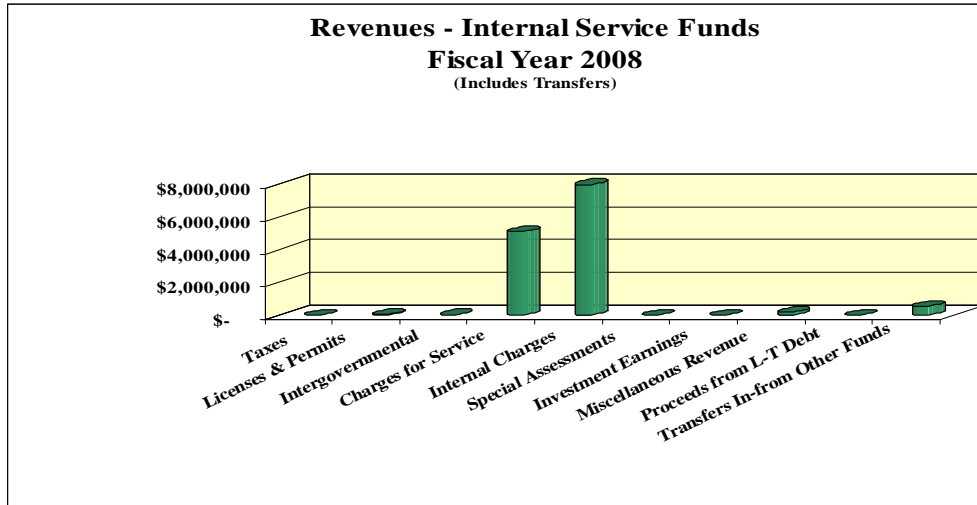


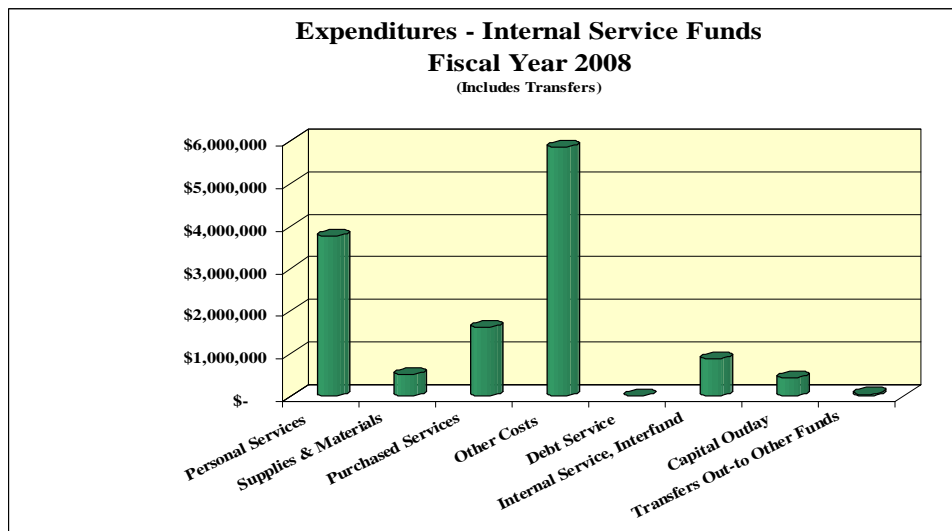
Internal Service Funds Combined

City of Great Falls, Montana

	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	42,865	42,150	42,150	42,150	47,150
Intergovernmental	198,251	20,404	20,404	20,404	21,792
Charges for Services	4,458,594	4,694,815	4,718,382	4,720,087	5,108,623
Fines and Forfeitures	0	0	0	0	0
Internal Services	6,825,047	7,147,722	7,070,259	7,147,722	7,976,999
Special Assessments	0	0	0	0	0
Investment Earnings	140,890	112,846	112,846	163,069	9,000
Miscellaneous Revenue	80,768	88,832	88,832	129,609	183,276
Subtotal Operating Revenue	11,746,415	12,106,769	12,052,873	12,223,041	13,346,840
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	582,048	530,428	536,451	536,451	534,502
Total Revenue	12,328,463	12,637,197	12,589,324	12,759,492	13,881,342
Personal Services	3,423,337	3,515,437	3,524,969	3,506,173	3,776,501
Supplies & Materials	718,276	487,233	525,361	582,590	514,420
Purchased Services	1,386,396	1,532,442	1,559,592	1,476,305	1,631,404
Other Costs	4,542,788	5,391,510	5,391,510	5,313,201	5,858,072
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	797,731	835,653	825,403	911,041	892,785
Subtotal Operating Expenses	10,868,528	11,762,275	11,826,835	11,789,310	12,673,182
Debt Service - Principal	0	0	0	0	0
Capital Outlay	516,491	682,773	919,548	814,107	438,070
Transfers - Out to Other Funds	152,054	95,685	51,885	105,109	49,885
Total Expenditures	11,537,073	12,540,733	12,798,268	12,708,526	13,161,137
Revenue Over (Under) Expenditures	791,390	96,464	(208,944)	50,966	720,205
add (deduct) Net Changes in Reserves	254,383	219,371	356,846	282,682	(363,993)
Net Change in the Unreserved Balance	1,045,773	315,835	147,902	333,648	356,212
Reserves					
Beginning Balance - July 1	1,762,169	1,506,776	1,506,786	1,507,786	1,225,104
Net Change	(254,383)	(219,371)	(356,846)	(282,682)	363,993
Ending Balance - June 30	1,507,786	1,287,405	1,149,940	1,225,104	1,589,097
Unreserved Balance					
Beginning Balance - July 1	(818,382)	(322,305)	(189,066)	227,391	561,039
Net Change	1,045,773	315,835	147,902	333,648	356,212
Ending Balance - June 30	227,391	(6,470)	(41,164)	561,039	917,251



	FY 2006 Actual	FY 2007 Amended	FY 2008 Adopted	Adopted Difference
Taxes	\$ -	\$ -	\$ -	\$ -
Licenses & Permits	42,865	42,150	47,150	5,000
Intergovernmental	198,251	20,404	21,792	1,388
Charges for Service	4,458,594	4,718,382	5,108,623	390,241
Internal Charges	6,825,047	7,070,259	7,976,999	906,740
Special Assessments	0	0	0	0
Investment Earnings	140,890	112,846	9,000	(103,846)
Miscellaneous Revenue	80,768	88,832	183,276	94,444
Proceeds from L-T Debt	0	0	0	0
Transfers In-from Other Funds	582,048	536,451	534,502	(1,949)
Total	\$ 12,328,463	\$ 12,589,324	\$ 13,881,342	\$ 1,292,018



	FY 2006 Actual	FY 2007 Amended	FY 2008 Adopted	Adopted Difference
Personal Services	\$ 3,423,337	\$ 3,524,969	\$ 3,776,501	\$ 251,532
Supplies & Materials	718,276	525,361	514,420	(10,941)
Purchased Services	1,386,396	1,559,592	1,631,404	71,812
Other Costs	4,542,788	5,391,510	5,858,072	466,562
Debt Service	0	0	0	0
Internal Service, Interfund	797,731	825,403	892,785	67,382
Capital Outlay	516,491	919,548	438,070	(481,478)
Transfers Out-to Other Funds	152,054	51,885	49,885	(2,000)
Total	\$ 11,537,073	\$ 12,798,268	\$ 13,161,137	\$ 362,869

Fund 611 – Human Resources

City of Great Falls, Montana

	FY 2006 Actual	FY 2007 Original	FY 2007 Amended	Projected	FY 2008 Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Services	830	0	23,567	23,567	0
Fines and Forfeitures	0	0	0	0	0
Internal Services	253,207	275,691	275,691	275,691	299,162
Special Assessments	0	0	0	0	0
Investment Earnings	610	0	0	800	0
Miscellaneous Revenue	0	0	0	0	0
Subtotal Operating Revenue	254,647	275,691	299,258	300,058	299,162
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	0	0	1,000	1,000	0
Total Revenue	254,647	275,691	300,258	301,058	299,162
Personal Services	211,892	225,532	225,532	226,332	242,967
Supplies & Materials	4,796	4,106	4,106	3,750	3,950
Purchased Services	10,262	12,020	36,587	33,341	10,425
Other Costs	823	600	600	400	600
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	25,441	30,221	29,865	29,865	38,008
Subtotal Operating Expenses	253,214	272,479	296,690	293,688	295,950
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Transfers - Out to Other Funds	3,156	3,212	3,212	3,212	3,212
Total Expenditures	256,370	275,691	299,902	296,900	299,162
Revenue Over (Under) Expenditures	(1,723)	0	356	4,158	0
add (deduct) Net Changes in Reserves	0	0	0	0	0
Net Change in the Unreserved Balance	(1,723)	0	356	4,158	0
Reserves					
Beginning Balance - July 1	0	0	0	0	0
Net Change	0	0	0	0	0
Ending Balance - June 30	0	0	0	0	0
Unreserved Balance					
Beginning Balance - July 1	(10,321)	11,615	11,615	(12,044)	(7,886)
Net Change	(1,723)	0	356	4,158	0
Ending Balance - June 30	(12,044)	11,615	11,971	(7,886)	(7,886)

Fund Purpose

The Human Resources Fund is administered by the Administration Group. This fund is an internal service fund established to account for recruitment, organizational training, labor mediation and professional development of City personnel. This fund is 100% financed on a break even basis by internal service charges to the City operations receiving Human Resource services.

The organizational chart of the Human Resources Fund is in the Organization Section - Administration Group.

Human Resources Admin

Budget Highlights

<i>Human Resources Admin</i>	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Administration Services					
Personal Services	211,892	225,532	225,532	226,332	242,967
Supplies & Materials	4,796	4,106	4,106	3,750	3,950
Purchased Services	10,262	12,020	36,587	33,341	10,425
Other Costs	823	600	600	400	600
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	25,441	30,221	29,865	29,865	38,008
Subtotal Operating Expenses	253,214	272,479	296,690	293,688	295,950
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Human Resources Admin	253,214	272,479	296,690	293,688	295,950

Goals and Objectives

Major Accomplishments - In the Past Year

- Facilitated supervisor training groups with 90 participants.
- Coordinated nine student job shadowing opportunities, provided instruction/training for ten high school classrooms and one public service agency on “What Employers Are Looking For”.
- Participated in Employer Expo.
- Facilitated three orientation sessions with new and current employees.
- Participated in the Montana Firefighters’ Testing Consortium with nine other municipalities.
- Assisted in negotiating all collective bargaining agreements.
- Recruited for 296 positions, including two department heads.
- Set up monthly video series for employees on motivation, customer service, attitude, etc.
- Coordinated annual Commission/Staff Retreat, which this year included representatives from the Neighborhood Councils.
- Conducted an Employee Satisfaction Survey with the Public Works Department in July 2005 with a follow-up in June 2006.
- Continued to evaluate pay schedules and recommended adjustments when deemed necessary and appropriate.
- Updated sections of the Personnel Policy Manual.

Human Resources Admin (continued)**Priority Goals and Objectives - For the Upcoming Year**

- Continue to train employees and supervisors to meet the goal of hiring and retaining competent employees who share the values of the organization.
- Continue to facilitate supervisory training via Internet-based program.
- Continue to work with negotiating teams to maintain positive labor relations.
- Continue employee orientation program.
- Continue to facilitate the Leadership, Education, Action and Performance (LEAP) education and discussion process.
- Explore ways to address performance improvement throughout the City including using employee surveys, supervisor action plans, and providing more feedback and recognition to employees.
- Provide monthly training open to all employees and create a resource directory of training materials.
- Assist in implementing and administering a retirement health savings plan.
- Continue to work toward goal of providing affordable insurance benefits.
- Develop recruitment brochure(s).
- Continue to participate in labor-management committees, including implementing a new labor-management committee with the Montana Public Employees' Association (MPEA).
- Continue to provide professional advice, guidance and counseling in personnel related issues.
- Continue to update Personnel Policy Manual when necessary.

Fund 612 – Central Communications

City of Great Falls, Montana

	FY 2006 Actual	FY 2007 Original	FY 2007 Amended	FY 2007 Projected	FY 2008 Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Services	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Internal Services	80,964	84,309	84,309	84,309	82,950
Special Assessments	0	0	0	0	0
Investment Earnings	867	0	0	1,000	0
Miscellaneous Revenue	0	0	0	0	0
Subtotal Operating Revenue	81,831	84,309	84,309	85,309	82,950
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	0	0	0	0	0
Total Revenue	81,831	84,309	84,309	85,309	82,950
Personal Services	50,835	52,947	52,947	53,002	58,340
Supplies & Materials	26,189	0	0	0	0
Purchased Services	0	28,566	28,566	19,000	21,496
Other Costs	5,355	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	2,451	2,796	2,716	2,716	3,179
Subtotal Operating Expenses	84,830	84,309	84,229	74,718	83,015
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Transfers - Out to Other Funds	726	1,028	1,028	1,028	1,028
Total Expenditures	85,556	85,337	85,257	75,746	84,043
Revenue Over (Under) Expenditures	(3,725)	(1,028)	(948)	9,563	(1,093)
add (deduct) Net Changes in Reserves	0	0	0	0	0
Net Change in the Unreserved Balance	(3,725)	(1,028)	(948)	9,563	(1,093)
Reserves					
Beginning Balance - July 1	0	0	0	0	0
Net Change	0	0	0	0	0
Ending Balance - June 30	0	0	0	0	0
Unreserved Balance					
Beginning Balance - July 1	74,511	23,021	23,021	70,786	80,349
Net Change	(3,725)	(1,028)	(948)	9,563	(1,093)
Ending Balance - June 30	70,786	21,993	22,073	80,349	79,256

Fund Purpose

The Central Communications Fund is administered by the Police Department. This fund provides centralized telephone services for all City of Great Falls departments. The services provided include contracting leasing, and purchasing of equipment as well as providing long distance carriers and telephone contracts. Centralized telephone services is an answering point for citizens requiring City services 24 hours a day/7 days a week. This is accomplished Monday through Friday, 8:00 am to 5:00 pm, by a switchboard operator and after hours and weekends by 911 Dispatch Center. The Central Communications budget is funded by internal service charges.

The organizational chart of the Central Communications Fund is under Fund 100 – Police Department.

Budget Highlights

City Telephone

Police Department

	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	50,835	52,947	52,947	53,002	58,340
Supplies & Materials	26,189	0	0	0	0
Purchased Services	0	28,566	28,566	19,000	21,496
Other Costs	5,355	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	2,451	2,796	2,716	2,716	3,179
Subtotal Operating Expenses	84,830	84,309	84,229	74,718	83,015
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total City Telephone	84,830	84,309	84,229	74,718	83,015

Goals and Objectives

Major Accomplishments – In the Past Year

- Became a Beta test site of the Panasonic 600 switchboard/telephone system at no charge to the City.

Priority Goals and Objectives – For the Upcoming Year

- Maintain personalized customer service by having a “real” person at the switchboard.
- Ensure courteous, responsive customer service to the public.
- Explore a City interface with voice over IP connections to provide multiple departments with switchboard capabilities.

Fund 613 – Health and Benefits

City of Great Falls, Montana

	FY 2006 Actual	FY 2007 Original	FY 2007 Amended	Projected	FY 2008 Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Services	4,113,830	4,582,365	4,582,365	4,582,365	4,953,073
Fines and Forfeitures	0	0	0	0	0
Internal Services	0	0	0	0	0
Special Assessments	0	0	0	0	0
Investment Earnings	(22,275)	0	0	0	0
Miscellaneous Revenue	66,916	75,402	75,402	75,402	65,887
Subtotal Operating Revenue	4,158,471	4,657,767	4,657,767	4,657,767	5,018,960
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	369,518	350,000	350,000	350,000	350,000
Total Revenue	4,527,989	5,007,767	5,007,767	5,007,767	5,368,960
Personal Services	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Purchased Services	436,553	478,007	478,007	478,007	522,640
Other Costs	3,523,800	4,179,760	4,179,760	4,179,760	4,496,320
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	0	0	0	0	0
Subtotal Operating Expenses	3,960,353	4,657,767	4,657,767	4,657,767	5,018,960
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Transfers - Out to Other Funds	0	0	0	0	0
Total Expenditures	3,960,353	4,657,767	4,657,767	4,657,767	5,018,960
Revenue Over (Under) Expenditures	567,636	350,000	350,000	350,000	350,000
add (deduct) Net Changes in Reserves	0	0	0	0	0
Net Change in the Unreserved Balance	567,636	350,000	350,000	350,000	350,000
Reserves					
Beginning Balance - July 1	0	0	0	0	0
Net Change	0	0	0	0	0
Ending Balance - June 30	0	0	0	0	0
Unreserved Balance					
Beginning Balance - July 1	(1,554,717)	(861,112)	(861,112)	(987,081)	(637,081)
Net Change	567,636	350,000	350,000	350,000	350,000
Ending Balance - June 30	(987,081)	(511,112)	(511,112)	(637,081)	(287,081)

Fund Purpose

The Health and Benefits Fund is administered by the Fiscal Services Department. This is an internal service fund established to account for the City’s group health insurance program and unreimbursed medical and dependent care accounts. Health insurance, unreimbursed medical and dependent care contributions from all City operations and employee shares are deposited in this fund. Administrative and reinsurance costs are also budgeted in this fund. Blue Cross / Blue Shield is the contracted health insurance program administrator and AFLAC is the Cafeteria Plan administrator.

Rates are analyzed on an annual basis to determine the status of financial stability.

Budget Highlights

Health Insurance

Fiscal Services Department	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Purchased Services	436,553	478,007	478,007	478,007	522,640
Other Costs	3,523,800	4,179,760	4,179,760	4,179,760	4,496,320
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	0	0	0	0	0
Subtotal Operating Expenses	3,960,353	4,657,767	4,657,767	4,657,767	5,018,960
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Health Insurance	3,960,353	4,657,767	4,657,767	4,657,767	5,018,960

Major Accomplishments, Goals and Objectives

Not applicable.

Fund 614 – Insurance and Safety

City of Great Falls, Montana

	FY 2006 Actual	FY 2007 Original	FY 2007 Amended	Projected	FY 2008 Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Services	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Internal Services	1,103,188	1,266,734	1,189,271	1,266,734	1,413,190
Special Assessments	0	0	0	0	0
Investment Earnings	1,656	0	0	0	0
Miscellaneous Revenue	0	0	0	2,990	0
Subtotal Operating Revenue	1,104,844	1,266,734	1,189,271	1,269,724	1,413,190
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	0	0	0	0	0
Total Revenue	1,104,844	1,266,734	1,189,271	1,269,724	1,413,190
Personal Services	62,136	60,162	60,162	60,162	63,904
Supplies & Materials	422	5,550	5,550	5,550	5,500
Purchased Services	52,993	1,294	1,294	1,294	1,253
Other Costs	973,199	1,196,316	1,196,316	1,112,413	1,339,152
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	3,613	3,412	3,412	3,412	3,381
Subtotal Operating Expenses	1,092,363	1,266,734	1,266,734	1,182,831	1,413,190
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Transfers - Out to Other Funds	948	831	831	831	831
Total Expenditures	1,093,311	1,267,565	1,267,565	1,183,662	1,414,021
Revenue Over (Under) Expenditures	11,533	(831)	(78,294)	86,062	(831)
add (deduct) Net Changes in Reserves	0	0	0	0	0
Net Change in the Unreserved Balance	11,533	(831)	(78,294)	86,062	(831)
Reserves					
Beginning Balance - July 1	0	0	0	0	0
Net Change	0	0	0	0	0
Ending Balance - June 30	0	0	0	0	0
Unreserved Balance					
Beginning Balance - July 1	527	28,340	28,340	12,060	98,122
Net Change	11,533	(831)	(78,294)	86,062	(831)
Ending Balance - June 30	12,060	27,509	(49,954)	98,122	97,291

Fund Purpose

The Insurance and Safety Fund is an Internal Service Fund, established to account for central insurance, workers’ compensation, and department safety programs,

The City has a number of liability and property insurance policies that cover the City as a whole. Centralized handling of premium payment’s, claims processing, general insurance administration and safety programs provide the most efficient control.

This fund is 100% financed on a ‘Break Even’ basis by Internal Service Charges to the City operations receiving insurance and safety services.

The organizational chart of the Insurance and Safety Fund is in Fund 615- Fiscal Services Department.

Insurance and Safety

Budget Highlights

<i>Insurance & Safety</i>	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Fiscal Services Department					
Personal Services	56,034	60,162	60,162	60,162	63,904
Supplies & Materials	422	5,550	5,550	5,550	5,500
Purchased Services	1,438	1,294	1,294	1,294	1,253
Other Costs	973,199	1,196,316	1,196,316	1,112,413	1,339,152
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	3,145	3,412	3,412	3,412	3,381
Subtotal Operating Expenses	1,034,238	1,266,734	1,266,734	1,182,831	1,413,190
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Insurance & Safety	1,034,238	1,266,734	1,266,734	1,182,831	1,413,190

Insurance and Safety

Goals and Objectives

Major Accomplishments – In the Past Year

- Assisted in reviewing and revising the Public Works Department Safety Manual.
- Worked with the Public Works Safety Committee to create a more aggressive safety program within all divisions.
- Reviewed and updated insurance requirements in several City contracts.
- Member of the MMIA Claims Committee.
- Member of the MMIA Board of Directors.
- Member of the MMIA Health Insurance Committee
- Chairman of the MMIA Finance Committee
- Member of the MMIA Audit Committee
- Attended the National Public Risk Managers Association (PRIMA) Conference.
- Reviewed all workers’ compensation and liability claims.

Insurance and Safety- (continued)

Priority Goals and Objectives – For the Upcoming Year

- Increase training utilizing the Montana Safety Training Institute.
- Continue to review insurance requirement in City contracts.
- Continue to reduce insurance costs through loss control education.
- Provide continuing education for insurance program administration.
- On-going evaluation of the City’s Health Insurance Program.
- Perform specific procedural audits within departments with the help of the City Audit Committee.

Fund 615 – Fiscal Services

City of Great Falls, Montana

	FY 2006 Actual	FY 2007 Original	FY 2007 Amended	Projected	FY 2008 Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Services	1,066	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Internal Services	1,472,720	1,576,789	1,576,789	1,576,789	1,697,275
Special Assessments	0	0	0	0	0
Investment Earnings	4,407	0	0	3,512	0
Miscellaneous Revenue	695	2,730	2,730	1,015	1,500
Subtotal Operating Revenue	1,478,888	1,579,519	1,579,519	1,581,316	1,698,775
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	0	0	0	0	0
Total Revenue	1,478,888	1,579,519	1,579,519	1,581,316	1,698,775
Personal Services	833,020	887,818	887,818	873,604	948,014
Supplies & Materials	30,947	34,117	34,117	36,772	45,860
Purchased Services	214,743	235,556	240,056	225,123	250,958
Other Costs	11,342	8,854	8,854	14,540	15,500
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	410,389	399,108	397,643	397,643	416,686
Subtotal Operating Expenses	1,500,441	1,565,453	1,568,488	1,547,682	1,677,018
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	22,300	22,300	7,690
Transfers - Out to Other Funds	12,632	14,067	14,067	14,067	14,067
Total Expenditures	1,513,073	1,579,520	1,604,855	1,584,049	1,698,775
Revenue Over (Under) Expenditures	(34,185)	(1)	(25,336)	(2,733)	0
add (deduct) Net Changes in Reserves	0	0	0	0	0
Net Change in the Unreserved Balance	(34,185)	(1)	(25,336)	(2,733)	0
Reserves					
Beginning Balance - July 1	0	0	0	0	0
Net Change	0	0	0	0	0
Ending Balance - June 30	0	0	0	0	0
Unreserved Balance					
Beginning Balance - July 1	92,925	128,926	128,926	58,740	56,007
Net Change	(34,185)	(1)	(25,336)	(2,733)	0
Ending Balance - June 30	58,740	128,925	103,590	56,007	56,007

Fund Purpose

The Fiscal Services Fund is administered by the Fiscal Services Department. The Fiscal Services Fund is an internal service fund, established to account for services provided in support of other City operations. This fund is 100% financed on a “break even” basis by internal service charges to the City operations receiving fiscal services service.

The Fiscal Services Fund has six divisions. The divisions are:

- **Fiscal Services - Administration**
This division handles City investments, bond issuance and debt service administration and general administration.
- **Accounting**
Accounting encompasses financial reporting, purchase order/claims processing, fixed assets, special improvement districts assessment, and special lighting districts creation and assessments.
- **Payroll**
Payroll encompasses payroll operations.
- **Analysis/Budget**
The Analysis/Budget Division provides annual budget development and management studies.
- **Utility**
Utility encompasses utility customer service, billing, collections and analysis, miscellaneous receivables, and City cashier.
- **Mail**
Mail processes and distributes interoffice and incoming and outgoing mail.

The organizational chart of the Fiscal Services Fund is in the Organization Section - Fiscal Services Department.

Fiscal Services – Administration

Budget Highlights

Fiscal Services - Admin.

Fiscal Services Department	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	105,735	111,350	111,350	108,571	116,354
Supplies & Materials	3,606	4,250	4,250	2,500	4,885
Purchased Services	50,938	9,675	14,175	21,175	26,630
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	68,440	41,875	41,677	41,677	25,475
Subtotal Operating Expenses	228,719	167,150	171,452	173,923	173,344
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	22,300	22,300	0
Total Fiscal Services - Admin.	228,719	167,150	193,752	196,223	173,344

Goals and Objectives

Major Accomplishments - In the Past Year

- Received the GFOA award for Comprehensive Annual Financial Report (CAFR) for the eleventh year.
- Increased department cross-training efforts.

Fiscal Services – Administration (continued)**Priority Goals and Objectives – For the Upcoming Year**

- Submission of the annual Comprehensive Annual Financial Report for Certificate of Achievement for Excellence in Reporting.

Fiscal Services - Accounting**Budget Highlights**

<i>Accounting</i> Fiscal Services Department	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	269,525	295,656	295,656	285,676	314,295
Supplies & Materials	7,627	7,375	7,375	7,850	9,125
Purchased Services	60,339	63,467	63,467	45,267	47,180
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	158,814	140,800	140,309	140,309	165,223
Subtotal Operating Expenses	496,305	507,298	506,807	479,102	535,823
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Accounting	496,305	507,298	506,807	479,102	535,823

Goals and Objectives**Major Accomplishments - In the Past Year**

- Received the GFOA Popular Annual Financial Report award.
- Generated financial reports internally.
- Streamlined account payable procedures.

Priority Goals and Objectives – For the Upcoming Year

- Implement infrastructure reporting requirements.
- Simplify payment processing with wire transfers and electronic purchase orders.
- Update policy and procedures manuals for Accounting and Utilities.

Payroll**Budget Highlights**

<i>Payroll</i> Fiscal Services Department	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	52,164	55,216	55,216	55,234	58,430
Supplies & Materials	1,256	2,842	2,842	1,865	3,750
Purchased Services	798	944	944	736	1,025
Other Costs	0	0	0	40	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	19,867	22,378	22,290	22,290	22,692
Subtotal Operating Expenses	74,085	81,380	81,292	80,165	85,897
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Payroll	74,085	81,380	81,292	80,165	85,897

Payroll

Goals and Objectives

Major Accomplishments - In the Past Year

- Updated and implemented more accurate and secure forms.

Priority Goals and Objectives – For the Upcoming Year

- Streamline payroll process.

Analysis/Budget

Budget Highlights

Analysis/Budget

Fiscal Services Department

	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	114,458	108,827	108,827	118,331	119,237
Supplies & Materials	1,735	1,700	1,700	1,707	1,700
Purchased Services	4,446	5,831	5,831	5,805	5,981
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	14,740	22,193	22,016	22,016	20,930
Subtotal Operating Expenses	135,379	138,551	138,374	147,859	147,848
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Analysis/Budget	135,379	138,551	138,374	147,859	147,848

Goals and Objectives

Major Accomplishments - In the Past Year

- Received the GFOA Distinguished Budget Award for the 16th year.

Priority Goals and Objectives – For the Upcoming Year

- Centrally coordinate the development and budgetary presentation of goals and benchmarks for performance measurement.
- Establish a facility and building maintenance schedule for all City facilities.
- Continue to achieve the Government Finance Officers Association’s Distinguished Budget Award.

Fiscal Services - Utilities

Budget Highlights

Utilities

Fiscal Services Department

	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	291,138	310,185	310,185	299,262	332,453
Supplies & Materials	16,723	17,950	17,950	22,850	26,400
Purchased Services	98,222	101,815	101,815	101,040	114,395
Other Costs	11,342	8,854	8,854	14,500	15,500
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	148,528	171,386	170,875	170,875	181,246
Subtotal Operating Expenses	565,953	610,190	609,679	608,527	669,994
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	7,690
Total Utilities	565,953	610,190	609,679	608,527	677,684

Goals and Objectives

Major Accomplishments - In the Past Year

- Implemented on-line utility payments.
- Continued department cross training.
- Increased knowledge in electric utility billing.

Fiscal Services - Utilities

Budget Highlights

<i>Utilities</i>	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Fiscal Services Department					
Personal Services	291,138	310,185	310,185	299,262	332,453
Supplies & Materials	16,723	17,950	17,950	22,850	26,400
Purchased Services	98,222	101,815	101,815	101,040	114,395
Other Costs	11,342	8,854	8,854	14,500	15,500
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	148,528	171,386	170,875	170,875	181,246
Subtotal Operating Expenses	565,953	610,190	609,679	608,527	669,994
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	7,690
Total Utilities	565,953	610,190	609,679	608,527	677,684

Goals and Objectives

Major Accomplishments - In the Past Year

- Implemented on-line utility payments.
- Continued department cross training.
- Increased knowledge in electric utility billing.

Priority Goals and Objectives – For the Upcoming Year

- Improve efficiency in billing and delinquency processing.

Fiscal Services - Mail

Budget Highlights

<i>Mail</i>	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Fiscal Services Department					
Personal Services	0	6,584	6,584	6,530	7,245
Supplies & Materials	0	0	0	0	0
Purchased Services	0	53,824	53,824	51,100	55,747
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	0	476	476	476	1,120
Subtotal Operating Expenses	0	60,884	60,884	58,106	64,112
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Mail	0	60,884	60,884	58,106	64,112

Fiscal Services – Mail (continued)**Goals and Objectives****Major Accomplishments - In the Past Year**

- Continued employment of a retired person to process the City's interoffice and incoming mail, deliver it to Civic Center offices, and shred confidential documents.
- In cooperation with the Great Falls School District, we employ a student to help process the City's interoffice mail on Mondays and following holidays.
- Partnered with the School District to allow students to come into the mail room and learn life skills by opening utility bills and shredding paper.
- Renewed the contract with A & A Carriers.

Priority Goals and Objectives – For the Upcoming Year

- Continue to process the City's mail in the most efficient way possible.
- Continue to evaluate courier and mail processing services.
- Continue partnering with the School District by allowing students to work in the mail room.

Fund 617 – Information Technology

City of Great Falls, Montana

	FY 2006 Actual	FY 2007 Original	FY 2007 Amended	Projected	FY 2008 Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	10,400	20,404	20,404	20,404	21,792
Charges for Services	482	400	400	900	900
Fines and Forfeitures	0	0	0	0	0
Internal Services	912,227	1,034,423	1,034,423	1,034,423	1,139,201
Special Assessments	0	0	0	0	0
Investment Earnings	8,045	7,000	7,000	5,500	5,000
Miscellaneous Revenue	7,677	10,000	10,000	6,405	5,200
Subtotal Operating Revenue	938,831	1,072,227	1,072,227	1,067,632	1,172,093
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	40,530	20,404	20,404	20,404	21,792
Total Revenue	979,361	1,092,631	1,092,631	1,088,036	1,193,885
Personal Services	449,503	466,837	466,837	471,189	531,178
Supplies & Materials	228,815	83,200	121,328	118,359	83,350
Purchased Services	352,825	394,383	394,383	384,565	421,600
Other Costs	512	0	0	500	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	43,534	51,822	51,107	51,107	58,587
Subtotal Operating Expenses	1,075,189	996,242	1,033,655	1,025,720	1,094,715
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	10,000	10,000	10,000	15,990
Transfers - Out to Other Funds	4,824	6,883	6,883	6,883	6,883
Total Expenditures	1,080,013	1,013,125	1,050,538	1,042,603	1,117,588
Revenue Over (Under) Expenditures	(100,652)	79,506	42,093	45,433	76,297
add (deduct) Net Changes in Reserves	0	(79,506)	(79,506)	(79,506)	(82,681)
Net Change in the Unreserved Balance	(100,652)	0	(37,413)	(34,073)	(6,384)
Reserves					
Beginning Balance - July 1	277,443	277,433	277,443	277,443	356,949
Net Change	0	79,506	79,506	79,506	82,681
Ending Balance - June 30	277,443	356,939	356,949	356,949	439,630
Unreserved Balance					
Beginning Balance - July 1	222,569	71,976	121,917	121,917	87,844
Net Change	(100,652)	0	(37,413)	(34,073)	(6,384)
Ending Balance - June 30	121,917	71,976	84,504	87,844	81,460

Fund Purpose

The Information Technology (IT) Fund is administered by the Fiscal Services Director. This is an internal service fund established to account for services and equipment provided by the Information Technology (IT) Division in support of City computer operations. This fund is 100% financed on a break even basis by internal service charges to the City operations receiving information technology services.

The Information Technology Fund has three divisions. The divisions are:

- **Information Technology**
This division is responsible for managing the central computer systems, personal computer systems, wide area network, and local area networks, and for providing computer and software training, and coordinating the land management database.
- **Mapping**
This division is responsible for researching, creating, and maintaining computer digital map resources and responses to map project requests by E911, Fire Department, and many other city, county, and state agencies. All physical addresses within the City of Great Falls and Cascade County are issued, managed, and coordinated by this department.
- **Computer Equipment**
The replacement of computer equipment is funded through an annual appropriation for the Computer Equipment Revolving Schedule (ERS) reserve. The ERS reserve is set aside each year within this fund. The Information Technology Division administers the computer ERS for the City as a whole, with the exception of the Library. Central processing computer equipment is owned and purchased in the IT Fund.

The organizational chart of the Information Technology Fund is in the Organization Section - Fiscal Services Department.

Information Technology

Budget Highlights

Information Technology

Fiscal Services Department	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	318,836	330,423	330,423	334,743	385,789
Supplies & Materials	16,936	19,300	19,300	16,630	19,450
Purchased Services	346,030	385,389	385,389	375,950	412,950
Other Costs	512	0	0	500	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	29,833	36,205	35,693	35,693	40,939
Subtotal Operating Expenses	712,147	771,317	770,805	763,516	859,128
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Information Technology	712,147	771,317	770,805	763,516	859,128

Computer Equipment

Budget Highlights

Computer Equipment

Fiscal Services Department

	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	0	0	0	0	0
Supplies & Materials	208,174	59,600	97,728	97,729	59,600
Purchased Services	0	0	0	0	0
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	0	0	0	0	0
Subtotal Operating Expenses	208,174	59,600	97,728	97,729	59,600
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Computer Equipment	208,174	59,600	97,728	97,729	59,600

Goals and Objectives

Major Accomplishments - In The Past Year

- Replaced more than fifty PC’s and monitors.
- Implemented programs: Click2Gov, Looking Glass, Golf Trac/POS system, and a new wireless solution for city inspections.
- Replaced AS/400 model 720 to model I-5 Series.
- Upgraded firewall and purchased a VPN (Virtual Private Network) hardware box.

Priority Goals and Objectives – For the Upcoming Year

- Combine City and County Public Safety AS/400.
- Upgrade 30-40 PCs and monitors.
- Develop new web design for city website.
- Upgrade 50% of switches to GB speeds.
- Implement Rec Trac.
- Upgrade network.

Mapping

Budget Highlights

Mapping

Planning Department

	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	130,667	136,414	136,414	136,446	145,389
Supplies & Materials	3,705	4,300	4,300	4,000	4,300
Purchased Services	6,795	8,994	8,994	8,615	8,650
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	13,701	15,617	15,414	15,414	17,648
Subtotal Operating Expenses	154,868	165,325	165,122	164,475	175,987
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	10,000	10,000	10,000	10,000
Total Mapping	154,868	175,325	175,122	174,475	185,987

Mapping (continued)**Goals and Objectives****Major Accomplishments - In The Past Year**

- Assisted city departments and other government agencies with development of digital mapping data and established coordinated relationship for data maintenance and data sharing.
- Participated in reviewing and establishing standards and procedures relating to the global efforts of land data management.
- Implemented new software to manage and distribute information to departments more efficiently.

Priority Goals and Objectives – For the Upcoming Year

- Continue to review current methods of assistance in addressing department needs.
- Integrate GIS function where possible for efficiency and effectiveness of land management practices.
- Generate practical application manuals that detail the procedures and standards developed by city staff dealing with land management, computer mapping, and enumeration.

Fund 631 – Central Garage

City of Great Falls, Montana

	FY 2006 Actual	FY 2007 Original	FY 2007 Amended	Projected	FY 2008 Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	187,851	0	0	0	0
Charges for Services	6,925	7,000	7,000	8,205	7,000
Fines and Forfeitures	0	0	0	0	0
Internal Services	1,515,679	1,330,037	1,330,037	1,330,037	1,617,782
Special Assessments	0	0	0	0	0
Investment Earnings	131,254	105,846	105,846	143,940	0
Miscellaneous Revenue	5,900	700	700	43,525	110,689
Subtotal Operating Revenue	1,847,609	1,443,583	1,443,583	1,525,707	1,735,471
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	0	0	0	0	0
Total Revenue	1,847,609	1,443,583	1,443,583	1,525,707	1,735,471
Personal Services	546,721	584,817	584,817	583,816	613,468
Supplies & Materials	377,140	317,000	317,000	380,314	327,000
Purchased Services	47,103	61,460	60,497	49,916	59,840
Other Costs	6,111	5,980	5,980	5,588	6,500
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	98,312	117,087	114,593	113,909	117,376
Subtotal Operating Expenses	1,075,387	1,086,344	1,082,887	1,133,543	1,124,184
Debt Service - Principal	0	0	0	0	0
Capital Outlay	512,891	646,520	783,995	690,334	318,490
Transfers - Out to Other Funds	98,525	53,839	8,039	8,039	8,039
Total Expenditures	1,686,803	1,786,703	1,874,921	1,831,916	1,450,713
Revenue Over (Under) Expenditures	160,806	(343,120)	(431,338)	(306,209)	284,758
add (deduct) Net Changes in Reserves	255,383	299,877	437,352	363,188	(280,312)
Net Change in the Unreserved Balance	416,189	(43,243)	6,014	56,979	4,446
Reserves					
Beginning Balance - July 1	1,278,787	1,023,404	1,023,404	1,023,404	660,216
Net Change	(255,383)	(299,877)	(437,352)	(363,188)	280,312
Ending Balance - June 30	1,023,404	723,527	586,052	660,216	940,528
Unreserved Balance					
Beginning Balance - July 1	192,012	145,392	145,392	608,201	665,180
Net Change	416,189	(43,243)	6,014	56,979	4,446
Ending Balance - June 30	608,201	102,149	151,406	665,180	669,626

Fund Purpose

The Central Garage Fund is an internal service fund established to support fleet operations for the City of Great Falls. The Garage functions include maintenance, fuel dispensing and replacement services for all major vehicles and motor equipment (approximately 450) owned by the City, the Great Falls Housing Authority and the Humane Society.

Equipment Revolving Schedule (ERS) reserves for the replacement of vehicles and equipment are set aside each year within this fund. Scheduled purchases for vehicles and equipment are made directly out of this fund. Vehicle and equipment reserves are held in the Central Garage Fund for all governmental fund operations and in the individual proprietary funds. The Central Garage prepares specifications and administers the purchase process for all capital outlay financed from vehicle and equipment reserves.

In governmental funds (general, special revenue, debt service, and capital projects), the annual internal service charge paid to the Central Garage Fund for the ERS reserve is recorded as an expenditure each year.

In proprietary funds, (enterprise and internal services), the annual addition to the ERS reserve is kept within the fund and is not charged as an expense. The fixed asset expenditure is recorded only when the capital outlay purchase is made from that fund's accumulated reserves.

Capital improvements for the Central Garage facility are funded through annual operating revenue as needed.

The Equipment Revolving Schedule consistently provides necessary equipment replacement for ongoing operations. There is no deferral of necessary capital equipment replacement. Operating efficiency is maximized and maintenance costs are minimized by routinely replacing inefficient or obsolete equipment.

Loans from the equipment replacement reserves have been made for improvements to the Parking Garage, Legion Baseball Stadium and Demolay building. These loans earn interest at the same rate as if the money had been invested in the investment market. It is anticipated that the loans will be repaid within ten to twenty years. Central Garage does not acquire equipment via loans or lease-purchase agreements; thus, carries no debt.

Key revenue sources include charges made to other funds for vehicle maintenance and for equipment replacement reserves. Interest earnings, estimated at 2% annually, are used to offset maintenance charges.

The Central Garage Fund organizational chart is in the Organization Section – Public Works Department.

Budget Highlights

Central Garage - Equipment Revolving

Public Works Department	FY 2006	FY 2007			FY 2008
	Actual	Original	Amended	Projected	Adopted
Personal Services	0	0	0	0	0
Supplies & Materials	11,702	0	0	11,497	0
Purchased Services	0	0	0	0	0
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	0	0	0	0	0
Subtotal Operating Expenses	11,702	0	0	11,497	0
Debt Service - Principal	0	0	0	0	0
Capital Outlay	512,891	638,520	775,995	690,334	318,490
Total Central Garage - Equipment Revolving	524,593	638,520	775,995	701,831	318,490

Central Garage

Public Works Department	FY 2006	FY 2007			FY 2008
	Actual	Original	Amended	Projected	Adopted
Personal Services	546,721	584,817	584,817	583,816	613,468
Supplies & Materials	365,438	317,000	317,000	368,817	327,000
Purchased Services	47,103	61,460	60,497	49,916	59,840
Other Costs	6,111	5,980	5,980	5,588	6,500
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	98,312	117,087	114,593	113,909	117,376
Subtotal Operating Expenses	1,063,685	1,086,344	1,082,887	1,122,046	1,124,184
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	8,000	8,000	0	0
Total Central Garage	1,063,685	1,094,344	1,090,887	1,122,046	1,124,184

Goal and Objectives

Major Accomplishments - In The Past Year

- The Fleet Management System is now being used to predict and schedule preventive maintenance needs.
- The division wrote specifications for and purchased 35 items of equipment valued at \$1,245,908.
- Comprehensive reviews of each department's Equipment Revolving Schedule (ERS) were conducted with each department head. Many changes in future equipment needs and reserve goals results

Priorities Goals & Objectives – For The Upcoming Year

- A comprehensive review of each organization’s ERS to fine-tune their equipment needs and reserve goals.
- Continued tracking of in-house versus "downtown" repair costs.
- Research alternate fuels, vehicles and other fuel saving concepts.

Fund 633 – Facilities Maintenance

City of Great Falls, Montana

	FY 2006 Actual	FY 2007		FY 2008 Adopted	
		Original	Amended	Projected	
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Services	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Internal Services	0	0	0	0	0
Special Assessments	0	0	0	0	0
Investment Earnings	0	0	0	0	0
Miscellaneous Revenue	170	0	0	0	0
Subtotal Operating Revenue	170	0	0	0	0
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	0	0	0	0	0
Total Revenue	170	0	0	0	0
Personal Services	(26,249)	0	0	0	0
Supplies & Materials	1,015	0	0	0	0
Purchased Services	197	0	0	0	0
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	0	0	0	0	0
Subtotal Operating Expenses	(25,037)	0	0	0	0
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Transfers - Out to Other Funds	12,408	0	0	0	0
Total Expenditures	(12,629)	0	0	0	0
Revenue Over (Under) Expenditures	12,799	0	0	0	0
add (deduct) Net Changes in Reserves	0	0	0	0	0
Net Change in the Unreserved Balance	12,799	0	0	0	0
Reserves					
Beginning Balance - July 1	0	0	0	0	0
Net Change	0	0	0	0	0
Ending Balance - June 30	0	0	0	0	0
Unreserved Balance					
Beginning Balance - July 1	(12,799)	0	0	0	0
Net Change	12,799	0	0	0	0
Ending Balance - June 30	0	0	0	0	0

The Facilities Maintenance Fund was established to provide painter, carpenter, and electrician services to all City Departments. This Fund was closed in Fiscal Year 2006 and expenses were distributed to departments where expenses were incurred.

	FY 2006 Actual	FY 2007 Original	FY 2007 Amended	FY 2007 Projected	FY 2008 Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	42,865	42,150	42,150	42,150	47,150
Intergovernmental	0	0	0	0	0
Charges for Services	114,549	105,050	105,050	105,050	147,650
Fines and Forfeitures	0	0	0	0	0
Internal Services	772,811	752,397	752,397	752,397	836,834
Special Assessments	0	0	0	0	0
Investment Earnings	2,986	0	0	0	4,000
Miscellaneous Revenue	0	0	0	0	0
Subtotal Operating Revenue	933,211	899,597	899,597	899,597	1,035,634
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	172,000	160,024	165,047	165,047	162,710
Total Revenue	1,105,211	1,059,621	1,064,644	1,064,644	1,198,344
Personal Services	756,951	840,133	840,133	807,267	886,844
Supplies & Materials	21,102	19,700	19,700	18,765	19,500
Purchased Services	25,726	26,450	25,496	26,356	25,650
Other Costs	10,117	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	122,469	146,587	143,282	143,782	173,325
Subtotal Operating Expenses	936,365	1,032,870	1,028,611	996,170	1,105,319
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	45,300
Transfers - Out to Other Funds	11,342	10,286	12,286	12,286	10,286
Total Expenditures	947,707	1,043,156	1,040,897	1,008,456	1,160,905
Revenue Over (Under) Expenditures	157,504	16,465	23,747	56,188	37,439
add (deduct) Net Changes in Reserves	0	0	0	0	0
Net Change in the Unreserved Balance	157,504	16,465	23,747	56,188	37,439
Reserves					
Beginning Balance - July 1	104,823	104,823	104,823	104,823	104,823
Net Change	0	0	0	0	0
Ending Balance - June 30	104,823	104,823	104,823	104,823	104,823
Unreserved Balance					
Beginning Balance - July 1	(113,391)	(43,684)	(43,684)	44,113	100,301
Net Change	157,504	16,465	23,747	56,188	37,439
Ending Balance - June 30	44,113	(27,219)	(19,937)	100,301	137,740

Fund Purpose

The Engineering Fund is administered by the Public Works Department. The Engineering Division provides technical support for the utilities and operation divisions of Public Works and all other departments within the City. Support of the utilities and street operations are the primary focuses of engineering. Other departments receive engineering support as agreed upon or projected during the budget process.

Primary activities involve application of policy to and technical aspects of:

- Project Design Management
- Construction Management
- Annexation and Development Review
- Economic Development
- Capital Improvement Programming
- Private Infrastructure Inspection

The composition of revenues is affected by the level of construction activity; the number of permits issued and the number of special improvement districts. These are relatively small portions of the division budget. Non-public works department revenues fluctuate with the number and size of projects available and the amount of privately installed infrastructure and subdivision construction being inspected.

The Engineering Fund organizational chart is in the Organization Section – Public Works Department.

**Central Garage/ Equipment Revolving
Budget Highlights**

Central Garage/Equipment Revolving is administered by the Public Works Department.

<i>Central Garage - Equipment Revolving</i> Public Works Department	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Purchased Services	0	0	0	0	0
Other Costs	10,117	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	0	0	0	0	0
Subtotal Operating Expenses	10,117	0	0	0	0
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	18,000
Total Central Garage - Equipment Revolving	10,117	0	0	0	18,000

Machinery and equipment scheduled for replacement are treated as withdrawals from the Equipment Revolving Schedule reserves and appropriated in this budget.

Major Accomplishments – Goals and Objectives

This budget only deals with scheduled transactions for machinery and equipment purchases. Statements of accomplishment, goals, objectives and policies are not applicable.

Budget Highlights*City Engineer*

	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Public Works Department					
Personal Services	756,951	840,133	840,133	807,267	886,844
Supplies & Materials	21,102	19,700	19,700	18,765	19,500
Purchased Services	25,726	26,450	25,496	26,356	25,650
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	122,469	146,587	143,282	143,782	173,325
Subtotal Operating Expenses	926,248	1,032,870	1,028,611	996,170	1,105,319
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	27,300
Total City Engineer	926,248	1,032,870	1,028,611	996,170	1,132,619

Goals and Objectives**Major Accomplishments - In the Past Year**

- Completed Agricultural Business Park sanitary sewer extension and lift station.
- Completed infrastructure for the Centene/Medical Tech Park area.
- Completed 3.02 miles of water main replacement, double the previous year's total.
- Nearly completed the Water Master Plan update.
- Second successful season of subdivision inspection policy for privately funded public infrastructure.
- Completed West Bank Trail connection.

Priority Goals and Objectives - For the Upcoming Year

- Complete infrastructure for Lot 3, Medical Tech Park subdivision.
- Continue aggressive water main replacement program.
- Complete wastewater treatment plant cogeneration project.
- Accelerate sanitary sewer upsizing and lining program.
- Complete water treatment plant pond linings and flocculator rehabilitation.
- Complete north Great Falls sanitary sewer and storm drainage master plan.
- Complete Local Agency Certification process and begin first roadway project.
- Actively participate in bringing value-added industry and economic development projects to Great Falls.

Fund 639 – Public Works Administration

City of Great Falls, Montana

	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Services	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Internal Services	355,153	411,721	411,721	411,721	430,341
Special Assessments	0	0	0	0	0
Investment Earnings	1,767	0	0	2,317	0
Miscellaneous Revenue	0	0	0	0	0
Subtotal Operating Revenue	356,920	411,721	411,721	414,038	430,341
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	0	0	0	0	0
Total Revenue	356,920	411,721	411,721	414,038	430,341
Personal Services	206,856	213,042	222,574	235,168	218,918
Supplies & Materials	5,005	10,400	10,400	6,180	14,900
Purchased Services	105,520	129,186	129,186	124,723	136,435
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	25,727	31,828	30,366	28,845	30,313
Subtotal Operating Expenses	343,108	384,456	392,526	394,916	400,566
Debt Service - Principal	0	0	0	0	0
Capital Outlay	3,600	26,253	26,253	4,130	29,100
Transfers - Out to Other Funds	2,775	2,374	2,374	2,374	2,374
Total Expenditures	349,483	413,083	421,153	401,420	432,040
Revenue Over (Under) Expenditures	7,437	(1,362)	(9,432)	12,618	(1,699)
add (deduct) Net Changes in Reserves	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Net Change in the Unreserved Balance	6,437	(2,362)	(10,432)	11,618	(2,699)
Reserves					
Beginning Balance - July 1	4,000	4,000	4,000	5,000	6,000
Net Change	1,000	1,000	1,000	1,000	1,000
Ending Balance - June 30	5,000	5,000	5,000	6,000	7,000
Unreserved Balance					
Beginning Balance - July 1	54,391	59,872	59,872	60,828	72,446
Net Change	6,437	(2,362)	(10,432)	11,618	(2,699)
Ending Balance - June 30	60,828	57,510	49,440	72,446	69,747

Fund Purpose

The Public Works Administration Fund is administered by the Public Works Department. The Public Works Administration is responsible for the overall planning, organizing, and coordinating of the three branches of Public Works: Utilities, Operations and Engineering. Formulation and implementation of the budgets and programs outlined in the goals and objectives are coordinated through Public Works Administration.

The fund contains all expenses of the Public Works Director, Program Specialist, and Administrative Assistant. It is also responsible for all expenses related to the Public Works Complex. These expenses include electricity, gas, water, mail courier service, safety training material, green area, and forestry services. Expenses identified to a specific branch of Public Works are not covered by the administration fund. Funding is received by percentage based charges to the individual branches of Public Works.

Public Works has a capital program for improvements such as complex landscaping and upgrading the complex fire alarm systems. The Engineering Branch manages and coordinates the capital improvement programs and public works administration assists through its management function. Most of the capital improvements Public Works Complex are done through this facility.

The Public Works Fund organizational chart is in the Organization Section – Public Works Department.

Budget Highlights

Public Works Administration

Public Works Department

	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Personal Services	206,856	213,042	222,574	235,168	218,918
Supplies & Materials	5,005	10,400	10,400	6,180	14,900
Purchased Services	105,520	129,186	129,186	124,723	136,435
Other Costs	0	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	25,727	31,828	30,366	28,845	30,313
Subtotal Operating Expenses	343,108	384,456	392,526	394,916	400,566
Debt Service - Principal	0	0	0	0	0
Capital Outlay	3,600	26,253	26,253	4,130	29,100
Total Public Works Administration	346,708	410,709	418,779	399,046	429,666

Goals and Objectives

Major Accomplishments – In the Past Year

- Coordinated the presentation of “You Make Great Falls Great” for the Great Falls schools.
- Participated in Public Works Week.

Goals and Objectives (continued)**Priority Goals and Objectives - For the Upcoming Year**

- Manage growth to preserve our resources, environment, and sense of community.
- Provide excellent public services desired by the community within its financial means.
- Anticipate and plan for future capacities and resources needed for services.
- Encourage and support sustainable development.
- Continue to create team and morale building incentives.
- Remain financially strong.
- Form partnerships with other governments and organizations to make better use of public resources in providing service

Fund 664 – Park and Recreation Administration

City of Great Falls, Montana

	FY 2006 Actual	Original	FY 2007 Amended	Projected	FY 2008 Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Services	220,912	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Internal Services	0	0	0	0	0
Special Assessments	0	0	0	0	0
Investment Earnings	3,695	0	0	0	0
Miscellaneous Revenue	0	0	0	0	0
Subtotal Operating Revenue	224,607	0	0	0	0
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	0	0	0	0	0
Total Revenue	224,607	0	0	0	0
Personal Services	153,109	0	0	0	0
Supplies & Materials	9,391	0	0	0	0
Purchased Services	46,298	0	0	0	0
Other Costs	4,715	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	23,163	0	0	0	0
Subtotal Operating Expenses	236,676	0	0	0	0
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Transfers - Out to Other Funds	2,889	0	0	53,224	0
Total Expenditures	239,565	0	0	53,224	0
Revenue Over (Under) Expenditures	(14,958)	0	0	(53,224)	0
add (deduct) Net Changes in Reserves	0	0	0	0	0
Net Change in the Unreserved Balance	(14,958)	0	0	(53,224)	0
Reserves					
Beginning Balance - July 1	0	0	0	0	0
Net Change	0	0	0	0	0
Ending Balance - June 30	0	0	0	0	0
Unreserved Balance					
Beginning Balance - July 1	68,182	0	0	53,224	0
Net Change	(14,958)	0	0	(53,224)	0
Ending Balance - June 30	53,224	0	0	0	0

The Park and Recreation Administration Division has been moved to the General Fund to better reflect the direct program cost of the other funds in Fiscal Year 2007.

Fund 671 – Civic Center Facility Services

City of Great Falls, Montana

	FY 2006	FY 2007		FY 2008	
	Actual	Original	Amended	Projected	Adopted
Fund Summary					
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Services	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Internal Services	359,098	415,621	415,621	415,621	460,264
Special Assessments	0	0	0	0	0
Investment Earnings	7,878	0	0	6,000	0
Miscellaneous Revenue	(590)	0	0	272	0
Subtotal Operating Revenue	366,386	415,621	415,621	421,893	460,264
Proceeds from Long-term Debt	0	0	0	0	0
Transfers - In From Other Funds	0	0	0	0	0
Total Revenue	366,386	415,621	415,621	421,893	460,264
Personal Services	178,563	184,149	184,149	195,633	212,868
Supplies & Materials	13,454	13,160	13,160	12,900	14,360
Purchased Services	94,176	165,520	165,520	133,980	181,107
Other Costs	6,814	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	42,632	52,792	52,419	139,762	51,930
Subtotal Operating Expenses	335,639	415,621	415,248	482,275	460,265
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	77,000	87,343	21,500
Transfers - Out to Other Funds	1,829	3,165	3,165	3,165	3,165
Total Expenditures	337,468	418,786	495,413	572,783	484,930
Revenue Over (Under) Expenditures	28,918	(3,165)	(79,792)	(150,890)	(24,666)
add (deduct) Net Changes in Reserves	0	0	0	0	0
Net Change in the Unreserved Balance	28,918	(3,165)	(79,792)	(150,890)	(24,666)
Reserves					
Beginning Balance - July 1	97,116	97,116	97,116	97,116	97,116
Net Change	0	0	0	0	0
Ending Balance - June 30	97,116	97,116	97,116	97,116	97,116
Unreserved Balance					
Beginning Balance - July 1	167,729	113,349	196,647	196,647	45,757
Net Change	28,918	(3,165)	(79,792)	(150,890)	(24,666)
Ending Balance - June 30	196,647	110,184	116,855	45,757	21,091

Fund Purpose

The Civic Center Facility Services Fund is administered by the Community Development Department. This fund is responsible for custodial services, utilities, and maintenance of the Civic Center Building and utilities for the adjacent parking areas.

The fund is financed by internal service charges to users of the facility. Utility costs and personnel costs are the major expenditures included in this fund.

The Civic Center Facility Services Fund organizational chart is in the Organization Section – Community Development Department.

Budget Highlights

<i>CC Facility Admin</i>	FY 2006	FY 2007			FY 2008
	Actual	Original	Amended	Projected	Adopted
Community Development Department					
Personal Services	178,563	184,149	184,149	195,633	212,868
Supplies & Materials	13,454	13,160	13,160	12,900	14,360
Purchased Services	94,176	165,520	165,520	133,980	181,107
Other Costs	6,814	0	0	0	0
Debt Service - Interest & Fees	0	0	0	0	0
Internal Service, Interfund	42,632	52,792	52,419	139,762	51,930
Subtotal Operating Expenses	335,639	415,621	415,248	482,275	460,265
Debt Service - Principal	0	0	0	0	0
Capital Outlay	0	0	77,000	87,343	21,500
Total CC Facility Admin	335,639	415,621	492,248	569,618	481,765

Goals and Objectives

Major Accomplishments - In the Past Year

- Continue preventive maintenance to the building systems.
- ADA Improvements.

Priority Goals and Objectives - For the Upcoming Year

- Continue to provide quality maintenance and janitorial services to the Civic Center building.
- Provide cost efficient operation of building systems to contain utility costs.
- Develop areas for user groups, and vendors.
- Implementation of ADA transition plan throughout the building.