

ORDINANCE NO. 6237

ORDINANCE OF THE COUNCIL OF THE CITY OF ROSEVILLE
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2020-2021,
ADOPTING BUDGET CONTROL POLICIES, ADOPTING AN APPROPRIATIONS LIMIT,
ADOPTING THE BUDGET FOR THE SUCCESSOR AGENCY OF THE ROSEVILLE
REDEVELOPMENT AGENCY, AND ESTABLISHING THE
SEALED BID REQUIREMENT, TO BE EFFECTIVE IMMEDIATELY
AS AN URGENCY MEASURE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. The proposed budget for the City of Roseville entitled "Proposed Budget Fiscal Year 2020-2021, City of Roseville, California," a copy of which is on file in the office of the City Clerk, is hereby adopted as the "Annual Budget Fiscal Year 2020-2021, City of Roseville, California."

SECTION 2. The proposed expenses, expenditures, transfers out, revenues, and transfers in shown in the fund, department operating budget and project summaries of the budget document, which are incorporated herein, are hereby appropriated to the departments and activities in the amounts and purposes therein stated. Encumbrances, expenses and expenditures of the various appropriations described in the budget document shall be made by those departments and employees designated therein as the requisitioning authorities.

SECTION 3. The following budget control policies shall become effective upon the adoption of this ordinance:

1. The operating Budget of the City of Roseville and the Successor Agency of the Roseville Redevelopment Agency shall be approved within the major expenditure/expense summary categories of:
 - a. Salaries and Wages
 - b. Benefits
 - c. Materials, Supplies, and Services
 - d. Internal Reimbursements
 - e. Capital Outlay
 - f. Debt Service
 - f. Transfers Out
2. Capital Improvement Plan. The Capital Budget of the City of Roseville and the Successor Agency of the Roseville Redevelopment Agency shall be approved by Capital Improvement Project.
3. Non-Capital Multiyear Projects. The non-capital multiyear project budget for the City of Roseville and the Successor Agency of the Roseville Redevelopment Agency shall be approved by Non-Capital Multiyear Project.

4. The City Manager or designee shall apply prudent monitoring procedures to assure that actual expenditures/expenses of the City and the Successor Agency of the Roseville Redevelopment Agency do not exceed the appropriations at the department level by fund.
5. The City Council delegates authority to the City Manager or designee to approve the movement of City Council approved appropriations within the same fund, excluding Capital Improvement and Non-Capital Multiyear Projects.
6. Appropriation increases, revenue increases, and transfers to or from funds shall require approval by the City Council.
7. The City Manager and Assistant City Manager/Chief Financial Officer are directed to maintain the General Fund Emergency Reserve at approximately ten percent (10%) of General Fund operating expenditures and transfers out, pursuant to the City's General Fund Reserves Policy. The City Manager and Chief Financial Officer are also directed to maintain reserves of ten percent (10%) of total operating expense and transfers out for applicable utility funds as a reserve for economic uncertainties.
8. The City Manager or designee is authorized to increase the Fiscal Year 2020-21 budget appropriations in the amount of the remaining unspent appropriations from the prior fiscal year for active capital and non-capital multi-year projects.
9. Annually, completed or inactive projects will be closed, except for projects that have existing litigation, payment disputes or other extenuating circumstances. 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 the City Manager or designee have the authority to process the necessary documentation to close inactive projects. Unobligated appropriations for all inactive projects will expire on June 30, 2020, following the third full year of the last appropriation to the project.
10. All encumbrances for valid purchase orders and contracts in effect as of June 30, 2020, will remain in effect in the following fiscal year. The City Manager or designee is authorized to increase the Fiscal Year 2020-21 budget appropriations in the amount of the outstanding encumbrances for valid purchase orders and contracts as of June 30, 2020.
11. The City Manager or designee is authorized to eliminate funds as required for proper accounting and fiscal management when the purpose of a fund has expired and its fund balance has been expended.
12. The City Manager is authorized to revise any appropriation made in the Adopted Budget where the revision does not increase appropriations and is consistent with City Council intent.

13. The City Manager is authorized to increase appropriations in any department or project from the General Fund Administrative Contingency.
14. The City Manager is authorized to increase appropriations in the Environmental Utilities funds from the respective fund's contingency budget.
15. The City Manager is authorized to refine/add content, as may be needed to meet Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers (CSMFO) budgeting award requirements, in the Proposed Budget to create the FY2020-21 Approved Budget.

SECTION 4. Pursuant to Article XIII B of the California Constitution, the appropriations limit for the City of Roseville is hereby established in the FY2020-21 Approved Budget. The State Department of Finance provides the City the annual adjustment factors used in the appropriation limit calculation. The factors are the changes in the California Per Capita Personal Income and population levels for the City or the County.

SECTION 5. Sealed bids are required, pursuant to Section 7.21 of the Charter of the City of Roseville, for all purchases and public works involving the expenditure of twenty three thousand, four hundred fifteen dollars (\$23,415) or more. This amount has been inflated by the consumer price index per provision of Section 7.21.

SECTION 6. It is hereby ordered that a copy of this ordinance and the budget document be certified by the City Clerk and filed in the office of the City Clerk. The City Clerk is directed to post a copy of this ordinance in three (3) conspicuous locations in the City and enter the posting thereof in the Ordinance Book.

SECTION 7. This ordinance is required for the orderly operation and maintenance of municipal activities and the appropriations for usual and current expenses of the City and the Successor Agency of the Roseville Redevelopment Agency during the 2020-2021 fiscal year. Therefore, this ordinance shall take effect immediately upon passage hereof as an urgency ordinance, pursuant to Section 5.03 of the Charter of the City of Roseville.

PASSED AND ADOPTED by the Council of the City of Roseville this 17th day of June, 2020 by the following vote on roll call:

AYES COUNCILMEMBERS:

NOES COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

MAYOR

ATTEST:

City Clerk