

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, 32 units of Affordable Housing at seven sites in Great Falls, and manages 265 Section Eight 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.

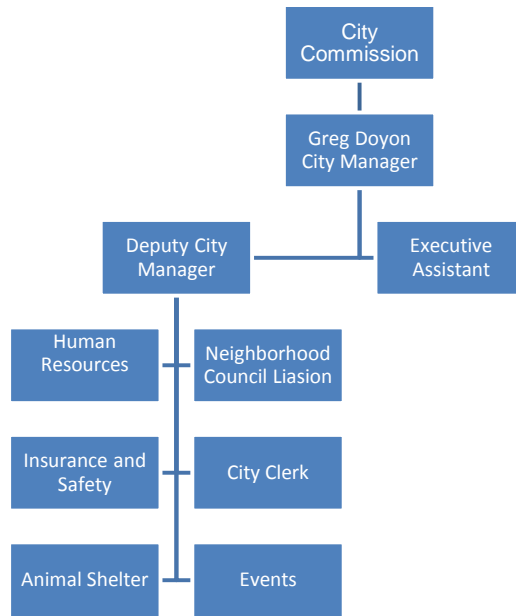


Administration Group

Mission Statement

To provide effective, responsive, and efficient local government services which promote a safe and thriving community.



Administration Department Organizational Chart

Authorized Personnel	FY 2015 Actual	FY 2016 Amended	FY 2017 Adopted
<u>General Fund</u>			
Mayor/City Commission	1.25	1.25	1.25
City Manager	3.17	3.16	3.00
City Clerk	1.51	1.84	2.00
Neighborhood Council	1.00	1.00	1.00
Animal Shelter Operations*	9.00	9.00	9.28
*Moved Budget from outside temporary labor to 4 Permanent Full Time			
Total General Fund	15.93	16.25	16.53
<u>Other Administration Funds</u>			
Human Resources	3.60	4.60	4.60
Insurance and Safety	1.00	1.00	1.00
Mansfield Events Center	4.54	4.54	4.54
Total Administration Department Funds	9.14	10.14	10.14
Total Administration Department FTE's	25.07	26.39	26.67

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 General Fund. (see pages 88-96)

City Commission	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$73,699	\$80,070	\$80,070	\$80,070	\$97,635
Supplies	\$750	\$1,100	\$1,100	\$1,300	\$1,400
Purchased Services	\$23,510	\$110,950	\$110,950	\$108,318	\$41,700
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$2,541	\$2,030	\$2,030	\$2,030	\$5,153
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total City Commission	\$100,500	\$194,150	\$194,150	\$191,718	\$145,888

Contingency

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

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

Contingency	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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	\$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
Total Contingency	\$0	\$0	\$0	\$0	\$0

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 General Fund. (see pages 88-96)

City Manager	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$386,867	\$393,807	\$393,807	\$393,807	\$423,649
Supplies	\$1,498	\$3,000	\$3,000	\$1,500	\$3,000
Purchased Services	\$9,351	\$16,240	\$16,240	\$15,000	\$17,040
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$34,279	\$35,433	\$35,433	\$35,433	\$37,213
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total City Manager	\$431,995	\$448,480	\$448,480	\$445,740	\$480,902

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

- Continued to implement and administer a financial recovery plan for City of Great Falls.
- Continued to review and update fee structures, fund balances, internal service charges, and capital facility planning throughout all city departments.
- Revised allocation factors used to determine internal service charges for Human Resources and Fiscal Services.
- Rebuilt undesignated fund balance in the general fund to 17%, continued to monitor balances necessary for 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.
- Revised and finalized the Personnel Policy Manual.
- Executed the sale of final three Med-Tech Lots allowing for money to be set aside to address future office space needs within the Civic Center.
- Reviewed and processed several TIF applications.
- Worked closely with Great Falls Development Authority to monitor, track and reimburse local companies participating in the Big Sky Economic Trust Fund program.

- 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.
- Develop process for utilizing TIF funds within Great Falls for work performed by City staff.
- 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.
- Recruit and hire a Deputy City Manager and a Human Resources Director.
- 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 General Fund. (see pages 88-96)

City Clerk	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$92,629	\$115,916	\$115,916	\$115,916	\$133,682
Supplies	\$925	\$1,600	\$1,600	\$1,600	\$1,600
Purchased Services	\$5,362	\$7,050	\$7,050	\$7,050	\$8,050
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$25,762	\$27,426	\$27,426	\$27,426	\$30,134
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total City Clerk	\$124,678	\$151,992	\$151,992	\$151,992	\$173,466

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.
- Installed recording equipment in the Gibson Room for live broadcasts of City Commission work session meetings.
- Codified the Official Code of the City of Great Falls.
- Updated Neighborhood Council Handbooks.
- Hosted a training session led by the MSU Local Government Center for the various City Boards and Commissions and elected officials on open meeting laws, public participation, agenda and minutes requirements, parliamentary procedure, ethics and board member liability.
- Attended professional training by the Big Sky Chapter of Association of Records Managers and Administrators regarding legislative changes to records retention and disposal.
- Recruited and hired a new Deputy City Clerk.
- Deputy City Clerk - Completed first year of Clerk's Institute.

Priority Goals & Objectives - For the Upcoming Year

- Continue to inventory and apply the retention schedule to a large volume of stored records.
- Continue to broadcast and live-stream Commission and other government related 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.
- Deputy City Clerk – complete second year of Clerk's Institute.
- Develop and implement and updated Records and Information Management (RIM) policy.
- Scan and index older minutes for more efficient research and records retrieval.

City 190

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

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

City 190	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$9,019	\$15,000	\$15,000	\$15,000	\$14,593
Purchased Services	\$7,784	\$5,600	\$5,600	\$5,906	\$6,007
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$3,007	\$3,043	\$3,043	\$3,043	\$3,742
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total City 190	\$19,810	\$23,643	\$23,643	\$23,949	\$24,342

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 Human Resources. (see page 160)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Human Resources					
Personal Services	\$290,489	\$368,266	\$368,266	\$300,000	\$385,371
Supplies	\$1,796	\$12,570	\$12,570	\$5,000	\$12,570
Purchased Services	\$3,281	\$8,869	\$8,869	\$28,959	\$8,869
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$33,484	\$32,833	\$32,833	\$32,833	\$33,069
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Human Resources	\$329,050	\$422,538	\$422,538	\$366,792	\$439,879

Goals and Objectives

Major Accomplishments - In the Past Year

- Assisted departments in recruiting for 263 positions (includes temporaries).
- Participated in 4 Montana Law consortium testing sessions.
- Assisted with facilitation of the annual Montana Fire Fighter testing consortium.
- Revised and updated Personnel Policy Manual and distributed to all current employees.
- 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 12 firefighters, supervisors and potential supervisors.
- Facilitated Commission/Department Head planning sessions.
- Worked with the Fire Department leadership on team building and organizational health using The Advantage model.
- Organized Armed Intruder training with the Police Department.

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.
- Train Administrative Assistants and Department Heads on Personnel Action Form generation and approval process using New World.

Administration Group

City of Great Falls, Montana

- Continue to establish VEBA groups when requested.
- Continue to provide facilitation of Commission/Department Head planning sessions as requested.
- Continue to work with the Fire Department on strengthening the leadership team and the organization.
- Explore training on providing Employee Feedback and Evaluation.
- Include basic safety training for all new and existing employees.

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 General Fund. (see pages 88-96)

Neighborhood Council	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$61,482	\$62,595	\$62,595	\$62,595	\$65,063
Supplies	\$326	\$1,000	\$1,000	\$100	\$1,000
Purchased Services	\$530	\$3,100	\$3,100	\$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	\$6,153	\$8,878	\$8,878	\$8,878	\$7,357
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Neighborhood Council	\$68,491	\$75,573	\$75,573	\$73,573	\$76,520

Neighborhood Councils

Goals and Objectives

Major Accomplishments - In the Past Year

- Increased Council involvement in new development through improved communications with the Planning/Community Development Department.
- Coordination of three yearly Council of Councils meetings which met to discuss matters of citywide concern including blighted and abandoned buildings, code enforcement, and crime elimination.
- Ongoing partnerships with media, Neighborhood Watch, NeighborWorks Great Falls, Cascade County Commission, Great Falls Public Schools, faith-based and other community organizations.
- Coordination of individual Neighborhood Council reporting to City Commission at the bi-monthly work sessions.

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.
- Coordinate Neighborhood Watch involvement of the Neighborhood Councils throughout the City.

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 General Fund. (see pages 88-96)

Animal Shelter	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$388,923	\$414,949	\$414,949	\$414,949	\$424,484
Supplies	\$58,992	\$51,770	\$55,648	\$60,742	\$50,666
Purchased Services	\$84,228	\$57,157	\$101,521	\$75,000	\$61,871
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$32,147	\$17,000	\$20,860	\$19,888	\$19,000
Internal Service	\$21,513	\$36,352	\$36,352	\$36,352	\$46,328
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Animal Shelter	\$585,803	\$577,228	\$629,330	\$606,931	\$602,349

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

- The Shelter's volunteer program, the Shelter Sidekicks, celebrated its fourth anniversary this year. The Sidekicks are made up of 222 volunteers. This year they provided 2,930 hours of service.
- The Shelter Staff had successful Public Relations and Community Outreach Plan for the Great Falls Animal Shelter, which included 24 different adoption promotions, community outreach, education opportunities and fundraiser events. Fundraising events included Murder Mystery and Pet-A-Palooza.

- 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.
- Updated security system to increase safety and vigilance at the shelter.
- Improved relationships with other agencies benefiting animals to include HSCC, Pet-Paw-See, Spoke-Animals, LCHC and Missoula Animal Control.
- Began fostering relations with The Animal Foundation.
- Restructured cremation fees to be more in line with operation costs yet affordable to the community.
- Implemented new user friendly and up to date shelter software at no charge to the City.
- Implemented the Shelter Dogs as Therapy Pets Program with the Highgate Senior Living Center. Volunteers along with one shelter dog have scheduled weekly visits with the residents.

Priority Goals & Objectives - For the Upcoming Year

- Continue to increase adoptions and redemptions as well as reduce euthanasia rates at the Shelter.
- Continue to improve 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.
- Increase work productivity and reduce down time by having fiber connection installed for the network.
- Work towards replacing current incinerator with a more economical/cost effective hydro cremation.
- Become proficient with new software and increase work efficiency to include license tracking.

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 Health and Benefits. (see page 159)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Health & Benefit					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$7,054,530	\$7,373,000	\$7,373,000	\$7,341,789	\$8,315,720
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	(\$133,713)	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$1,513
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Health & Benefit	\$6,920,817	\$7,373,000	\$7,373,000	\$7,341,789	\$8,317,233

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 Insurance and Safety. (see page 158)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Insurance & Safety					
Personal Services	\$61,806	\$62,172	\$62,172	\$62,172	\$64,975
Supplies	\$5,595	\$5,600	\$5,600	\$5,600	\$6,600
Purchased Services	\$924,171	\$943,048	\$943,048	\$800,000	\$1,001,712
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$3,146	\$6,271	\$6,271	\$6,271	\$9,180
Capital Outlay	\$0	\$0	\$0	\$4,000	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Insurance & Safety	\$994,718	\$1,017,091	\$1,017,091	\$878,043	\$1,082,467

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

- Worked collaboratively with all departments to achieve and maintain compliance standards.
- Enhanced the safety to minimize 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.
- Selected 7 safety coordinators within Departments to assist with the Safety Management Team.

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 the 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.
- Help manage and support safety management teams and coordinate team meetings.

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 General Fund. (see pages 88-96)

City/ County Health	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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
Total City/ County Health	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000

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 Civic Center Events (see page 151)

Events	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$225,875	\$239,807	\$239,807	\$239,807	\$243,456
Supplies	\$9,084	\$22,930	\$22,930	\$22,930	\$26,309
Purchased Services	\$29,958	\$43,068	\$43,068	\$43,068	\$34,799
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	(\$10)	\$0	\$0	(\$62)	\$0
Internal Service	\$191,318	\$184,023	\$184,023	\$184,163	\$210,044
Capital Outlay	\$29,535	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Events	\$485,760	\$489,828	\$489,828	\$489,906	\$514,608

Administration Group

City of Great Falls, Montana

Events in House Promotion	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$1,005
Supplies	\$0	\$0	\$0	\$0	\$300
Purchased Services	\$0	\$0	\$0	\$0	\$22,795
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

Total Events in House Promotion	\$0	\$0	\$0	\$0	\$24,100
--	------------	------------	------------	------------	-----------------

Events Other Promoter	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$27,556	\$50,123	\$50,123	\$27,380	\$51,640
Supplies	\$265	\$155	\$155	\$273	\$163
Purchased Services	\$19,228	\$14,800	\$14,800	\$16,622	\$15,121
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

Total Events Other Promoter	\$47,049	\$65,078	\$65,078	\$44,275	\$66,924
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Goals and Objectives

Major Accomplishments - In the Past Year

- Provided 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.
- Formed a volunteer committee of community professionals to form a private Foundation for the Mansfield Center for the Performing Arts.

Comment [DH1]: All numbers t be updated at end of fiscal year.

Comment [DH2]: Added this paragraph

- Raised \$1,737 in revenues for the Foundation through concessions contract with the Paris Gibson Square Museum and donations previously raised by the Mansfield Advisory Board last fiscal year.
- Repaired theater fly loft grid.
- Repaired and refinished stage floor.

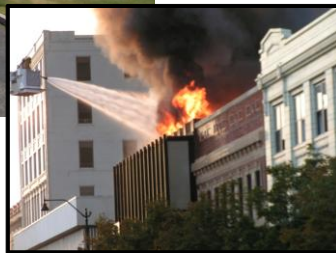
Comment [DH3]: This number will change by end of fiscal year. Jenn, should we include the pledge by Commission Bill Bronson of in kind services? If so, do you know the value?

Comment [DH4]: Jenn, this is in anticipation that we are able to complete these 2 projects in June.

Priority Goals & Objectives - For the Upcoming Year

- Finish work on creating a private non-profit 501(c)(3) foundation to assist in raising funds for the Mansfield Center for the Performing Arts.
- Research savings in energy costs and enhancement of public safety by replacing the existing ceiling lights in the Theater audience chamber through replacing 1939 house lights with safer, brighter, energy saving LED lights and upgrade in wiring.
- Install addition lighting to the outside area of the Convention Center overhead door.
- Remodel the lighting booth and purchase 2 follow spots.
- Replace concrete/pavement outside of the Convention Center loading door area with a heated concrete slab.

Comment [DH5]: Modified this section: moved Convention Center lighting and modified Theater lighting verbiage



Fire Department

Mission Statement

Great Falls Fire Rescue's mission is to provide all hazards emergency service to the community, to abide by fire and life safety code to protect citizens from harm and to create a safe and secure community.

The Department's operational objective is to arrive and intervene in time with the right resources to make a positive difference in the outcome of an emergency.

We endeavor to create and practice emergency plans that will make the community more disaster resistant.



Fire Department Organizational Chart



Authorized Personnel	FY 2015 Actual	FY 2016 Amended	FY 2017 Adopted
General Fund			
Fire			
Operations	63.45	66.40	66.60
Prevention	3.30	3.30	3.40
Fire Hydrant Maintenance	0.75	0.30	-
Emergency & Disaster	1.50	1.00	1.00
Total General Fund	69.00	71.00	71.00
Total Fire Department FTE's	69.00	71.00	71.00

The primary function of the Fire Department is improve the quality of life of our residents by safeguarding their health and safety and protecting property through fire prevention & code enforcement, public education, fire investigation and fire/rescue emergency response operations. Also the department provides pre-hospital Emergency Medical Services to include advanced life support for the most critical patients. The Fire Department is administered by the Fire Chief and four other Uniformed Chief Officers. There are three divisions: Fire Operations, Fire Marshal's Office, and Emergency Management.

Fire Department

City of Great Falls, Montana

Fire Operations staff are divided into four platoons consisting of 15 personnel each. Operations Staff provide emergency response from four strategically located fire stations. In 2015 they responded to over 7,000 calls for service in the community.

The Fire Marshal's office is responsible for fire and life safety inspection of existing commercial and business occupancies. Also, they review new construction and renovation projects to ensure that before the buildings are occupied they are in compliance with current fire code standards and meet the life safety needs of occupants.

The Emergency Manager's primary responsibility is to help the community and the City to prepare for man-made and natural disasters. He or She works with the County Disaster and Emergency Services Director in the development and maintenance of a countywide comprehensive Emergency Operations Plan (EOP) and to ensure the Emergency Coordination Center is ready to be activated during a disaster situation.

Fire Operations

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

Fire Operations	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$5,429,835	\$5,954,262	\$5,954,262	\$5,954,262	\$6,097,519
Supplies	\$112,459	\$216,400	\$216,400	\$216,400	\$308,092
Purchased Services	\$269,285	\$215,775	\$353,775	\$353,775	\$331,580
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$50	\$0	\$0	\$0	\$0
Internal Service	\$709,370	\$814,372	\$814,372	\$814,372	\$788,495
Capital Outlay	\$135,028	\$25,000	\$826,098	\$820,659	\$25,000
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Fire Operations	\$6,656,027	\$7,225,809	\$8,164,907	\$8,159,468	\$7,550,686

Goals and Objectives

Major Accomplishments - In the Past Year

- The department responded to 7,056 calls for service without any significant mishaps or major injuries.
- The department implemented a comprehensive hot-zone command and safety program that has improved incident command strategy and tactics resulting in more efficient use of fire resources, and improved safety for first responders at emergencies.
- The City of Great Falls ordered two Rescue Pumpers that will replace two worn out fire engines.

Priority Goals & Objectives - For the Upcoming Year

- Review and analyze the current emergency service response protocol to determine if the department is providing prompt and efficient service that meets the changing demands for emergent and non-emergent services.
- The team will continue to build greater cohesion as a leadership team and define the department's core values.
- Replace emergency auxiliary generators at station 2 and 3.
- Develop plans to improve the training facility to meet the training needs of the department. Utilize private public partnership to fund improvements.
- Replace 10 year old Self Contained Breathing Apparatus (respirators).

Fire Prevention

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

Fire Prevention	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$290,772	\$313,739	\$313,739	\$313,739	\$341,333
Supplies	\$10,469	\$8,600	\$8,600	\$8,600	\$4,100
Purchased Services	\$8,673	\$6,700	\$6,700	\$11,009	\$10,700
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$32,473	\$20,256	\$20,256	\$20,256	\$41,831
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Fire Prevention	\$342,387	\$349,295	\$349,295	\$353,604	\$397,964

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

- The Department hired a Deputy Fire Marshal that has improved fire inspections, 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 on 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.

Fire Department

City of Great Falls, Montana

- Enforced the International Fire Code and Montana State Law requiring 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)

Fire Hydrants	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$85,353	\$28,219	\$28,219	\$28,219	\$0
Supplies	\$21,963	\$5,625	\$5,625	\$5,854	\$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	\$48,713	\$15,970	\$15,970	\$15,970	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Fire Hydrants	\$156,029	\$49,814	\$49,814	\$50,043	\$0

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)

Fire Department

City of Great Falls, Montana

Emergency & Disaster	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$106,737	\$62,172	\$62,172	\$49,203	\$59,735
Supplies	\$4,593	\$200	\$200	\$200	\$400
Purchased Services	\$14,513	\$600	\$600	\$2,141	\$600
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$8,452	\$3,086	\$3,086	\$3,086	\$12,227
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Emergency & Disaster	\$134,295	\$66,058	\$66,058	\$54,630	\$72,962

Goals and Objectives

Major Accomplishments - In the Past Year

- Continued 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.
- Maintained 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)

Fire Department

City of Great Falls, Montana

Fire Special Revenue	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$20,987	\$0
Supplies	\$29,042	\$0	\$0	\$3,175	\$0
Purchased Services	\$2,444	\$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	\$74,523	\$0	\$0	\$0	\$0
Total Fire Special Revenue	\$106,009	\$0	\$0	\$24,162	\$0

Priority Goals & Objectives - For the Upcoming Year

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

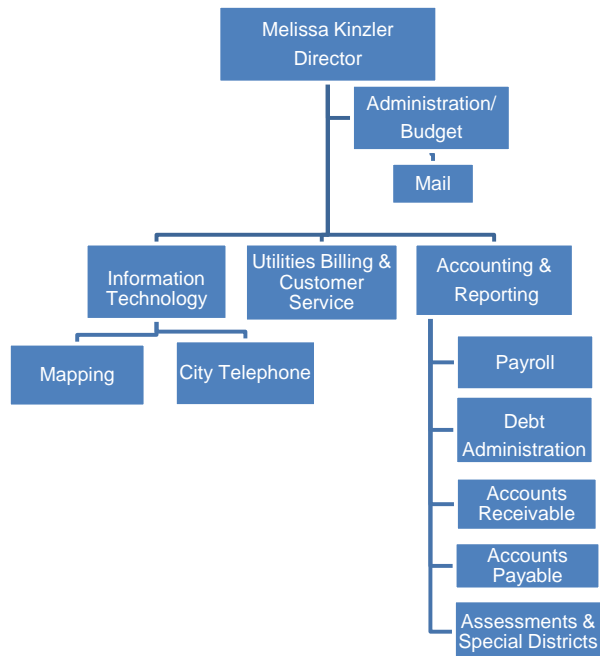


Fiscal Services Department

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

Authorized Personnel	FY 2015 Actual	FY 2016 Amended	FY 2017 Adopted
<u>General Fund</u>			
City Court	7.50	Moved to separate Dept	Moved to separate Dept
Total General Fund	7.50	-	-
<u>Fiscal Services Funds</u>			
Fiscal Services Fund			
Accounting	7.50	6.55	6.55
Payroll	1.15	1.15	1.15
Utilities	8.10	9.05	9.10
Mail	0.26	0.26	0.21
Information Technology Fund			
Information Systems	5.80	5.80	5.80
Mapping	3.00	3.00	3.00
City Telephone Fund	-	0.25	0.25
Total Fiscal Services Department Funds	25.81	26.06	26.06
Total Fiscal Services Department FTE's	33.31	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 162)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Accounting					
Personal Services	\$460,937	\$437,198	\$437,198	\$400,000	\$451,475
Supplies	\$8,591	\$11,700	\$11,700	\$9,454	\$11,700
Purchased Services	\$61,067	\$69,855	\$69,855	\$69,855	\$74,555
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$187,514	\$79,216	\$79,216	\$79,216	\$77,117
Capital Outlay	\$0	\$0	\$0	\$8,637	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Accounting	\$718,109	\$597,969	\$597,969	\$567,162	\$614,847

Goals and Objectives

Major Accomplishments - In the Past Year

- Received the Government Finance Officers Association's Distinguished Budget Award for the twenty-fourth year and the award for Comprehensive Annual Financial Report (CAFR) for the twenty-second 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.
- Update our Mission Statement.

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 162)

Payroll	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$70,387	\$69,845	\$69,845	\$69,845	\$73,232
Supplies	\$2,716	\$1,800	\$1,800	\$1,800	\$2,100
Purchased Services	\$693	\$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	\$24,670	\$7,224	\$7,224	\$7,224	\$14,231
Capital Outlay	\$0	\$0	\$0	\$720	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Payroll	\$98,466	\$79,069	\$79,069	\$79,789	\$89,763

Goals and Objectives

Major Accomplishments - In the Past Year

- Ensured all employees were paid properly and on time, including those employees who are terminated. 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.
- Incorporate the new ACA laws and issue accurate reporting for all employees, including federal, state, W2's and insurance reporting.

Priority Goals & Objectives - For the Upcoming Year

- Continue to update policy and procedure manuals for the Payroll system.
- Implement electronically process to update employee changes in New World.
- Implement new State retirement reporting system.

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 162)

Utility Billing	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$421,060	\$496,952	\$496,952	\$450,000	\$511,676
Supplies	\$18,636	\$13,500	\$13,500	\$14,861	\$13,500
Purchased Services	\$216,496	\$194,095	\$194,095	\$208,864	\$219,500
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$24	\$0	\$0	\$23	\$0
Internal Service	\$167,522	\$75,981	\$75,981	\$75,981	\$76,709
Capital Outlay	\$0	\$0	\$0	\$5,038	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Utility Billing	\$823,738	\$780,528	\$780,528	\$754,767	\$821,385

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.
- Re-aligned staff responsibilities for a more efficient billing, customer service, and collections process.
- Reviewed and ensured 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.

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.
- Streamline procedures in order to increase operational and staff efficiency within the department.

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 162)

Mail	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$12,197	\$13,023	\$13,023	\$13,023	\$10,075
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$38,796	\$44,945	\$44,945	\$40,000	\$44,945
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$520	\$193	\$193	\$193	\$522
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Mail	\$51,513	\$58,161	\$58,161	\$53,216	\$55,542

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 157)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Information Tech					
Personal Services	\$435,029	\$457,072	\$457,072	\$457,072	\$474,087
Supplies	\$6,535	\$10,200	\$10,200	\$10,200	\$10,200
Purchased Services	\$469,955	\$480,545	\$480,545	\$495,261	\$499,995
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$44,077	\$39,826	\$39,826	\$39,826	\$39,762
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Information Tech	\$955,596	\$987,643	\$987,643	\$1,002,359	\$1,024,044

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

- Upgraded Fire Station networks to MetroEthernet (faster speeds).
- Added more redundancy in firewalls and core switches.
- Replaced/upgraded numerous servers, pc's.
- Installed new generator for data center.
- Upgraded LOGOG Storage Area Network.
- Implemented new web filter.

Priority Goals & Objectives - For the Upcoming Year

- Implement Watchguard car video system.
- Move all fire stations to VOIP phone system.
- Move Water Plant to VOIP phone system.
- Upgrade city website to make it responsive to all devices.
- Go out for RFP for Public Safety software.
- Upgrade air conditioning in server room.
- Increase backup capacity.
- 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 157)

Fiscal Services Department

City of Great Falls, Montana

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Computer Equipment					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$131,895	\$154,500	\$154,500	\$161,751	\$120,000
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
Total Computer Equipment	\$131,895	\$154,500	\$154,500	\$186,938	\$120,000

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 157)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Mapping					
Personal Services	\$165,659	\$176,411	\$176,411	\$176,411	\$179,896
Supplies	\$3,284	\$14,000	\$14,000	\$5,000	\$5,000
Purchased Services	\$12,407	\$12,800	\$12,800	\$11,441	\$12,500
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$17,708	\$16,218	\$16,218	\$16,218	\$17,269
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Mapping	\$199,058	\$219,429	\$219,429	\$209,070	\$214,665

Major Accomplishments - In the Past Year

- Revised fees for the Mapping & Addressing Division to include fees for the scanner.
- Completed the policies & procedures for the Site Addressing & Road Naming Manual.

- Scanned & stored all historical plats, continuing to maintain the data.
- Organized the 2016 MAGIP GIS Conference, which brought in over 200 GIS Professionals to Great Falls for the week.
- Assisted the Police Department in implementing the DDACTS Programs with the mapping of crime & traffic analysis.

Priority Goals & Objectives - For the Upcoming Year

- Continue to archive historical records & images for an informational digital archive for the use by all city employees.
- Create and integrate on the city's website more external mapping resources for the public's use.
- Coordinate with the U.S. Postal Service in the Zip Code Boundary Project.
- Create an external hub for the Mapping Division's GIS data to be downloaded from.
- Enhance the GIS data for the City of Great Falls in ESRI's Community Base Map Program.
- Assist Public Works in the Cartegraph Upgrade using the City's ArcGIS Online Organization platform
- Continue to accumulate, accrue and edit the addressing database for the City & Cascade County.
- Continue to advance the current GIS users group into a City-wide GIS educational meeting to interact with other GIS entities.

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 161)

City Telephone	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$16,359	\$16,104	\$16,104	\$16,104	\$16,404
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$44,041	\$26,900	\$26,900	\$21,000	\$23,000
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$3,393	\$832	\$832	\$832	\$2,056
Capital Outlay	\$60,871	\$0	\$0	\$1,459	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total City Telephone	\$124,664	\$43,836	\$43,836	\$39,395	\$41,460



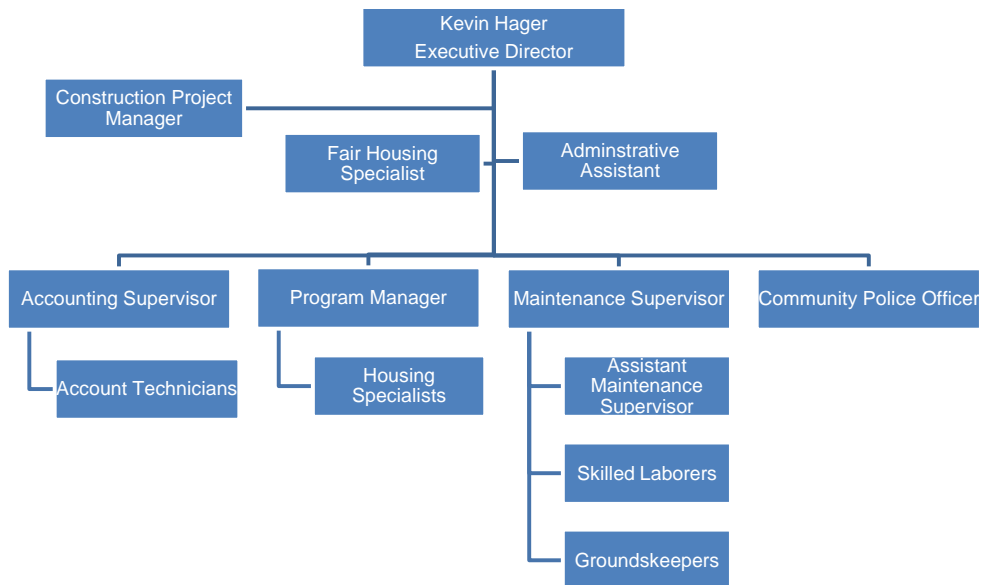
Housing Authority

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 2015 Actual	FY 2016 Amended	FY 2017 Adopted
<u>Housing Authority Funds</u>			
Housing Authority	18.50	18.50	18.50
Total Housing Authority Funds	18.50	18.50	18.50
Total Housing Authority FTE's	18.50	18.50	18.50

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Housing Authority					
Personal Services	\$1,251,274	\$1,324,149	\$1,324,149	\$1,324,149	\$1,375,732
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	\$20,395	\$22,331	\$22,331	\$22,331	\$23,318
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Housing Authority	\$1,271,669	\$1,346,480	\$1,346,480	\$1,346,480	\$1,399,050

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 7th Avenue South. Replace all 1939 infrastructure on 7th 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.

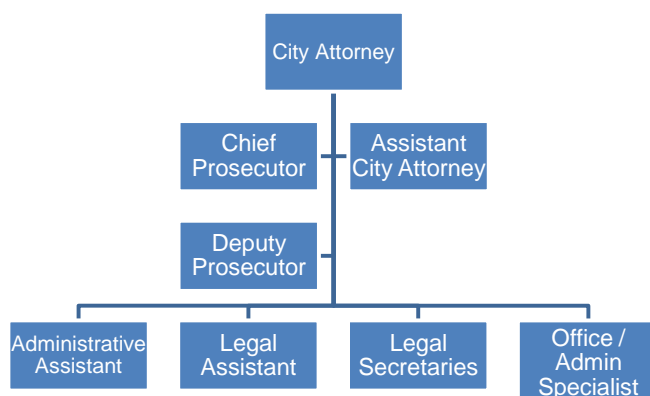


Legal Services Department

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

	FY 2015 Actual	FY 2016 Amended	FY 2017 Adopted
Authorized Personnel			
<u>General Fund</u>			
Legal	7.25	7.25	8.25
Total General Fund	7.25	7.25	8.25
Total Legal Department FTE's	7.25	7.25	8.25

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
City Attorney					
Personal Services	\$550,666	\$572,777	\$572,777	\$583,926	\$667,313
Supplies	\$7,451	\$9,000	\$9,000	\$9,000	\$9,000
Purchased Services	\$12,855	\$18,399	\$18,399	\$18,399	\$23,515
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	(\$18)	\$0	\$0	(\$15)	\$0
Internal Service	\$56,491	\$62,526	\$62,526	\$62,526	\$68,137
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total City Attorney	\$627,445	\$662,702	\$662,702	\$673,836	\$767,965

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Legal Services					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$65,225	\$10,000	\$10,000	\$10,000	\$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	\$249	\$249	\$249	\$355
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Legal Services	\$65,536	\$10,249	\$10,249	\$10,249	\$10,355

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.
- Updated 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.
- Completed update and overhaul of City Personnel Manual.
- Improved/enhanced relationships with and education of elected officials.
- Provided assistance with or made necessary Code updates, to continue.
- Reduced risk of claims or litigation losses by ensuring compliance with applicable laws/regulations; providing timely responses to City departments and staff requiring advice; and working closely with Risk Manager with safety and indemnification protocols.
- Expanded Civil Division staff by hiring an Assistant City Attorney to better and more timely represent the City's interests.
- Effectively and efficiently processed over 9,000 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 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 and update City processes and production, including but not limited to, ordinances, contracts, and other documents, to provide the City with efficient and effective representation.
- Reduce risk of claims or litigation losses:
 - a. Ensure compliance with applicable laws/regulations;

- b. Provide timely responses to City departments and staff requiring advice;
 - c. Work closely with Risk Manager with safety and indemnification protocols; and
 - d. Improving/enhance relationships with and education of elected officials.
- Oversee and develop more effective, cohesive and efficient Civil and Criminal Divisions to ensure Code and statutory enforcement:
 - a. Implement suggestions from staff survey which evaluated strengths and weaknesses of the Department;
 - b. Ensure Department staff has resources and time to effectively prosecute cases; and
 - c. Maintain current education/knowledge on applicable laws in both Criminal and Civil Divisions.
- City Code and City Policy Review
 - a. Update Drug Testing and Safety Manuals;
 - b. COGF ordinance update, including:
 - i. Animal Ordinances;
 - ii. Abandoned and Junked Vehicles;
 - iii. Land Use Code, including separation of IPMC from article dealing with building codes (in conjunction with PLCD review);
 - iv. Ordinances relating to appeals;
 - v. Parades, Processions, Fun Runs and Street Closures;
 - vi. Replacement of elected officials;
 - vii. Sign Code;
 - viii. Library Ordinances; and
 - ix. Miscellaneous typographical errors
- 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 be responsive to inquiries from members of the public.

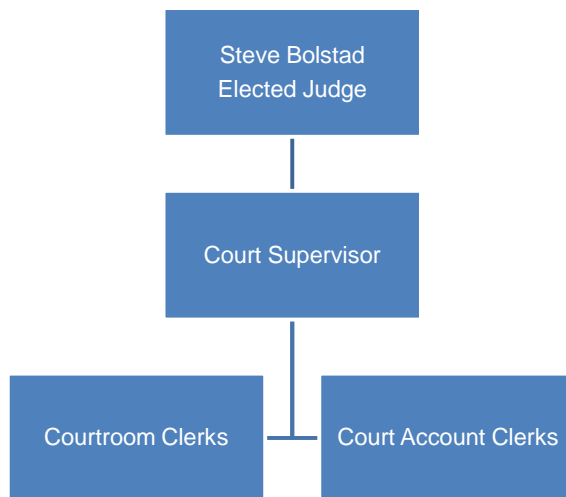


Municipal Court

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 2015 Actual	FY 2016 Amended	FY 2017 Adopted
<u>General Fund</u>			
City Court	-	7.50	7.50
Total General Fund	-	7.50	7.50
Total Municipal Court Department FTE's	0.00	7.50	7.50

* 2015 Municipal Court Moved from Fiscal Services 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)

Court	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$308,297	\$326,409	\$326,409	\$364,192	\$364,995
Supplies	\$8,922	\$7,500	\$7,500	\$6,000	\$7,500
Purchased Services	\$14,795	\$36,985	\$36,985	\$36,985	\$72,565
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$236	\$0	\$0	\$20,010	\$0
Internal Service	\$93,301	\$92,637	\$92,637	\$92,637	\$104,719
Capital Outlay	\$0	\$0	\$0	\$5,489	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Court	\$425,551	\$463,531	\$463,531	\$525,313	\$549,779

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 elected to a four year term in November 2015.

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

Elected Judge	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$113,395	\$115,313	\$115,313	\$126,120	\$131,556
Supplies	\$562	\$400	\$400	\$400	\$400
Purchased Services	\$6,734	\$10,200	\$10,200	\$10,200	\$10,200
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$7,311	\$8,550	\$8,550	\$8,550	\$8,801
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Elected Judge	\$128,002	\$134,463	\$134,463	\$145,270	\$150,957

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)

Municipal Court

City of Great Falls, Montana

Jail Alternatives	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
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
Total Jail Alternatives	\$22,474	\$23,000	\$23,000	\$23,000	\$23,000

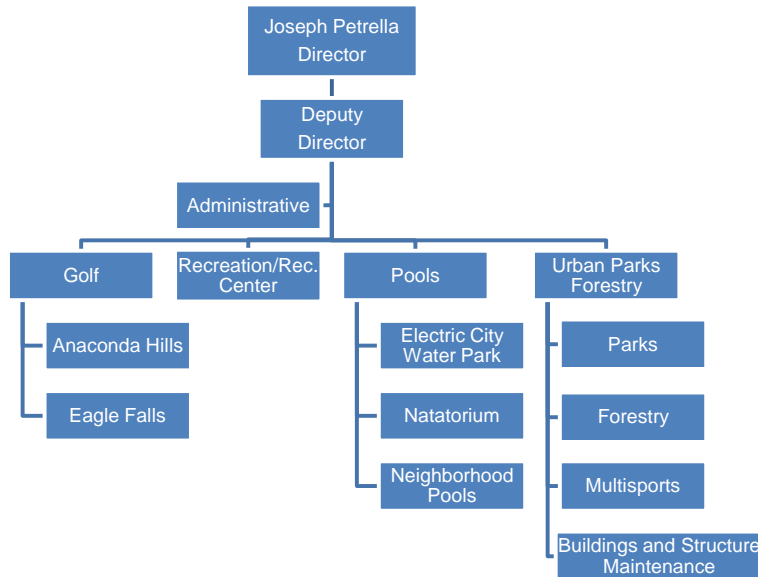


Park and Recreation Department

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 2015 Actual	FY 2016 Amended	FY 2017 Adopted
Authorized Personnel			
<u>General Fund</u>			
Park Areas	10.70	11.09	10.67
Administration	5.00	5.00	5.00
Trails Maintenance	-	-	1.00
Total General Fund	15.70	16.09	16.67
<u>Park & Recreation Funds</u>			
Golf	5.20	5.20	5.20
Natural Resources	5.00	5.00	5.00
Recreation	4.72	4.78	4.78
Swimming Pool	5.42	5.40	5.40
Total Park and Rec Department Funds	20.34	20.38	20.38
Total Park and Rec Department FTE's	36.04	36.47	37.05

The FY 2017 Adopted FTE total does not include 36.27 Temporary/ Seasonal workers hired in FY 2017 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)

Park & Rec Admin	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$344,202	\$396,971	\$396,971	\$396,971	\$406,930
Supplies	\$5,366	\$6,400	\$6,400	\$6,400	\$7,800
Purchased Services	\$53,130	\$63,910	\$63,910	\$63,910	\$83,581
Debt Service	\$3,010	\$49,726	\$49,726	\$49,789	\$75,000
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$32	\$0	\$0	(\$48)	\$0
Internal Service	\$46,087	\$43,197	\$43,197	\$43,197	\$45,733
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Park & Rec Admin	\$451,827	\$560,204	\$560,204	\$560,219	\$619,044

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

- Hired PROS Consulting to develop a park and recreation master plan to strategically align the department's goals and objectives with resident's wants and needs.
- 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 3rd 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 River's Edge Trail Foundation.
 - Completed water and sewer line connections into the park. Restroom and parking lot fully constructed and currently open to the public.
- Continued collaborative effort with the Great Falls Tribune to advertise summer programs, facilities and events.
- Reviewed fees for services and recommended fee increases for Multi-Sports Complex and Golf Courses 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.
- Developed and implemented the following policies in an effort to operate in a more transparent and effective manner:
 - Mobile Vending in Parks Policy, Sponsorship Policy, Financial Assistance Policy, Recreation Facility Allocation Policy, Program Instructor Policy, Partnership Policy, Cash Handling Policy, Aquatics Facilities Allocation Policy
- Developed and implemented an employee evaluation program to align staffs goals and objectives to the department's goals and objectives.
- Began review of the overall operations of the department.
- Entered into a lease agreement with the Great Falls Public School District for the use of Westwood Park and the CMR Tennis Courts, including a commitment for a large capital investment from the School District to improve the courts.
- Entered into a memorandum of understanding with the Great Falls Public School District and Great Falls Tennis Association for the continued funding of the tennis court maintenance fund.
- Entered into a memorandum of understanding with the Great Falls Public School District for the joint use of facilities.

Priority Goals & Objectives - For the Upcoming Year

- Continue working with PROS Consulting to develop a Park and Recreation Master Plan. Begin strategy for implementation.
- Extend the employee evaluation program to frontline staff in an effort to align employees goals and objectives with Department and Divisions' goals and objectives.
- Continue 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.
- Continue the 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.
- Monitor construction of CMR Tennis Courts that is being managed by the Great Falls Public School 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, 775 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
- Ball fields
- Restrooms
- Shelters
- Boat docks
- Tennis courts
- Skate park
- Horseshoe pits
- Play equipment
- Pathways (including River's Edge Trail)
- Basketball 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)

Parks	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$1,060,541	\$1,106,938	\$1,106,938	\$1,106,938	\$1,176,598
Supplies	\$169,514	\$191,500	\$191,500	\$191,500	\$193,000
Purchased Services	\$245,100	\$284,450	\$284,450	\$284,450	\$312,229
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$210,918	\$209,900	\$209,900	\$206,772	\$209,463
Capital Outlay	\$0	\$0	\$0	\$6,666	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Parks	\$1,686,073	\$1,792,788	\$1,792,788	\$1,796,326	\$1,891,290

Goals and Objectives

Major Accomplishments - In the Past Year

- Hired Trail Coordinator to oversee River's Edge Trail system.
- Worked with River's Edge Trail Foundation to fund a seasonal employee to perform maintenance work on the trail system.
- West Bank Park restroom and vault toilets completed.
- Paved parking lot at Bay Drive and West Bank Park.
- Demolished Park and Ponder and rejuvenated Gibson Park restroom and surrounding area.
- Replaced concrete at Broadwater Bay Boat Launch. Received partial funding from River Fund/PPL Grant through savings from previous boat ramp project.
- Installed Sun Shade System at Gibson Park in front of the band shelter that will provide shading for the public.
- Hired a seasonal worker to work on weed control in parks and public right-of-ways.

Priority Goals & Objectives - For the Upcoming Year

- Perform an asset analysis of all parks, facilities and buildings.
- Continue to work with River's Edge Trail Foundation to fund a seasonal employee to perform maintenance work on the trail.
- 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 irrigation, landscaping, trail improvements and a connector trail from 3rd Ave. N.W. to the trail.
- Continue to work with Public Works and the contractor to restore parkland from Oddfellows Park to Broadwater Bay that was damaged during a recent storm.
- Install asphalt millings on pathway in Clara Park through donations from United Materials.
- Replace doors at Gibson Park Shops, overhead and walk in doors.

Trail Maintenance

The Trails Maintenance Division, which is a sub-division of the Parks Division, is administered by the Park and Recreation Department. This is a new division created to account for personnel and maintenance needs along River Edge Trail System.

Major Accomplishments - In the Past Year

- Began performing a complete inventory assessment of all assets on the River's Edge Trail System

Priority Goals & Objectives - For the Upcoming Year

- Continue performing a complete inventory assessment of all assets on the River's Edge Trail System.
- Document all maintenance needs along the trail system and prioritize work based on conditions of each asset along the system.

Full Financial Summary can be found under the General Fund. (see pages 89-96)

Trail Maintenance	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$2,792	\$51,830	\$51,830	\$51,830	\$98,764
Supplies	\$0	\$0	\$0	\$3,053	\$10,850
Purchased Services	\$0	\$0	\$0	\$322	\$8,800
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	\$281	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Parks	\$2,792	\$51,830	\$51,830	\$55,486	\$118,414

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**
Revenues and expenditures derived from funds provided by the Park Trust, Great Falls Public Schools District and the Great Falls Tennis Association. These funds are to be used to operate and maintain CMR Tennis Courts and Hurd Tennis Courts.

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

Park & Rec Admin	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$2,888	\$2,550	\$2,550	\$4,730	\$3,550
Purchased Services	\$32,476	\$90,000	\$116,275	\$57,751	\$10,000
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$658	\$0	\$0	\$0	\$0
Internal Service	\$1,567	\$1,256	\$1,256	\$1,256	\$1,059
Capital Outlay	\$54,271	\$109,500	\$206,418	\$126,756	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Park & Rec Admin	\$91,860	\$203,306	\$326,499	\$190,493	\$14,609

Park and Recreation Department

City of Great Falls, Montana

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Park Land Trust					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$12,918	\$5,000	\$5,000	\$85	\$5,000
Debt Service	\$16,503	\$46,655	\$46,655	\$46,655	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$1,858	\$1,489	\$1,489	\$1,489	\$393
Capital Outlay	\$34,415	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Park Land Trust	\$65,694	\$53,144	\$53,144	\$48,229	\$5,393

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Park & Rec Grant					
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	\$10,000
Internal Service	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Park & Rec Grant	\$0	\$0	\$0	\$0	\$10,000

Park and Recreation Department

City of Great Falls, Montana

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Tennis Court Maintenance					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$29,731	\$8,775	\$8,000
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
Total Tennis Court Maintenance	\$0	\$0	\$29,731	\$8,775	\$8,000

Goals and Objectives

Major Accomplishments - In the Past Year

- Worked with the Great Fall Public School District to hire an engineering firm to develop a scope of work to reconstruct the CMR Tennis Courts.
- Reached a consensus with the Great Falls Public School District and Great Falls Tennis Association for the annual use of funds for tennis court maintenance.

Priority Goals & Objectives - For the Upcoming Year

- Work toward rebuilding fund balance for future improvements and financial stability.
- Continue matching grant program for projects related to Parks and Recreation.

Park Land Trust Fund

This fund is used to account for new payments in lieu of parkland that are received.

Full Financial Summary can be found under the Park and Recreation Special Revenue Fund. (see page 100)

Park and Recreation Department

City of Great Falls, Montana

Parkland Trust	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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	\$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
Total Parkland Trust	\$0	\$0	\$0	\$0	\$0

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)

Park & Rec Grants - Misc	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$76	\$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	\$71	\$57	\$57	\$57	\$227
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Park & Rec Grants - Misc,	\$147	\$57	\$57	\$57	\$227

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Natural Resources					
Personal Services	\$172,407	\$151,623	\$151,623	\$151,623	\$153,320
Supplies	\$29,444	\$24,800	\$24,800	\$24,800	\$24,800
Purchased Services	\$13,016	\$17,225	\$17,225	\$17,225	\$17,225
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$48,014	\$33,513	\$33,513	\$33,513	\$72,338
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Natural Resources	\$262,881	\$227,161	\$227,161	\$227,161	\$267,683

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Natural Resources - Blvd					
Personal Services	\$207,355	\$241,443	\$241,443	\$241,443	\$246,247
Supplies	\$64,257	\$51,844	\$51,844	\$51,844	\$51,844
Purchased Services	\$1,656	\$10,234	\$10,234	\$10,234	\$47,734
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$21,538	\$41,120	\$41,120	\$41,120	\$43,507
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Natural Resources - Blvd	\$294,806	\$344,641	\$344,641	\$344,641	\$389,332

Goals and Objectives

Major Accomplishments - In the Past Year

- Planted 115 new trees in parks, golf courses and Boulevard District.
- Pruned 425 large trees to improve health and eliminate hazards.
- Inspected, tested and removed 32 City and 41 American Elm trees located on private property that were diseased with Dutch Elm in order to preserve and protect the remaining populations.
- Maintained Tree City USA status for the 35th 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 150 street and park trees.
- Continue partnership with Public Works to accomplish leaf pickup.
- Continue to adapt management strategies after the loss of 7,391 labor hours since 2009.
- Begin working on developing a plan to address aging equipment that is essential to the operational success of the Natural Resources program.

Portage Meadow

The Portage Meadows 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)

Portage Meadow	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$12,972	\$13,768	\$13,768	\$13,768	\$14,349
Supplies	\$38	\$1,200	\$1,200	\$1,200	\$1,200
Purchased Services	\$7,336	\$10,250	\$10,250	\$11,882	\$12,750
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$25,021	\$24,892	\$24,892	\$24,892	\$26,363
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Portage Meadow	\$45,367	\$50,110	\$50,110	\$51,742	\$54,662

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 pages 139)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Debt Service					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$3,000	\$3,000	\$0	\$0
Debt Service	\$233,778	\$256,804	\$256,804	\$256,554	\$102,064
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$119	\$0	\$0	\$0	\$0
Internal Service	\$6,181	\$4,955	\$4,955	\$4,955	\$1,006
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Debt Service	\$240,078	\$264,759	\$264,759	\$261,509	\$103,070

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

Park and Recreation Department

City of Great Falls, Montana

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Central Garage					
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	\$75,000
Transfer Out	\$0	\$0	\$0	\$0	\$0

Total Central Garage	\$0	\$0	\$0	\$0	\$75,000
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	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Anaconda Pro Shop					
Personal Services	\$95,565	\$113,009	\$113,009	\$103,009	\$117,787
Supplies	\$36,313	\$50,400	\$50,400	\$50,400	\$28,300
Purchased Services	\$26,355	\$38,275	\$38,275	\$38,275	\$33,670
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	(\$318)	\$0	\$0	\$174	\$0
Internal Service	\$17,753	\$21,520	\$21,520	\$21,020	\$33,910
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0

Total Anaconda Pro Shop	\$175,668	\$223,204	\$223,204	\$212,878	\$213,667
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	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Anaconda Maintenance					
Personal Services	\$182,994	\$217,840	\$217,840	\$202,840	\$240,514
Supplies	\$54,213	\$62,850	\$62,850	\$62,850	\$56,750
Purchased Services	\$36,278	\$64,345	\$64,345	\$64,345	\$47,875
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$52,993	\$56,687	\$56,687	\$55,187	\$56,252
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0

Total Anaconda Maintenance	\$326,478	\$401,722	\$401,722	\$385,222	\$401,391
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Park and Recreation Department

City of Great Falls, Montana

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Eagle Falls Pro Shop					
Personal Services	\$107,078	\$119,126	\$119,126	\$109,126	\$117,778
Supplies	\$67,162	\$62,000	\$62,000	\$62,000	\$34,300
Purchased Services	\$32,306	\$35,675	\$35,675	\$35,675	\$34,675
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$27	\$0	\$0	\$0	\$0
Internal Service	\$24,327	\$23,246	\$23,246	\$23,246	\$36,032
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Eagle Falls Pro Shop	\$230,900	\$240,047	\$240,047	\$230,047	\$222,785

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Eagle Falls Maintenance					
Personal Services	\$212,266	\$230,015	\$230,015	\$225,015	\$252,233
Supplies	\$47,277	\$73,550	\$73,550	\$73,550	\$62,150
Purchased Services	\$34,653	\$54,785	\$54,785	\$54,785	\$40,045
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$40,597	\$40,341	\$40,341	\$40,341	\$38,788
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Eagle Falls Maintenance	\$334,793	\$398,691	\$398,691	\$393,691	\$393,216

Goals and Objectives

Major Accomplishments - In the Past Year

- New patio seating purchased through tee sign agreements.
- Created radio ads highlighting the different golf experiences.

- Hosted a successful Montana State Cross Country meet at Eagle Falls, bringing in over 2500 people.
- Participated in Marilyn Smith Pro-Am to raise funds for Women's college Golf Scholarships, where Great Falls Junior Golf programs were singled out for excellence.
- Continue to participate in the National Heritage Area.
- Implemented the Premier Card, which is a prepaid card offering discounts based on the volume of the purchase to offset the increase in memberships and the discontinuing of the cyber card.
- Sprayed 35 acres of broadleaf weeds at Eagle Falls.
- Added 70 yards sand to bunkers and edged 30 of 54 at Eagle Falls.
- Forestry cleared landscape on north side of Eagle Falls pro shop.
- Added road mix to cart paths to improve drainage at Eagle Falls.
- First season of "Foot Golf" brought in \$2400 in revenue.
- Sprayed about ½ of the course for broadleaf weeds at Anaconda Hills.
- Adjusted nozzle sizing to overcome shortfalls in irrigation at Anaconda Hills.
- Rebuilt one pump and motor for better operation and efficiency at Anaconda Hills.

Priority Goals & Objectives - For the Upcoming Year

- Complete five year business plan.
- Focus on bunkers at Eagle Falls.
- Meet standards outlined in maintenance standards draft.
- Redo cart path by 3 tee box at Eagle Falls.
- Improve aesthetics around backside of Eagle Falls pro shop and landscaping near entrance gates.
- Continue working towards controlling ground squirrels and clean up mounds around Eagle Falls course.
- Train supervisory staff in assisting Golf Professional and become proficient in point of sale system.
- Continue to participate in formulating a National Heritage Area in an effort to increase tourism.
- Replace greens equipment and golf cart through capital funds.
- Search for viable options to handle cart repair on an increasingly aging fleet.
- Develop a special promotions program to help increase number of rounds played and revenue, as well as attract new golfers.
- Develop pro-shop staffing structure that focuses on effective management of employees as well as increase the overall customer satisfaction experience.
- Review policies and procedures for the entire golf course operation in an effort to promote play and maximize participation on the courses.
- Complete golf course maintenance standards for both courses
- Develop new programs that focus on increasing participation and developing new golfers.
- Operate and evaluate the second season of Foot Golf to see the effectiveness of the program.
- Spray for broadleaf weeds.
- Spray Russian Olive suckers to keep them under control.

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)

Electric City Water Park	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$176,002	\$214,187	\$214,187	\$214,187	\$220,096
Supplies	\$75,784	\$97,400	\$97,400	\$66,163	\$81,300
Purchased Services	\$57,738	\$89,100	\$89,100	\$89,100	\$78,430
Debt Service	\$167,935	\$167,935	\$167,935	\$167,935	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$70	\$0	\$0	\$53	\$0
Internal Service	\$28,966	\$27,422	\$27,422	\$26,722	\$52,323
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Electric City Water Park	\$506,495	\$596,044	\$596,044	\$564,160	\$432,149

Natatorium Pool	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$166,521	\$158,591	\$158,591	\$184,087	\$184,668
Supplies	\$9,125	\$11,800	\$11,800	\$11,800	\$9,300
Purchased Services	\$60,135	\$71,245	\$71,245	\$56,731	\$65,835
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$60	\$0	\$0	(\$29)	\$0
Internal Service	\$22,545	\$21,722	\$21,722	\$21,722	\$40,995
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Natatorium Pool	\$258,386	\$263,358	\$263,358	\$274,311	\$300,798

Neighborhood Pools	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$26,554	\$30,027	\$30,027	\$21,711	\$33,711
Supplies	\$7,884	\$10,600	\$10,600	\$7,373	\$10,100
Purchased Services	\$10,740	\$14,400	\$14,400	\$9,169	\$13,400
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$26	\$0	\$0	\$33	\$0
Internal Service	\$4,738	\$4,311	\$4,311	\$4,311	\$7,948
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Neighborhood Pools	\$49,942	\$59,338	\$59,338	\$42,597	\$65,159

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

- Secure funding through CDBG for disabled, low income and lifeguarding certification classes.
- Developed strategies to increase the Natatoriums cost recovery percentage. The goal is to get the facility to a 60% cost recovery.

Priority Goals & Objectives - For the Upcoming Year

- Develop a marketing plan for Natatorium.
 - To increase our cost recovery through increased membership and daily use.
- Increase wages for lifeguard, head guards and managers, at all pools to fill all the lifeguarding positions, so we can ensure safety and increase programming.
- Secure a grant to match funding for repairs in the women's locker room that have been raised by the "Save the Nat" group.
- Continue to explore and work on implementing a season pass for the ECWP to increase pre-season sales and local support.
- Increase programming at all pools to increase revenue and customer satisfaction.
- Secure funding through CDBG to upgrade the ECWP locker rooms making them ADA accessible and energy efficient.
 - To bring the ECWP to ADA code as well as more energy efficient and eye appealing to the public.
 - To make the ECWP accessible to all individuals regardless of race, color, or physical ability.

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. In Fiscal Year 2017, this division was separated from the Recreation Fund and a separate fund was created.

Full Financial Summary can be found under the Ice Breaker Run Fund. (see page 150)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Ice Breaker Run					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$1,560
Purchased Services	\$0	\$0	\$0	\$0	\$38,954
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$32,600
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$650
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Ice Breaker Run	\$0	\$0	\$0	\$0	\$73,764

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

- \$12,750 in cash sponsorships and \$30,340 in kind sponsorships for a total of \$43,090 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.
- Conduct a cost recovery analysis to include all components of race operations including staffing of parks and natural resources personnel.
- Review fee structure to ensure cost recovery is in-line with industry standards or community expectations.

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)

Recreation Programs	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$9,961	\$11,348	\$11,348	\$11,348	\$6,344
Supplies	\$341	\$1,400	\$1,400	\$768	\$1,000
Purchased Services	\$28,301	\$30,625	\$30,625	\$30,625	\$25,625
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$8,152	\$12,012	\$12,012	\$12,012	\$12,854
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Recreation Programs	\$46,755	\$55,385	\$55,385	\$54,753	\$45,823

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

- Conducted winter Basketball League with 37 teams registered for 2016 league.
- Conducted Fall Volleyball League with 24 teams registered in 2015.
- Held the 81st Annual Pet & Doll Parade with approximately 190 participants and 1,000 spectators.
- Held the Easter Egg Hunt with Steel Etc. sponsoring event for the 6th year and over 1,200 participants. Secured \$3000 in sponsorship money to operate the program.

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)

Community Center	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$213,384	\$219,183	\$219,183	\$219,183	\$249,429
Supplies	\$25,116	\$27,800	\$27,800	\$27,800	\$27,800
Purchased Services	\$84,152	\$91,650	\$106,150	\$106,150	\$88,250
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	(\$59)	\$0	\$0	(\$15)	\$0
Internal Service	\$25,377	\$25,833	\$25,833	\$26,021	\$51,374
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Community Center	\$347,970	\$364,466	\$378,966	\$379,139	\$416,853

Goals and Objectives

Major Accomplishments - In the Past Year

- Increased fitness classes which helped to increase usage of facility/fitness center, particularly fitness memberships.
- Provided summer camp and summer recreation programming, serving approximately 1,200 children.
- Established a summer art program that utilizes the Girl Scout house.
- Did a wage analysis to determine competitive pay for staff.
- Hosted the 11th Annual Electric City Winter Classic basketball tournament, bringing in 72 teams from across the state to Great Falls. This tournament is the only true single elimination tournament in the city and one of a very few within the state.
- Provided a fall basketball league for 14 teams.
- Increased rental revenue for facility.
- Provided a facility for 8 youth travel basketball teams to practice while ensuring guaranteed revenue during open times. These slots have a waiting list two years out.
- Renewed a rental agreement with Home School Athletic Association for their basketball and volleyball programs. Also guaranteed revenue.
- Replaced flooring in main lobby and painted lobby.
- Painted waiting area of fitness center and dance studio by utilizing Americore volunteers.
- Developed new programs for youth fitness and +55 fitness.
- Hosted the First Annual Montana Madness Invitational Basketball Tournament for 7th grade boys. Invited 12 of the best traveling basketball teams around the state to compete in Great Falls for a tournament, this is equivalent to a state tournament. We organized a 3 point shooting competition with prizes for the top 4 finishers.

Priority Goals & Objectives - For the Upcoming Year

- Expand fitness programs through additional classes and gym time, which will increase fitness memberships.
- Continue to apply for scholarship funding through CBDG.
- Host the 12th Annual Electric City Winter Classic, maintaining 72 teams.
- Expand number of state basketball tournaments.
- Install Wi-Fi connection at the Community Recreation Center.
- Continue to maintain quality youth programs.
- Implement competitive wages for staff.

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)

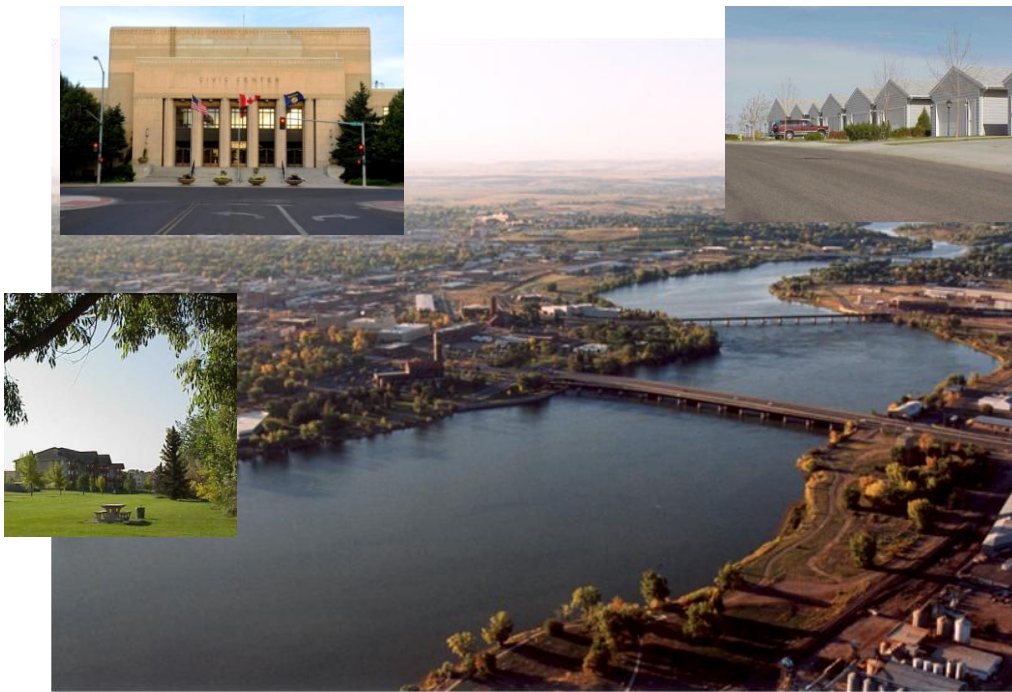
	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Multisports					
Personal Services	\$55,354	\$48,203	\$48,203	\$48,203	\$53,268
Supplies	\$43,715	\$46,850	\$46,850	\$30,938	\$38,600
Purchased Services	\$23,379	\$30,450	\$30,450	\$25,938	\$31,452
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$6	\$0
Internal Service	\$7,872	\$6,750	\$6,750	\$6,750	\$16,232
Capital Outlay	\$0	\$0	\$0	\$0	\$40,000
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Multisports	\$130,320	\$132,253	\$132,253	\$111,835	\$179,552

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 8 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.
- Continued agreement with the Salvation Army for use of the complex for their flag football program.
- Began discussions with Multi-Sports User Groups to strategize and find ways to fund complex improvements.
- Implemented a new fee structure to help raise additional funds for operations, maintenance and capital improvements.

Priority Goals & Objectives - For the Upcoming Year

- Develop a strategic plan to fund and replace aging backstops and fence lines.
- Develop Memos of Understanding with University of Great Falls, Central Catholic High School and Salvation Army for use of the facility.
- Conduct an operational analysis to look for efficiencies.
- Demolish and install new backstop and dugouts for field 1.
- Purchase a field grooming unit to improve infield playability and safety.

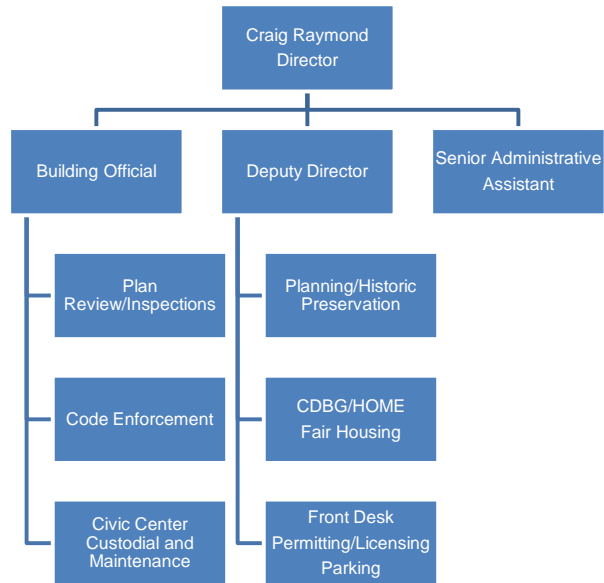


Planning & Community Development Department

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

Authorized Personnel	FY 2015 Actual	FY 2016 Amended	FY 2017 Adopted
<u>Planning & Community Development Funds</u>			
Building Permits/Signs	8.65	8.75	9.80
Licenses	1.20	1.15	1.10
Federal Block Grant	2.77	3.05	1.85
Federal Home Grant	0.27	0.27	0.24
Parking	1.15	1.05	0.90
Facility Admin	4.35	4.25	4.40
Planning/Historic Preservation	6.73	6.40	6.96
Planning & Community Development Funds	25.12	24.92	25.25
Total Planning & Comm Dev Department FTE's	25.12	24.92	25.25

Planning Operation

Provide 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 103)

Planning Operations	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$385,708	\$443,523	\$443,523	\$400,000	\$509,769
Supplies	\$5,411	\$4,900	\$4,900	\$4,900	\$4,900
Purchased Services	\$101,804	\$115,281	\$123,731	\$123,731	\$196,581
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$87,926	\$95,500	\$95,500	\$95,500	\$95,500
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$73,532	\$80,680	\$80,680	\$80,680	\$89,068
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Planning Operations	\$654,381	\$739,884	\$748,334	\$704,811	\$895,818

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

- Processed 3 subdivision applications, 3 annexation applications, 3 zoning related applications, 3 Conditional Use Permits, 1 amendment to the Land Development Code, 1 PUD amendment, and 3 Tax Increment Financing (TIF) applications through the Planning Board/Zoning Commission between July 2015 and June 2016, most of which were then processed through the City Commission.
- Completed a major revision to the Sign Regulations section of the Land Development Code to address new legal requirements and new procedures for nonconforming signs.
- Implemented recommendations in the Downtown Master Plan, including:
 - Continued work with owners/developers of several downtown buildings including the Rocky Mountain Building with the goal of building renovation and downtown revitalization.
 - Continued to participate in the Downtown Development Partnership (DDP).
- In partnership with the Business Improvement District (BID), oversaw substantial completion of the city's major Downtown Streetscape Expansion project, featuring decorative sidewalks, period lighting and new street trees.
- Participated in the Interstate 15 Corridor Study and the River Drive Corridor Study; projects led by the Montana Department of Transportation (MDT).

- Participated in the application review and facilitated 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, MaltEurope and the Great Bear Industrial Park.
- Submitted and gained approval of a \$200,000 traffic calming/pedestrian safety improvement project through MDT's Transportation Alternatives Program. The project will improve the safety and accessibility at the main entrance to Gibson Park.
- As staff for the Metropolitan Planning Organization (MPO), assisted moving forward projects recommended in the Long Range Transportation Plan, including the South Central Arterials and Sun River Trail project. Both projects are under construction in 2016. Another project, the Fox Farm Road reconstruction, is anticipated for bid letting in 2017.
- Realigned staff responsibilities and hired new staff members.

Priority Goals & Objectives - For the Upcoming Year

- Work with the community, the Planning Advisory Board and City Commission on legislation to revise regulations in the Land Development Code.
- 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.
- Hire a Comprehensive Planner to re-institute the Department's long range planning program.
- Review and prioritize updates for the department's long range planning documents including the *Downtown Master Plan*, *Long Range Transportation Plan* and *Growth Policy Update*.
- Continue implementation of goals and objectives contained in 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.
- Serve as local liaison with MDT to construct major road improvement projects, including the South Central Arterials, and Sun River Trail. Initiate Fox Farm Rd. reconstruction project.
- Collaborate with the downtown community, other interested stakeholders and the City Commission to develop strategies for improving the downtown parking program.
- Secure grant funding and initiate a consultant design contract for the Wayfinding Sign Project.
- Work in tandem with the DDP to implement the Main Street Program including execution of a grant project to install "pedlets" in front of downtown restaurants to encourage outdoor dining.
- Perform host city responsibilities for the joint Western Planner/Montana Association of Planners annual conference.

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 103)

Historical Preservation	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$13,363	\$12,750	\$12,750	\$12,750	\$15,437
Supplies	\$100	\$100	\$100	\$100	\$100
Purchased Services	\$22,751	\$150	\$150	\$669	\$150
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$855	\$534	\$534	\$534	\$936
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Historical Preservation	\$37,069	\$13,534	\$13,534	\$14,053	\$16,623

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

- Continued to participate in downtown planning activities, including membership in DDP as recommended in the Downtown Master Plan, which is concerned with preservation, enhancement and promotion of the historic character of the Downtown.
- Updated and printed 10,000 copies of the River's Edge History Tour brochure.
- Assisted with the installation of new historical sign markers at the Vinegar Jones Cabin site.
- Continued staff support for the Upper Missouri River Heritage Area effort including organization of the Grand Tour of Great Falls event and creation of the non-profit corporation (Upper Missouri River Heritage Area Planning Corporation).
- Secured the listing of another National Register Historic District for Great Falls – The East Side Neighborhood District.

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 Corporation* in their effort to create a National Heritage Area through congressional designation.
- Re-print additional 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, including being involved with the completion of the feasibility study funded by Northwestern Energy
- 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).
- Investigate funding and perform analysis for additional National Register sites/districts including historic apartment buildings, schools, industrial buildings, and Charlie Russell's neighborhood.
- Continue maintenance and increase interpretation efforts for the Vinegar Jones cabin.
- Support restoration of the C.M. Russell National Historic Landmark.
- Continue to support preservation of the National Historic Landmark First Peoples Buffalo Jump.
- Work with the City Commission and County Commissioners to secure funding commitment for a full-time Historic Preservation Officer.

CTEP Projects

The 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)

CTEP Projects	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$2,555	\$0
Internal Service	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$366,104	\$0	\$1,803,510	\$568,058	\$0
Transfer Out	\$0	\$0	\$12,936	\$14,272	\$0
Total CTEP Projects	\$366,104	\$0	\$1,816,446	\$584,885	\$0

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).
- As staff for the Great MPO funding was secured through the Congestion Mitigation and Air Quality Improvement program for the 25th Street Bike/Ped Bridge project. This resulted in the purchase and installation of a pre-fabricated bike/ped bridge on 25th Street North, connecting neighborhood to Centene Stadium and other attractions.
- Completed Charles Russell Park Trail project and negotiated temporary trail connection to 29th Street S, connecting neighborhood to Medical District.
- Managed and began construction of a \$912,000 Downtown Streetscape Expansion project (CTEP/TIF), replacing sidewalks and installing decorative concrete, street trees and period lighting.
- Constructed new scenic overlook of Black Eagle Falls along River Drive North and installed landscaping in parking lot next to Veterans Memorial.
- Managed and Completed CTEP/TIF funded West Bank ADA connector trail project (including new trail, a new vault toilet and paving of trail parking lots in West Bank and Garden Home Park).
- With Public Works, coordinated local direction of two Transportation Alternatives Program projects (West Bank Trails and Overlook Drive Path).

Priority Goals & Objectives - For the Upcoming Year

- Continue to apply for projects to be selected through the State Transportation Alternatives Program, which is a state-wide competitive selection process replacing CTEP. Coordinate local direction of and secure local match for same.
- Complete projects 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>2016/2017 CDBG Goals</u>	<u>Funding Percentage</u>
Administration, includes Administration, Fair Housing and City Housing Revolving Loan Fund	20%
Affordable Housing	30%
Public Facility Improvements, includes infrastructure, Park facilities, public building rehab	30%
Public Service Activities	12.5%
Economic Development	7.5%

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

Planning & Community Development Department

City of Great Falls, Montana

Block Grant Admin	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$68,961	\$89,195	\$89,195	\$97,137	\$96,709
Supplies	\$1,575	\$2,600	\$2,600	\$1,643	\$1,600
Purchased Services	\$30,267	\$13,226	\$13,226	\$5,304	\$11,450
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$48,902	\$38,124	\$38,124	\$38,124	\$29,865
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0

Total Block Grant Admin	\$149,705	\$143,145	\$143,145	\$142,208	\$139,624
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Block Grant Projects	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$85,587	\$107,446	\$107,446	\$67,000	\$26,289
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$106,708	\$150,000	\$666,947	\$666,947	\$50,000
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$215,074	\$469,489	\$486,025	\$469,489	\$321,667
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$435,989	\$103,183	\$102,384	\$102,384	\$190,176
Transfer Out	\$0	\$0	\$0	\$0	\$0

Total Block Grant Projects	\$843,358	\$830,118	\$1,362,802	\$1,305,820	\$588,132
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Goals and Objectives

Major Accomplishments - In the Past Year

- Assisted in funding neighborhood revitalization projects in lower income areas targeted by NeighborWorks.
- Renovated 5-7 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 Chowen Springs Park.
- Expanded revolving loan for small business loans provided by Great Falls Development Authority.

- Continued 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.
- Redesigned, removal of all concrete and asphalt, backfill, and repaving of parking lots, sidewalks, and handicap access ramps located at 600-625 Holland Court.
- Provided funding to Habitat for Humanity for infrastructure improvements on two homes for low income families.
- Assisted 8 non-profit organizations to provide public services to the community.

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 (40 years) CDBG/HOME Program.
- Oversee and manage NeighborWorks processing of loans through the rental rehab, deferred loan and water/sewer loan programs.
- 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 1st Avenue Estates construction and completion.
- Purchase and install handicap accessible play structure and play area border at Rhodes Park located on Central Avenue West.
- Assist 5 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.
- Provide funding to Habitat for Humanity for infrastructure improvements on two homes for low income families.
- Reconstruct intersections on 6th Avenue South starting from the east side of 18th Street, including replacement of asphalt, curb and gutter, domes and sidewalks, and installation of handicap ramps at intersections with Public Works Department project.
- Update and install ADA accessible facilities in the locker rooms located at the Electric City Water Park.
- Remove and replace flooring at Park Manor located at 100 Central Avenue.
- Replaced the roof on the Grace Home Veterans Center operated by St Vincent de Paul located at 2211 5th Avenue North.
- Improvements to two group homes for the disabled operated by the Center for Mental Health.

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)

HOME Grant Admin	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$16,399	\$17,558	\$17,558	\$17,558	\$16,910
Supplies	\$1,072	\$570	\$570	\$570	\$300
Purchased Services	\$907	\$550	\$550	\$1,516	\$349
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$753	\$516	\$516	\$516	\$899
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Home Grant Admin	\$19,131	\$19,194	\$19,194	\$20,160	\$18,458

HOME Grant Projects	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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	\$875,462	\$172,773	\$366,300	\$401,694	\$165,778
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
Total HOME Grant Projects	\$875,462	\$172,773	\$366,300	\$401,694	\$165,778

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

- New construction of 4 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 4 single-family homes sold to people with low incomes through NeighborWorks Owners in Partnership Program.
- Assisted 4 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 5 first time homebuyers with down payment assistance.
- Completion of 12-unit low to moderate income housing facility (1st Avenue Estates).

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)

Permits	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$576,245	\$643,641	\$643,641	\$643,641	\$762,099
Supplies	\$20,208	\$18,000	\$18,000	\$18,000	\$28,000
Purchased Services	\$39,228	\$47,800	\$47,800	\$51,516	\$58,450
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$137,444	\$126,521	\$126,521	\$123,485	\$112,263
Capital Outlay	\$0	\$0	\$0	\$0	\$18,000
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Permits	\$773,125	\$835,962	\$835,962	\$836,642	\$978,812

Goals and Objectives

Major Accomplishments - In the Past Year

- In 2016, 2,406 permits were issued and 6,782 inspections were completed. There were 709 Public Works and engineering permits issued on behalf of Public Works/Engineering.
- Permits issued in 2016 included 28 new commercial construction permits for \$53.7 million, 11 communication tower permits for \$422,600.
- Extensive commercial remodel/additions were done at 124 locations for a total valuation of \$18.2 million.
- Home building consisted of 41 single-family dwellings, (1) tri-plex building, (2) 12-plex, (3) 4-plex, (7) 36-plex, and (1) 38-plex for valuation of \$14.9 million.
- Over \$99.8 million in total building, mechanical, plumbing, electrical and sign permit valuation.
- 30 demolition permits issued, 11 interior demolition permits.
- Code Enforcement Received 183 complaints: 170 cases were resolved; others remain in open/pending status.

Priority Goals & Objectives - For the Upcoming Year

- Hire additional Plans Examiner to alleviate staff workload.
- Enforce 2012 International Codes as mandated by the State of Montana.
- Finalize certification of front office permit technician staff person.
- 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 with the public and promote open lines of communication.
- Continue outreach opportunities with contractors, architects and engineers
- Hire Building Inspector to replace current inspector who is retiring.
- Continue communication with Great Falls Homebuilders Association and other groups to provide education material and code updates.

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)

Licenses	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$70,067	\$62,193	\$62,193	\$62,193	\$67,217
Supplies	\$799	\$1,000	\$1,000	\$1,000	\$1,000
Purchased Services	\$2,017	\$4,850	\$4,850	\$4,850	\$2,250
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$187,174	\$157,245	\$157,245	\$166,638	\$181,833
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Licenses	\$260,057	\$225,288	\$225,288	\$234,681	\$252,300

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

- Coordinated inspection services with Fire Department and worked closely to enforce SIC program.
- Issued approximately 4,700 Certificates and Special Licenses during fiscal year 2015-16.

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)

Hazard Removal	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$1,094	\$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
Total Hazard Removal	\$1,094	\$0	\$0	\$0	\$0

Parking

The Parking Fund is administered by the 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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Parking					
Personal Services	\$68,905	\$66,249	\$66,249	\$55,000	\$63,075
Supplies	\$1,484	\$3,850	\$3,850	\$3,850	\$2,850
Purchased Services	\$595,246	\$532,710	\$532,710	\$400,000	\$525,210
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	(\$11)	\$0	\$0	\$0	\$0
Internal Service	\$52,873	\$55,316	\$55,316	\$53,607	\$56,416
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Parking	\$718,497	\$658,125	\$658,125	\$512,457	\$647,551

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 implementation of new parking software program to replace old, unreliable program.
- Instituted new online payment program for convenient payment of citations online.
- Evaluated parking system revenue/budgetary trends.
- Initiated major study of the downtown parking program to identify system improvements, cost saving measures and revenue increasing initiatives.

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.
- Continue to work with the Parking Commission and interest groups on the downtown parking study.
- Submit a competitive Request for Proposals (RFP) for new contract with parking management company for day to day operations of the downtown parking program.

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 165)

Civic Center Facility Services	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2016 Adopted Budget
Personal Services	\$276,032	\$295,515	\$295,515	\$295,515	\$322,125
Supplies	\$20,940	\$24,550	\$24,550	\$24,550	\$26,350
Purchased Services	\$131,780	\$173,587	\$173,587	\$173,587	\$173,535
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$17,186	\$16,235	\$16,235	\$16,235	\$20,788
Capital Outlay	\$0	\$0	\$0	\$0	\$27,000
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Civic Center Facility Services	\$445,938	\$509,887	\$509,887	\$509,887	\$569,798

Goals and Objectives

Major Accomplishments - In the Past Year

- Continued improvements and preventive maintenance to the building systems.
- Completed over-all safety improvements around the Civic Center including material/chemical storage and disposal.
- Inspected and where necessary installed new emergency lights.
- Made significant maintenance and repair of Convention Center lighting system.
- Initiated major facade renovation planning/design project.
- Installed fire and smoke alarm system in the Mansfield Theater and Convention Center.

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.
- Update energy audits of the Civic Center systems and identify needed improvements and funding sources.
- Complete facade renovation planning and design project and work with City Manager to identify funding strategies for work completion.

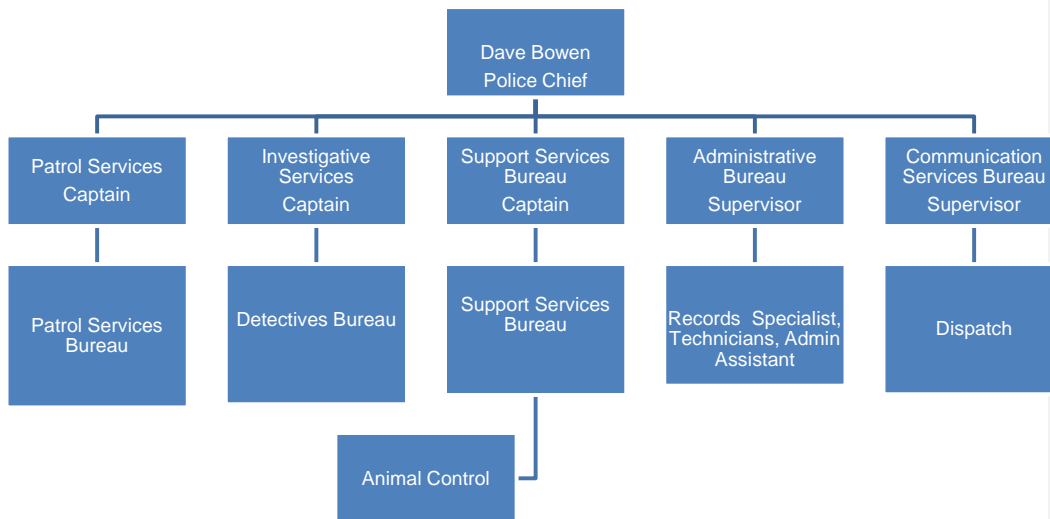


Police Department

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

Authorized Personnel	FY 2015 Actual	FY 2016 Amended	FY 2017 Adopted
<u>General Fund</u>			
Operations	10.75	10.75	1.75
Patrol	57.00	56.00	59.00
Detectives	24.00	24.00	22.00
Support Services	13.00	14.00	14.00
Records Bureau	-	-	11.00
Total General Fund	104.75	104.75	107.75
<u>Police Department Funds</u>			
HIDTA Task Force	1.00	1.00	1.00
Safety Services	21.25	23.25	23.25
Total Police Department Funds	22.25	24.25	24.25
Total Police Department FTE's	127.00	129.00	132.00

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. It also includes the property and evidence room.

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

Police Admin	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$652,794	\$636,579	\$636,579	\$636,579	\$169,002
Supplies	\$239,741	\$224,815	\$224,815	\$224,815	\$174,430
Purchased Services	\$94,421	\$117,362	\$139,296	\$139,296	\$100,523
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$1,465,938	\$1,513,405	\$1,513,405	\$1,511,777	\$1,548,469
Capital Outlay	\$14,580	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Police Admin	\$2,467,474	\$2,492,161	\$2,514,095	\$2,512,467	\$1,992,424

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

- Another reorganization of the space near the Records Bureau has allowed for more space to efficiently handle the volume of records that are being processed. The new schedule that was implemented on a trial basis to allow for more timely processing of the electronic reports submitted by officers in the field seems to be working quite well.
- The responsibility to oversee the evidence and property room was added to the bureau and efforts are being made to streamline processes and improve performance.

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.
- Develop updated retention schedules for evidence/property purging.
- Locate and attend property/evidence training to stay current with best practices.

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	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$4,847,426	\$5,219,168	\$5,234,168	\$5,234,168	\$5,625,846
Supplies	\$32,221	\$39,977	\$39,977	\$39,977	\$41,827
Purchased Services	\$11,878	\$14,445	\$14,445	\$14,445	\$13,095
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
Total Patrol	\$4,891,525	\$5,273,590	\$5,288,590	\$5,288,590	\$5,680,768

Goals and Objectives

Major Accomplishments - In the Past Year

- The Patrol Bureau is revamping 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. A site visit to Idaho is helping to revitalize the program and add new tools.
- A remodel of the old dispatch center inside the building allowed the Patrol Bureau to move into a more suitable area and provide for the growing needs of the bureau.
- During 2015 the average officers in the field went down from 6.28 in 2014 to 6.08. This is the third year that the Patrol Bureau averaged at least 6 officers per shift.

Priority Goals & Objectives - For the Upcoming Year

- Determine the amount of additional personnel needed in the bureau.
- Request 2 additional uniformed personnel.
- 90% participation in the Wellness program by Patrol Bureau members.
- Successfully re-implement DDACTS Program to reduce the amount of crashes and property crimes in those areas that have identified problems while utilizing the most efficient assignment of staff.
- Continue to partner with the City Attorney Office to improve the DUI paperwork processes to reduce the dedicated time needed to complete these investigations.
- Increase cell phone violation citations, with the emphasis to reduce distracted driving.
- Increase DUI enforcement/arrests by 10%.

- Identify a clearly defined definition of the Patrol Lieutenant position as an administrative supervisor

Investigative Services Bureau

The Investigative Services Bureau 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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Investigation Services					
Personal Services	\$2,128,514	\$2,292,069	\$2,292,069	\$2,292,069	\$2,253,600
Supplies	\$15,173	\$16,197	\$16,197	\$16,197	\$9,391
Purchased Services	\$8,453	\$8,305	\$8,305	\$8,305	\$8,055
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	\$32,471
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Investigation Services	\$2,152,140	\$2,316,571	\$2,316,571	\$2,316,571	\$2,303,517

Goals and Objectives

Major Accomplishments - In the Past Year

- Investigators worked 5 homicides, 2 attempted homicide investigations and 2 suspicious deaths of infants.
- Within 4 hours of the First Interstate Bank in downtown being robbed, a suspect was developed and arrested with the majority of the stolen money recovered.
- A thorough investigation of the death of Deputy Joe Dunn led to a successful prosecution of the suspect and a sentence of life in prison without parole.
- A successful gun auction netted over \$20,000.

Priority Goals & Objectives - For the Upcoming Year

- Request 1 additional investigator for the Special Victims Unit.
- 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)

Support Services	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$1,184,671	\$1,142,699	\$1,142,699	\$1,142,699	\$1,216,357
Supplies	\$76,538	\$71,559	\$71,559	\$71,559	\$96,459
Purchased Services	\$85,736	\$96,872	\$109,272	\$109,272	\$107,336
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
Total Support Services	\$1,346,945	\$1,311,130	\$1,323,530	\$1,323,530	\$1,420,152

Goals and Objectives

Major Accomplishments – In the Past Year

- Transitioned to a new Support Services Captain, Training Sergeant and Law Related Education officer.
- Completed installation of 11 “access doors” at the GFPD and 3 at the 911 Center.
- Updated outdoor firearm’s range use fees and repaired two outbuildings at the outdoor range.
- Implemented design and issuing ID cards for access to the GFPD and 911 center.

Priority Goals & Objectives – For the Upcoming Year

- Continue to develop the volunteer program to add volunteers and additional duties/tasks.
- Finalize procedure manuals and distribute to department members.
- Update indoor firearm's range at the GFPD and continue with infrastructure improvements.
- Continue to address GFPD fleet, and update Investigation's Bureau vehicles.
- Continue to facilitate successful private/public partnerships by utilizing the BRIC officer, Citizen's Academy, COPS corner and volunteers

Police Grant Division

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)

COPS Grant	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$21,928	\$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
Total COPS Grants	\$21,928	\$0	\$0	\$0	\$0

911 Dispatch Center - Communication Services Bureau

The City/County 911 Communications Center is 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 146)

911 Dispatch	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$1,209,753	\$1,449,161	\$1,449,161	\$1,284,068	\$1,506,412
Supplies	\$9,648	\$8,850	\$8,850	\$8,850	\$8,850
Purchased Services	\$179,625	\$183,246	\$383,246	\$383,246	\$193,178
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$219,380	\$123,231	\$123,231	\$123,231	\$121,990
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total 911 Dispatch	\$1,618,406	\$1,764,488	\$1,964,488	\$1,799,395	\$1,830,430

Goals and Objectives

Major Accomplishments - In the Past Year

- An additional dispatcher was budgeted for and obtained this year helping out with the staffing shortage. Additional approval for a second person was authorized but not filled yet pending approval from allied agencies using the center.
- 2015 showed better integration and the interoperability of the trunked radio system for all emergency response in Great Falls.
 - A new metal roof; cosmetic repairs such as paint, carpet, and ceiling tiles; an HVAC upgrade or replacement; and the replacement of the Entry Door to the 9-1-1 Office, with a more secure bulletproof design were completed. Funds should also allow us to pursue a security fence.

Priority Goals & Objectives - For the Upcoming Year

- To provide a regional Disaster Management environment through a joint use Emergency Operations Center.
- Obtain funding for the replacement of the backup generator. Parts for this antiquated military grade generator are not available and have presented ongoing problems.
- Continue to address the staffing shortages and look for ways to add personnel.
- Work with the legal department in an effort to extract ourselves from the contract with New World.
- Work with the Fire Dept. to address in-building radio coverage issues through the use of SIC and other approaches.

911 Special Revenue

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

Police Department

City of Great Falls, Montana

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

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
911 Special Revenue					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$49,920	\$0	\$0	\$0	\$0
Purchased Services	\$71,003	\$0	\$0	\$51,775	\$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	\$12,928	\$0	\$0	\$0	\$0
Transfer Out	\$382,941	\$382,941	\$382,941	\$382,941	\$409,980
Total 911 Special Revenue	\$516,792	\$382,941	\$382,941	\$434,716	\$409,980

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 116)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Police Special Revenue					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$7,053	\$0	\$0	\$11,451	\$0
Purchased Services	\$123,048	\$800	\$800	\$66,145	\$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	\$400	\$0
Transfer Out	\$69,221	\$0	\$0	\$0	\$0
Total Police Special Revenue	\$199,322	\$800	\$800	\$77,996	\$800

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).

Police Department

City of Great Falls, Montana

Full Financial Summary can be found under HITDA Special Revenue. (see page 117)

911 Special Revenue	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$89,497	\$49,647	\$49,647	\$87,890	\$53,553
Supplies	\$16,949	\$0	\$0	\$10,130	\$0
Purchased Services	\$127,871	\$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	\$0	\$30,194	\$30,194	\$30,194	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total 911 Special Revenue	\$234,317	\$79,841	\$79,841	\$128,214	\$53,553

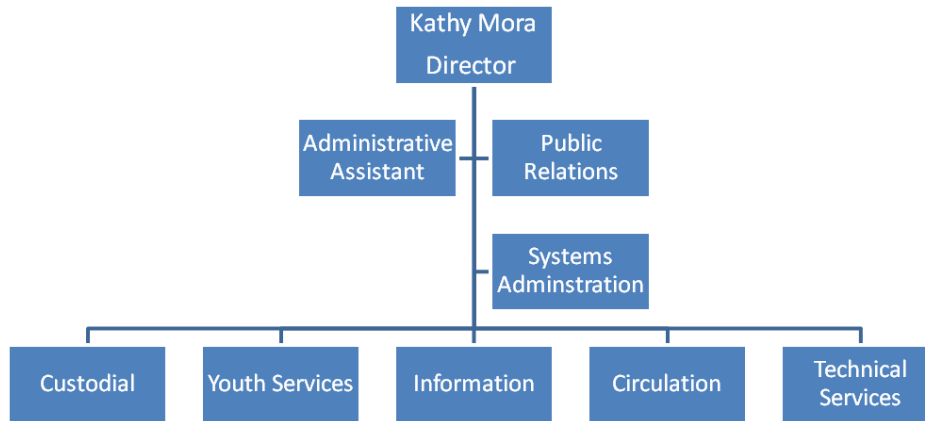


Public Library

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

	FY 2015 Actual	FY 2016 Amended	FY 2017 Adopted
Authorized Personnel			
<u>Library Funds</u>			
Library	17.47	17.47	18.17
Total Library Department Funds	17.47	17.47	18.17
Total Library Department FTE's	17.47	17.47	18.17

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 101)

Library Admin	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$940,357	\$957,466	\$957,466	\$930,000	\$989,660
Supplies	\$28,603	\$31,262	\$31,262	\$31,262	\$31,262
Purchased Services	\$131,042	\$207,331	\$207,331	\$207,331	\$206,239
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$560	\$500	\$500	\$500	\$500
Internal Service	\$75,337	\$57,949	\$57,949	\$58,394	\$68,059
Capital Outlay	\$61,236	\$0	\$15,700	\$15,700	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Library Admin	\$1,237,135	\$1,254,508	\$1,270,208	\$1,243,187	\$1,295,720

Goals and Objectives

Major Accomplishments - In the Past Year

- Library's automation system was migrated to new equipment/platform and all library patrons and materials data was converted and migrated. Funding was provided by the Great Falls Public Library Foundation.
- Library front walkway was repaired to address water seepage issues in basement. Funding for the project came from library reserves.
- Private bequest enabled purchase of state of the art digital microform reader/printer and shelving and additional materials in the Montana Room.
- Great Falls Public Library Foundation provided funding for trustee and staff continuing education opportunities, enabling attendance at annual state library conference, legal resources seminar and notary public training.

Priority Goals & Objectives - For the Upcoming Year

- Install self-check stations to alleviate congestion at check-out desk.
- Web site evaluation and revision, including evaluating alternative web hosting services.
- Implement accurate method/software for tracking wireless network usage by the public.
- Develop updated library strategic plan with Library Board and include public input.
- Explore alternative funding sources to enable stabilization of library revenues.

Public Library

City of Great Falls, Montana

Library Bookmobile

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

Bookmobile	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$11,509	\$17,191	\$17,191	\$19,619	\$20,748
Supplies	\$1,956	\$2,287	\$2,287	\$2,287	\$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	\$6,396	\$8,195	\$8,195	\$8,195	\$7,574
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Bookmobile	\$19,861	\$27,673	\$27,673	\$30,101	\$30,609

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 102)

Library Foundation	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$7,496	\$5,000	\$7,000	\$5,111	\$5,000
Purchased Services	\$21,977	\$65,000	\$101,763	\$126,473	\$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	\$113,416	\$0	\$0	\$45,725	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Library Foundation	\$142,889	\$70,000	\$108,763	\$177,309	\$70,000



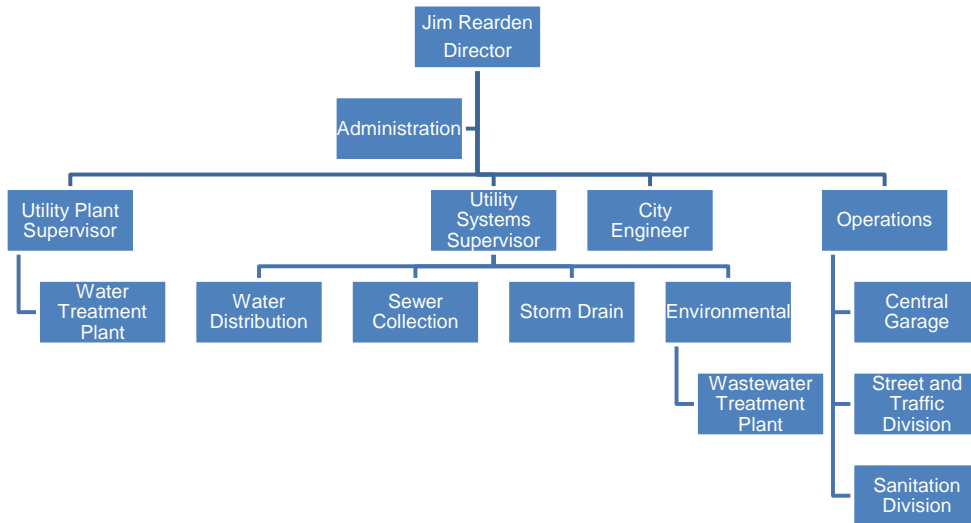
Public Works Department

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

Authorized Personnel	FY 2015 Actual	FY 2016 Amended	FY 2017 Adopted
<u>Public Works Funds</u>			
Street			
Street Maintenance	21.06	21.06	21.06
Traffic	5.00	5.00	5.00
Public Works Admin	3.13	3.50	4.00
Engineering	14.00	14.00	15.00
Water			
Lab Testing	1.00	1.00	1.00
Purification	13.05	13.50	14.00
Distribution	17.90	17.90	17.90
Sewer			
Sewer Treatment	0.45	-	-
Sewer Collection	9.90	8.90	8.90
Environmental Compliance	-	4.00	3.00
Storm Drain	0.20	0.20	3.20
Sanitation	-	-	
Residential	7.51	7.51	8.51
Commercial	7.50	7.50	7.50
Central Garage	10.93	11.93	11.93
Total Public Works Department Funds	111.63	116.00	121.00
Total Public Works Department FTE's	111.63	116.00	121.00

Street District

The Street Division provides 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 Street District. (see page 113)

Street Maintenance	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$1,804,598	\$1,826,858	\$1,826,858	\$1,826,858	\$1,854,904
Supplies	\$1,149,467	\$1,462,435	\$1,462,435	\$1,462,435	\$1,444,635
Purchased Services	\$305,700	\$395,530	\$462,665	\$437,665	\$404,030
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$780,699	\$1,058,174	\$1,058,174	\$1,058,174	\$1,106,473
Capital Outlay	\$415,569	\$818,616	\$855,076	\$246,365	\$1,024,010
Transfer Out	\$0	\$0	\$1,093	\$1,093	\$0
Total Street Maintenance	\$4,456,033	\$5,561,613	\$5,666,301	\$5,032,590	\$5,834,052

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

- 2,655 letters of notification of nuisance weed ordinance violations were mailed and division crews mowed lots found to be in non-compliance. This is an 11% decrease from the previous year.
- 101 blocks of city streets received a chipseal.
- 50 blocks received street pavement overlays, 44 paver patches and 14 skin patches were completed (in-house), 119 locations received minor reconstruction.
- 86 miles of alleyways were graded and graveled on schedule.
- Continued expanded dust control program.
- Continued expanded sweeping program.

Priority Goals & Objectives - For the Upcoming Year:

- Increase chipseal from 101 blocks to 110 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.
- Continue to identify, fund and complete major City street reconstruction projects.

Traffic Division

The Traffic Division maintains 13,690 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 Street District. (see page 113)

Traffic	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$387,938	\$438,480	\$438,480	\$438,480	\$447,076
Supplies	\$133,632	\$150,070	\$150,070	\$150,070	\$145,672
Purchased Services	\$16,184	\$22,450	\$22,450	\$22,450	\$22,650
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$57,560	\$57,410	\$57,410	\$57,410	\$77,476
Capital Outlay	\$915	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Traffic	\$596,229	\$668,410	\$668,410	\$668,410	\$692,874

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

- Installed larger street name signs on 38th Street N and various other individual intersections.
- Updated Opticom Software and Phase selectors at signalized intersections.
- Completed third year of a performance based Signal Maintenance Agreement with MDOT.
- Completed epoxy painting on three FAU routes using durable pavement marking funding from MDT.
- Installed 20 new two way vehicle radios.
- Installed new Fiber Optic and Cat5 cables at Public Works Complex replacing an aging & failed phone and computer server system.
- Installed new Fiber Optic line between PW Administration and Animal Shelter due to a poor network connection.

Priority Goals & Objectives - For the Upcoming Year:

- Update and enhance signing and markings at School and Pedestrian crosswalks.
- Continue installing 12" signal heads.
- 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)

Central Garage	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$98,270	\$153,250	\$153,250	\$153,250	\$151,160
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Central Garage	\$98,270	\$153,250	\$153,250	\$153,250	\$151,160

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)

Water Distribution	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$1,284,332	\$1,349,429	\$1,349,429	\$1,349,429	\$1,430,951
Supplies	\$361,013	\$428,850	\$428,850	\$428,850	\$428,850
Purchased Services	\$75,929	\$93,100	\$93,100	\$93,100	\$165,100
Debt Service	\$624,132	\$656,133	\$656,133	\$656,133	\$2,481,175
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$846,690	\$687,071	\$687,071	\$687,071	\$771,572
Capital Outlay	\$2,709,431	\$2,492,091	\$3,014,826	\$1,606,789	\$2,504,633
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Water Distribution	\$5,901,527	\$5,706,674	\$6,229,409	\$4,821,372	\$7,782,281

Goals and Objectives

Major Accomplishments - In the Past Year:

- Continued replacing larger water meters and installing MXUs.
- Replaced water main at 2 different locations in the City.
- Replaced 30" Water Main at Broadwater Bay.

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Water Lab & Testing					
Personal Services	\$83,086	\$71,104	\$71,104	\$71,104	\$78,935
Supplies	\$17,984	\$16,842	\$16,842	\$16,842	\$26,657
Purchased Services	\$52,085	\$57,327	\$57,327	\$57,327	\$59,943
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$15,820	\$16,746	\$16,746	\$16,746	\$9,879
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Water Lab & Testing	\$168,975	\$162,019	\$162,019	\$162,019	\$175,414

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.
- Improved disinfection process to enhance distribution residuals.
- 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 Water Fund. (see page 140)

Water Purification	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$934,548	\$1,019,047	\$1,019,047	\$1,019,047	\$1,094,257
Supplies	\$491,910	\$550,325	\$600,325	\$600,325	\$801,932
Purchased Services	\$624,772	\$754,120	\$778,620	\$778,620	\$769,388
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$522,655	\$568,805	\$568,805	\$568,805	\$568,746
Capital Outlay	\$2,226,803	\$916,376	\$3,101,207	\$2,464,547	\$826,153
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Water Purification	\$4,800,688	\$3,808,673	\$6,068,004	\$5,431,344	\$4,060,476

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 for second elevated water storage facility and replacement of obsolete switchgear at one of our booster stations.
- Began preliminary design and land acquisition for replacement of the Gore Hill elevated water tank.

- Acquired backup power supply for booster stations to maintain water supply to customers and fire protection.
- Continued replacement of obsolete and failing equipment to insure production.
- Purchased new diagnostic equipment to improve staff's ability to identify problems before failure. This function was performed by contractors in the past.
- Improved safety and training program for plant staff.

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.
- 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 – Utility Bond Construction

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

Utility Bond Construction	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$986,686	\$0	\$2,154,111	\$2,154,111	\$28,600,000
Total Utility Bond Construction	\$986,686	\$0	\$2,154,111	\$2,154,111	\$28,600,000

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Central Garage					
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	\$351,930	\$458,020	\$458,020	\$346,500
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Central Garage	\$0	\$351,930	\$458,020	\$458,020	\$346,500

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Sewer Collections					
Personal Services	\$721,953	\$683,632	\$683,632	\$683,632	\$743,582
Supplies	\$59,112	\$80,545	\$80,545	\$80,545	\$80,545
Purchased Services	\$15,202	\$42,660	\$42,660	\$42,660	\$114,660
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$684,086	\$678,419	\$678,419	\$681,108	\$729,219
Capital Outlay	\$1,058,129	\$2,018,976	\$4,281,654	\$4,085,911	\$1,105,055
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Sewer Collections	\$2,538,482	\$3,504,232	\$5,766,910	\$5,573,856	\$2,773,061

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

- Lined sewers in problem areas at a rate of 35 blocks per year.
- Eliminated backups and costly claims, by cleaning approximately 120 miles of sanitary sewer main.
- Implemented new root control program (Vaporooter).
- Inspected the two major sewer trunk lines downtown and one on the West side with sonar technology.

Priority Goals & Objectives - For the Upcoming Year:

- Line sewers in problem areas at a rate of 35-40 blocks per year.
- Eliminate backups and costly claims, by cleaning approximately 120 miles of sanitary sewer main.
- Comply with Consent Decree requirements.
- Continue root control program (Vaporooter).

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 Sewer. (see page 141)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Sewer Treatment					
Personal Services	\$18,192	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$3,319,552	\$3,996,400	\$3,993,539	\$3,393,539	\$3,645,966
Debt Service	\$2,232,082	\$2,283,216	\$2,283,216	\$1,686,381	\$2,579,323
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$85	\$0	\$0	\$1,295	\$0
Internal Service	\$317,585	\$316,562	\$316,562	\$315,709	\$316,878
Capital Outlay	\$4,963,979	\$1,813,857	\$2,935,454	\$2,797,704	\$1,295,069
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Sewer Treatment	\$10,851,475	\$8,410,035	\$9,528,771	\$8,194,628	\$7,837,236

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 Industrial Pretreatment Program in order to maintain regulatory compliance.

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

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Sewer Environmental					
Personal Services	\$156,750	\$281,057	\$281,057	\$281,057	\$251,489
Supplies	\$6,442	\$18,444	\$18,444	\$18,444	\$9,759
Purchased Services	\$15,473	\$35,420	\$35,420	\$35,420	\$101,448
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$0	\$32,611	\$32,611	\$32,611	\$52,380
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Sewer Environmental	\$178,665	\$367,532	\$367,532	\$367,532	\$415,076

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

- Continued to comply with the terms of the EPA Consent Decree.
- Continued to work with the Malt Plant to address ongoing hydrogen sulfide challenges.
- Effectively managed EPA pretreatment audit process and responded to audit findings.
- Collected background information to determine which Fats Oils and Grease (FOG) program components need enhancements to meet EPA requirements.
- Updated FOG program documentation to meet EPA requirements.
- Began evaluating proposed enhancements to the Trucked and Hauled Waste (THW) program to identify updates necessary to comply with EPA requirements.

Priority Goals & Objectives - For the Upcoming Year:

- Continue to comply with the terms of the EPA Consent Decree.
- Use administrative tools to address ongoing hydrogen sulfide challenges associated with the Malt Plant discharge.
- Complete corrective actions required by the Industrial Pretreatment Program Audit conducted by EPA in 2015.
- Identify data gaps and oversee data collection to support Local Limit updates.
- Implement updated FOG program.
- Updated (THW) program documents and begin implementation of program updates.

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)

Storm Drain Collection	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$30,838	\$14,180	\$14,180	\$26,789	\$14,947
Supplies	\$3,379	\$7,500	\$7,500	\$200	\$7,500
Purchased Services	\$62,590	\$56,900	\$56,900	\$55,734	\$52,700
Debt Service	\$308,330	\$286,263	\$286,263	\$286,263	\$605,224
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$328,981	\$321,316	\$321,316	\$318,353	\$354,986
Capital Outlay	\$2,316,722	\$2,645,177	\$3,263,749	\$2,370,457	\$676,611
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Sewer Treatment	\$3,050,840	\$3,331,336	\$3,949,908	\$3,057,796	\$1,711,968

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.
- Completed Phase 1 of 18th Street South project.
- Completed Smelter Avenue & 3rd Street NE project.

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 18th St. South project.

Storm Drain – Environmental

- The Storm Drain Environmental budget funds the operation and maintenance of the Environmental Division MS-4 Program to maintain compliance with state and federal water quality regulatory requirements.

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Storm Drain Environmental					
Personal Services	\$0	\$0	\$0	\$0	\$218,948
Supplies	\$0	\$0	\$0	\$0	\$11,663
Purchased Services	\$0	\$0	\$0	\$0	\$94,349
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	\$50,000
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Sewer Collections	\$0	\$0	\$0	\$0	\$374,960

Goals and Objectives

Major Accomplishments - In the Past Year:

- Engaged in MS-4 working group to help shape the next MS-4 discharge permit and statewide MS-4 program components.
- Began anticipating resource requirements to meet compliance with the upcoming MS-4 permit renewal by the State.
- Began reviewing and commenting on proposed Construction Site storm water quality controls.
- Began reviewing and commenting on proposed post-construction storm water quality controls.
- Continued evaluating and drafting necessary updates to the City's Storm Water Management Plan (SWMP) based on current practices and future regulatory requirements.
- Continued updating the City's storm water design manual.
- Continued drafting proposed revisions to City Code to facilitate necessary program revisions in order to comply with the State MS-4 permit.

Priority Goals & Objectives - For the Upcoming Year:

- Engage stakeholders and finalize City Storm Water Design Manual.
- Finalize necessary Ordinance to enable MS-4 program implementation in compliance with regulatory requirements.
- Update SWMP.
- Prepare, apply, and achieve a complete application for renewed permit coverage under the updated State MS-4 permit.
- Prepare and begin to conduct year-one activities under the renewed State permit.
- Host and sponsor City-wide operations good house-keeping workshop for MS-4 compliance.

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 Sanitation. (see page 143)

Central Garage	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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	\$257,000
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$508,300	\$285,920	\$1,825,920	\$206,518	\$194,260
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Central Garage	\$508,300	\$285,920	\$1,825,920	\$206,518	\$451,260

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)

Sanitation Commercial	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$494,133	\$566,996	\$566,996	\$566,996	\$636,838
Supplies	\$137,366	\$164,065	\$164,065	\$164,065	\$143,250
Purchased Services	\$286,819	\$292,025	\$292,025	\$292,025	\$292,175
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$263,770	\$292,376	\$292,376	\$292,376	\$314,176
Capital Outlay	\$915	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Sanitation Commercial	\$1,183,003	\$1,315,462	\$1,315,462	\$1,315,462	\$1,386,439

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

- Updated commercial routes.
- Reduced inventory of old commercial containers no longer reusable.
- Supplied construction containers for the new Wal-Mart location.
- Purchased 4 commercial trucks with the Intercap Loan Program.

Priority Goals & Objectives - For the Upcoming Year:

- Continue to update commercial routes.
- Continue to supply construction containers for the new Wal-Mart.
- Continue to track routes with Cartegraph.
- Reduce inventory of old commercial containers no longer reusable.
- Install compactor for GFPS at Lincoln Elementary School.
- Provide more sanitation services to local businesses.
- Develop a maintenance plan for our older sanitation trucks.

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 Sanitation. (see page 143)

Sanitation Residential	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$751,952	\$725,953	\$725,953	\$725,953	\$730,978
Supplies	\$174,632	\$197,070	\$197,070	\$197,070	\$168,150
Purchased Services	\$566,519	\$510,850	\$510,850	\$510,850	\$561,400
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$389,860	\$413,860	\$413,860	\$413,860	\$434,983
Capital Outlay	\$915	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Sanitation Residentail	\$1,883,878	\$1,847,733	\$1,847,733	\$1,847,733	\$1,895,511

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 2 residential trucks with the InterCap Loan Program.

Priority Goals & Objectives - For the Upcoming Year:

- Continue to update collection routes to provide efficient service.
- Review sanitation rates.
- Provide more safety training for employees.
- Consider adding a Foreman or full time lead man.
- Develop a maintenance plan for our older sanitation trucks.

Central Garage

The Central Garage functions include maintenance, fuel dispensing and replacement services for all major vehicles and motor equipment (approximately 584) owned by the City and the Great Falls Housing Authority.

Full Financial Summary can be found under Central Garage. (see page 156)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Central Garage					
Personal Services	\$685,454	\$812,464	\$812,464	\$812,464	\$832,011
Supplies	\$640,014	\$683,550	\$683,550	\$683,550	\$683,550
Purchased Services	\$106,691	\$82,204	\$85,329	\$85,329	\$85,204
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$125,199	\$112,313	\$112,313	\$113,682	\$141,970
Capital Outlay	\$421,258	\$1,202,880	\$1,299,678	\$1,037,944	\$997,619
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Central Garage	\$1,978,616	\$2,893,411	\$2,993,334	\$2,732,969	\$2,740,354

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 24 items of equipment valued at \$1,196,907.81.

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, environmental, and street operations are the primary focus of engineering. Other departments receive engineering support as agreed upon or projected during the budget process. Engineering is also responsible for new subdivision construction and privately financed public infrastructure 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 TIF projects. 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 Engineering. (see page 163)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Engineering					
Personal Services	\$1,068,621	\$1,093,449	\$1,093,449	\$1,050,713	\$1,256,415
Supplies	\$26,252	\$62,200	\$62,200	\$29,200	\$57,000
Purchased Services	\$29,375	\$40,142	\$40,142	\$40,910	\$39,000
Debt Service	\$40,185	\$41,073	\$41,073	\$40,185	\$91,861
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$159,526	\$177,033	\$177,033	\$159,826	\$205,720
Capital Outlay	\$70,592	\$0	\$0	\$71,070	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Engineering	\$1,394,551	\$1,413,897	\$1,413,897	\$1,391,904	\$1,649,996

Goals and Objectives

Major Accomplishments - In the Past Year:

- Completed two major water main replacement projects and one sanitary sewer rehabilitation project.
- Completed design and awarded construction bids for Phase 2A of the 18th Street South Storm Drainage Improvements and Phase 2 of the South Great Falls Storm Drainage Improvements.
- Completed the rehabilitation and recoating of the Skyline Water Tank.
- Completed the design and construction bidding phases of the Water Treatment Plant Main Switchgear Replacement, Chemical Feed Building, Ultraviolet Disinfection Equipment, New Surge Tank and related improvements project.
- Completed construction of the Southeast Great Falls Sanitary Sewer Improvements.
- Completed construction for upgrades to two major water pumping stations and three sanitary sewer lift stations.

Priority Goals & Objectives - For the Upcoming Year:

- At the Water Treatment Plant, start construction for the major rehabilitation/upgrade project. This two year project will be the most expensive project undertaken by the City in several decades.
- Complete design and bidding for the CMATP TIF storm drain extension.
- Complete inspection for the East Great Falls Retail Center and northwestern Great Falls major residential subdivisions (West Ridge Phase VII and Thaniel Phase 1).
- Continue aggressive water main replacement and sewer rehabilitation programs.
- Hire additional staff engineer to assist with development activities.
- Complete construction for Phase 2 of the DAFT at the wastewater treatment plant.

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 Public Works Administration. (see page 164)

Public Works Admin	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$256,775	\$294,839	\$294,839	\$317,906	\$358,524
Supplies	\$19,740	\$26,633	\$26,633	\$18,197	\$32,505
Purchased Services	\$118,784	\$165,756	\$165,756	\$100,809	\$166,897
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$27,187	\$35,332	\$35,332	\$35,332	\$43,499
Capital Outlay	\$0	\$18,000	\$223,405	\$38,081	\$59,876
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Public Works Admin	\$422,486	\$540,560	\$745,965	\$510,325	\$661,301

Goals and Objectives

Major Accomplishments – In the Past Year:

- Presented at Neighborhood Councils on issues affecting neighborhoods to promote open and accessible government.
- Upgraded to new Cartegraph software to improve efficiency in record keeping and day to day operations.
- Received architects plan for repairs to aging buildings, prioritized according to the most critical, and began repairs.
- Continued wellness and safety awareness activities 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.
- Continue training and safety awareness activities.



Special Districts

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



Special Districts

City of Great Falls, Montana

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Electric					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$14,358	\$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	\$161,123	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$188,082	\$0	\$0	\$0	\$0
Total Electric	\$363,563	\$0	\$0	\$0	\$0

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 123)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Street Lighting Districts					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$2,067	\$9,999	\$9,999	\$9,999	\$10,000
Purchased Services	\$1,123,322	\$1,289,931	\$1,289,931	\$1,289,931	\$1,156,170
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$142,315	\$122,356	\$122,356	\$122,356	\$111,747
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Street Lighting Districts	\$1,267,704	\$1,422,286	\$1,422,286	\$1,422,286	\$1,277,917

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Master Debt SILD					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0
Debt Service	\$8,262	\$21,888	\$21,888	\$21,888	\$14,253
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
Total Master Debt SILD	\$8,262	\$21,888	\$21,888	\$21,888	\$14,253

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 129)

Special Districts

City of Great Falls, Montana

Improvement District Revolving	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$1,750	\$0	\$0	\$0	\$0
Debt Service	\$50,948	\$59,008	\$59,008	\$59,008	\$46,562
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$29,549	\$5,391	\$5,391	\$5,391	\$1,105
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Improvement District Revolving	\$82,247	\$64,399	\$64,399	\$64,399	\$47,667

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)

Tourism BID	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$100	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$408,280	\$414,514	\$414,514	\$412,427	\$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
Total Tourism BID	\$408,380	\$414,514	\$414,514	\$412,427	\$414,514

Special Districts

City of Great Falls, Montana

BID	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$270	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$210,960	\$196,551	\$196,551	\$236,864	\$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
Total BID	\$211,230	\$196,551	\$196,551	\$236,864	\$196,551

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)

International Relationship	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$3,226	\$0	\$0	\$250	\$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
Total International Relationship	\$3,226	\$0	\$0	\$250	\$0

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

Special Districts

City of Great Falls, Montana

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Economic Revolving					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$85	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$448,979	\$0	\$872,221	\$533,475	\$0
Internal Service	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Economic Revolving	\$448,979	\$0	\$872,221	\$533,560	\$0

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Central MT Ag Tech TID					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0
Debt Service	\$472	\$0	\$0	\$75,686	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$31,919	\$737	\$737	\$737	\$22,505
Transfer Out	\$0	\$0	\$268,322	\$268,322	\$0
Total Central MT Ag Tech TID	\$32,391	\$737	\$269,059	\$344,745	\$22,505

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)

Airport TID	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$1,957
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Airport TID	\$0	\$0	\$0	\$0	\$1,957

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)

Downtown TID	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$10,151
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Downtown TID	\$0	\$0	\$0	\$0	\$10,151

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)

East Industrial Ag Tech Park	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$612	\$0	\$0	\$48,000	\$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	\$2,218
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total East Industrial Ag Tech Park	\$612	\$0	\$0	\$48,000	\$2,218

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)

West Bank TID	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$387	\$0	\$0	\$0	\$0
Debt Service	\$213,728	\$210,828	\$210,828	\$210,828	\$212,818
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$18,789	\$2,856	\$2,856	\$2,856	\$30,404
Capital Outlay	\$4,068	\$0	\$445,932	\$445,932	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total West Bank TID	\$236,972	\$213,684	\$659,616	\$659,616	\$243,222

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Soccer Park Bond					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$1,750	\$0	\$0	\$0	\$0
Debt Service	\$166,724	\$164,199	\$164,199	\$164,199	\$166,324
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$3,950	\$3,167	\$3,167	\$3,167	\$3,167
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Soccer Park Bond	\$172,424	\$167,366	\$167,366	\$167,366	\$169,491

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)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Swim Pool Rehab Bond					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0
Debt Service	\$265,375	\$265,550	\$265,550	\$265,550	\$260,275
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$5,953	\$4,772	\$4,772	\$4,772	\$4,772
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Swim Pool Rehab Bond	\$271,328	\$270,322	\$270,322	\$270,322	\$265,047

General Obligation Taxable Bonds

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)

General Obligation Taxable Bonds	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0
Debt Service	\$144,538	\$148,338	\$148,338	\$148,338	\$146,900
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
Total Master Debt SILD	\$144,538	\$148,338	\$148,338	\$148,338	\$146,900

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

Animal Shelter	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$3,970	\$0	\$0	\$1,224	\$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	\$244,250	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Animal Shelter	\$3,970	\$0	\$244,250	\$1,224	\$0

General Capital Projects- Neighborhood Council

Neighborhood Council	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$425	\$85	\$0
Purchased Services	\$73	\$0	\$6,458	\$1,010	\$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
Total Neighborhood Council	\$73	\$0	\$6,883	\$1,095	\$0

Special Districts

City of Great Falls, Montana

General Capital Projects- Public Works Admin

Public Works Admin	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$100,860	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0
Contributions & Other	\$0	\$0	\$0	\$0	\$0
Other	\$6,618	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$33,225	\$30,225	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Public Works Admin	\$107,478	\$0	\$33,225	\$30,225	\$0

General Capital Projects- Park & Rec Admin

Park & Rec Admin	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 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	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Internal Service	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$75,658	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Park & Rec Admin	\$75,658	\$0	\$0	\$0	\$0

General Capital Projects- Miscellaneous Admin

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Miscellaneous Admin					
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	\$112,000	\$112,000	\$99,591	\$115,000
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Miscellaneous Admin	\$0	\$112,000	\$112,000	\$99,591	\$115,000

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 154)

	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Special State Projects					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$0	\$0	\$0	\$0	\$0
Debt Service	\$383,402	\$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	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0	\$0
Total Special State Projects	\$383,402	\$383,402	\$383,402	\$383,402	\$383,402

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 152)

Port Authority	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Projected Amount as of 6/13/2016	2017 Adopted Budget
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Purchased Services	\$793	\$0	\$0	\$0	\$0
Debt Service	\$465,186	\$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
Total Port Authority	\$465,979	\$0	\$0	\$0	\$0

