

# Memorandum

**REPORT TO:** Study Commission

**FROM:** Mike Maas, City Clerk, Ex Officio

**SUBJECT:** Budget Development

**MEETING DATE:** January 22, 2025

**AGENDA ITEM TYPE:** Citizen Advisory Board/Commission

**RECOMMENDATION:** **Consider the Motion:** *I move to place the budget for the Local Government Study Commission on the \_\_\_\_\_, 2025 agenda for approval.*

**STRATEGIC PLAN:** 1.1 Outreach: Continue to strengthen and innovate in how we deliver information to the community and our partners.

**BACKGROUND:** [7-3-184, MCA](#) outlines the financial administration for a study commission. Each fiscal year, the study commission must create and submit a budget to the City Commission for approval. As approved by the voters, the City Commission levied 1 mill, valued at \$245,207.74, for the entirety of the study commission's work. At the end of the study commission, any unexpended funds revert to the general fund. The City Commission and City Manager are providing the City Commission room and associated technology for the operations of the study commission. The City Manager has authorized the City Attorney to assist the study commission without charge. Clerical assistance and other in-kind services may be allocated to the study commission's approved budget appropriation. [7-3-183, MCA](#), authorizes the study commission to employ staff with consent of the employing agency; may contract for services; may retain consultants; and, "any other act consistent with and reasonably required to perform its function." The budget should include costs associated with any election for a potential question of the voters. The previous study commission had three categories in the City's accounts payable system: Supplies and Materials, Contracted Services, and Travel/Training. The more granular the adopted budget, the more restrictive it becomes if the needs or desires of the Study Commission change within the fiscal year. The budget template from the Local Government Center has 12 categories. Keeping categories broad but specific enough to identify the intended uses will be the necessary approach. As these expenditures are utilizing public funds, they are subject to the procurement and purchasing requirements of the State of Montana. The Study Commission should consult and comply with the City of Bozeman's purchasing policy (see [Administrative Order 2023-03](#)).

**UNRESOLVED ISSUES:** The Recording Secretary function is currently being filled by the Ex Officio.

The City staff qualified to assist in these duties would deplete the City in core critical functions.

- This position could be filled by outside contracting.
- City Human Resources has provided the option of a Short-term Worker that will require a list of duties the individual will conduct for the Study Commission.

Public Relations/Engagement functions and what uses will be desired will define the costs associated with this item. Determination of the desired approaches, at least initially, will be necessary for the funding discussion. By way of reference, the Public Relations/Education contract the City used for last November's ballot questions appropriated around \$55,000.

Election costs will be one of the larger items to be budgeted. For reference, the City's last two election invoices have been included. The June primary was just under \$15,000 and the November general election cost was just over \$31,000.

For public hearings, the majority of costs associated will be in publication of notices. Typical noticing costs are \$100-200 per advertisement, varying by scale and length of the notice.

For the other category, considerations of facility rental costs for any off-site meetings/events, outreach, or engagement planning will be the largest expense. This category could also include any operational or administrative purchase (equipment, materials, etc.)

**ALTERNATIVES:** As per the Study Commission.

**FISCAL EFFECTS:** TBD

Attachments:

[RE\\_ Study Commission Mill.pdf](#)

[Budget\\_Bozeman\\_City\\_Study\\_Commission.xlsx](#)

[LocalGovCenter\\_VoterReview\\_InPersonTrainings Invoice 2534.pdf](#)

[Bozeman Invoice.pdf](#)

[City of Bozeman 2024 General Election Invoice.pdf](#)

Report compiled on: December 20, 2024