

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2021, AND ENDING JUNE 30, 2022, MAKING APPROPRIATIONS FOR THE CONDUCT OF CITY OF LA HABRA GOVERNMENT, ESTABLISHING POLICIES FOR THE ADMINISTRATION OF THE ADOPTED BUDGET, AND FOR OTHER BUDGET RELATED PURPOSES

**WHEREAS**, the City Manager has submitted to the City Council a proposed budget detailing the contemplated expenditures and estimated revenues for the ensuing Fiscal Year, and that said proposed budget has been reviewed by the City Council; and,

**WHEREAS**, the City Council held a budget review session at a publicly noticed City Council meeting on June 7, 2021, and a public hearing on the proposed budget on June 21, 2021; and,

**WHEREAS**, the City Council desires to establish certain policies covering the administration of the adopted budget for Fiscal Year commencing July 1, 2021, and ending June 30, 2022.

**NOW, THEREFORE, BE IT RESOLVED**, that the budget summaries attached hereto, marked Exhibit "A" and made a part hereof by this reference, is hereby considered, passed and adopted as the annual appropriation of the City of La Habra for obligation and expenditure by the City Manager to finance the operations of the City of La Habra for the Fiscal Year commencing July 1, 2021, and ending June 30, 2022; and,

**BE IT FURTHER RESOLVED**, that the following policies are hereby established to govern the administration of the budget for Fiscal Year commencing July 1, 2021, and ending June 30, 2022:

- I. Authorized Full-Time Positions: The positions as they appear in the "Schedule of Full-Time Positions" attached hereto, marked Exhibit "B" and made a part hereof by this reference, are authorized and approved for the fiscal year commencing July 1, 2021, and ending June 30, 2022.
- II. Limitation of Expenditures: Subject to the further provisions of this Resolution, the appropriations provided for herein constitute the maximum amounts authorized for obligation and expenditure by the City Manager. The City Manager and each Department Director/Chief shall be responsible for ensuring that the maximum amounts provided for herein are not exceeded. Additional appropriations shall be made only by official action of the City Council.
- III. Control of Expenditures: All obligations and expenditures shall be incurred and made in the manner provided by pursuant to State laws and City ordinances, resolutions and policies relative to purchasing and contracting.
- IV. Creation of Funds: Each and every Fund listed in the attached preliminary budget

is hereby created, continued, established and/or reestablished, as the case may be, and each Fund shall constitute a distinct accounting entity.

- V. Budgeted Funds: This annual budget resolution shall apply to all funds except bond funds, grant funds, trust and agency funds, and capital funds. Legislative action by the City Council to issue bonds, accept grants, and/or authorize capital projects shall be considered as authority to expend funds for those purposes, subject to the requirements, restrictions and provisions of State Law and the La Habra Municipal Code relative to purchasing and contracting, and no further appropriation authority will be necessary.
- VI. Budget Adjustments within Funds: Transfers of amounts herein appropriated within departments, between departments and within the various funds herein created shall require the approval of the City Manager or his designee, provided the total appropriation for each Fund is not exceeded.
- VII. Reserved and Budgetary Fund Balances: The transfer of any amount from one Fund to another Fund and/or the appropriation of funds from Reserves and Fund Balances shall only be made pursuant to this budget resolution or subsequent official action of the City Council. When made by the City Council, such transfers and/or appropriations shall be considered amendments to the budget for the Fiscal Year commencing July 1, 2021, and ending June 30, 2022.

**BE IT FURTHER RESOLVED**, that the City Manager is authorized to transfer any FY 20/21 General Fund budget surplus remaining as of June 30, 2021, defined as revenues greater than expenditures, to the General Capital Projects Fund, Internal Service Funds, Special Revenue Funds, Liability Funds, OPEB Fund, Pension Rate Stabilization Fund, Fire Contract Stabilization Reserve, other internal reserves, to pay for unfunded liabilities, to retire debt, or to retain in the General Fund's fund balance as general reserves, as necessary.

**BE IT FURTHER RESOLVED**, that all purchase order commitments outstanding on June 30, 2021, are hereby continued, and that unexpended balances for previously authorized construction or improvement work that has been initiated, but not completed as of June 30, 2021, are hereby re-appropriated and carried forward.

**PASSED, APPROVED AND ADOPTED** this 21<sup>st</sup> day of June, 2021.

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Rose Espinoza, Mayor

**ATTEST:**

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Laurie Swindell, CMC  
City Clerk

STATE OF CALIFORNIA )  
CITY OF LA HABRA ) ss  
COUNTY OF ORANGE )

I, Laurie Swindell, City Clerk for the City of La Habra, do hereby certify that the above and foregoing is a true and correct copy of Resolution No. \_\_\_\_\_ introduced and adopted at a Regular Meeting of the City Council of the City of La Habra held on the 21<sup>st</sup> day of June, 2021, by the following roll call vote:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:

Witness my hand and the official seal of the City of La Habra this 21<sup>st</sup> day of June, 2021.

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Laurie Swindell, CMC  
City Clerk