RESOLUTION NO. 10240 ANNUAL BUDGET RESOLUTION A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

- 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 3, Section 2.3.040 states the Municipal Court Clerk salary set by Commission 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; and,
 - e. permits 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 \$42,692 to \$64,038

Section 10. – Fund Balance

As permitted by Section 7-6-4034, MCA, the General Fund unreserved fund balance shall be considered adequate at 22% of annual appropriations. All other tax levy supported funds shall be considered adequate at 17% of annual appropriations. An unreserved fund balance 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 unreserved fund balances 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 should not be available to meet recurring operating expenses.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,

July 17, 2018.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

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Multisports 40,050 150,475 0 150,475 156,942 0 156,942 33,583 0 33,583 loe Breaker Run 15,771 73,150 0 71,920 0 71,920 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 17,001 0 0 0 0 23,254 623,254 0 33,402 0 33,402 0 383,402 0 383,402 0 383,402 0 34,296,515 18,916,874 10,391,124 8,525,750 Enterprise Funds Z Z Z Z Z Z Z Z Z Z Z Z Z Z											
Civic Center Events 87,705 357,341 265,913 623,254 623,254 0 623,254 87,705 28,848 58,857 Special State Projects 0 383,402 0 383,402 0 383,402 0 383,402 0	Multisports	40,050	150,475	0	150,475	156,942	0	156,942	33,583	0	33,583
Special State Projects 0 383,402 0 383,402 0 383,402 0 383,402 0<											
Enterprise Funds Total 25,008,980 36,274,755 929,654 37,204,409 43,296,515 0 43,296,515 18,916,874 10,391,124 8,525,750 Internal Service Funds Central Garage 2,482,862 3,176,612 0 3,176,612 3,142,048 0 3,142,048 2,517,426 2,160,215 357,211 Information Tech 215,610 1,392,794 0 1,392,794 1,342,737 0 1,342,737 265,667 213,953 51,714 Insurance & Safety 863,373 859,952 0 859,952 903,895 903,895 819,430 801,096 18,334 Human Resources 201,962 538,960 0 538,960 538,960 201,962 150,000 51,962 City Telephone 22,669 59,913 0 59,913 48,964 48,964 33,618 0 33,618 Fiscal Services 212,624 1,702,895 0 1,704,295 0 1,702,584 0,1723,584 1,723,584 1,724,525 22,514	Special State Projects	0	383,402	0	383,402	383,402	0	383,402	0	0	0
Central Garage2,482,8623,176,61203,176,6123,142,04803,142,0482,517,4262,160,215357,211Information Tech215,6101,392,79401,392,7941,342,73701,342,737265,667213,95351,714Insurance & Safety863,373859,9520859,952903,8950903,895819,430801,09618,334Health & Benefits(642,495)10,034,485010,034,485010,037,440010,037,440(645,450)0(645,450)Human Resources201,962538,9600538,960538,9600538,960201,962150,00051,962City Telephone22,66959,913059,91348,964048,96433,618033,618Fiscal Services212,6241,702,89501,702,8951,704,29501,704,295211,2240211,224Public Works Admin237,054656,3720656,372653,7510653,751239,6755,271234,404Civic Center Facility Services227,932598,4970598,4970598,497227,93297,116130,816Internal Service Funds Total3,973,82420,643,45463,14320,706,59720,694,171020,694,1713,986,2503,489,902496,348											
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Fiscal Services 212,624 1,702,895 0 1,704,295 0 1,704,295 211,224 0 211,224 Engineering 152,232 1,622,974 63,143 1,686,117 1,723,584 0 1,723,584 114,765 62,251 52,514 Public Works Admin 237,054 656,372 0 656,372 653,751 0 653,751 239,675 5,271 234,404 Civic Center Facility Services 227,932 598,497 0 598,497 0 598,497 227,932 97,116 130,816 Internal Service Funds Total 3,973,824 20,643,454 63,143 20,706,597 20,694,171 0 20,694,171 3,986,250 3,489,902 496,348	Human Resources	201,962	538,960	0	538,960	538,960	0	538,960	201,962	150,000	51,962
Engineering152,2321,622,97463,1431,686,1171,723,58401,723,584114,76562,25152,514Public Works Admin237,054656,3720656,372653,7510653,751239,6755,271234,404Civic Center Facility Services227,932598,4970598,497598,4970598,497227,93297,116130,816Internal Service Funds Total3,973,82420,643,45463,14320,706,59720,694,171020,694,1713,986,2503,489,902496,348											
Civic Center Facility Services 227,932 598,497 0 598,497 0 598,497 227,932 97,116 130,816 Internal Service Funds Total 3,973,824 20,643,454 63,143 20,706,597 20,694,171 0 20,694,171 3,986,250 3,489,902 496,348	Engineering	152,232			1,686,117		0		114,765		52,514
Total 52,669,312 107,206,166 2,054,322 109,260,488 115,871,864 2,054,322 117,926,186 44,003,614 22,153,832 21,849,782	Internal Service Funds Total	3,973,824	20,643,454	63,143	20,706,597	20,694,171	0	20,694,171	3,986,250	3,489,902	496,348
	Total	52,669,312	107,206,166	2,054,322	109,260,488	115,871,864	2,054,322	117,926,186	44,003,614	22,153,832	21,849,782