- Continue to update collection routes to provide efficient service.
- Intercap Loan Program to purchase sanitation trucks through the State of Montana.

**Sanitation – City Recycling Center**

The City Recycling Center was closed by the City Commission. The final day of operation was July 29, 2012. The property was sold in 2014. Funds from this sale went towards the purchase of sanitation trucks. The Recycling Center division is being presented for comparison purposes only.

Full Financial Summary can be found under the Sanitation Fund. (see page 143)

| <b>Sanitation Recycling</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                | \$3,945                   | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Sanitation Recycling</b> | <b>\$3,945</b>            | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$0</b>                                   | <b>\$0</b>                 |

**Central Garage**

The Central Garage functions include maintenance, fuel dispensing and replacement services for all major vehicles and motor equipment (approximately 450) owned by the City and the Great Falls Housing Authority.

Full Financial Summary can be found under the Central Garage Fund. (see page 155)

| <b>Central Garage</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services           | \$672,563                 | \$719,101                  | \$719,101                  | \$719,101                                    | \$812,464                  |
| Supplies                    | \$586,530                 | \$578,778                  | \$578,778                  | \$601,000                                    | \$683,550                  |
| Purchased Services          | \$94,656                  | \$81,834                   | \$81,834                   | \$83,000                                     | \$82,204                   |
| Debt Service                | \$20,732                  | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service            | \$120,336                 | \$122,575                  | \$122,575                  | \$122,575                                    | \$112,313                  |
| Capital Outlay              | \$335,091                 | \$445,975                  | \$503,930                  | \$503,930                                    | \$1,202,880                |
| Transfer Out                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Central Garage</b> | <b>\$1,829,908</b>        | <b>\$1,948,263</b>         | <b>\$2,006,218</b>         | <b>\$2,029,606</b>                           | <b>\$2,893,411</b>         |

**Goals and Objectives****Major Accomplishments - In the Past Year:**

- The Fleet Management System is now being used to predict and schedule preventive maintenance needs.
- The division wrote specifications for and purchased 20 items of equipment valued at \$511,851.

**Priority Goals & Objectives - For the Upcoming Year:**

- Perform a comprehensive review of each department's ERS to fine-tune their equipment needs and reserve goals.
- Continue tracking of in-house versus "downtown" repair costs.
- Research alternate fuels, vehicles and other fuel saving concepts.

**Engineering**

The Engineering Division provides technical support for the utilities and operations divisions of Public Works and all other departments within the City. Support of the utilities and street operations are the primary focus of engineering. Other departments receive engineering support as agreed upon or projected during the budget process. Engineering also is responsible for new subdivision construction and privately financed public utility extensions, and provides utility and other information to consultants, other agencies, and the general public.

The composition of revenues is affected by the level of subdivision construction activity, the number of permits issued, and the number of special improvement districts. These are relatively small portions of the division budget. Non-public works department revenues fluctuate with the number and size of projects available. The majority of revenue is received for services provided to other divisions of the Public Works Department.

Full Financial Summary can be found under the Engineering Fund. (see page 162)

| <b>Engineering</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services        | \$1,039,994               | \$1,028,142                | \$1,028,142                | \$1,050,713                                  | \$1,093,449                |
| Supplies                 | \$24,680                  | \$29,200                   | \$29,200                   | \$29,200                                     | \$62,200                   |
| Purchased Services       | \$37,667                  | \$40,910                   | \$40,910                   | \$40,910                                     | \$40,142                   |
| Debt Service             | \$39,832                  | \$40,185                   | \$40,185                   | \$40,185                                     | \$41,073                   |
| Contributions & Other    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service         | \$161,562                 | \$159,626                  | \$159,626                  | \$159,826                                    | \$177,033                  |
| Capital Outlay           | \$0                       | \$71,070                   | \$71,070                   | \$71,070                                     | \$0                        |
| Transfer Out             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Engineering</b> | <b>\$1,303,735</b>        | <b>\$1,369,133</b>         | <b>\$1,369,133</b>         | <b>\$1,391,904</b>                           | <b>\$1,413,897</b>         |

**Goals and Objectives****Major Accomplishments - In the Past Year:**

- Completed two major water main replacement and one sanitary sewer rehabilitation projects.
- Completed Phase 1B and Phase 3 of the 18<sup>th</sup> Street South Storm Drainage Improvements.
- Completed the rehabilitation and recoating of the Ella Water Tank and replacement of the 33<sup>rd</sup> Street Surge Tank.

- Completed the Wastewater Treatment Plant Permit Required Upgrades. The project met all permit requirements within 24 hours of startup. This was the most expensive project undertaken by the City in several decades.
- Completed design and bidding of the Southeast Great Falls Sanitary Sewer Improvements, and started construction.

#### **Priority Goals & Objectives - For the Upcoming Year:**

- At the Water Treatment Plant, complete final design, bid, and start construction for the Main Switchgear Replacement, Chemical Feed Building, Administration Building, Ultraviolet Disinfection Equipment, New Surge Tank and related improvements.
- Complete Phase 2 of the 18<sup>th</sup> Street South storm drain improvements, Phase 2 of the South Great Falls storm drain improvements, and the CMATP storm drain extension.
- Complete the Skyline Water Tank rehabilitation, leveling and recoating project; and advance the Gore Hill Water Tank replacement project.
- Continue aggressive water main replacement and sewer rehabilitation programs.
- Handle infrastructure extensions for the upswing in development activities, including the East Great Falls Retail development and northwest Great Falls subdivisions.

#### **Public Works Administration**

The Public Works Administration is responsible for the overall planning, organizing, and coordination of the three branches of Public Works: Utilities, Operations and Engineering. Formulation and implementation of the budgets and programs outlined in the goals and objectives are coordinated through Public Works Administration.

Full Financial Summary can be found under the Public Works Administration Fund. (see page 163)

| <b>Public Works Admin</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services               | \$233,877                 | \$255,666                  | \$255,666                  | \$255,666                                    | \$294,839                  |
| Supplies                        | \$11,332                  | \$29,654                   | \$29,654                   | \$29,654                                     | \$26,633                   |
| Purchased Services              | \$125,509                 | \$160,854                  | \$160,854                  | \$160,854                                    | \$165,756                  |
| Debt Service                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                           | \$1,130                   | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                | \$28,499                  | \$27,187                   | \$27,187                   | \$27,187                                     | \$35,332                   |
| Capital Outlay                  | \$10,095                  | \$218,060                  | \$218,060                  | \$0  | \$18,000                   |
| Transfer Out                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Public Works Admin</b> | <b>\$410,442</b>          | <b>\$691,421</b>           | <b>\$691,421</b>           | <b>\$473,361</b>                             | <b>\$540,560</b>           |

**Goals and Objectives****Major Accomplishments - In the Past Year:**

- Presented at Neighborhood Councils on issues affecting neighborhoods to promote open and accessible government.
- Interacted with citizens through the City Website providing information in a timely manner.
- Continued integration/upgrades of Central Garage, Sanitation and Utilities software to anticipate future service needs and promote continued efficiency in departments.
- Identified needs for repairs to aging buildings, prioritized according to most critical, and began repairs.
- Continued wellness/cancer prevention activities and safety awareness and provided information aimed at increased employee overall health, wellness and safety and reduction of sick days and injuries.

**Priority Goals & Objectives - For the Upcoming Year:**

- Meet with Neighborhood Councils and other Civic Groups as requested to engage in informative sessions to assure citizen confidence in services Public Works provides.
- Continue to improve efficiency in record keeping and day to day operations by utilizing available technologies and software.
- Continue building repairs with those identified as most urgent need.
- Continue to focus on wellness in the workplace and cancer prevention awareness.
- Continue training and safety awareness activities.



## Special Districts

Special Districts are not assigned to a specific Department or may be overseen by several Departments.



**Electric**

The Electric Fund accounts for all aspects of the City electric system operations: providing electricity for City operations, other government agencies, and retail customers. The Electric Fund was closed in FY 2015 to the General Fund.

Full Financial Summary can be found under the Electric Fund. (see page 144)

| <b>Electric</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services    | \$810,900                 | \$0                        | \$0                        | \$14,358                                     | \$0                        |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                 | \$33,993                  | \$0                        | \$0                        | \$161,123                                    | \$0                        |
| Internal Service      | \$9,225                   | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$37,158                  | \$0                        | \$188,082                  | \$188,082                                    | \$0                        |
| <b>Total Electric</b> | <b>\$891,276</b>          | <b>\$0</b>                 | <b>\$188,082</b>           | <b>\$363,563</b>                             | <b>\$0</b>                 |

**Goals and Objectives****Major Accomplishments - In the Past Year**

- Assisted in transitioning the existing ECP customers including the City of Great Falls to other suppliers. Issued an RFP for electric services and signed a five year contract with PPL Treasure State.
- Closed Electric Fund.

**Street Lighting Districts**

The Lighting Maintenance District is a Special Revenue Fund created to account for the collection of assessments and subsequent payment of Special Lighting Maintenance District costs.

There are currently 26 Special Lighting Maintenance Districts (SLD's) with approximately 9,427 street lights, lighting over 76% of the city. The original lighting districts can be traced back to 1912.

Full Financial Summary can be found under the Street Lighting Districts Fund. (see page 126)



| Street Lighting Districts              | 2014 Actual Amount | 2015 Adopted Budget | 2015 Amended Budget | 2015 Projected Amount as of 6/16/2015 | 2016 Adopted Budget |
|--|--------------------|---------------------|---------------------|---------------------------------------|---------------------|
| Personal Services                      | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Supplies                               | \$14,302           | \$10,001            | \$10,001            | \$10,001                              | \$9,999             |
| Purchased Services                     | \$1,329,471        | \$1,271,143         | \$1,271,143         | \$1,271,143                           | \$1,289,931         |
| Debt Service                           | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Contributions & Other                  | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Other                                  | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Internal Service                       | \$139,294          | \$142,315           | \$142,315           | \$142,315                             | \$122,356           |
| Capital Outlay                         | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| Transfer Out                           | \$0                | \$0                 | \$0                 | \$0                                   | \$0                 |
| <b>Total Street Lighting Districts</b> | <b>\$1,483,067</b> | <b>\$1,423,459</b>  | <b>\$1,423,459</b>  | <b>\$1,423,459</b>                    | <b>\$1,422,286</b>  |

## Goals and Objectives

### Major Accomplishments - In the Past Year

- Implemented an inspection process that insures lighting installers are meeting requirements of the SLD during various phases of the installation process.
- Continued to replace direct bury cable with buried cable in conduit.

### Priority Goals & Objectives - For the Upcoming Year

- Continuation of comprehensive mapping of all Special Lighting Districts within the city limits with the assistance of the Addressing & Mapping Department. The mapping will include district boundary parameters, the location and type of all lighting fixtures.
- Implement regular inspection process that includes nighttime inspections. This enables us to stay on top of lights that are out and not rely solely on reports from citizens.
- Research Trilateral Lighting District boundary parameters, location and type of lighting fixtures.
- Review and/or revise Street Lighting Policy.

### Master Debt SILD

The Master Debt SILD Fund was created to account for City owned and operated new lighting districts debt.

Full Financial Summary can be found under the Master Debt SILD. (see page 130)

|                               | 2014 Actual<br>Amount | 2015<br>Adopted<br>Budget | 2015<br>Amended<br>Budget | 2015<br>Projected<br>Amount as of<br>6/16/2015 | 2016<br>Adopted<br>Budget |
|-------------------------------|-----------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Master Debt SILD</b>       |                       |                           |                           |  |                           |
| Personal Services             | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Supplies                      | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Purchased Services            | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Debt Service                  | \$40,016              | \$8,265                   | \$8,265                   | \$8,265  | \$21,888                  |
| Contributions & Other         | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Other                         | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Internal Service              | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Capital Outlay                | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Transfer Out                  | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| <b>Total Master Debt SILD</b> | <b>\$40,016</b>       | <b>\$8,265</b>            | <b>\$8,265</b>            | <b>\$8,265</b>                                 | <b>\$21,888</b>           |

**Improvement District Revolving**

The Improvement District Revolving Fund is a debt service fund created to account for bonded indebtedness on special improvement districts. Special improvement district bonds are issued for capital projects which benefit specific properties. Bond proceeds are accounted for in a separate capital project fund. Special improvement district bonds are not general obligations of the City; however, the City administration is committed to payment of all special improvement district debt issued by the City.

Full Financial Summary can be found under the Improvement District Revolving Fund. (see page 128)

|   | 2014 Actual<br>Amount | 2015<br>Adopted<br>Budget | 2015<br>Amended<br>Budget | 2015<br>Projected<br>Amount as of<br>6/16/2015 | 2016<br>Adopted<br>Budget |
|---|-----------------------|---------------------------|---------------------------|--|---------------------------|
| <b>Improvement District<br/>Revolving</b>       |                       |                           |                           |  |                           |
| Personal Services                               | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Supplies  | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Purchased Services                              | \$1,750               | \$0                       | \$0                       | \$1,750  | \$0                       |
| Debt Service                                    | \$172,201             | \$15,610                  | \$55,610                  | \$50,948                                       | \$59,008                  |
| Contributions & Other                           | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Other   | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Internal Service                                | \$29,694              | \$29,549                  | \$29,549                  | \$27,087                                       | \$5,391                   |
| Capital Outlay                                  | \$0                   | \$0                       | \$0                       | \$0  | \$0                       |
| Transfer Out                                    | \$25,107              | \$0                       | \$0                       | \$0  | \$0                       |
| <b>Total Improvement District<br/>Revolving</b> | <b>\$228,752</b>      | <b>\$45,159</b>           | <b>\$85,159</b>           | <b>\$79,785</b>                                | <b>\$64,399</b>           |

**Tax Increment**

The Tax Increment Fund's primary objective is to account for a remaining balance in the Downtown Tax Increment district. A revolving loan fund was reported through this fund. This fund was closed in fiscal year 2014.

Full Financial Summary can be found under Tax Increment. (see page 103)

| <b>Tax Increment</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other      | \$83,854                  | \$0                        | \$0                        | \$0  | \$0                        |
| Other                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out               | \$52,379                  | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Tax Increment</b> | <b>\$136,233</b>          | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$0</b>                                   | <b>\$0</b>                 |

### **Business Improvement District (BID) and Tourism Business Improvement District (TBID)**

This fund represents a separate assessment levied to the Downtown Business Improvement District and the Tourism Business Improvement District. The payments to the district are passed through when collections are received from the levied assessment.

Financial Summary can be found under the Support and Innovation Fund. (see page 114)

| <b>Tourism BID</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services       | \$108                     | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other    | \$410,279                 | \$414,514                  | \$414,514                  | \$414,514                                    | \$414,514                  |
| Other                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Tourism BID</b> | <b>\$410,387</b>          | <b>\$414,514</b>           | <b>\$414,514</b>           | <b>\$414,514</b>                             | <b>\$414,514</b>           |

| <b>BID</b>            | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other | \$212,481                 | \$196,551                  | \$196,551                  | \$196,551                                    | \$196,551                  |
| Other                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total BID</b>      | <b>\$212,481</b>          | <b>\$196,551</b>           | <b>\$196,551</b>           | <b>\$196,551</b>                             | <b>\$196,551</b>           |

### **Advisory Commission on International Relationships (ACIR)**

The mission of the Advisory Commission on International Relationships (ACIR) is to promote, facilitate and nurture international relationships for the City of Great Falls serving as a liaison for information and opportunities. These would relate to areas such as culture, medical, educational, or business.

Financial Summary can be found under the Support and Innovation Fund. (see page 114)

| <b>International Relationship</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                      | \$5,191                   | \$0                        | \$0                        | \$3,226                                      | \$0                        |
| Debt Service                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total International Relationship</b> | <b>\$5,191</b>            | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$3,226</b>                               | <b>\$0</b>                 |

**Economic Development**

This fund represents the only discretionary money available to the City Commission to encourage economic development in Great Falls. State economic pass-thru grants known as Big Sky Trust Grants for Emteq, ADF, Calumet and BE Aerospace are recorded in this division.

Financial Summary can be found under the Economic Development Fund. (see page 108)

| <b>Economic Revolving</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                           | \$142,500                 | \$0                        | \$991,200                  | \$448,979                                    | \$0                        |
| Internal Service                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                    | \$264,298                 | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Economic Revolving</b> | <b>\$406,798</b>          | <b>\$0</b>                 | <b>\$991,200</b>           | <b>\$448,979</b>                             | <b>\$0</b>                 |

**Central Montana Agriculture Technology Park**

The Agriculture Technology Park Fund is to encourage industrial growth by providing tax increment financing. Revenues come from the tax increment of the Central Montana Agriculture Technology Park District.

Full Financial Summary can be found under the Central MT Ag Tech TID Fund. (see page 104)

| <b>Central MT Ag Tech TID</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-------------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                  | \$33,772                  | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                    | \$31,918                  | \$31,919                   | \$31,919                   | \$31,919                                     | \$737                      |
| Capital Outlay                      | \$694,351                 | \$78,081                   | \$188,522                  | \$278,522                                    | \$0                        |
| Transfer Out                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Central MT Ag Tech TID</b> | <b>\$760,041</b>          | <b>\$110,000</b>           | <b>\$220,441</b>           | <b>\$310,441</b>                             | <b>\$737</b>               |

**Airport TID**

This fund is used to account for fund operations for the Airport Tax Increment District. Revenues come from the tax increment of the Airport District.

Full Financial Summary can be found under Airport TID Fund. (see page 105)

| <b>Airport TID</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|--------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Airport TID</b> | <b>\$0</b>                | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$0</b>                                   | <b>\$0</b>                 |

**Downtown TID**

This fund is used to account for fund operations for the Downtown Tax Increment District. Revenues come from the tax increment of the Downtown Tax Increment District.

Full Financial Summary can be found under Downtown TID Fund. (see page 106)

| <b>Downtown TID</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Downtown TID</b> | <b>\$0</b>                | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$0</b>                                   | <b>\$0</b>                 |

**East Industrial Ag Tech Park**

This fund is used to account for fund operations for the East Industrial Ag Tech Park. Revenues come from the tax increment of the East Industrial Ag Tech Park.

Full Financial Summary can be found under East Industrial Ag Tech Park Fund. (see page 107)

| <b>East Industrial Ag Tech Park</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                        | \$0                       | \$0                        | \$0                        | \$612  | \$0                        |
| Debt Service                              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                              | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total East Industrial Ag Tech Park</b> | <b>\$0</b>                | <b>\$0</b>                 | <b>\$0</b>                 | <b>\$612</b>                                 | <b>\$0</b>                 |

**West Bank Tax Increment District**

The West Bank Tax Increment District is a debt service fund created to account for the bonded indebtedness on the West Bank Urban Renewal District. Revenues come from the tax increment of the West Bank District.

Full Financial Summary can be found under West Bank TID Fund. (see page 128)

| <b>West Bank TID</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services         | \$0                       | \$0                        | \$0                        | \$387  | \$0                        |
| Debt Service               | \$211,228                 | \$213,628                  | \$213,628                  | \$213,628                                    | \$210,828                  |
| Contributions & Other      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service           | \$18,759                  | \$18,789                   | \$18,789                   | \$18,789                                     | \$2,856                    |
| Capital Outlay             | \$0                       | \$0                        | \$329,162                  | \$329,162                                    | \$0                        |
| Transfer Out               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total West Bank TID</b> | <b>\$229,987</b>          | <b>\$232,417</b>           | <b>\$561,579</b>           | <b>\$561,966</b>                             | <b>\$213,684</b>           |

**Soccer Park Bond**

The Soccer Park GO Bond Fund was created to account for 20-year General Obligation Bonds of \$2,500,000 issued to contribute to the construction of a \$3,400,000 15-field soccer park. Voters approved the bond issue in 2004.

Full Financial Summary can be found under the Soccer Park Bond Fund. (see page 126)

| <b>Soccer Park Bond</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services             | \$0                       | \$0                        | \$0                        | \$1,750                                      | \$0                        |
| Supplies                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                  | \$1,742,522               | \$166,899                  | \$166,899                  | \$166,899                                    | \$164,199                  |
| Contributions & Other         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service              | \$3,944                   | \$3,950                    | \$3,950                    | \$3,950                                      | \$3,167                    |
| Capital Outlay                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Soccer Park Bond</b> | <b>\$1,746,466</b>        | <b>\$170,849</b>           | <b>\$170,849</b>           | <b>\$172,599</b>                             | <b>\$167,366</b>           |

**Swim Pool Rehab Bond**

The Swim Pool Rehab GO Bond Fund is administered by the Fiscal Services Department. The Swim Pool Rehab GO Bond Fund was created to account for 10-year General Obligation Bonds of \$2,270,000 issued to contribute to the rehabilitation of the Mitchell, Water Tower, and Jaycee Pools. Voters approved the bond issue in 2007 and the project was completed July, 2008.

Full Financial Summary can be found under Swim Pool Rehab Bond Fund. (see page 127)

| <b>Swim Pool Rehab Bond</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                      | \$1,174,331               | \$265,550                  | \$265,550                  | \$265,550                                    | \$265,550                  |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$5,943                   | \$5,953                    | \$5,953                    | \$5,953                                      | \$4,772                    |
| Capital Outlay                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Swim Pool Rehab Bond</b> | <b>\$1,180,274</b>        | <b>\$271,503</b>           | <b>\$271,503</b>           | <b>\$271,503</b>                             | <b>\$270,322</b>           |



**General Obligation Taxable Bond**

General Obligation Taxable Bond is a debt service fund created to account for bonded indebtedness for the purpose of paying a portion of the costs of design, engineering, feasibility and environmental review with respect to Highwood Generating Station. Original bonds were issued in 2005 and refinanced in 2014.

Full Financial Summary can be found under General Obligation Taxable Bond Fund. (see page 131)

| <b>General Obligation<br/>Taxable Bonds</b>       | <b>2014 Actual<br/>Amount</b> | <b>2015<br/>Adopted<br/>Budget</b> | <b>2015<br/>Amended<br/>Budget</b> | <b>2015<br/>Projected<br/>Amount as of<br/>6/16/2015</b> | <b>2016<br/>Adopted<br/>Budget</b> |
|---|-------------------------------|------------------------------------|------------------------------------|--|------------------------------------|
| Personal Services                                 | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Supplies  | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Purchased Services                                | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Debt Service                                      | \$57,986                      | \$144,538                          | \$144,538                          | \$144,538  | \$148,338                          |
| Contributions & Other                             | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Other   | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Internal Service                                  | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Capital Outlay                                    | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Transfer Out                                      | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| <b>Total General Obligation<br/>Taxable Bonds</b> | <b>\$57,986</b>               | <b>\$144,538</b>                   | <b>\$144,538</b>                   | <b>\$144,538</b>   | <b>\$148,338</b>                   |

**General Capital Projects**

The general capital projects fund is used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary and trust funds). There are currently four divisions, Animal Shelter, Miscellaneous Admin, Public Works Admin and Park and Rec Admin.

Full Financial Summary can be found under the General Capital Projects Fund. (see page 133)

**General Capital Projects- Animal Shelter**

| <b>Animal Shelter</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services          | \$7,181                   | \$0                        | \$0                        | \$3,969                                      | \$0                        |
| Debt Service                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                       | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay              | \$41,723                  | \$0                        | \$248,219                  | \$0  | \$0                        |
| Transfer Out                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Animal Shelter</b> | <b>\$48,904</b>           | <b>\$0</b>                 | <b>\$248,219</b>           | <b>\$3,969</b>                               | <b>\$0</b>                 |

**General Capital Projects- Neighborhood Council**

| <b>Neighborhood Council</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                | \$946                     | \$0                        | \$6,406                    | \$73   | \$0                        |
| Debt Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Neighborhood Council</b> | <b>\$946</b>              | <b>\$0</b>                 | <b>\$6,406</b>             | <b>\$73</b>                                  | <b>\$0</b>                 |

**General Capital Projects- Public Works Admin**

| <b>Public Works Admin</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|---------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services              | \$49,277                  | \$0                        | \$107,000                  | \$100,860                                    | \$0                        |
| Debt Service                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other           | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                           | \$0                       | \$0                        | \$0                        | \$6,618                                      | \$0                        |
| Internal Service                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                  | \$0                       | \$0                        | \$478                      | \$0  | \$0                        |
| Transfer Out                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Public Works Admin</b> | <b>\$49,277</b>           | <b>\$0</b>                 | <b>\$107,478</b>           | <b>\$107,478</b>                             | <b>\$0</b>                 |

**General Capital Projects- Park & Rec Admin**

| <b>Park &amp; Rec Admin</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                 | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                          | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                             | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                  | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                    | \$0                       | \$0                        | \$75,425                   | \$0  | \$0                        |
| Transfer Out                      | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Park &amp; Rec Admin</b> | <b>\$0</b>                | <b>\$0</b>                 | <b>\$75,425</b>            | <b>\$0</b>                                   | <b>\$0</b>                 |

**General Capital Projects- Miscellaneous Admin**

| <b>Miscellaneous Admin</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|----------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                         | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services               | \$871                     | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Contributions & Other            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                 | \$9,692                   | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                   | \$0                       | \$0                        | \$50,000                   | \$0  | \$112,000                  |
| Transfer Out                     | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Miscellaneous Admin</b> | <b>\$10,563</b>           | <b>\$0</b>                 | <b>\$50,000</b>            | <b>\$0</b>                                   | <b>\$112,000</b>           |

**Special State Projects Fund**

Special State Projects Fund was setup to account for a loan between Montana Board of Investments and ADF Group USA, Inc. On April 4, 2014 The City Commission approved the loan. All funds to finance this project will be coming from the Department of Commerce; Montana Board of Investments Infrastructure Loan Program. The City of Great Falls will serve as the pass through agency.

Full Financial Summary can be found under the Special State Projects Fund. (see page 152)

| <b>Special State Projects</b>       | <b>2014 Actual Amount</b> | <b>2015 Adopted Budget</b> | <b>2015 Amended Budget</b> | <b>2015 Projected Amount as of 6/16/2015</b> | <b>2016 Adopted Budget</b> |
|-------------------------------------|---------------------------|----------------------------|----------------------------|--|----------------------------|
| Personal Services                   | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Supplies                            | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Purchased Services                  | \$5,500                   | \$0                        | \$0                        | \$0  | \$0                        |
| Debt Service                        | \$63,900                  | \$383,402                  | \$383,402                  | \$383,402                                    | \$383,402                  |
| Contributions & Other               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Other                               | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Internal Service                    | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| Capital Outlay                      | \$4,999,800               | \$0                        | \$0                        | \$0  | \$0                        |
| Transfer Out                        | \$0                       | \$0                        | \$0                        | \$0  | \$0                        |
| <b>Total Special State Projects</b> | <b>\$5,069,200</b>        | <b>\$383,402</b>           | <b>\$383,402</b>           | <b>\$383,402</b>                             | <b>\$383,402</b>           |

**Port Authority**

Port Authority was setup to account for a loan between Montana Board of Investments and Centene. On November 30, 2007, The City Commission approved the loan. All funds to finance this project will be coming from the Department of Commerce; Montana Board of Investments Infrastructure Loan Program. The City of Great Falls will serve as the pass through agency.

Full Financial Summary can be found under the Port Authority Fund. (see page 151)

| <b>Port Authority</b>       | <b>2014 Actual<br/>Amount</b> | <b>2015<br/>Adopted<br/>Budget</b> | <b>2015<br/>Amended<br/>Budget</b> | <b>2015<br/>Projected<br/>Amount as of<br/>6/16/2015</b> | <b>2016<br/>Adopted<br/>Budget</b> |
|-----------------------------|-------------------------------|------------------------------------|------------------------------------|--|------------------------------------|
| Personal Services           | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Supplies                    | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Purchased Services          | \$596                         | \$0                                | \$0                                | \$0  | \$0                                |
| Debt Service                | \$465,187                     | \$0                                | \$0                                | \$0  | \$0                                |
| Contributions & Other       | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Other                       | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Internal Service            | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Capital Outlay              | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| Transfer Out                | \$0                           | \$0                                | \$0                                | \$0  | \$0                                |
| <b>Total Port Authority</b> | <b>\$465,783</b>              | <b>\$0</b>                         | <b>\$0</b>                         | <b>\$0</b>   | <b>\$0</b>                         |

