

**RESOLUTION NO. 2005-487**

**ADOPTED BY THE SACRAMENTO CITY COUNCIL**

**ON DATE OF JUN 21 2005**

**RESOLUTION ADOPTING THE  
FY2005/06 OPERATING AND CAPITAL IMPROVEMENT  
BUDGETS FOR THE CITY OF SACRAMENTO**

**WHEREAS**, the Mayor and City Council have maintained a sustainable budget philosophy; and

**WHEREAS**, the Mayor and City Council have adopted a strategic plan for the City of Sacramento; and

**WHEREAS**, on May 2, 2005 the City of Sacramento released the Proposed Operating and Capital Improvement Program Budget documents for Fiscal Year 2005/06 (FY2005/06) for review and consideration; and

**WHEREAS**, the Mayor and City Council conducted hearings during the months of May and June 2005 related to the adoption of the City's FY2005/06 Operating and Capital Improvement Program Budgets.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO THAT:**

The FY2005/06 Operating and Capital Improvement Program (CIP) Budgets are hereby approved.

**BE IT FURTHER RESOLVED THAT:**

Sections 1 through 16 below, which define the authority and responsibilities of the City Manager in implementing the Approved Operating (Exhibit 3) and Capital Improvement Program (Exhibit 4) Budgets, are hereby approved.

**SECTION 1. SCOPE**

- 1.1 This resolution defines the authority and responsibilities of the City Manager in implementing the Approved Operating and Capital Improvement Program Budgets of the City of Sacramento and supersedes Resolution 2004-509.

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## SECTION 2. DEFINITIONS

- 2.1 "Approved Budget" is the Operating Budget and the Capital Improvement Budget for the 2005/06 fiscal year presented to the Council on May 2, 2005, as defined herein, including:
- (1) Operating Budget Augmentations (Exhibit 1);
  - (2) Transfers to account for employee service changes due to labor agreements, promotions, vacancies, merit increases and reallocations.
  - (3) Changes to the Proposed Budget (Exhibit 2).
- 2.2 "Current Budget" means the FY2004/05 Approved Budget, incorporating any subsequent appropriation increases, decreases or transfers.
- 2.3 "Expenditure Class" means Employee Services, Other Services and Supplies, Equipment, Debt Service, Labor Offset, Transfers and Capital Improvements.
- 2.4 "Department" or "Agency" means: Mayor and City Council; City Manager; City Attorney; City Clerk; City Treasurer; Code Enforcement; Convention, Culture & Leisure; Development Services; Economic Development; Finance; Fire, General Services; Human Resources; Information Technology; Labor Relations; Neighborhood Services; Parks & Recreation; Police; Transportation; Utilities; Capital Improvement; Debt Service; Non-Department and Reserves.
- 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 sub-unit of a department, division or activity.
- 2.8 "City Manager" means the City Manager or, if so designated, the Director of Finance or the Budget Manager.
- 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 0.25 FTE.
- 2.10 "Base Budget" means the current year budget modified per labor agreements, one-time expenditures, citywide changes and midyear changes.

## SECTION 3. AUTHORIZED STAFFING AND APPROPRIATIONS

- 3.1 The City Manager is authorized to make any expenditure and resource adjustments to the Budget based on final City Council action to adopt the Budget.

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- 3.2 The appropriations and FTE staffing as shown in Schedules 1A, 1B, 1C and fund summaries including transfers as shown in Schedule 2 as displayed in Exhibit 3.
- 3.3 The City Manager is authorized to revise any appropriation made in the Approved Budget where the revision is of a technical nature and is consistent with City Council intent.
- 3.4 During budget deliberation and following budget approval, the City Manager is authorized to adjust any appropriation made in the Approved Budget to reflect changes from amounts budgeted for updated labor, vehicle, energy, contingencies and risk management changes such as retirement rates, payroll taxes, health benefits, fleet costs and risk management costs from designated funds or reserves.
- 3.5 Following budget approval, the Director of Finance is authorized to revise indirect cost rates to be applied to hourly salary rates in order to achieve full cost recovery of services. The Director of Finance is authorized to adjust the operating budget to reflect the indirect cost plan for FY2005/06.
- 3.6 Reclassification requests, as noted on Schedule 8 as displayed in Exhibit 3, require approval by the Human Resources Department in order for the new classification to be authorized.
- 3.7 Upon completion of labor negotiations for contracts covering FY2005/06, if the impact to the City's budget is within current resource levels, the staffing and appropriation increases shown on Exhibit 1 to this Resolution are approved for implementation. In addition, the City Manager is authorized to implement the Organizational Assessments and all associated budget and staffing changes including the addition of FTE.
- 3.8 Upon adoption by the City Council of a 911 Emergency Communication System Fee, the budget reductions for the Police Department and Fire Department included in the FY2004/05 and FY2005/06 Budgets shall be restored to the level supported through the fee.

**SECTION 4. APPROPRIATION INCREASES/DECREASES**

- 4.1 All increases or decreases in excess of \$100,000 to operating and capital appropriations shall be approved by the City Council by resolution with the exception of those increases resulting from the implementation of labor contracts as authorized in Section 3.7.
- 4.2 The City Manager is authorized upon completion of the audited financial statements for FY2004/05 to adjust FY2005/06 fund appropriations by the amount of net changes in fund balance as determined by the City Council. These fund balance and appropriation changes will be included and addressed in the Midyear Financial Report.

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- 4.3 The residual balances from unexpended debt proceeds will be reverted to the appropriate fund and utilized for the legal purposes as specified in the conditions of the "debt issuance." The City Manager is authorized to establish appropriations and account for the expenditure of these unexpended proceeds.

**SECTION 5. STAFFING INCREASES/DECREASES**

- 5.1 Any increase or decrease, by department by fund, in FTE 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 Any exempt management position adjustment made subject to the approval of the City Manager and subject to the Personnel Resolution covering Unrepresented Officers and Employees approved by City Council must have funding verified by the Director of Finance or the Budget Manager 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 at the discretion of the department head 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 subject to classification review and approval by the Human Resources Director.
- 5.6 The City Manager has authority to adjust staffing levels in the Police and Fire Training Academies based on projected vacancies.

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

- 6.1 The General Fund Reserve target for the City of Sacramento is 10 percent of General Fund Revenues. The Reserve for Economic Uncertainty for FY2005/06 will be \$29.15 million which is 8.3 percent. This reserve will be maintained for the purpose of absorbing unforeseen revenue losses and allowing continuation of Approved Budget program levels.
- 6.2 Appropriation transfers from fund balance contingency funds up to and including \$100,000 may be approved by the City Manager. Such transfers in excess of \$100,000 shall be approved by the City Council by resolution, except for payments to employees for vacation and sick leave termination, which may be approved by the City Manager.

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- 6.3 No Reserve transfer shall be made from any fund, which would create a negative undesignated fund balance in the fund, or in the case of the General Fund, in the Administrative Contingency.

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

- 7.1 Any operating appropriation transfers within the same department and the same fund must be approved by the City Manager or the Manager's designee.
- 7.2 Appropriation transfers between two or more departments up to and including \$100,000 may be approved by the City Manager or the Manager's designee. Such transfers in excess of \$100,000 shall be approved by the City Council by resolution.

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

- 8.1 All appropriations in the operating budget, which remain unencumbered or unexpended on June 30, 2005, after adjustments resulting from Section 4.2, 4.3 and 10.2 or as specifically provided for in Section 16, shall revert to the fund balance of the respective funds.
- 8.2 All purchase order commitments outstanding on June 30, 2005 and associated appropriations are hereby continued.
- 8.3 Unobligated appropriations in existence on June 30, 2005 for the Inclusionary Housing Program, Infill Program and the Economic Development Assistance Program shall be continued in FY2005/06.
- 8.4 Unobligated appropriations in existence on June 30, 2005 for fleet purchasing budgets (object codes 4236/4632) shall be continued in FY2005/06.

#### **SECTION 9. FY2005/06 REVENUE BUDGET**

- 9.1 The FY 2005/06 Revenue Budget is summarized in Schedule 6 as displayed in Exhibit 3.
- 9.2 Any increase or decrease greater than \$100,000 to the adopted revenue budget by fund requires City Council approval.
- 9.3 The City Manager is authorized to adjust revenues for renewals and augmentations of fully offset grants.

#### **SECTION 10. CAPITAL IMPROVEMENTS**

- 10.1 All multi-year capital improvement projects in existence on June 30, 2005 shall be continued in FY2005/06 except as provided in Section 10.8. The FY2005/06 Capital Improvement Budget is summarized on Schedules 2 and 4 as displayed in Exhibit 3.

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10.2 Each fiscal year, at June 30, the balance of each capital improvement project must be zero or have a positive balance by fund. Projects in excess of the budget from all funding sources by \$100,000 or less shall, first, be corrected within each fund and, second, be corrected by a transfer from the operating budget organization of the project manager.

(1) All transfers of \$100,000 or less shall be made as provided for in Section 6.2.

(2) Projects in excess of budget from all funding sources by more than \$100,000 shall be submitted to City Council for approval of a corrective plan of action.

10.3 All capital improvement projects shall be approved by the City Council. Capital projects may be subdivided for administrative convenience into separate sub-projects without further City Council action. The cancellation (without completion) of a capital project must also be approved by the City Council.

10.4 Except in the General Fund, the Director of Finance is authorized to transfer appropriations totaling \$100,000:

(1) From Project A to Project B if:

(a) Project A is completed and has savings; or

(b) Project A is not completed and a revised project estimate confirms that there will be project savings upon completion.

(2) Between funding sources within a project if the total appropriation remains unchanged.

Transfers affecting any one project that exceed \$100,000 in total shall be subject to the provisions of Sections 6.2 and 10.2.

10.5 Except as provided for in Section 10.8, upon completion and closure of a capital project, the Director of Finance is authorized to transfer any remaining project balance to:

(1) Fund balance contingency; or

(2) As provided for in Section 10.4.

Fund balance for the Utilities Program capital projects is the equivalent to the capital projects base reserve for each fund.

10.6 Capital appropriations shall be used solely for repairs, maintenance, improvements or acquisitions with a total cost of at least \$10,000.

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- 10.7 Capital appropriations shall be used solely for the originally approved project or projects except as provided for 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. The managing department and/or Finance Director have the authority to process the necessary documentation to close inactive projects.
- 10.8 Unencumbered appropriations for all inactive projects as defined in Section 10.7 above will expire on 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 CIP or through a separate appropriation to the project.
- 10.9 Measure A Sales Tax (Fund 201) expenditure and revenue budgets can be loaded into the City's financial system prior to Sacramento Transportation Authority (STA) Board approval. Work on capital projects in this fund is done prior to receiving funding, project funding/ appropriation shall be as follows:
- (1) The Finance Director is authorized to enter the revenue/expenditure budgets as reflected in the Approved Budget (revenues) and Capital Improvement Budget (expenditures).
  - (2) STA Board approval is required for all Measure A reallocations. In cases where the City Council takes action on recommended Measure A reallocations prior to the STA Board action, City Council approval shall be contingent on ultimate STA Board approval.
  - (3) The Finance Director is authorized to enter expenditure/revenue budget adjustments prior to Sacramento Transportation Authority (STA) Board.
- 10.10 Projects funded by the following reimbursable funds: Grant Funds (Funds 248, 511, and 512), SHRA Community Development Block Grants (Fund 205) and Tax Increment (Fund 206) are included within the Operating and Capital Budgets for planning purposes. Work on capital projects funded by these sources is done prior to receiving funding and project funding/authorization for these projects shall be as follows:
- (1) Funds 205, 206, 248, 511 and 512: Expenditure and revenue budgets will not be loaded into the City's financial system until actual agreements (Program Supplements/E-76's, Individual Project Agreements/IPA, Cooperative Agreements, etc.) have been entered into between the City and the funding authority.

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- (2) Funds 511 and 512: The City of Sacramento is eligible to receive Federal and/or State funding for certain transportation projects through the California Department of Transportation (Caltrans). Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with Caltrans before such funds can be claimed. The Mayor and/or City Manager are authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto with Caltrans.

The Finance Director is authorized to transfer match funds as specified in the approved CIP from the State and Federal Grant Match Program (TX01) and to enter the revenue/expenditure budgets as reflected in the grant agreement, provided that the amount is not more than \$100,000 different from what was reflected in the Approved CIP which authorized the project funding. Project agreements more than \$100,000 different from the anticipated budget shall be submitted to the City Council for approval of a budget augmentation.

- 10.11 The Capital Budget has been amended over the past few years to include "Credit Projects." Credit projects are established to account for turnkey parks, infrastructure and other improvements provided by a developer in exchange for City fee credits. Effective with the 2003-2007 Approved CIP these projects have been identified by using an alpha-numeric alpha-numeric (L1L1) project number. In an effort to provide for a more accurate reflection of proposed spending by fund, these projects are reflected in the CIP as funded by Developer Credit/Obligations (Fund 999). At the time these improvements are accepted by the City of Sacramento the projects and related appropriations will be recorded in the appropriate City fund.

- 10.12 Community/Neighborhood projects and appropriations established with one-time funding sources under Resolution 2000-682 (11/21/00), 2001-765 (11/20/01), 2003-412 (6/17/03), 2004-551 (6/29/04) and associated staff reports are governed by the following procedures:

- (1) Savings of up to \$50,000 due to lower than expected costs or the securing of alternative funding sources can be administratively reprogrammed into other projects within the same City Council District, at the request of the City Council District Office and with the approval of the Director of Finance.
- (2) Savings above \$50,000 to be reprogrammed will require City Council approval.

- 10.13 The City's CIP (Exhibit 4) includes projects that are directly supported by user and developer fees. The Finance Director is authorized to adjust department operating revenue budgets and CIP expenditure budgets for projects directly supported by fees based on the actual fees collected less any operating costs associated with delivering the service.

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## **SECTION 11. OPERATING GRANTS AND EXTERNALLY FUNDED PROGRAMS**

- 11.1 All operating grants/externally funded programs over \$100,000 shall be approved by the City Council.
- 11.2 All operating grants/externally funded programs under \$100,000 shall be approved by the City Council if:
- (1) Any increase or decrease, by department by fund, in FTE staffing levels as authorized in the Approved or Amended Budget is requested; or
  - (2) Matching funds from City resources are required; or
  - (3) Accepting the grant/externally funded program creates an expectation for ongoing service or funding by the City.
- 11.3 If a granting/externally funded program authority requires City Council action then the grant/ externally funded program shall require approval by City Council regardless of the grant amount.
- 11.4 Operating grants/externally funded programs appropriated in the Approved or Amended Budget do not require additional City Council approval to be expended upon receipt of such grant, grants or funds for externally funded programs.
- 11.5 All multi-year operating grant/externally funded program budgets in existence on June 30, 2005 shall be continued in FY2005/06.

## **SECTION 12. CONTINGENCY LITIGATION/PROPERTY MITIGATION RESERVE**

- 12.1 The Contingent Litigation/Property Mitigation Reserve is maintained annually to cover potential costs associated with outstanding litigation or property mitigation. Transfers from this Reserve to the operating budget may be approved by the City Manager.

## **SECTION 13. IN-LIEU PROPERTY TAXES AND IN-LIEU FRANCHISE FEE**

- 13.1 An in-lieu property tax and in-lieu franchise fee are hereby imposed on the Community Center, Parking and Sacramento Marina funds in the amounts provided in Schedule 3 as displayed in Exhibit 3. The City Council finds that the in-lieu property tax as detailed in Schedule 3 represents the property tax revenue, which would be received by the General Fund if the real and personal property owned by these enterprises were taxable under private ownership. The in-lieu franchise fee as detailed on Schedule 3 represents the franchise fees, which would be received by the City from private entities as a rental or a toll for the use of City streets and rights of way.

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**SECTION 14. APPROPRIATION LIMITS**

- 14.1 The appropriation limit and the appropriations subject to the limit are hereby amended pursuant to Article XIII B of the California Constitution for FY2005/06 as detailed in Schedule 5 as displayed in Exhibit 3.

**SECTION 15. MIDYEAR FINANCIAL REPORT**

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

**SECTION 16. MISCELLANEOUS CONTROLS/CONSIDERATIONS**


- 16.1 No expenditures at the department level shall exceed the Approved or Amended Budget, by fund.
- 16.2 Subject to approval by the Director of Finance and pursuant to the sections governing transfers and appropriations, projected deficiencies in any department by fund must be corrected by:
  - (1) Reducing expenditures in said department (i.e. freezing vacant positions, restricting purchase orders, etc.); or
  - (2) An appropriation transfer from Contingency Reserve funds, subject to the provisions of Section 6.
- 16.3 The Director of Finance is authorized to:
  - (1) Adjust budgets to reflect all required debt service payments per the official statements;
  - (2) 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;
  - (3) Adjust department fleet purchasing budgets (object codes 4236/4632) at the close of each fiscal year to allow unobligated appropriations to be carried forward into the next fiscal year to allow for purchasing of fleet equipment authorized but not yet purchased;
  - (4) Adjust budgets in the Capital Project funds for the current year based on previous actions of City Council for projects on a multi-year basis; and

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- (5) Adjust budgets in the Multi-Year Non-Capital Project Agency for the current year based on the previous action of City Council for programming on a multi-year basis.
- 16.4 In all staff reports that come before the City Council, net budgetary impacts on all funds will be stated clearly and concisely including indirect impacts so that the Councilmembers have a full understanding of the financial considerations and impacts of the decisions.

  
MAYOR

ATTEST:

  
CITY CLERK

**Exhibits**

- Exhibit 1 FY2005/06 Operating Budget Augmentations  
Exhibit 2 FY2005/06 Summary of Changes to the Proposed Operating & CIP Budgets  
Exhibit 3 FY2005/06 Approved Operating Budget  
Exhibit 4 2005-2010 Approved Capital Improvement Program (CIP)

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**EXHIBIT 1**

**FY2005/06 OPERATING BUDGET AUGMENTATIONS**

**High Priority General Fund**

Department	Net Cost	FTE	Description
City Attorney	\$405,000	4.0	Recommendation of Staffing Study
Code Enforcement	154,000	1.0	Department Head
Development Services	97,500	1.0	Department Head ½ year
Neighborhood Services	75,360	1.0	Equalize Area Team Staffing
Downtown Ice Rink	50,000	-	City Funding
Urban Forest	100,000	-	Restoration & Maintenance
Urban Forest	15,000	-	Division Status
Library Maintenance	400,000	-	Facility Maintenance
<b>Subtotal Net General Fund</b>	<b>\$1,296,860</b>	<b>7.0</b>	

**General Fund, Fee Supported or Cost Offset**

Department	Net Cost	FTE	Description
General Services	\$850,000	4.5	City Hall Operation
Code Enforcement	1,355,740	13.0	Enhanced Enforcement
Development Services	2,021,900	22.5	Reorganization & New Service Model
Economic Development	234,265	2.0	New Department Support
Parks & Recreation	689,282	6.3	Project Support & Summer Program
Transportation	926,224	6.0	Traffic Operations & Parking Enforcement
<b>Subtotal Other General Fund</b>	<b>\$6,077,411</b>	<b>54.3</b>	

**Enterprise Funds**

Department	Augmentation	FTE	Description
Utilities Base Issues	\$2,837,218	-	Cumulative Supply & Energy Costs
Utilities Growth	495,562	5.0	Infrastructure Maintenance
Convention Center	-	1.0	Event Coordination
<b>Subtotal Enterprise Funds</b>	<b>\$3,332,780</b>	<b>6.0</b>	

<b>Grand Total</b>	<b>\$ 10,707,051</b>	<b>67.3 FTE</b>
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**EXHIBIT 2**

**SUMMARY OF CHANGES TO THE  
FY2005/06 PROPOSED OPERATING AND CIP BUDGETS**

<b>FY 2005/06 OPERATING BUDGET</b>				
<b>Department</b>	<b>Fund</b>	<b>FTE</b>	<b>Net \$ Change</b>	<b>Description</b>
Non-Department	101	-	(900,000)	Jail Booking Fees, Service and Supplies
Parks and Recreation	101	-	900,000	Recreation Programs, Labor/ Service and Supplies
Police	101	-	100,000	Adjustment to reflect communications costs not included in the original base budget
Utilities	413	-	(205,380)	Labor and Reimbursements for the 3331 and 3345 Division/unit were assigned to the wrong fund
Utilities	425	-	205,380	Labor and Reimbursements for the 3331 and 3345 Division/unit were assigned to the wrong fund
Utilities-SAFCA	413	-3.0	-	FTE should have been allocated to the storm drainage fund
Utilities-SAFCA	425	+3.0	-	FTE were allocated to the water fund and should have been assigned to the storm drainage fund

<b>FY2005/06 CAPITAL IMPROVEMENT PROGRAM BUDGET</b>					
<b>CIP #</b>	<b>Project Name</b>	<b>Fund</b>	<b>FY2005/06 Proposed Budget</b>	<b>FY2005/06 Proposed Amendment</b>	<b>FY2005/06 Approved Budget</b>
XI26	Sewer Service Lining – 2006	414	100,000	(100,000)	0
XI41	Sump 79 Reconstruction	414	500,000	(400,000)	100,000
XN29	Sump 2A Catenary Trash Rake	414	150,000	(75,000)	75,000
ZE46	Base CIP Reserve - Water	413	370,000	2,960	372,960
ZF36	SCADA System Upgrade	413	180,000	(80,000)	100,000
ZG11	Local Area Network	413	110,000	(80,000)	30,000
ZH41	Drinking Water Quality	413	400,000	(265,000)	135,000
ZJ96	FWTP Switchgear Upgrade	413	770,000	(770,000)	0
ZK66	Residential Water Meter Program	413	100,000	1,063,000	1,163,000
ZL16	SRWTP N. Vault Manifold Repl.	413	25,000	385,000	410,000
ZL21	FWTP Low Lft Pump Phase I	413	100,000	54,000	154,000

Text changes to the FY2005/06 Proposed Operating Budget and the 2005-2010 Proposed Capital Improvement Program will be incorporated to reflect the actions listed above as well as to correct formatting, updated contact information and other items that do not result in financial impacts.

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**EXHIBIT 3**

**FY2005/06 Approved Operating Budget**

Insert

FY2005/06 Approved Operating Budget

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**EXHIBIT 4**

**2005-2010 Capital Improvement Program (CIP)**

Insert

Approved 2005-1020 Capital Improvement Program

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