

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 2009 / 2010 Annual Operating Budget for 7 PM, Tuesday, July 21, 2009, 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 12, 2009
July 19, 2009

LEGAL AD

RESOLUTION NO. 9839

ANNUAL BUDGET RESOLUTION

**A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL
APPROPRIATIONS FOR THE FISCAL YEAR
BEGINNING JULY 1, 2009 AND ENDING JUNE 30, 2010**

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 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

- d. appropriations; and,
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 _____, 2009.

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. 9839 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 ___, 2009, and approved by the Mayor of said City on the __ day of _____, 2009.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City this ___ day of _____, 2009.

Lisa Kunz, City Clerk

(SEAL OF CITY)

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2010 City of Great Falls, Montana

| | 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 | 3,126,788 | 25,736,821 | 0 | 25,736,821 | 23,272,979 | 2,463,842 | 25,736,821 | 3,126,788 | 0 | 3,126,788 |
| Special Revenue Funds | | | | | | | | | | |
| Planning Fund | 10,116 | 576,534 | 192,140 | 768,674 | 768,045 | 0 | 768,045 | 10,745 | 0 | 10,745 |
| CTEP Projects Fund | 15,915 | 1,000 | 0 | 1,000 | 4,324 | 0 | 4,324 | 12,591 | 12,591 | 0 |
| Lighting Districts Fund | 678,328 | 1,410,268 | 0 | 1,410,268 | 1,441,620 | 0 | 1,441,620 | 646,976 | 0 | 646,976 |
| Historic Bridge Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Support & Innovation Fund | 45,748 | 163,060 | 0 | 163,060 | 163,206 | 0 | 163,206 | 45,602 | 45,602 | 0 |
| 911 Special Revenue Fund | 468,939 | 605,200 | 0 | 605,200 | 60,634 | 328,107 | 388,741 | 685,398 | 685,398 | 0 |
| Police Special Revenue Fund | 194,412 | 20,100 | 0 | 20,100 | 80,718 | 0 | 80,718 | 133,794 | 133,794 | 0 |
| Fire Special Revenue Fund | 2,197 | 5,700 | 0 | 5,700 | 433 | 0 | 433 | 7,464 | 7,464 | 0 |
| Public Works Special Revenue Fund | 49,803 | 1,500 | 0 | 1,500 | 49 | 0 | 49 | 51,254 | 51,254 | 0 |
| Street District Fund | 1,308,617 | 4,754,008 | 0 | 4,754,008 | 5,553,966 | 0 | 5,553,966 | 508,659 | 0 | 508,659 |
| Library Fund | 345,083 | 413,090 | 787,800 | 1,200,890 | 1,194,918 | 0 | 1,194,918 | 351,055 | 115,580 | 235,475 |
| Library Foundation Fund | 65,552 | 110,100 | 0 | 110,100 | 121,110 | 0 | 121,110 | 54,542 | 54,542 | 0 |
| Park & Recreation Special Revenue Fund | 389,970 | 71,500 | 0 | 71,500 | 111,767 | 0 | 111,767 | 349,703 | 294,058 | 55,645 |
| River's Edge Trail Special Revenue Fund | 75 | 0 | 0 | 0 | 75 | 0 | 75 | 0 | 0 | 0 |
| Natural Resources Fund | 104,472 | 333,925 | 264,918 | 598,843 | 599,549 | 0 | 599,549 | 103,766 | 6,692 | 97,074 |
| Portage Meadows Fund | 6,229 | 24,180 | 0 | 24,180 | 30,409 | 0 | 30,409 | 0 | 0 | 0 |
| Housing Authority Fund | 0 | 1,146,359 | 0 | 1,146,359 | 1,146,359 | 0 | 1,146,359 | 0 | 0 | 0 |
| Federal Block Grants Fund | 784,931 | 1,477,624 | 0 | 1,477,624 | 1,514,351 | 0 | 1,514,351 | 748,204 | 0 | 748,204 |
| Federal Home Grant Fund | 10,702 | 439,426 | 0 | 439,426 | 394,867 | 0 | 394,867 | 55,261 | 0 | 55,261 |
| Community Development Fund | 41,539 | 250,341 | 0 | 250,341 | 290,735 | 0 | 290,735 | 1,145 | 0 | 1,145 |
| Economic Revolving Fund | 154,482 | 3,050 | 0 | 3,050 | 60,875 | 0 | 60,875 | 96,657 | 92,746 | 3,911 |
| Permits Fund | 703,777 | 800,779 | 0 | 800,779 | 924,148 | 0 | 924,148 | 580,408 | 0 | 580,408 |
| Licenses Fund | 22 | 224,585 | 0 | 224,585 | 224,225 | 0 | 224,225 | 382 | 0 | 382 |
| Ag Tech Park Fund | 251,008 | 147,000 | 0 | 147,000 | 398,008 | 0 | 398,008 | 0 | 0 | 0 |
| West Bank Urban Renewal | 1,195,443 | 20,000 | 0 | 20,000 | 20,455 | 0 | 20,455 | 1,194,988 | 1,194,988 | 0 |
| Total Special Revenue Funds | 6,827,360 | 12,999,329 | 1,244,858 | 14,244,187 | 15,104,846 | 328,107 | 15,432,953 | 5,638,594 | 2,694,709 | 2,943,885 |
| Debt Service Funds | | | | | | | | | | |
| Master Debt SILD | 9,559 | 56,198 | 0 | 56,198 | 13,027 | 0 | 13,027 | 52,730 | 52,730 | 0 |
| Improvement Districts Revolving Fund | 233,158 | 152,246 | 0 | 152,246 | 61,784 | 0 | 61,784 | 323,620 | 323,620 | 0 |
| Soccer Park Bonds | 117,945 | 166,800 | 0 | 166,800 | 189,506 | 0 | 189,506 | 95,239 | 95,239 | 0 |
| Swim Pool Rehab GO Bond | (6,471) | 296,600 | 0 | 296,600 | 284,624 | 0 | 284,624 | 5,505 | 5,505 | 0 |
| Tax Increment Bond Fund | 1,766,172 | 0 | 0 | 0 | 1,178,956 | 167,000 | 1,345,956 | 420,216 | 420,216 | 0 |
| Total Debt Service Funds | 2,120,363 | 671,844 | 0 | 671,844 | 1,727,897 | 167,000 | 1,894,897 | 897,310 | 897,310 | 0 |
| Capital Project Funds | | | | | | | | | | |
| General Capital Fund | 37,186 | 2,500 | 0 | 2,500 | 9,612 | 0 | 9,612 | 30,074 | 30,074 | 0 |
| Improvement District Projects Fund | 3,584 | 0 | 0 | 0 | 0 | 0 | 0 | 3,584 | 3,584 | 0 |
| Hazard Removal Fund | 99,259 | 50,000 | 0 | 50,000 | 52,099 | 0 | 52,099 | 97,160 | 97,160 | 0 |
| Total Capital Project Funds | 140,029 | 52,500 | 0 | 52,500 | 61,711 | 0 | 61,711 | 130,818 | 130,818 | 0 |

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2010 City of Great Falls, Montana

| | 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 | 4,470,657 | 11,000,160 | 0 | 11,000,160 | 11,597,274 | 0 | 11,597,274 | 3,873,543 | 3,521,374 | 352,169 |
| Sewer Fund | 6,588,191 | 7,871,712 | 0 | 7,871,712 | 8,800,715 | 0 | 8,800,715 | 5,659,188 | 4,567,252 | 1,091,936 |
| Storm Drain Fund | 2,603,627 | 1,832,400 | 0 | 1,832,400 | 2,887,706 | 0 | 2,887,706 | 1,548,321 | 915,972 | 632,349 |
| Sanitation Fund | 265,106 | 3,062,335 | 0 | 3,062,335 | 3,076,761 | 0 | 3,076,761 | 250,680 | 92,533 | 158,147 |
| Electric Utility Fund | (1,455,575) | 9,901,024 | 0 | 9,901,024 | 9,758,047 | 0 | 9,758,047 | (1,312,598) | 100,000 | (1,412,598) |
| Safety Services Fund | 173,070 | 1,151,793 | 316,335 | 1,468,128 | 1,435,904 | 0 | 1,435,904 | 205,294 | 0 | 205,294 |
| Parking Fund | 65,192 | 696,650 | 0 | 696,650 | 682,719 | 0 | 682,719 | 79,123 | 72,951 | 6,172 |
| Golf Courses Fund | (1,178,609) | 1,294,900 | 244,600 | 1,539,500 | 1,495,446 | 0 | 1,495,446 | (1,134,555) | 237,717 | (1,372,272) |
| Swim Pools Fund | 184,013 | 412,215 | 581,389 | 993,604 | 999,929 | 0 | 999,929 | 177,688 | 0 | 177,688 |
| Recreation Fund | 170,013 | 268,425 | 153,729 | 422,154 | 417,123 | 4,600 | 421,723 | 170,444 | 23,912 | 146,532 |
| Multi-Sports Fund | 22,566 | 130,802 | 21,669 | 152,471 | 157,507 | 0 | 157,507 | 17,530 | 0 | 17,530 |
| Civic Center Events Fund | 141,563 | 413,432 | 214,727 | 628,159 | 636,296 | 0 | 636,296 | 133,426 | 43,406 | 90,020 |
| Total Enterprise Funds | 12,223,079 | 38,035,848 | 1,532,449 | 39,568,297 | 41,945,427 | 4,600 | 41,950,027 | 9,841,349 | 9,575,117 | 266,232 |
| Internal Service Funds | | | | | | | | | | |
| Human Resource Fund | (14,271) | 321,751 | 0 | 321,751 | 321,335 | 0 | 321,335 | (13,855) | 0 | (13,855) |
| Central Communications Fund | 37,616 | 83,510 | 0 | 83,510 | 82,325 | 0 | 82,325 | 38,801 | 0 | 38,801 |
| Health and Benefits Fund | 1,344,087 | 5,928,037 | 0 | 5,928,037 | 5,928,037 | 0 | 5,928,037 | 1,344,087 | 0 | 1,344,087 |
| Insurance & Safety Fund | 75,363 | 1,268,548 | 0 | 1,268,548 | 1,268,987 | 0 | 1,268,987 | 74,924 | 0 | 74,924 |
| Fiscal Services Fund | 147,945 | 1,694,707 | 0 | 1,694,707 | 1,689,695 | 0 | 1,689,695 | 152,957 | 0 | 152,957 |
| Information Tech Fund | 273,269 | 1,233,922 | 23,544 | 1,257,466 | 1,155,390 | 0 | 1,155,390 | 375,345 | 370,839 | 4,506 |
| Central Garage Fund | 3,363,854 | 1,818,090 | 0 | 1,818,090 | 1,990,277 | 0 | 1,990,277 | 3,191,667 | 2,783,462 | 408,205 |
| Engineering Fund | 231,919 | 1,043,311 | 162,698 | 1,206,009 | 1,213,990 | 0 | 1,213,990 | 223,938 | 138,172 | 85,766 |
| Public Works Administration Fund | 169,267 | 412,432 | 0 | 412,432 | 401,718 | 0 | 401,718 | 179,981 | 2,846 | 177,135 |
| Civic Center Facility Services Fund | 93,209 | 575,928 | 0 | 575,928 | 575,188 | 0 | 575,188 | 93,949 | 82,053 | 11,896 |
| Total Internal Service Funds | 5,722,258 | 14,380,236 | 186,242 | 14,566,478 | 14,626,942 | 0 | 14,626,942 | 5,661,794 | 3,377,372 | 2,284,422 |
| 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 | 30,159,877 | 91,876,578 | 2,963,549 | 94,840,127 | 96,739,802 | 2,963,549 | 99,703,351 | 25,296,653 | 16,675,326 | 8,621,327 |