

## 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 2017 / 2018 Annual Operating Budget for 7 PM, Tuesday, July 18, 2016, 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

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### FOR OFFICE USE ONLY

Publication Dates: July 9, 2017  
July 16, 2017

**LEGAL AD**

**RESOLUTION NO. 10195**

**ANNUAL BUDGET RESOLUTION**

**A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL  
APPROPRIATIONS FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018**

**WHEREAS,** Montana Code Annotated (MCA), 7-6-4024, requires that the budget be approved and adopted by resolution by the later of the first Thursday after the first Tuesday in September or within 30 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 2-9-212(2)(b), 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, Section 2.14.040 states the Municipal Court Clerk salary 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 Clerk Salary

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

Municipal Court Clerk	\$36,903 to \$51,518
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## 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 least 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 22% of annual appropriations for seasonal operations; and, 8% to 22% 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 18, 2017.

\_\_\_\_\_  
Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

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Sara R. Sexe, City Attorney

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2018

City of Great Falls, Montana

Funds	+ Working Capital Sources			- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
	Beginning Balance	Revenues	Transfers In	Total Sources	Expenditures	Transfers Out			
General	6,566,202	30,725,975	0	30,725,975	28,958,135	1,767,840	6,566,202	0	6,566,202
<b>Special Revenue Funds</b>									
Park & Rec Special Revenue	565,220	15,600	0	15,600	39,990	0	540,830	232,622	308,208
Parkland Trust	19,301	0	0	0	0	0	19,301	19,301	0
Library	665,899	994,860	350,000	1,344,860	1,318,772	0	691,987	110,880	581,107
Library Foundation	234,170	108,175	0	108,175	102,775	0	239,570	239,570	0
Planning & Comm Dev	170,097	857,949	181,939	1,039,888	1,080,186	0	129,799	0	129,799
Central MT Ag Tech TID	317,060	178,216	0	178,216	14,133	0	481,143	481,143	0
West Bank Urban Ren TID	0	0	0	0	0	0	0	0	0
Airport TID	78,043	22,163	0	22,163	2,095	0	98,111	98,111	0
Downtown TID	239,519	79,518	0	79,518	6,984	0	312,053	312,053	0
East Industrial Ag Tech TID	25,857	27,919	0	27,919	2,364	0	51,412	51,412	0
Economic Revolving	587,184	0	0	0	0	0	587,184	587,184	0
Permits	1,479,341	1,104,487	0	1,104,487	1,615,520	0	968,308	0	968,308
Licenses	43,417	252,300	0	252,300	252,300	0	43,417	0	43,417
Natural Resources	213,332	419,498	256,277	675,775	696,686	0	192,421	8,866	183,555
Portage Meadow	24,044	58,079	0	58,079	58,320	0	23,803	0	23,803
Park Maintenance District	0	2,267,000	0	2,267,000	2,267,000	0	0	0	0
Street District	4,460,466	7,068,770	0	7,068,770	7,435,791	0	4,093,445	0	4,093,445
Support & Innovation	64,840	653,384	0	653,384	653,384	0	64,840	0	64,840
911 Special Revenue	480,499	612,447	0	612,447	0	371,674	721,272	721,272	0
Police Special Revenue	169,453	37,761	0	37,761	900	0	206,314	206,314	0
HIDTA Special Revenue	(11,250)	216,975	0	216,975	57,272	0	148,453	148,453	0
Fire Special Revenue	111,816	6,600	0	6,600	50,000	0	68,416	118,416	(50,000)
Federal Block Grant	575,650	710,552	0	710,552	726,603	0	559,599	559,599	0
HOME Grant	8,948	184,587	0	184,587	183,883	0	9,652	9,652	0
CTEP Projects	(6,437)	0	0	0	0	0	(6,437)	(6,437)	0
Housing Authority	0	1,468,266	0	1,468,266	1,468,266	0	0	0	0
Street Lighting Districts	2,254,646	1,159,590	0	1,159,590	1,376,888	0	2,037,348	0	2,037,348
<b>Special Revenue Funds Total</b>	<b>12,771,115</b>	<b>18,504,696</b>	<b>788,216</b>	<b>19,292,912</b>	<b>19,410,112</b>	<b>371,674</b>	<b>12,282,241</b>	<b>3,898,411</b>	<b>8,383,830</b>
<b>Debt Service Funds</b>									
Soccer Park Bond	53,579	171,000	0	171,000	167,283	0	57,296	57,296	0
Swim Pool Rehab Bond	40,241	0	0	0	0	0	40,241	40,241	0
West Bank TID	958,444	382,867	0	382,867	239,315	0	1,101,996	1,101,996	0
Improvement District Revolving	44,601	46,848	0	46,848	5,586	0	85,863	85,863	0
Master Debt SILD	21,989	17,234	0	17,234	8,447	0	30,776	30,776	0
General Obligation Taxable Bond	5,919	0	144,900	144,900	144,900	0	5,919	5,919	0
<b>Debt Service Funds Total</b>	<b>1,124,773</b>	<b>617,949</b>	<b>144,900</b>	<b>762,849</b>	<b>565,531</b>	<b>0</b>	<b>1,322,091</b>	<b>1,322,091</b>	<b>0</b>

Appendix A. Balances & Changes by Fund for Year Ending June 30, 2018

City of Great Falls, Montana

Funds	+ Working Capital Sources			- Working Capital Uses			Ending Balance	Reserved Balance	Available Balance
	Beginning Balance	Revenues	Transfers In	Total Sources	Expenditures	Transfers Out			
<b>Capital Projects Funds</b>									
General Capital Projects	568,632	0	215,772	215,772	215,772	0	568,632	568,632	0
Improvement Districts Projects	5,543	0	0	0	0	0	5,543	5,543	0
Street Lighting Construction	0	0	0	0	0	0	0	0	0
Hazard Removal	50,492	0	0	0	0	0	50,492	50,492	0
<b>Capital Projects Funds Total</b>	<b>624,667</b>	<b>0</b>	<b>215,772</b>	<b>215,772</b>	<b>215,772</b>	<b>0</b>	<b>624,667</b>	<b>624,667</b>	<b>0</b>
<b>Enterprise Funds</b>									
Golf Courses	(901,582)	1,431,435	0	1,431,435	1,431,435	0	(901,582)	0	(901,582)
Water	9,405,632	12,180,313	0	12,180,313	14,547,006	0	7,038,939	2,224,749	4,814,190
Sewer	9,252,601	10,628,965	0	10,628,965	14,368,376	0	5,513,190	4,826,631	686,559
Storm Drain	1,373,276	5,751,490	0	5,751,490	5,753,462	0	1,371,304	906,066	465,238
Sanitation	666,341	3,736,840	0	3,736,840	4,037,367	0	365,814	150,318	215,496
Swimming Pools	131,207	556,760	267,861	824,621	858,660	0	97,168	0	97,168
911 Dispatch Center	565,158	1,555,133	371,674	1,926,807	1,910,722	0	581,243	581,243	0
Parking	429,079	522,500	0	522,500	663,307	0	286,272	49,026	239,246
Recreation	307,348	384,730	39,206	423,936	508,442	0	222,842	11,561	211,281
Multisports	58,222	157,875	0	157,875	161,512	0	54,585	0	54,585
Ice Breaker Run	9,718	74,550	0	74,550	73,764	0	10,504	0	10,504
Civic Center Events	114,996	348,534	223,742	572,276	606,052	0	81,220	14,496	66,724
Special State Projects	0	383,402	0	383,402	383,402	0	0	0	0
Port Authority	141,291	0	0	0	0	0	141,291	141,291	0
<b>Enterprise Funds Total</b>	<b>21,553,287</b>	<b>37,712,527</b>	<b>902,483</b>	<b>38,615,010</b>	<b>45,303,507</b>	<b>0</b>	<b>14,864,790</b>	<b>8,905,381</b>	<b>5,959,409</b>
<b>Internal Service Funds</b>									
Central Garage	1,739,457	3,438,680	0	3,438,680	3,047,457	0	2,130,680	1,999,122	131,558
Information Tech	164,141	1,338,329	25,000	1,363,329	1,356,468	0	171,002	39,964	131,038
Insurance & Safety	922,124	868,809	0	868,809	907,837	0	883,096	801,096	82,000
Health & Benefits	(578,133)	8,980,928	0	8,980,928	8,975,751	0	(572,956)	0	(572,956)
Human Resources	220,039	493,329	0	493,329	533,071	0	180,297	0	180,297
City Telephone	21,516	52,082	0	52,082	42,161	0	31,437	0	31,437
Fiscal Services	181,452	1,630,216	0	1,630,216	1,660,366	0	151,302	0	151,302
Engineering	248,315	1,531,107	63,143	1,594,250	1,692,596	0	149,969	62,251	87,718
Public Works Admin	239,088	631,308	0	631,308	630,907	0	239,489	5,271	234,218
Civic Center Facility Services	282,979	587,249	0	587,249	587,511	0	282,717	97,116	185,601
<b>Internal Service Funds Total</b>	<b>3,440,978</b>	<b>19,552,037</b>	<b>88,143</b>	<b>19,640,180</b>	<b>19,434,125</b>	<b>0</b>	<b>3,647,033</b>	<b>3,004,820</b>	<b>642,213</b>
<b>Total</b>	<b>46,081,022</b>	<b>107,113,184</b>	<b>2,139,514</b>	<b>109,252,698</b>	<b>113,887,182</b>	<b>2,139,514</b>	<b>39,307,024</b>	<b>17,755,370</b>	<b>21,551,654</b>