

M – Appendix

RESOLUTION NO. 12-3340

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FILLMORE ADOPTING THE RECOMMENDED BUDGET FOR FISCAL YEAR 2013

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 June 26, 2012 for the 2013 fiscal year, per the changes identified in the staff report, 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 2013 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 Revenue 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. The

City Manager 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 Recommended Budget based on final City Council action to adopt the Budget.
- 3.2 The appropriation and Full-Time Equivalent staffing schedules are shown in the Recommended Budget.
- 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 in order to achieve the intent of the Council.
- 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 \$17,500 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 FY 2012 to adjust FY 2013 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 Mid-year 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 adjustments 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 or title change requests are subject to classification review and approval by the staff designated for this purpose by the City Manager. 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 has a policy of maintaining a reserve for emergencies and economic uncertainty equivalent to 40 percent of the General Fund annual operating budget. Due to unusual economic conditions, this policy is modified in FY 2013 to be a maximum of 7 percent. This reserve will be maintained for the purpose of absorbing unforeseen emergency losses and allowing continuation of approved budget program levels.
- 6.2 Appropriation transfers from the General Fund Reserve up to and including \$50,000 may be approved by the City Manager. Transfers in excess of \$50,000 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 within 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, 2012, 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, 2012 are hereby continued.

SECTION 9. CAPITAL IMPROVEMENTS

- 9.1 All multi-year capital improvement projects in existence at June 30, 2012, shall be continued in the 2013 fiscal year except as provided in Section 9.7. The FY 2013 Capital Improvement Budget is hereby adopted as summarized in Tab K, Capital Improvements.
- 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 project 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 for 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, 2012 shall be continued in the 2013 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. MID-YEAR FINANCIAL REPORT

- 12.1 City Council shall be provided a Mid-year 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 2013 ANNUAL BUDGET

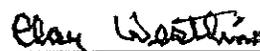
- 13.1 The FY 2013 Annual Budget is hereby adopted as shown in the 2013 Recommended Budget, except as modified by the Council action taken on June 12 and 19, 2012 and shown in the staff report presented for adoption on June 26, 2012

PASSED, APPROVED AND ADOPTED this 26th day of June 2012.



GAYLE WASHBURN, Mayor

ATTEST:



Clay Westling, City Clerk



APPROVED AS TO FORM:



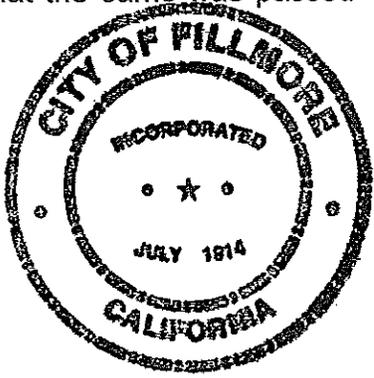
Steven Lee, City Attorney

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CITY OF FILLMORE)
COUNTY OF VENTURA)§
STATE OF CALIFORNIA)

I, Laura S. Seo, Deputy City Clerk of the City of Fillmore, California, do hereby certify that the foregoing Resolution No. 12-3340 was duly passed and adopted by the City Council of the City of Fillmore at the regular meeting thereof, held on the 26th day of June, 2012, and was signed by the Mayor of said City, and that the same was passed and adopted by the following vote:

AYES: BROOKS, GONZALEZ, SIPES, WASHBURN
NOES: NONE
ABSENT: CONAWAY
ABSTAIN: NONE



LAURA S. SEO, Deputy City Clerk

RESOLUTION 12-3339

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FILLMORE
SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2013**

WHEREAS, Article XIII B of the Constitution of the California State as proposed by the Initiative Measure approved by the people at the special statewide election held on November 6, 1979 and amended in June 1990 by the people of the State of California (Proposition 111), provides that the total annual appropriations subject to limitations of each local government shall not exceed the appropriations limit of such entity for the prior year adjusted for changes in the cost of living and population except as otherwise specifically provided for in said Article; and

WHEREAS, the State Legislature added Division 9 (commencing with Section 7900) to Title 1 of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

WHEREAS, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the ensuing Fiscal Year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting and that fifteen days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public; and

WHEREAS, Proposition 111, as approved by the voters of the State of California, requires a recorded vote of the City Council regarding which of the annual adjustment factors have been selected each year; and

WHEREAS, Section 7902(a) of the Government Code sets forth the method for determining the appropriations limit for each local jurisdiction for the Fiscal Year 2013; and

WHEREAS, the City Council of the City of Fillmore wishes to revise the appropriations limit for Fiscal Year 2013 for the City of Fillmore, California.

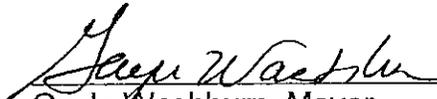
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fillmore that it is hereby found and determined that the documentation used in the determination of the appropriations limit for the City of Fillmore for the Fiscal Year 2013 was available to the public in the Finance Department of said city at least fifteen days prior to this date.

BE IT FURTHER RESOLVED, that the growth in California Per Capita income and County of Ventura population have been selected for Fiscal Year 2013.

BE IT FURTHER RESOLVED, that the City of Fillmore reserves the right to change or revise any growth factors associated with the calculation of the Proposition 111 limit if such changes or revisions would result in a more advantageous appropriations limit.

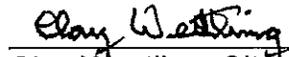
BE IT FURTHER RESOLVED, that the appropriations limit for the City of Fillmore, as amended in accordance with Section 7902(a) of the California Government Code, is \$11,025,415 as is set forth in Attachment 1 included herewith.

PASSED AND ADOPTED this 26th day of June, 2012.



Gayle Washburn, Mayor

ATTEST:



Clay Westling, City Clerk

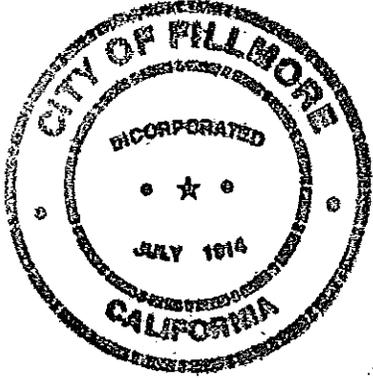


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CITY OF FILLMORE)
COUNTY OF VENTURA)§
STATE OF CALIFORNIA)

I, Laura S. Seo, Deputy City Clerk of the City of Fillmore, California, do hereby certify that the foregoing Resolution No. 12-3339 was duly passed and adopted by the City Council of the City of Fillmore at the regular meeting thereof, held on the 26th day of June, 2012, and was signed by the Mayor of said City, and that the same was passed and adopted by the following vote:

AYES: BROOKS, GONZALEZ, SIPES, WASHBURN
NOES: NONE
ABSENT: CONAWAY
ABSTAIN: NONE





LAURA S. SEO, Deputy City Clerk

CITY of FILLMORE
Article XIII B Appropriations Limit
Fiscal Year 2013
Appropriations Limit

A. Last Year's Limit	\$ 10,560,439
B. Adjustment Factors:	
1. Population %	1.0061
2. Inflation %	1.0377
Total Adjustment %	1.0440
C. Annual Adjustment \$	\$ 464,976
D. Other Adjustments:	
Lost Responsibility (-)	
Transfer to private (-)	
Transfer to fees (-)	
Assumed Responsibility (+)	
Sub-total	0
E. Total Adjustments	\$ 464,976
F. This Years Limit	\$ 11,025,415

Adjustment Factor Calculation:

Population:	
City	0.40%
County	0.61%
Inflation:	
Per capita personal income	3.77%

CITY OF FILLMORE
ANNUAL APPROPRIATIONS LIMIT CALCULATION
FY 2013

Price Factor:	Per Capita Personal Income Change			3.77%
Per Capita Cost of Living converted to a ratio:		$\frac{3.77+100}{100}$	=	1.0377
City Population Change:	0.61	$\frac{.61+100}{100}$		1.0061
Calculation of factor for FY 2013	1.0377 x	1.0061	=	1.0440
FY 2012 Appropriations Limit			\$	10,560,439
Annual Adjustment				464,976
FY 2013 Appropriations Limit			\$	<u>11,025,415</u>
FY 2013 Revenues subject to Appropriations Limit			\$	2,855,723
Unused Appropriations Limit			\$	<u>8,169,692</u>