

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 204, Civic Center Building; and,
- set the public hearing on the City of Great Falls 2011 / 2012 Annual Operating Budget for 7 PM, Tuesday, July 19, 2011, 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 204, Civic Center, 455-8451.

Lisa Kunz
City Clerk

FOR OFFICE USE ONLY

Publication Dates: July 10, 2011
July 17, 2011

LEGAL AD

RESOLUTION NO. 9931

ANNUAL BUDGET RESOLUTION

**A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL
APPROPRIATIONS FOR THE FISCAL YEAR
BEGINNING JULY 1, 2011 AND ENDING JUNE 30, 2012**

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

- 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	\$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, 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 AND ADOPTED by the City Commission of the City of Great Falls, Montana,

July 19, 2011.

Michael J. Winters, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

James W. Santoro, City Attorney

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2012 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	Appropriations	Transfers Out	Total Uses			
General Fund	4,555,096	24,621,824	0	24,621,824	22,707,889	1,908,935	24,616,824	4,560,096	300,000	4,260,096
Special Revenue Funds										
Tax Increment Fund	288,714	0	0	0	0	0	0	288,714	0	288,714
Planning Fund	73,067	541,767	168,148	709,915	709,910	0	709,910	73,072	0	73,072
CTEP Projects Fund	(52,906)	0	35,422	35,422	0	0	0	(17,484)	(17,484)	0
Lighting Districts Fund	1,224,171	1,766,640	0	1,766,640	1,521,343	0	1,521,343	1,469,468	0	1,469,468
Support & Innovation Fund	79,832	525,000	0	525,000	525,056	0	525,056	79,776	79,776	0
911 Special Revenue Fund	443,403	643,000	0	643,000	140,848	339,109	479,957	606,446	606,446	0
Police Special Revenue Fund	305,415	0	0	0	16,745	0	16,745	288,670	288,670	0
Fire Special Revenue Fund	135,316	0	0	0	0	0	0	135,316	135,316	0
Street District Fund	4,012,498	5,316,998	0	5,316,998	5,417,722	0	5,417,722	3,911,774	0	3,911,774
Library Fund	523,399	925,760	450,965	1,376,725	1,320,871	0	1,320,871	579,253	115,580	463,673
Library Foundation Fund	28,111	51,700	0	51,700	66,000	0	66,000	13,811	13,811	0
Park & Recreation Special Revenue Fund	547,437	29,300	4,000	33,300	75,743	0	75,743	504,994	392,898	112,096
River's Edge Trail Special Revenue Fund	242	0	0	0	0	0	0	242	242	0
Natural Resources Fund	238,942	379,199	264,918	644,117	630,515	0	630,515	252,544	0	252,544
Portage Meadows Fund	102	46,992	0	46,992	46,721	0	46,721	373	0	373
Housing Authority Fund	0	1,215,771	0	1,215,771	1,215,771	0	1,215,771	0	0	0
Federal Block Grants Fund	401,716	1,059,504	0	1,059,504	1,099,522	0	1,099,522	361,698	0	361,698
Federal Home Grant Fund	8,525	390,254	0	390,254	388,299	0	388,299	10,480	0	10,480
Community Development Fund	0	0	0	0	0	0	0	0	0	0
Economic Revolving Fund	142,500	0	0	0	3,725	0	3,725	138,775	0	138,775
Permits Fund	234,793	703,602	0	703,602	907,109	0	907,109	31,286	0	31,286
Licenses Fund	483	223,003	0	223,003	222,919	0	222,919	567	0	567
Ag Tech Park Fund	623,258	121,550	0	121,550	31,675	0	31,675	713,133	0	713,133
West Bank Urban Renewal	140,076	0	0	0	17,167	0	17,167	122,909	0	122,909
Airport Tax Increment	4,105	450	0	450	0	0	0	4,555	0	4,555
Total Special Revenue Funds	9,403,199	13,940,490	923,453	14,863,943	14,357,661	339,109	14,696,770	9,570,372	1,615,255	7,955,117
Debt Service Funds										
Master Debt SILD	18,139	20,680	0	20,680	13,431	0	13,431	25,388	0	25,388
Improvement Districts Revolving Fund	88,626	103,280	0	103,280	49,438	0	49,438	142,468	142,468	0
Soccer Park Bonds	84,442	206,300	0	206,300	191,916	0	191,916	98,826	98,826	0
Swim Pool Rehab GO Bond	73,664	296,600	0	296,600	296,317	0	296,317	73,947	73,664	283
West Bank TI District	1,153	365,048	0	365,048	218,465	0	218,465	147,736	147,736	0
Total Debt Service Funds	266,024	991,908	0	991,908	769,567	0	769,567	488,365	462,694	25,671
Capital Project Funds										
General Capital Fund	445,446	0	0	0	37,610	0	37,610	407,836	407,836	0
Improvement District Projects Fund	3,750	0	0	0	0	0	0	3,750	3,750	0
Hazard Removal Fund	108,674	0	0	0	10,240	0	10,240	98,434	98,434	0
Total Capital Project Funds	557,870	0	0	0	47,850	0	47,850	510,020	510,020	0

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2012 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	Appropriations	Transfers Out	Total Uses			
Enterprise Funds										
Water Fund	6,127,095	8,600,375	0	8,600,375	10,238,001	0	10,238,001	4,489,469	3,865,465	624,004
Sewer Fund	7,930,611	8,189,530	0	8,189,530	8,915,243	0	8,915,243	7,204,898	4,919,245	2,285,653
Storm Drain Fund	7,627,768	1,945,700	0	1,945,700	4,645,523	0	4,645,523	4,927,945	960,161	3,967,784
Sanitation Fund	467,857	3,174,729	0	3,174,729	3,261,070	0	3,261,070	381,516	0	381,516
Electric Utility Fund	(4,716,621)	10,064,000	0	10,064,000	9,601,732	0	9,601,732	(4,254,353)	2,292,545	(6,546,898)
Safety Services Fund	309,900	1,263,464	326,882	1,590,346	1,563,095	0	1,563,095	337,151	337,151	0
Parking Fund	329,955	681,350	0	681,350	913,368	0	913,368	97,937	72,915	25,022
Golf Courses Fund	(865,512)	1,471,530	100,000	1,571,530	1,594,265	0	1,594,265	(888,247)	237,717	(1,125,964)
Swim Pools Fund	371,073	466,750	414,389	881,139	982,044	0	982,044	270,168	100,000	170,168
Recreation Fund	199,424	327,050	153,729	480,779	481,473	0	481,473	198,730	21,465	177,265
Multi-Sports Fund	28,529	0	0	0	3,160	0	3,160	25,369	0	25,369
Civic Center Events Fund	271,272	364,716	214,727	579,443	640,802	0	640,802	209,913	16,406	193,507
Total Enterprise Funds	18,248,064	36,549,194	1,209,727	37,758,921	42,839,776	0	42,839,776	13,167,209	12,823,070	344,139
Internal Service Funds										
Human Resource Fund	22,851	342,598	0	342,598	342,646	0	342,646	22,803	0	22,803
Central Communications Fund	58,380	92,805	0	92,805	86,749	0	86,749	64,436	0	64,436
Health and Benefits Fund	605,961	6,668,009	0	6,668,009	7,183,098	0	7,183,098	90,872	0	90,872
Insurance & Safety Fund	228,487	1,292,485	0	1,292,485	1,292,461	0	1,292,461	228,511	0	228,511
Fiscal Services Fund	367,540	1,646,571	0	1,646,571	1,642,146	35,422	1,677,568	336,543	0	336,543
Information Tech Fund	682,094	1,258,043	23,999	1,282,042	1,369,244	0	1,369,244	594,892	212,976	381,916
Central Garage Fund	3,981,058	1,999,893	0	1,999,893	2,461,775	0	2,461,775	3,519,176	2,624,932	894,244
Engineering Fund	496,513	1,092,834	126,287	1,219,121	1,269,121	0	1,269,121	446,513	123,323	323,190
Public Works Administration Fund	316,793	398,794	0	398,794	435,788	0	435,788	279,799	1,234	278,565
Civic Center Facility Services Fund	162,704	502,852	0	502,852	500,306	0	500,306	165,250	86,581	78,669
Total Internal Service Funds	6,922,381	15,294,884	150,286	15,445,170	16,583,334	35,422	16,618,756	5,748,795	3,049,046	2,699,749
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	39,952,634	91,398,300	2,283,466	93,681,766	97,306,077	2,283,466	99,589,543	34,044,857	18,760,085	15,284,772