

**RESOLUTION NO. 10301**  
**ANNUAL BUDGET RESOLUTION**  
**A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL**  
**APPROPRIATIONS FOR THE FISCAL YEAR**  
**BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020**

**WHEREAS,** Mont. Code Ann. § 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 public hearing on budget increase from property taxes was published in accordance with Mont. Code Ann. § 2-9-212(2)(b); and

**WHEREAS,** the notice of hearing on preliminary budget was published in accordance with Mont. Code Ann. § 7-1-4127, as required by Mont. Code Ann. § 7-6-4021; and

**WHEREAS,** the hearing on preliminary budget and budget increase from property taxes was held in accordance with Mont. Code Ann. §§ 7-1-4131 and 7-6-4024; and

**WHEREAS,** Section 2.3.040 of the Official Code of the City of Great Falls states that the salary of the Municipal Court Clerk shall be 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
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Section 10. – Fund Balance

As permitted by Mont. Code Ann. § 7-6-4034, 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 16, 2019.

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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, 2020

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	Total Uses			
General	5,778,630	33,259,302	0	33,259,302	31,589,485	1,662,877	33,252,362	5,785,570	0	5,785,570
<b>Special Revenue Funds</b>										
Park & Rec Special Revenue	741,837	177,540	0	177,540	165,111	0	165,111	754,266	352,621	401,645
Parkland Trust	19,802	0	0	0	0	0	0	19,802	19,802	0
Library	540,525	1,062,526	350,000	1,412,526	1,719,453	0	1,719,453	233,598	0	233,598
Library Foundation	294,864	108,375	0	108,375	102,775	0	102,775	300,464	300,464	0
Planning & Comm Dev	254,696	867,831	271,932	1,139,763	1,158,378	0	1,158,378	236,081	0	236,081
Central MT Ag Tech TID	1,097,966	315,000	0	315,000	19,614	0	19,614	1,393,352	1,393,352	0
Airport TID	30,690	21,162	0	21,162	2,072	0	2,072	49,780	49,780	0
Downtown TID	165,622	174,955	0	174,955	14,317	0	14,317	326,260	326,260	0
East Industrial Ag Tech TID	38,258	303,739	0	303,739	277,393	0	277,393	64,604	64,604	0
Economic Revolving	20,320	0	0	0	0	0	0	20,320	20,320	0
Permits	1,181,846	1,061,898	0	1,061,898	1,278,775	0	1,278,775	964,969	0	964,969
Licenses	0	0	0	0	0	0	0	0	0	0
Natural Resources	311,652	448,617	256,277	704,894	862,944	0	862,944	153,602	76,637	76,965
Portage Meadow	45,730	65,252	0	65,252	63,572	0	63,572	47,410	0	47,410
Park Maintenance District	1,124,883	1,500,000	0	1,500,000	1,500,000	0	1,500,000	1,124,883	1,124,883	0
Street District	4,055,165	6,217,515	0	6,217,515	9,591,165	40,000	9,631,165	641,515	0	641,515
Support & Innovation	69,960	932,000	0	932,000	932,000	0	932,000	69,960	0	69,960
Gas Tax BaRSAA	761,627	760,000	40,000	800,000	800,000	0	800,000	761,627	761,627	0
911 Special Revenue	708,732	612,447	0	612,447	0	356,674	356,674	964,505	964,505	0
Police Special Revenue	170,301	37,761	0	37,761	900	0	900	207,162	207,162	0
HIDTA Special Revenue	(22,675)	216,975	0	216,975	65,537	0	65,537	128,763	128,763	0
Fire Special Revenue	86,078	6,600	0	6,600	0	0	0	92,678	92,678	0
Federal Block Grant	923,615	794,666	0	794,666	801,755	0	801,755	916,526	916,526	0
HOME Grant	8,949	273,088	0	273,088	193,053	0	193,053	88,984	88,984	0
CTEP Projects	0	0	0	0	0	0	0	0	0	0
Housing Authority	0	1,514,195	0	1,514,195	1,514,195	0	1,514,195	0	0	0
Street Lighting Districts	1,934,610	1,170,052	0	1,170,052	1,426,972	0	1,426,972	1,677,690	0	1,677,690
<b>Special Revenue Funds Total</b>	<b>14,565,057</b>	<b>18,642,194</b>	<b>918,209</b>	<b>19,560,403</b>	<b>22,489,981</b>	<b>396,674</b>	<b>22,886,655</b>	<b>11,238,805</b>	<b>6,888,968</b>	<b>4,349,837</b>
<b>Debt Service Funds</b>										
Soccer Park Bond	40,180	171,000	0	171,000	167,043	0	167,043	44,137	44,137	(0)
West Bank TID	649,770	604,684	0	604,684	252,695	0	252,695	1,001,759	1,001,759	(0)
Improvement District Revolving	81,962	44,741	0	44,741	4,522	0	4,522	122,181	122,181	0
Master Debt SILD	16,575	15,984	0	15,984	4,353	0	4,353	28,206	28,206	0
General Obligation Taxable Bond	7,980	0	148,545	148,545	148,895	0	148,895	7,630	7,630	(0)
<b>Debt Service Funds Total</b>	<b>796,467</b>	<b>836,409</b>	<b>148,545</b>	<b>984,954</b>	<b>577,508</b>	<b>0</b>	<b>577,508</b>	<b>1,203,913</b>	<b>1,203,913</b>	<b>(0)</b>
<b>Capital Projects Funds</b>										
General Capital Projects	827,930	0	0	0	0	0	0	827,930	827,930	0
Improvement Districts Projects	5,685	0	0	0	0	0	0	5,685	5,685	0
Street Lighting Construction	0	0	0	0	0	0	0	0	0	0
Hazard Removal	47,204	0	0	0	0	0	0	47,204	47,204	0
<b>Capital Projects Funds Total</b>	<b>880,819</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>880,819</b>	<b>880,819</b>	<b>0</b>
<b>Enterprise Funds</b>										
Golf Courses	(1,611,425)	1,430,117	0	1,430,117	1,320,783	0	1,320,783	(1,502,091)	0	(1,502,091)
Water	14,095,339	13,747,686	0	13,747,686	23,113,048	0	23,113,048	4,729,977	3,876,733	853,244
Sewer	13,802,452	11,369,444	0	11,369,444	13,103,283	0	13,103,283	12,068,613	5,249,917	6,818,696
Storm Drain	4,040,318	2,950,800	0	2,950,800	3,867,164	0	3,867,164	3,123,954	980,348	2,143,606
Sanitation	684,780	3,870,325	0	3,870,325	3,909,447	0	3,909,447	645,658	235,613	410,045
Swimming Pools	74,691	478,200	267,861	746,061	790,109	0	790,109	30,643	0	30,643
911 Dispatch Center	811,912	1,854,791	356,674	2,211,465	2,084,989	0	2,084,989	938,388	938,388	0
Parking	302,196	782,100	0	782,100	651,665	0	651,665	432,631	49,026	383,605
Recreation	120,259	408,500	39,206	447,706	507,585	0	507,585	60,380	11,561	48,819
Multiports	10,612	152,160	0	152,160	152,090	0	152,090	10,682	0	10,682
Ice Breaker Run	26,097	72,400	0	72,400	70,853	0	70,853	27,644	0	27,644
Civic Center Events	147,323	379,325	265,913	645,238	631,890	0	631,890	160,671	28,848	131,823
Special State Projects	0	383,402	0	383,402	383,402	0	383,402	0	0	0
Port Authority	132,388	0	0	0	0	0	0	132,388	132,388	0
<b>Enterprise Funds Total</b>	<b>32,636,942</b>	<b>37,879,250</b>	<b>929,654</b>	<b>38,808,904</b>	<b>50,586,308</b>	<b>0</b>	<b>50,586,308</b>	<b>20,859,538</b>	<b>11,502,822</b>	<b>9,356,716</b>
<b>Internal Service Funds</b>										
Central Garage	2,437,981	3,319,709	0	3,319,709	2,736,836	0	2,736,836	3,020,854	2,140,772	880,082
Information Tech	269,080	1,454,384	0	1,454,384	1,474,362	0	1,474,362	249,102	148,953	100,149
Insurance & Safety	605,759	1,194,558	0	1,194,558	1,252,124	0	1,252,124	548,193	0	548,193
Health & Benefits	(605,574)	10,391,928	0	10,391,928	10,375,082	0	10,375,082	(588,728)	0	(588,728)
Human Resources	204,805	552,116	0	552,116	703,760	0	703,760	53,161	0	53,161
City Telephone	32,585	65,796	0	65,796	59,730	0	59,730	38,651	0	38,651
Finance	340,476	1,804,089	0	1,804,089	2,004,092	0	2,004,092	140,473	0	140,473
Engineering	158,136	1,698,454	63,143	1,761,597	1,740,031	0	1,740,031	179,702	62,251	117,451
Public Works Admin	283,779	637,685	0	637,685	655,415	0	655,415	266,049	5,271	260,778
Civic Center Facility Services	227,943	604,043	0	604,043	635,172	0	635,172	196,814	97,116	99,698
<b>Internal Service Funds Total</b>	<b>3,954,970</b>	<b>21,722,762</b>	<b>63,143</b>	<b>21,785,905</b>	<b>21,636,604</b>	<b>0</b>	<b>21,636,604</b>	<b>4,104,271</b>	<b>2,454,363</b>	<b>1,649,908</b>
<b>Total</b>	<b>58,612,886</b>	<b>112,339,917</b>	<b>2,059,551</b>	<b>114,399,468</b>	<b>126,879,886</b>	<b>2,059,551</b>	<b>128,939,437</b>	<b>44,072,917</b>	<b>22,930,885</b>	<b>21,142,032</b>