RESOLUTION NO. 10460 ANNUAL BUDGET RESOLUTION A RESOLUTION RELATING TO FINAL BUDGETS AND ANNUAL APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

- 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 \$61,796 to \$83,607

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 19, 2022.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

Jeff Hindoien, City Attorney

Resolution No. 10460 Annual Budget Resolution: Appendix A

		+ Working Capital Sources - Working Capital Uses								
	Beginning	1	Transfers	Total	- VVOIKII	g Capital Transfers	USES	Ending	Reserved	Available
Funds	Balance	Revenues	In		Expenditures	Out	Total Uses	Balance	Balance	Balance
General	12,470,226	36,656,746	0	36,656,746	36,242,414	1,619,332	37,861,746	11,265,226	3,379,830	7,885,396
Special Revenue Funds										
Covid Recovery Fund	23,945,495	0	0	0	5,752,134	472,000	6,224,134	17,721,361	0	17,721,361
Park & Rec Special Revenue Parkland Trust	660,159 134,560	50,800 0	0	50,800 0	18,429 0	0	18,429 0	692,530 134,560	405,777 134,560	286,753 0
Library	453,555	1,160,150	350,000	1,510,150	1,570,119	0	1,570,119	393,586	0	393,586
Library Foundation	399,797	248,380	0	248,380	239,730	0	239,730	408,447	408,447	0
Planning & Comm Dev Central MT Ag Tech TID	(297,514)		674,432 0	2,018,123 353,517	1,720,609 122,615	0	1,720,609 122,615	1 802 021	0 1,892,921	0
Airport TID	1,662,019 285,970	353,517 100,023	0	100,023	8,062	0	8,062	1,892,921 377,931	377,931	0
Downtown TID	0	0	0	0	0	0	0	0	0	0
East Industrial Ag Tech TID	150,641	380,000	0	380,000	351,855	0	351,855	178,786	178,786	0
Economic Revolving Permits	20,434 576,082	0 1,318,776	0	0 1,318,776	0 1,552,102	0	0 1,552,102	20,434 342,756	20,434 0	0 342,756
Natural Resources	365,199	501,824	256,277	758,101	878,304	0	878,304	244,996	31,886	213,110
Portage Meadows	103,941	68,515	0	68,515	70,772	0	70,772	101,684	0	101,684
Park Maintenance District	6,317,233	1,500,000	0	1,500,000	1,490,609	0	1,490,609	6,326,624	0	6,326,624
Street District Support & Innovation	4,092,164 68,163	6,177,890 775,216	0	6,177,890 775,216	8,346,296 775,216	60,399 0	8,406,695 775,216	1,863,359 68,163	0	1,863,359 68,163
Gas Tax BaRSAA	2,434,267	1,207,970	60,399	1,268,369	1,268,369	0	1,268,369	2,434,267	0	2,434,267
911 Special Revenue	1,011,328	612,447	0	612,447	0	346,674	346,674	1,277,101	1,277,101	0
Police Special Revenue	260,505	37,761	0	37,761	900	0	900	297,366	297,366	0
HIDTA Special Revenue Fire Special Revenue	83,669 17,756	216,975 6,600	0	216,975 6,600	73,060 0	0	73,060 0	227,584 24,356	227,584 24,356	0
Federal Block Grant	1,187,798	1,239,810	0	1,239,810	1,239,810	0	1,239,810	1,187,798	1,187,798	0
HOME Grant	75,341	319,759	0	319,759	288,251	0	288,251	106,849	106,849	0
Housing Authority	0	1,626,349	0	1,626,349	1,626,349	0	1,626,349	0	0	0
Street Lighting Districts	1,346,520	1,161,507	0	1,161,507	1,411,606	0	1,411,606	1,096,421	0	1,096,421
Special Revenue Funds Total	45,355,085	20,407,960	1,341,108	21,749,068	28,805,197	879,073	29,684,270	37,419,883	6,571,795	30,848,087
Debt Service Funds										
Soccer Park Bond	55,801	164,500	0	164,500	167,851	0	167,851	52,450	52,450	0
West Bank TID	1,136,248	865,684	0	865,684	328,773	0	328,773	1,673,159	1,673,159	0
Downtown TID Bonds Improvement District Revolving	4,322,670 45,843	1,550,000 0	0	1,550,000 0	530,368 1,359	0	530,368 1,359	5,342,302 44,484	5,342,302 44,484	0
Master Debt SILD	55,383	15,984	0	15,984	3,272	0	3,272	68,095	68,095	0
General Obligation Taxable Bond	8,873	0	0	0	0	0	0	8,873	8,873	0
Debt Service Funds Total	5,624,818	2,596,168	0	2,596,168	1,031,623	0	1,031,623	7,189,363	7,189,363	0
Capital Projects Funds	005 504	0			0	0	0	005 504	005 504	
General Capital Projects Improvement Districts Projects	395,501 5,825	0 0	0	0	0	0	0 0	395,501 5,825	395,501 5,825	0
Downtown TID Capital Projects	2,982,090	ő	0	0	0	0	Ő	2,982,090	2,982,090	0
Hazard Removal	20,920	0	0	0	0	0	0	20,920	20,920	0
Capital Projects Funds Total	3,404,335	0	0	0	0	0	0	3,404,335	3,404,335	0
Enterprise Funds										
Golf Courses	(795,753)	1,731,395	0	1,731,395	1,581,865	0	1,581,865	(646,223)	0	(646,223)
Water	13,267,558	14,792,827	0	14,792,827	20,487,102	0	20,487,102	7,573,283	3,725,231	3,848,052
Sewer Storm Drain	16,630,607 5,121,625	11,525,340 3,192,493	0	11,525,340 3,192,493	17,311,840 5,663,329	0	17,311,840 5,663,329	10,844,107 2,650,789	3,772,352 946,308	7,071,755 1,704,481
Sanitation	851,210	4,646,874	0	4,646,874	4,850,123	0	4,850,123	647,961	040,000	647,961
Swimming Pools	389,372	432,450	267,861	700,311	716,705	0	716,705	372,978	0	372,978
911 Dispatch Center	2,519,262	1,892,035 593,350	346,674 0	2,238,709 593,350	2,407,930 684,294	0 0	2,407,930 684,294	2,350,041	2,350,041 0	0 2,497
Parking Recreation	93,441 8,007	347,780	179,206	526,986	526,986	0	526,986	2,497 8,007	0	2,497 8,007
Multisports	40,049	93,366	34,500	127,866	127,866	0	127,866	40,049	0	40,049
Ice Breaker Run	19,879	73,900	0	73,900	70,803	0	70,803	22,976	0	22,976
Civic Center Events Special State Projects	275,329 0	379,325 383,402	265,913 0	645,238 383,402	696,604 383,402	0	696,604 383,402	223,963 0	29,263 0	194,700 0
Port Authority	485,712		0	0	0	0	0	485,712	127,453	358,259
Enterprise Funds Total	38,906,297	40,084,537	1,094,154	41,178,691	55,508,849	0	55,508,849	24,576,139	10,950,647	13,625,492
Internal Service Funds										
Central Garage	3,199,763	3,608,844	0	3,608,844	3,376,937	0	3,376,937	3,431,670	1,557,899	1,873,771
Information Tech Insurance & Safety	419,914 324,698	1,780,865 1,773,982	0	1,780,865 1,773,982	1,903,096 1,773,983	0	1,903,096 1,773,983	297,683 324,697	133,953 0	163,730 324,697
Health & Benefits	348,328	10,532,187	0	10,532,187	10,796,108	0	10,796,108	84,407	0	84,407
Human Resources	115,851	1,013,440	0	1,013,440	1,067,906	0	1,067,906	61,385	0	61,385
City Telephone	42,588	90,364	0	90,364	78,580	0	78,580	54,372	0	54,372
Finance Engineering	300,126 622,480	1,993,091 1,978,400	0 63,143	1,993,091 2,041,543	2,010,298 2,341,857	0	2,010,298 2,341,857	282,919 322,166	0 36,922	282,919 285,244
Public Works Admin	275,662	737,707	03,143	737,707	751,896	0	751,896	261,473	5,271	256,202
Civic Center Facility Services	258,014	631,244	0	631,244	632,777	0	632,777	256,481	97,116	159,365
Internal Service Funds Total	5,907,423	24,140,124	63,143	24,203,267	24,733,438	0	24,733,438	5,377,252	1,831,161	3,546,091