

RESOLUTION NO. 10411
ANNUAL BUDGET RESOLUTION
A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL
APPROPRIATIONS FOR THE FISCAL YEAR
BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022

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 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 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 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 17% of annual appropriations for seasonal operations, and 8% to 17% 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 20, 2021.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

Resolution No. 10411 Annual Budget Resolution: Appendix A

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	12,528,137	34,699,938	0	34,699,938	33,777,408	1,659,178	35,436,586	11,791,489	4,584,830	7,206,659
Special Revenue Funds										
Covid Recovery Fund	15,286,428	9,736,368	0	9,736,368	0	0	0	25,022,796	0	25,022,796
Park & Rec Special Revenue	902,840	77,900	0	77,900	28,319	0	28,319	952,421	405,777	546,644
Parkland Trust	134,293	0	0	0	0	0	0	134,293	134,293	0
Library	568,976	1,135,824	350,000	1,485,824	1,718,249	0	1,718,249	336,551	0	336,551
Library Foundation	338,947	240,356	0	240,356	239,256	0	239,256	340,047	340,047	0
Planning & Comm Dev	123,129	1,128,840	271,932	1,400,772	1,472,213	0	1,472,213	51,688	0	51,688
Central MT Ag Tech TID	1,194,292	371,517	0	371,517	122,344	0	122,344	1,443,465	1,443,465	0
Airport TID	185,395	98,023	0	98,023	7,918	0	7,918	275,500	275,500	0
Downtown TID	2,398,286	0	0	0	0	0	0	2,398,286	2,398,286	0
East Industrial Ag Tech TID	122,513	514,000	0	514,000	475,794	0	475,794	160,719	160,719	0
Economic Revolving	20,411	0	0	0	0	0	0	20,411	20,411	0
Permits	487,143	980,721	0	980,721	1,375,561	0	1,375,561	92,303	0	92,303
Natural Resources	379,531	448,617	256,277	704,894	842,348	0	842,348	242,077	31,886	210,191
Portage Meadows	82,550	65,252	0	65,252	67,073	0	67,073	80,729	0	80,729
Park Maintenance District	2,487,466	1,500,000	0	1,500,000	2,232,796	0	2,232,796	1,754,670	0	1,754,670
Street District	2,358,494	6,194,575	0	6,194,575	7,420,447	50,000	7,470,447	1,082,622	0	1,082,622
Support & Innovation	96,658	764,216	0	764,216	764,216	0	764,216	96,658	0	96,658
Gas Tax BaRSAA	1,572,234	1,000,000	50,000	1,050,000	2,325,000	0	2,325,000	297,234	0	297,234
911 Special Revenue	916,803	612,447	0	612,447	0	346,674	346,674	1,182,576	1,182,576	0
Police Special Revenue	273,677	37,761	0	37,761	900	0	900	310,538	310,538	0
HIDTA Special Revenue	(29,806)	216,975	0	216,975	69,998	0	69,998	117,171	117,171	0
Fire Special Revenue	54,957	6,600	0	6,600	0	0	0	61,557	61,557	0
Federal Block Grant	1,288,010	1,286,120	0	1,286,120	1,286,120	0	1,286,120	1,288,010	1,288,010	0
HOME Grant	56,077	283,494	0	283,494	283,494	0	283,494	56,077	56,077	0
Housing Authority	0	1,587,641	0	1,587,641	1,587,641	0	1,587,641	0	0	0
Street Lighting Districts	1,550,496	1,111,842	0	1,111,842	1,416,335	0	1,416,335	1,246,003	0	1,246,003
Special Revenue Funds Total	32,849,802	29,399,089	928,209	30,327,298	23,736,022	396,674	24,132,696	39,044,404	8,226,312	30,818,092
Debt Service Funds										
Soccer Park Bond	46,381	164,500	0	164,500	171,013	0	171,013	39,868	39,868	0
West Bank TID	1,244,858	865,684	0	865,684	327,670	0	327,670	1,782,872	1,782,872	0
Downtown TID Bonds	1,014,764	1,582,000	0	1,582,000	514,463	0	514,463	2,082,301	2,082,301	0
Improvement District Revolving	39,935	0	0	0	1,280	0	1,280	38,655	38,655	0
Master Debt SILD	42,393	15,984	0	15,984	3,308	0	3,308	55,069	55,069	0
General Obligation Taxable Bond	9,038	0	144,846	144,846	145,390	0	145,390	8,494	8,494	0
Debt Service Funds Total	2,397,369	2,628,168	144,846	2,773,014	1,163,124	0	1,163,124	4,007,259	4,007,259	0
Capital Projects Funds										
General Capital Projects	374,126	0	0	0	0	0	0	374,126	374,126	0
Improvement Districts Projects	5,812	0	0	0	0	0	0	5,812	5,812	0
Downtown TID Capital Projects	5,471,871	0	0	0	0	0	0	5,471,871	5,471,871	0
Hazard Removal	44,831	0	0	0	0	0	0	44,831	44,831	0
Capital Projects Funds Total	5,896,639	0	0	0	0	0	0	5,896,639	5,896,639	0
Enterprise Funds										
Golf Courses	(964,832)	1,530,597	0	1,530,597	1,402,295	0	1,402,295	(836,530)	0	(836,530)
Water	10,396,527	13,384,445	0	13,384,445	16,191,152	0	16,191,152	7,589,820	4,004,597	3,585,223
Sewer	15,771,869	10,759,996	0	10,759,996	14,867,921	0	14,867,921	11,663,944	5,252,465	6,411,479
Storm Drain	2,193,242	2,950,800	0	2,950,800	3,730,469	0	3,730,469	1,413,573	919,928	493,645
Sanitation	554,227	3,870,325	0	3,870,325	4,139,138	0	4,139,138	285,414	180,609	104,805
Swimming Pools	277,903	478,200	267,861	746,061	762,682	0	762,682	261,282	0	261,282
911 Dispatch Center	1,772,092	1,869,706	346,674	2,216,380	2,266,463	0	2,266,463	1,722,009	1,722,009	0
Parking	138,995	440,900	0	440,900	669,378	0	669,378	(89,483)	49,026	(138,509)
Recreation	(211,444)	408,500	39,206	447,706	526,023	0	526,023	(289,761)	0	(289,761)
Multisports	(18,062)	152,160	0	152,160	171,730	0	171,730	(37,632)	0	(37,632)
Ice Breaker Run	10,999	72,400	0	72,400	70,756	0	70,756	12,643	0	12,643
Civic Center Events	(163,885)	379,325	265,913	645,238	677,489	0	677,489	(196,136)	(0)	(196,136)
Special State Projects	0	383,402	0	383,402	383,402	0	383,402	0	0	0
Port Authority	127,453	0	0	0	0	0	0	127,453	127,453	0
Enterprise Funds Total	29,885,084	36,680,756	919,654	37,600,410	45,858,898	0	45,858,898	21,626,596	12,256,086	9,370,510
Internal Service Funds										
Central Garage	3,221,865	3,332,924	0	3,332,924	3,313,671	0	3,313,671	3,241,118	1,638,200	1,602,918
Information Tech	265,277	1,607,775	0	1,607,775	1,774,239	0	1,774,239	98,813	163,953	(65,140)
Insurance & Safety	382,757	1,434,460	0	1,434,460	1,541,785	0	1,541,785	275,432	0	275,432
Health & Benefits	(20,735)	11,138,527	0	11,138,527	11,138,527	0	11,138,527	(20,735)	0	(20,735)
Human Resources	60,209	979,508	0	979,508	1,003,401	0	1,003,401	36,316	0	36,316
City Telephone	40,687	89,435	0	89,435	83,024	0	83,024	47,098	0	47,098
Finance	143,775	1,911,150	0	1,911,150	1,957,258	0	1,957,258	97,667	0	97,667
Engineering	376,416	1,855,528	63,143	1,918,671	2,191,903	0	2,191,903	103,184	11,593	91,591
Public Works Admin	248,222	725,685	0	725,685	728,004	0	728,004	245,903	5,271	240,632
Civic Center Facility Services	239,456	645,161	0	645,161	645,161	0	645,161	239,456	97,116	142,340
Internal Service Funds Total	4,957,929	23,720,153	63,143	23,783,296	24,376,973	0	24,376,973	4,364,252	1,916,133	2,448,119
Total	88,514,960	127,128,104	2,055,852	129,183,956	128,912,425	2,055,852	130,968,277	86,730,639	36,887,259	49,843,380