

RESOLUTION NO. 10029

ANNUAL BUDGET RESOLUTION

**A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL
APPROPRIATIONS FOR THE FISCAL YEAR
BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014**

WHEREAS, Montana Code Annotated (MCA), 7-6-4024, requires that the budget be approved and adopted by resolution by the later of the second Monday in August or within 45 calendar days of receiving certified taxable values from the Department of Revenue, and

WHEREAS, the notice of hearing on budget increase from property taxes was published in accordance with Section 15-10-203, MCA, and

WHEREAS, the notice of hearing on preliminary budget was published in accordance with Section 7-1-4127, MCA, as required by Section 7-6-4021, MCA, and

WHEREAS, the hearing on preliminary budget and budget increase from property taxes was held in accordance with Section 7-1-4131, MCA, and Section 7-6-4024 MCA, and,

WHEREAS, the Official City Code of the City of Great Falls, Title 2, Chapter 14, Sections 2.14.030 and 2.14.040 state the Municipal Court Judge and Municipal Court Clerk salaries shall be set by resolution, and,

WHEREAS, the Government Finance Officers Association recommends an unreserved fund balance in the General Fund of “no less than two months of regular general operating revenues or regular general fund operating expenditures”,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

Section 1. - Legal Spending Limits

The legal spending limits of the City of Great Falls are established at the fund level. Appendix A establishes each fund’s level. (7-6-4030, MCA)

Section 2. - Implementation Authority

2.1 The City Manager is hereby delegated appropriation authority for the expenditure of

funds from any or all of the following:

- a. debt service funds for obligations related to debt approved by the governing body;
- b. trust funds for obligations authorized by trust covenants;
- c. any fund for federal, state, local or private grants and shared revenue accepted and approved by the governing body;
- d. any fund for special assessments approved by the governing body;
- e. the proceeds from the sale of land;
- f. any fund for gifts or donations; and,
- g. money borrowed during the fiscal year. (7-6-4006, MCA)

2.2 The City Manager is hereby delegated authority to adjust appropriations funded by fees throughout the fiscal year in any or all of the following:

- a. proprietary fund appropriations (enterprise and internal service funds);
- b. general fund for fee supported services;
- c. information technology fund for fee supported mapping services;
- d. natural resources fund for fee supported forestry services;
- e. permits fund; and,
- f. licenses fund. (7-6-4012, MCA)

2.3 The authority to make transfers of appropriations between funds is retained by the City Commission.

2.4 The City Manager is hereby delegated the authority to make transfers or revisions within appropriations of any fund.

2.5 The City Manager may delegate to his department directors the authority to make transfers or revisions within or among appropriations of specific operations within a fund, limited to the division level of accountability.

2.6 Joint operating agreements approved by the governing body; insurance recoveries or dividends; hazardous material recoveries and, refunds or reimbursements of expenditures shall automatically amend the annual appropriations or reduce recorded expenditures whichever is correct in accordance with Generally Accepted Accounting Principles (GAAP).

Section 3. - Appropriation Carryovers

Generally Accepted Accounting Principles (GAAP) require expenditures to be recognized in the fiscal year in which the goods or services are received.

3.1 Previous fiscal year appropriations for incomplete improvements in progress of construction, or segments thereof, are hereby declared authorized appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:

- a. related financing was provided in the prior fiscal year;
 - b. the appropriations were not obligated by year end;
 - c. the purpose was not included, or rejected, in current budget financing or appropriations; and,
 - d. the City Manager determines the appropriation is still needed.
- 3.2 Outstanding purchase orders and other obligations, representing a City obligation to pay the claim after receipt of the goods or services, are recognized as "claims incurred". They are hereby declared authorized "carryover" appropriations in addition to the appropriations set out in Appendix A., provided they meet the following criteria:
 - a. related financing was provided in the prior fiscal year;
 - b. the appropriations were not otherwise obligated by year end;
 - c. the purpose was not included, or rejected, in current budget financing or appropriations; and,
 - d. the City Manager determines the appropriation is still needed.

Section 4. - Appropriated Reserves

Reserves which have been established for specific purposes, such as Equipment Revolving Scheduled (ERS) reserves, are hereby declared to be appropriations available for expenditure according to the reserve purpose. They shall be acknowledged as current appropriations upon the determination by the City Manager that they are currently needed to serve their intended purpose. Unexpended reserves shall be carried forward to meet future needs in accordance with their purpose.

Section 5. Contingency Account

- 5.1 Contingency account appropriations are provided by the City Commission as flexible appropriations. They are intended to provide the City Manager with an effective management tool for adjusting to changing circumstances throughout the budgetary year.
- 5.2 The City Manager is delegated the authority to transfer part or all of any contingency appropriation and related financing. Use of contingency appropriations is restricted to transfers of that appropriation authority to specific operating budgets. Proper classification of expenditures to specific operations is required. Accordingly, charging of expenditures directly to Contingency accounts is prohibited.
- 5.3 The Contingency appropriation is a two part authorization, determined on whether cash funding has been allocated in the General Fund during budget development:
 - a. General Fund financed; and,
 - b. Unfunded - a specific fund cash balance, additional revenue, or other funding source must be identified before the "unfunded" contingency appropriation may be used.

Section 6. - Classification and Pay Plan

- 6.1 The objective of the City's Classification and Pay Plan is to enable the City to retain, and when necessary, recruit competent employees. Therefore, the Plan must be a dynamic tool which is continuously updated.
- 6.2 The City Manager is authorized to administratively change the Classification and Pay Plan. Annual pay surveys, continual or periodic review of positions with changed duties or responsibilities, and additions to the classification plan of changed and new classes of work will assure that the Classification and Pay Plan remains current and equitably meets the needs of the City and its employees.

Section 7. - Budgetary Authority

References to statutes, or to consistency with statutory authority, are for information purposes only. Nothing in this resolution shall be considered to mitigate or compromise the City's self-governing authority.

Section 8. - Accounting Structure

Staff is hereby directed to establish and maintain City accounting structure in accordance with Generally Accepted Accounting Principles (GAAP). Statutes, ordinances, resolutions or other authoritative sources shall be implemented according to their intent and GAAP. Staff shall provide for conformance with the Commission's limits for financing and appropriation under authorized budgets whenever making proper modifications to accounting structure.

Section 9. – Municipal Court Judge and Municipal Court Clerk Salaries

The City Manager is authorized to administratively set the salaries of the Municipal Court Judge and Municipal Court Clerk using the following salary range:

Municipal Court Judge	\$62,121 to \$93,181
Municipal Court Clerk	\$34,345 to \$51,518

Section 10. – Designated for Cash Flow

As permitted by Section 7-6-4034, MCA, a balance Designated for Cash Flow shall be considered adequate in tax levy supported funds (General and Library) at 17% of annual appropriations. A balance Designated for Cash Flow for other operating funds of the City shall be considered adequate at a range of 8% to 17% of annual appropriations for seasonal operations; and, 8% to 17% of annual appropriations for all other operating funds.

Such balances designated for cash flow shall be used to meet extended revenue cycles, meet short term economic difficulties, respond to unique opportunities, provide for one-time expenditures, and respond to emergency and disaster situations. The balances shall not be available to meet recurring operating expenses.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
July 16, 2013.

Michael J. Winters, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2014

City of Great Falls, Montana

Funds	Beginning Balance	+ Working Capital Sources			- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
		Revenues	Transfers In	Total Sources	Expenditures	Transfers Out	Total Uses			
General	1,230,347	26,464,445	100,000	26,564,445	23,662,377	1,962,074	25,624,451	2,170,341	0	2,170,341
Special Revenue Funds										
Park & Rec Special Revenue	527,135	25,100	0	25,100	75,473	0	75,473	476,762	272,086	204,676
Library	608,127	930,251	350,000	1,280,251	1,382,853	0	1,382,853	505,525	115,580	389,945
Library Foundation	40,801	108,900	0	108,900	66,000	0	66,000	83,701	83,701	0
Planning & Comm Dev	108,196	712,509	100,000	812,509	868,103	0	868,103	52,602	0	52,602
Tax Increment	136,286	0	0	0	0	0	0	136,286	136,286	0
Central MT Ag Tech TID	710,981	110,000	0	110,000	31,918	0	31,918	789,063	789,063	0
West Bank Urban Ren TID	0	0	0	0	0	0	0	0	0	0
Airport TID	9,362	0	0	0	0	0	0	9,362	9,362	0
Economic Revolving	87,774	0	0	0	0	0	0	87,774	0	87,774
Permits	47,054	964,978	0	964,978	958,966	0	958,966	53,066	0	53,066
Licenses	58,825	223,700	0	223,700	225,399	0	225,399	57,126	0	57,126
Natural Resources	247,700	381,099	164,918	546,017	671,198	0	671,198	122,519	0	122,519
Portage Meadow	(1,885)	48,079	0	48,079	48,083	0	48,083	(1,889)	0	(1,889)
Street District	4,031,422	5,310,242	0	5,310,242	7,295,503	0	7,295,503	2,046,161	0	2,046,161
Support & Innovation	40,057	611,065	0	611,065	612,124	0	612,124	38,998	0	38,998
911 Special Revenue	287,293	553,940	0	553,940	0	376,983	376,983	464,250	428,944	35,306
Police Special Revenue	235,653	0	0	0	800	0	800	234,853	234,853	0
HIDTA Special Revenue	1,091	43,565	0	43,565	43,565	0	43,565	1,091	1,091	0
Fire Special Revenue	169,004	0	0	0	0	0	0	169,004	169,004	0
Federal Block Grant	262,509	925,056	0	925,056	1,021,096	0	1,021,096	166,469	166,469	0
HOME Grant	5,185	234,946	0	234,946	252,058	0	252,058	(11,927)	0	(11,927)
CTEP Projects	22,311	0	0	0	0	0	0	22,311	22,311	0
Housing Authority	0	1,304,239	0	1,304,239	1,304,239	0	1,304,239	0	0	0
Lighting Districts	2,108,447	1,988,874	0	1,988,874	1,418,037	0	1,418,037	2,679,284	0	2,679,284
Special Revenue Funds Total	9,743,329	14,476,543	614,918	15,091,461	16,275,415	376,983	16,652,398	8,182,392	2,428,750	5,753,642
Debt Service Funds										
Soccer Park Bond	77,086	198,900	0	198,900	193,507	0	193,507	82,479	82,479	0
Swim Pool Rehab Bond	17,480	303,500	0	303,500	292,243	0	292,243	28,737	28,737	0
West Bank TID	628,277	365,000	0	365,000	229,937	0	229,937	763,340	763,340	0
Improvement District Revolving	224,579	55,276	0	55,276	92,046	0	92,046	187,809	187,809	0
Master Debt SILD	31,435	17,751	0	17,751	11,024	0	11,024	38,162	38,162	0
Debt Service Funds Total	978,857	940,427	0	940,427	818,757	0	818,757	1,100,527	1,100,527	0
Capital Projects Funds										
General Capital Projects	446,141	0	0	0	258,480	0	258,480	187,661	187,661	0
Improvement Districts Projects	3,753	0	0	0	0	0	0	3,753	3,753	0
Hazard Removal	1,995	0	0	0	173	0	173	1,822	1,822	0
Capital Projects Funds Total	451,889	0	0	0	258,653	0	258,653	193,236	193,236	0

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2014

City of Great Falls, Montana

Funds	Beginning Balance	+ Working Capital Sources			- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
		Revenues	Transfers In	Total Sources	Expenditures	Transfers Out	Total Uses			
Enterprise Funds										
Golf Courses	(1,066,921)	1,494,400	0	1,494,400	1,489,015	0	1,489,015	(1,061,536)	237,717	(1,299,253)
Water	6,023,364	34,348,953	0	34,348,953	35,747,453	0	35,747,453	4,624,864	2,201,154	2,423,710
Sewer	6,423,351	9,891,697	0	9,891,697	7,935,145	0	7,935,145	8,379,903	4,660,611	3,719,292
Storm Drain	4,674,743	1,862,250	0	1,862,250	5,838,717	0	5,838,717	698,276	585,848	112,428
Sanitation	380,567	3,392,159	0	3,392,159	3,443,916	0	3,443,916	328,810	0	328,810
Electric	(1,638,328)	939,200	895,671	1,834,871	1,833,096	0	1,833,096	(1,636,553)	866,567	(2,503,120)
Swimming Pools	347,805	542,850	214,389	757,239	1,013,595	0	1,013,595	91,449	60,000	31,449
911 Dispatch	329,157	1,278,241	364,288	1,642,529	1,616,306	0	1,616,306	355,380	355,380	0
Parking	468,475	657,228	0	657,228	914,608	0	914,608	211,095	100,000	111,095
Recreation	174,899	370,350	59,226	429,576	522,692	0	522,692	81,783	0	81,783
Multisports	86,173	139,650	0	139,650	139,640	0	139,640	86,183	0	86,183
Civic Center Events	166,954	340,175	114,727	454,902	617,306	0	617,306	4,550	14,496	(9,946)
Enterprise Funds Total	16,370,241	55,257,153	1,648,301	56,905,454	61,111,489	0	61,111,489	12,164,206	9,081,773	3,082,433
Internal Service Funds										
Central Garage	2,479,842	2,226,480	0	2,226,480	1,772,508	0	1,772,508	2,933,814	2,433,576	500,238
Information Tech	153,595	1,333,483	12,695	1,346,178	1,253,269	0	1,253,269	246,504	240,770	5,734
Insurance & Safety	249,845	1,442,377	0	1,442,377	1,426,608	100,000	1,526,608	165,614	0	165,614
Health & Benefits	1,375,022	6,911,680	0	6,911,680	8,003,895	0	8,003,895	282,807	0	282,807
Human Resources	38,804	346,666	0	346,666	344,817	0	344,817	40,653	0	40,653
City Telephone	64,614	91,382	0	91,382	91,133	0	91,133	64,863	0	64,863
Fiscal Services	(30,410)	1,715,792	0	1,715,792	1,715,650	0	1,715,650	(30,268)	0	(30,268)
Engineering	247,225	1,139,282	63,143	1,202,425	1,316,328	0	1,316,328	133,322	33,984	99,338
Public Works Admin	234,110	467,098	0	467,098	464,487	0	464,487	236,721	0	236,721
Civic Center Facility	233,944	501,400	0	501,400	501,459	0	501,459	233,885	97,116	136,769
Internal Service Funds Total	5,046,590	16,175,640	75,838	16,251,478	16,890,154	100,000	16,990,154	4,307,914	2,805,446	1,502,468
Total	33,821,254	113,314,208	2,439,057	115,753,265	119,016,845	2,439,057	121,455,902	28,118,617	15,609,732	12,508,885