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**FILLMORE REDEVELOPMENT AGENCY  
RESOLUTION NO. 09-241  
RESOLUTION ADOPTING THE  
PRELIMINARY BUDGET FOR FISCAL YEAR 2009-10**

**WHEREAS**, THE Executive Director has prepared, after consultation with its Members, a budget for the Fillmore Redevelopment Agency ("Agency") to carry on redevelopment activities of the Fillmore Central City Redevelopment Project ("the Project"); and

**WHEREAS**, appropriations made pursuant to the budget of the Agency are exempt from provisions of Article XIII B of the California Constitution where used for redevelopment activities

**NOW, THEREFORE, BE IT RESOLVED** by the **FILLMORE REDEVELOPMENT AGENCY** as follows:

SECTION 1. That the budget for Agency for the fiscal year commencing July 1, 2009 and ending June 30, 2010, as prepared and submitted by the Executive Director is hereby approved and adopted as the Preliminary Budget of the Agency for said fiscal year. A copy of said budget is attached hereto, and is incorporated herein by this reference.

SECTION 2. That the positions as they appear in the budget are approved for the purposes indicated and constitute the Table of Organization for the fiscal year ending June 30, 2010.

SECTION 3. That from the effective date of said budget, to wit: July 1, 2009, the several amounts stated therein as proposed expenditures shall be and become appropriated to the Agency for the respective objects and purposes therein set forth, subject to expenditures pursuant to the provisions of all applicable statutes of the State.

SECTION 4. That the Agency hereby finds and determines:

(a) That the expenditures authorized by this budget and the appropriations pursuant thereto are from tax allocation proceeds as specified in Subdivision B Section 33670 of the California Health & Safety Code or are proceeds of bonds which are secured solely by such tax allocation proceeds;

(b) That all of the expenditures and appropriations pursuant to the budget are for redevelopment activities consistent with California Health & Safety Code Section 33678 in that they are for carrying out the Project, and related redevelopment activities as defined in California Health & Safety Code Sections 33020 and 33021, and primarily benefit the project areas included in the above Project;

1 (c) That none of the funds are to be used for the purposes of paying for  
2 employee or contractual services for the City of Fillmore or any other local  
3 government agency except for such services which are directly related to  
4 redevelopment activities as defined in California Health & safety Code  
5 Section 33020 and 33021 and the powers established in Community  
6 Redevelopment Law; and

7 (d) That all of the planning and administrative expenditures and  
8 appropriations pursuant to the budget to be paid from the Low and  
9 Moderate Housing Fund for each Redevelopment Project are consistent  
10 with California Health & Safety Code Section 33334.3 in that they are  
11 necessary for the production, improvement, or preservation of low and  
12 moderate income housing and are not disproportionate to the amounts  
13 budgeted for the costs of production, improvement, or preservation of that  
14 housing.

15 SECTION 6. That resolutions or portions thereof, relating to salaries inconsistent herewith, are  
16 repealed and rescinded.

17 SECTION 7. That the Agency Secretary shall certify to the passage and adoption of the  
18 Resolution and the same shall thereupon take effect and be in force.

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20 **ADOPTED AND APPROVED THIS** 25th day of August 2009.  
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PATTI WALKER, Chairman

25 ATTEST:

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27 \_\_\_\_\_  
28 NORMA GUTIERREZ, Secretary

**RESOLUTION NO. 09-3209**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FILLMORE  
ADOPTING THE PROPOSED BUDGET FOR  
FISCAL YEAR 2009-2010**

**SECTION 1. SCOPE**

This resolution defines the authority and responsibilities of the City Manager in implementing the Approved Budget of the City of Fillmore

**SECTION 2. DEFINITIONS**

- 2.1 "Approved Budget" means the budget adopted by the City Council on August 25, 2009 for the 2009-2010 fiscal year, per the attached exhibits, including subsequent transfers for Contingency Reserves to departments to implement labor agreements and transfers to account for employee service changes due to promotions, vacancies, merit increases and reallocations.
- 2.2 "Current Budget" means the 2009-2010 Approved Budget, incorporating any subsequent appropriation increases, decreases or transfers.
- 2.3 "Expenditures" means Employee Services, Other Services and Supplies, Capital Outlay, Equipment, Debt Service, Contract Services, Transfers, and Capital Improvements.
- 2.4 "Department" or "Fund" means General Fund, Special Purpose Funds, Enterprise Funds, Development Impact Funds, City Reserves, Special Programs, Debt Services, and Redevelopment Agency.
- 2.5 "Division" means a sub-unit of a Department.
- 2.6 "Activity" means a sub-unit of a division.
- 2.7 "Organization" means a department, division, or activity.
- 2.8 "City Manager" is responsible for managing and directing the affairs of the City within the established goals, objectives, and general policies approved by the City Council, and directing the activities of those departments representing the interests of the City, as established by the City Council. The City Manager is solely responsible to the City Council for the effectiveness, efficiency and success in fulfilling the City's goals, objective, and policy priorities. The City Manager receives general policy direction from the City Council within the general policy guidelines. Exercises direct supervision and general administrative direction over each department head and other city employees.

- 2.9 "Full Time Equivalent (FTE)" means the decimal equivalent of a position; i.e., one full time position is 1.00 FTE and one quarter-time position is .25 FTE.
- 2.10 "Base Budget" means the current year budget modified per labor agreement, one-time expenditures and citywide charges, as approved by the City Council.

### **SECTION 3. AUTHORIZED STAFFING AND APPROPRIATIONS**

- 3.1 The City Manager is authorized to make any expenditures and resource adjustment to the Proposed Budget based on final City Council action to adopt the Budget.
- 3.2 The appropriation and Full Time Equivalent staffing schedules are shown on Pages D-11 thru D-19.
- 3.3 During budget hearings and following the budget approval, the City Manager is authorized to make adjustments for updated labor, vehicle, energy, contingencies and risk management changes such as retirement rate, payroll taxes, health benefits, fleet costs and risk management costs from designated funds or reserves.
- 3.4 Following budget approval, the City Manager is authorized to revise indirect cost rates to be applied to hourly salary rates in order to achieve full cost-recovery of services.

### **SECTION 4. APPROPRIATION INCREASES/DECREASES**

- 4.1 All increases or decreases in excess of \$10,000 to operating and capital appropriations shall be approved by the City Council by minute action.
- 4.2 The City Manager is authorized upon completion of the audited financial statements for 2008-2009 to adjust FY 2009-2010 fund appropriations by the amount of net savings/overruns as determined by the City Council. The carryover amounts will be included and addressed in the Midyear Financial Report.

### **SECTION 5. STAFFING INCREASES**

- 5.1 Any increases, by department by fund, in Full Time Equivalent staffing levels as authorized in the Approved or Amended Budget for a department must be approved by the City Council.
- 5.2 Any existing positions which were approved on the basis of the City receiving a grant or other reimbursements must have continued funding verified prior to filling the position. The City Manager is authorized to adjust staffing levels for renewals or expansions of fully offset grants. Grant funded positions shall be

terminated upon completion or cancellation of the grant unless specifically continued by resolution including a source of replacement funding.

- 5.3 All Staffing position adjustment made subject to approval of the City Manager and subject to the City's policy must have funding verified by the Director of that Department or the Director of Finance prior to implementation.
- 5.4 Any reassignment of authorized FTE and employee services funding associated with these FTE within a department and within the same fund may be made with the approval of the City Manager as long as there is no net change to authorized FTE and Funding levels.
- 5.5 All new positions or job reclassifications are request subject to classification review and approval by the Human Resource Officer. Funding adjustment will be consistent with appropriate classification and approval by the Finance Director.

#### **SECTION 6. APPROPRIATION TRANSFERS FROM CONTINGENCY/RESERVE FUNDS.**

- 6.1 The City will maintain a reserve for emergencies and economic uncertainty equivalent to 40% of the General Fund annual operating budget for FY 2009-2010. This reserve will be maintained for the purpose of absorbing unforeseen emergency losses, allowing continuation of approved budget program levels.
- 6.2 Appropriation transfers from the General Fund Reserve up to and including \$250,000 may be approved by the City Manager for such transfers in excess of \$250,000 shall be approved by the City Council.
- 6.3 No Reserve transfer shall be made from any fund which would create a negative undesignated fund balance in the fund.

#### **SECTION 7. OTHER APPROPRIATION TRANSFERS**

- 7.1 Any operating appropriation transfers with the same department must have prior approval of the City Manager.
- 7.2 Appropriation transfers between two or more departments may be approved by the City Manager.

#### **SECTION 8. UNSPENT APPROPRIATIONS AND ENCUMBRANCES**

- 8.1 All appropriations in the operating budget which remain unencumbered or unexpended on June 30, 2010, after adjustments resulting from 4.2, 9.2, shall revert to the fund balance of its respective funds.

- 8.2 All purchase order commitments outstanding on June 30, 2009 are hereby continued.

## **SECTION 9. CAPITAL IMPROVEMENTS**

- 9.1 All multi-year capital improvement projects in existence at June 30, 2009, shall be continued in the 2009/2010 fiscal year except as provided in Section 9.7. The FY 2009-2010 Capital Improvement Budget is hereby adopted as summarized on Page H-113 and H-114.
- 9.2 Each fiscal year, at June 30, the balance of each capital improvement project must be zero or have a positive balance by fund. Projects that exceed in excess of the budget by \$5,000 or less shall be corrected with other eligible projects revenues that are within the Capital Improvement funds and are not restricted by law.
- 9.3 All capital improvement projects shall be approved by the City Council. The cancellation or modification in the sum of \$10,000 or a capital project must also be approved by the City Council.
- 9.4 Except in the General Fund, the designated fund manager is authorized to transfer appropriations totaling \$10,000, subject to approval of the City Manager.
- (1) For expenditure and revenue between funding sources with a project if the total appropriation remains unchanged.
- 9.5 Upon completion and closure of a capital project, the designated fund manager is authorized to transfer any remaining project balance to the fund balance contingency.
- 9.6 Capital appropriation shall be used solely for the originally approved project or projects except as provided in this section. Annually, completed or inactive projects will be closed except due to payment disputes. An inactive project is defined as one where transaction activity is less than \$1,000 over the prior three years. Closures are the responsibility of the designated project manager.
- 9.7 Unencumbered appropriations for all projects will expire on the June 30 following the "third" full year of the last appropriation to the project. Subject projects requiring continuing appropriations will require City Council action through programming within the Capital Improvement Program or through amendment to the program.

## **SECTION 10. OPERATION GRANTS**

- 10.1 All operating grants shall be approved by the City Council.

- 10.2 Operating grant funds appropriated in the Approved or Amended Budget do not require additional City Council approval to be expended upon receipt of such grant or grants.
- 10.3 All multi-year operation grant budgets in existence at June 30, 2009 shall be continued in the 2009-2010 fiscal year.

#### **SECTION 11. MISCELLANEOUS CONTROLS**

- 11.1 No expenditures at the department level shall exceed the Approved or Amended Budget by fund.
- 11.2 Deficiencies over the approved or amended budget in any department by fund must be corrected by:
- (1) Reducing expenditures in said department (e.g. freezing vacant positions, restricting purchase orders, etc.) or
  - (2) An intra-fund transfer within that same department; or
  - (3) An inter-departmental appropriation transfer.
- 11.3 The City Manager is hereby authorized to:
- (1) Adjust budgets in the Special Revenue funds for appropriations required based on the action/direction of the City Council relative to capital projects, transfer requirements and the availability of funds;
  - (2) Adjust budgets in the Capital Project funds for the current year based on the previous action of City Council for projects on a multi-year basis;
  - (3) Expend unbudgeted funds and reserves in response to public emergencies or disasters. Such expenditures shall subsequently be ratified by the City Council.

#### **SECTION 12. MIDYEAR FINANCIAL REPORT**

- 12.1 City Council shall be provided a Midyear Financial Report including a re-estimate of the financial condition of all funds, including prior year actual fund balances, re-estimated revenues and expenditures, projected ending fund balances or deficits, and recommendations for eliminating any projected fund deficits.
- 12.2 The City Council shall act on any projected fund deficits prior to the close of the Fiscal Year.

#### **SECTION 13. FY 2009/2010 ANNUAL BUDGET**

- 13.1 The FY 2009-2010 Annual Budget is hereby adopted as summarized in schedule D-3 and D-4.