

NOTICE OF BUDGET HEARING

NOTICE is hereby given that the City Commission of the City of Great Falls has:

- completed its preliminary budget;
- placed the preliminary budget on file and open to public inspection at the City Clerk's Office, Room 202, Civic Center Building; and,
- set the public hearing on the City of Great Falls 2008 / 2009 Annual Operating Budget for 7 PM, Tuesday, July 15, 2008, at the City Commission Chambers, Civic Center Building.

All persons desiring to be heard are invited to appear and provide written or oral comments concerning the budget. For further information, please contact: City Clerk's Office, Room 202, Civic Center, 455-8451.

Lisa Kunz
City Clerk

FOR OFFICE USE ONLY

Publication Dates: July 6, 2008
July 13, 2008

LEGAL AD

RESOLUTION NO. 9751

ANNUAL BUDGET RESOLUTION

**A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL
APPROPRIATIONS FOR THE FISCAL YEAR
BEGINNING JULY 1, 2008 AND ENDING JUNE 30, 2009**

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, Resolution No. 8349 designated balances for cash flow purposes at 33% of annual appropriations for tax levy supported funds (General, Library, and Planning) and seasonal operations; and 17% for all other operating funds, and Section 7-6-4034, MCA, allows the amount of reserve not to exceed one-half of the total amount appropriated and authorized to be spent from the fund during the current year, and,

WHEREAS, Resolution No. 8349 set the policy of designated balances of cash flow purposes at 33% of annual appropriations for tax levy supported funds (General, Library, and Planning) and seasonal operations has been reviewed and deemed unnecessarily high due to changes in revenue streams in these tax levy supported funds and seasonal operations, and,

WHEREAS, the Government Finance Officers Association recommends an unreserved fund balance in the General Fund of “no less than five to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operation 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;
 - b. trust funds;
 - c. federal, state, local or private grants accepted and approved by the governing body;
 - d. special assessments;
 - e. 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 funds (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	\$54,777 to \$84,630
Municipal Court Clerk	\$32,773 to \$49,159

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, Library, and Planning) at 17% of annual appropriations. A balance Designated for Cash Flow for other operating funds of the City shall be considered adequate at 17% (2mo./12mo.) of annual appropriations for seasonal operations; and, 17% (2mo./12mo.) 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 by the Commission of the City of Great Falls, Montana, on this _____ day of _____, 2008.

Dona Stebbins, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

Approved as to form: City Attorney

State of Montana)
County of Cascade : ss
City of Great Falls)

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do hereby certify that the foregoing Resolution No. 9751 was placed on its final passage and passed by the Commission of the City of Great Falls, Montana, at a meeting thereof held on the ___ day of ___, 2008, and approved by the Mayor of said City on the ___ day of _____, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City this ___ day of _____, 2008.

Lisa Kunz, City Clerk

(SEAL OF CITY)

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2009



	Estimated Beginning Balance	(+ Working Capital Sources			(-) Working Capital Uses			Estimated Ending Balance	Reserved Balance	Available Balance
		Revenue	Transfers In	Total Sources	Appropri.	Transfers Out	Total Uses			
General Fund	2,466,915	22,349,785	236,000	22,585,785	20,354,503	2,230,087	22,584,590	2,468,110	0	2,468,110
Special Revenue Funds										
Tax Increment Fund	173	473,066	0	473,066	83,304	389,935	473,239	0	0	0
Planning Fund	84,685	571,334	165,714	737,048	752,098	0	752,098	69,635	0	69,635
CTEP Projects Fund	95,045	0	0	0	6,681	0	6,681	88,364	0	88,364
Lighting Districts Fund	753,275	1,297,388	0	1,297,388	1,293,083	0	1,293,083	757,580	0	757,580
Historic Bridge Fund	(24,098)	0	0	0	0	0	0	(24,098)	0	(24,098)
Support & Innovation Fund	40,493	163,060	0	163,060	165,686	0	165,686	37,867	0	37,867
911 Special Revenue Fund	310,952	446,000	0	446,000	38,652	328,209	366,861	390,091	0	390,091
Police Special Revenue Fund	172,752	31,000	0	31,000	97,764	0	97,764	105,988	105,988	0
Fire Special Revenue Fund	49,604	6,500	0	6,500	437	0	437	55,667	0	55,667
Public Works Special Revenue Fund	49,378	1,500	0	1,500	273	0	273	50,605	0	50,605
Street District Fund	130,239	4,561,232	0	4,561,232	4,479,439	0	4,479,439	212,032	0	212,032
Library Fund	318,703	420,900	746,201	1,167,101	1,253,752	0	1,253,752	232,052	115,580	116,472
Library Foundation Fund	140,395	172,700	0	172,700	148,021	0	148,021	165,074	0	165,074
Park & Recreation Special Revenue Fund	477,702	106,400	0	106,400	160,252	74,805	235,057	349,045	317,944	31,101
River's Edge Trail Special Revenue Fund	17,182	750	0	750	19	0	19	17,913	0	17,913
Natural Resources Fund	76,134	347,425	277,406	624,831	629,579	0	629,579	71,386	0	71,386
Portage Meadows Fund	20,517	22,990	0	22,990	33,565	0	33,565	9,942	0	9,942
Housing Authority Fund	0	1,099,829	0	1,099,829	1,099,829	0	1,099,829	0	0	0
Federal Block Grants Fund	419,055	1,217,174	0	1,217,174	1,325,983	0	1,325,983	310,246	0	310,246
Federal Home Grant Fund	1,010	397,563	0	397,563	395,730	0	395,730	2,843	0	2,843
Community Development Fund	75,411	197,339	0	197,339	245,065	0	245,065	27,685	0	27,685
Economic Revolving Fund	1,661	71,976	160,000	231,976	57,304	0	57,304	176,333	117,782	58,551
Permits Fund	567,365	870,317	0	870,317	908,220	0	908,220	529,462	0	529,462
Licenses Fund	3,533	226,375	0	226,375	226,375	0	226,375	3,533	0	3,533
Ag Tech Park Fund	0	147,000	0	147,000	147,000	0	147,000	0	0	0
West Bank Urban Renewal	0	20,000	0	20,000	20,000	0	20,000	0	0	0
Total Special Revenue Funds	3,784,241	12,869,818	1,349,321	14,219,139	13,568,111	792,949	14,361,060	3,642,320	657,294	2,985,026
Debt Service Funds										
Master Debt SILD	2,293	9,873	0	9,873	8,453	0	8,453	3,713	0	3,713
Improvement Districts Revolving Fund	389,000	176,832	0	176,832	94,668	0	94,668	471,164	471,164	0
Soccer Park Bonds	163,501	166,800	0	166,800	193,234	0	193,234	137,067	0	137,067
Swim Pool Rehab GO Bond	6,325	280,000	0	280,000	279,600	0	279,600	6,725	0	6,725
Tax Increment Bond Fund	3,009,354	2,352,000	0	2,352,000	2,512,948	236,000	2,748,948	2,612,406	2,612,406	0
Total Debt Service Funds	3,570,473	2,985,505	0	2,985,505	3,088,903	236,000	3,324,903	3,231,075	3,083,570	147,505
Capital Project Funds										
General Capital Fund	201,833	10,000	136,805	146,805	146,202	0	146,202	202,436	202,436	0
City Lighting Construction	2,810	0	0	0	0	0	0	2,810	0	2,810
Improvement District Projects Fund	4,246	0	0	0	0	0	0	4,246	0	4,246
Hazard Removal Fund	104,760	50,000	0	50,000	51,637	0	51,637	103,123	0	103,123
Sidewalk Hazard Removal Fund	0	0	0	0	0	0	0	0	0	0
Total Capital Project Funds	313,649	60,000	136,805	196,805	197,839	0	197,839	312,615	202,436	110,179

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2009



	Estimated Beginning Balance	(+ Working Capital Sources			(-) Working Capital Uses			Estimated Ending Balance	Reserved Balance	Available Balance
		Revenue	Transfers In	Total Sources	Appropri.	Transfers Out	Total Uses			
Enterprise Funds										
Water Fund	4,057,837	8,109,766	0	8,109,766	9,264,271	0	9,264,271	2,903,332	2,877,136	26,196
Sewer Fund	5,184,123	10,579,893	0	10,579,893	9,960,871	0	9,960,871	5,803,145	4,246,819	1,556,326
Storm Drain Fund	4,224,431	1,852,800	0	1,852,800	3,601,409	0	3,601,409	2,475,822	957,978	1,517,844
Sanitation Fund	185,696	3,215,421	0	3,215,421	3,364,044	0	3,364,044	37,073	0	37,073
Electric Utility Fund	(1,750,926)	9,513,212	0	9,513,212	9,735,843	0	9,735,843	(1,973,557)	100,000	(2,073,557)
Safety Services Fund	130,608	1,074,507	317,119	1,391,626	1,414,674	0	1,414,674	107,560	0	107,560
Parking Fund	214,907	548,950	0	548,950	817,900	0	817,900	(54,043)	64,266	(118,309)
Golf Courses Fund	(629,076)	1,323,180	81,521	1,404,701	1,404,701	0	1,404,701	(629,076)	237,717	(866,793)
Swim Pools Fund	46,745	420,830	564,455	985,285	984,558	0	984,558	47,472	0	47,472
Recreation Fund	139,227	253,425	153,371	406,796	401,126	4,600	405,726	140,297	18,795	121,502
Multi-Sports Fund	6	136,400	21,038	157,438	157,432	0	157,432	12	0	12
Civic Center Events Fund	131,684	452,041	214,727	666,768	773,768	0	773,768	24,684	0	24,684
Total Enterprise Funds	11,935,262	37,480,425	1,352,231	38,832,656	41,880,597	4,600	41,885,197	8,882,721	8,502,711	380,010
Internal Service Funds										
Administrative Services Fund	(16,493)	316,786	0	316,786	313,575	0	313,575	(13,282)	0	(13,282)
Central Communications Fund	38,671	81,776	0	81,776	85,916	0	85,916	34,531	0	34,531
Health and Benefits Fund	(105,643)	5,512,967	0	5,512,967	5,512,967	0	5,512,967	(105,643)	0	(105,643)
Insurance & Safety Fund	81,164	1,326,793	0	1,326,793	1,326,329	0	1,326,329	81,628	0	81,628
Fiscal Services Fund	100,431	1,758,025	0	1,758,025	1,731,035	0	1,731,035	127,421	0	127,421
Information Tech Fund	185,334	1,233,523	22,180	1,255,703	1,172,931	0	1,172,931	268,106	279,809	(11,703)
Central Garage Fund	1,384,258	1,752,356	0	1,752,356	1,888,674	0	1,888,674	1,247,940	976,176	271,764
Engineering Fund	339,596	1,014,562	167,099	1,181,661	1,211,956	0	1,211,956	309,301	124,934	184,367
Public Works Administration Fund	133,444	407,400	0	407,400	444,102	0	444,102	96,742	6,000	90,742
Civic Center Facility Services Fund	74,320	468,518	0	468,518	484,093	0	484,093	58,745	37,116	21,629
Total Internal Service Funds	2,215,082	13,872,706	189,279	14,061,985	14,171,578	0	14,171,578	2,105,489	1,424,035	681,454
Trust & Agency Funds										
Trust & Agency Funds Trust & Agency Fund transactions are made in accordance with specific trust or agency agreements, covenants or other regulations. Accordingly, annual budgets are not prepared.	0		0	0		0	0	0	0	0
Total Trust & Agency Funds	0	0	0	0	0	0	0	0	0	0
Total All Budgeted Funds	24,285,622	89,618,239	3,263,636	92,881,875	93,261,531	3,263,636	96,525,167	20,642,330	13,870,046	6,772,284