



City of Carson Report to Mayor and City Council

October 7, 2014
Unfinished Business

SUBJECT: CONSIDER THE ADOPTION OF RESOLUTION NO. 14-076, ADOPTING THE FY 2014/15 GENERAL FUND OPERATING BUDGET AND APPROVING THE APPROPRIATIONS FOR THE 2014/15 FISCAL YEAR

Trini H. Catbaga
Submitted by Trini Catbaga
Finance Officer

Nelson Hernandez
Approved by Nelson Hernandez
City Manager

I. SUMMARY

The City Council has held five budget workshops at which the FY 2014/15 general fund operating budget has been reviewed and discussed. As of September 2, 2014, the City Manager's proposed general fund operating budget for FY 2014/15 still has a shortfall of \$564,351. Included in this report are options which the City Council may consider to eliminate the shortfall and adopt a balanced budget.

The City cannot legally expend funds after the end of the 2013/14 fiscal year until the 2014/15 fiscal year budget is approved. In the interim, the City Council authorized the expenditure of funds on July 1, 2014 via Resolution No. 14-061 but this authorization expired on September 30, 2014. Taking into account the requisites of expending public funds, the City Manager has directed that the demand register checks be held and not released until staff receives Council direction this evening. So as not to give City employees undue hardship, the City Manager approved the release of payroll checks payable on October 2, 2014, and the payment of related payroll costs.

II. RECOMMENDATION

1. WAIVE further reading and ADOPT Resolution No. 14-076, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING THE FY 2014/15 GENERAL FUND BUDGET AND APPROVING APPROPRIATIONS FOR THE 2014/15 FISCAL YEAR."
2. RATIFY payments to City employees for negotiated salaries and benefits and other related payroll costs.

III. ALTERNATIVES

1. WAIVE further reading and ADOPT Resolution No. 14-095, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, GIVING THE FINANCE OFFICER LIMITED AND TEMPORARY AUTHORITY TO EXPEND FUNDS OF THE CITY PENDING ADOPTION OF THE FY 2014/15 ANNUAL GENERAL FUND BUDGET."
2. TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

The City Council has held five budget workshops at which the FY 2014/15 general fund operating budget has been reviewed and discussed. A noticed public hearing was also held on July 1, 2014 to receive input from the public on the proposed general fund budget.

As originally presented, the City Manager's proposed general fund operating budget for FY 2014/15 estimated operating revenues to be \$67,958,459 and operating expenditures to be \$72,692,292, which indicated an operating shortfall of \$4,733,833. Since that time, further adjustments were made to the budget and choices have been provided to the City Council on how to close that gap. In a report to the City Council for its September 2, 2014 meeting, it was shown that the budget shortfall has been reduced to \$564,351. The details of the changes to the proposed budget are listed under Exhibit No. 1. The following options are being provided to the City Council for consideration, as a means to balance the budget:

1. Transfer \$575,000 from the Capital Asset Replacement Fund (CARF).
By making this transfer, the FY 2014/15 general fund projected operating revenues will exceed budgeted operating expenditures by \$10,649 (Exhibit No. 2). However, making this transfer will only leave \$250,000 in the Capital Asset Replacement Fund. Therefore, some items proposed to be replaced may have to be delayed unless the Council approves supplemental budget adjustment to the fund at future Council meetings.
2. Draw on the Budget Stabilization Fund of \$2.5 million, which is set-aside in the City's General fund reserves (Exhibit No. 3). Exercising prudent financial management, the City Council established this budget stabilization fund to be used, if needed, to assist in the transition to a post-redevelopment operating environment. The City is still navigating through the ramifications of the elimination of the redevelopment agencies; therefore, these funds may be used to eliminate the shortfall of revenues over expenditures.

V. FISCAL IMPACT

Adoption of the general fund budget will establish the City’s spending plan for the 2014/15 fiscal year. The funds will be appropriated in each City Department’s accounts, in accordance with the City Council Resolution No. 14-076, as approved.

VI. EXHIBITS

1. Changes to Proposed Revenue and Expenditure Budgets. (pg. 5)
2. Effect of Transfer of Funds from Capital Asset Replacement Fund. (pg. 6)
3. Governmental Funds Balance Sheet from the June 30, 2013 Audited Comprehensive Annual Financial Report. (pg. 7)
4. Resolution No. 14-076. (pgs. 8-9)
5. Resolution No. 14-095. (pgs. 10)

Prepared by: Trini H, Catbagan, Finance Officer
Document2

TO: Rev09-25-2014

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

Action taken by City Council

Date _____ Action _____

**CITY OF CARSON
GENERAL FUND BUDGET
EFFECT OF TRANSFER OF FUNDS FROM CAPITAL ASSET REPLACEMENT FUND
FY 2014/15**

	FY 2014/15 BEFORE TRANSFER	FY 2014/15 AFTER TRANSFER
Total General Fund Revenues:	\$70,581,387	\$71,156,387
One-Time Revenues:		
Election reimbursement	54,936	54,936
Absentee ballot reimbursement	165,500	165,500
Net General Fund Operating Revenues	70,360,951	70,935,951
Total General Fund Expenditures:	71,340,302	71,340,302
One-Time Expenditures:		
2015 General Election	225,000	225,000
Update Zoning Ordinance	150,000	150,000
Replace phone system	0	0
Replace financial accounting system	0	0
Polling/Educational Campaign - UUT extension	40,000	40,000
Net General Fund Operating Expenditures	70,925,302	70,925,302
<i>Net Surplus/ (Shortfall) of operating revenues over operating expenditures</i>	<u>(\$564,351)</u>	<u>\$10,649</u>

RESOLUTION NO. 14-076

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING THE FY 2014/15 GENERAL FUND BUDGET AND APPROVING APPROPRIATIONS FOR THE 2014/15 FISCAL YEAR

WHEREAS, the City Manager has prepared and submitted to the City Council a proposed budget for the 2014/15 fiscal year, which commences on July 1, 2014, and ends on June 30, 2015; and

WHEREAS, the City Council has reviewed the proposed budget; and

WHEREAS, a public hearing has been duly held pursuant to the provisions of the Carson Municipal Code; and

WHEREAS, the City Council has determined that it is necessary for the efficient management of the City that certain sums be appropriated to the various departments and activities of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The general fund budget for the City of Carson for the fiscal year beginning July 1, 2014, and ending June 30, 2015, is hereby adopted. Said budget being the proposed budget as reviewed and amended in open study session before the City Council, a copy of which is on file in the City Clerk's Office.

Section 2. The sums of money therein set forth are hereby appropriated to the respective accounts for expenditure during fiscal year 2014/15, for each of the several items set forth in the proposed budget, as amended.

Section 3. The following sums of money are hereby appropriated to the following departments of the City for expenditure during fiscal year 2014/15:

[MORE]

EXHIBIT NO. - 4



RESOLUTION NO. 14-095

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, GIVING THE FINANCE OFFICER LIMITED AND TEMPORARY AUTHORITY TO EXPEND FUNDS OF THE CITY PENDING ADOPTION OF THE FY 2014/15 ANNUAL GENERAL FUND BUDGET

THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Finance Officer is hereby authorized to expend funds of the City for the purpose of paying ongoing City expenses until the budget is adopted by the City Council, or December 31, 2014, whichever occurs first.

Section 2. The level of such expenditures and authorization is limited to the FY 2013/14 level of appropriations previously approved by the City Council, and those items that the City Council has subsequently authorized by separate Council action.

Section 3. The City Clerk shall certify to the passage and adoption of this resolution; shall enter the same in the book of original resolutions of said City; and shall make a minute order of the passage and adoption thereof in the records of the proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

PASSED, APPROVED and ADOPTED this 7th day of October 2014.

Mayor Jim Dear

ATTEST:

City Clerk Donesia L. Gause, CMC

APPROVED AS TO FORM:

City Attorney

[MORE]

EXHIBIT NO. - 5





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The City cannot legally expend funds after the end of the 2013/14 fiscal year until the 2014/15 fiscal year budget is approved. In the interim, the City Council authorized the expenditure of funds on July 1, 2014 via Resolution No. 14-061 but this authorization expired on September 30, 2014. Taking into account the requisites of expending public funds, the City Manager has directed that the demand register checks be held and not released until staff receives Council direction this evening. So as not to give City employees undue hardship, the City Manager approved the release of payroll checks payable on October 2, 2014, and the payment of related payroll costs.

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As originally presented, the City Manager's proposed general fund operating budget for FY 2014/15 estimated operating revenues to be \$67,958,459 and operating expenditures to be \$72,692,292, which indicated an operating shortfall of \$4,733,833. Since that time, further adjustments were made to the budget and choices have been provided to the City Council on how to close that gap. In a report to the City Council for its September 2, 2014 meeting, it was shown that the budget shortfall has been reduced to \$564,351. The details of the changes to the proposed budget are listed under Exhibit No. 1. The following options are being provided to the City Council for consideration, as a means to balance the budget:

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By making this transfer, the FY 2014/15 general fund projected operating revenues will exceed budgeted operating expenditures by \$10,649 (Exhibit No. 2). However, making this transfer will only leave \$250,000 in the Capital Asset Replacement Fund. Therefore, some items proposed to be replaced may have to be delayed unless the Council approves supplemental budget adjustment to the fund at future Council meetings.
2. Draw on the Budget Stabilization Fund of \$2.5 million, which is set-aside in the City's General fund reserves (Exhibit No. 3). Exercising prudent financial management, the City Council established this budget stabilization fund to be used, if needed, to assist in the transition to a post-redevelopment operating environment. The City is still navigating through the ramifications of the elimination of the redevelopment agencies; therefore, these funds may be used to eliminate the shortfall of revenues over expenditures.

3. Revisit the budget and look for additional areas in which to reduce expenditures. The most significant savings can come from delaying personnel recruitments. However, this is the least preferred option for staff because lack of the much needed manpower resources will impact programs and activities which the City Council desires to provide to the citizens of Carson to enhance their quality of life.

At the September 2, 2014 Council meeting, Mayor Pro Tem Elito Santarina moved to postpone the adoption of the general fund budget based upon the concern of the Utility Users' Tax Citizens Budget Oversight Committee (UUTCBOC) Chairman Paul Randall that the Committee had not been given an opportunity to be part of the budget process. With the unanimous consent of the Concilmembers, Mayor Jim Dear directed staff to continue the budget adoption item and convene a meeting of the UUTCBOC for the main purpose of reviewing the proposed budget. The Committee meetings were held on September 10 and 23, 2014 and continued to October 14, 2014 with a direction to staff to comply with certain action items.

While staff will comply with the Committee directive, it is recommending the adoption of the budget tonight using one of the above options or other options deemed appropriate. Any budget adjustments recommended by the UUTCBOC will be presented to the City Council at subsequent meeting/s.

The main reasons for staff recommendation are (1) to achieve better financial management and (2) to comply with the legal requirement to have an adopted budget before public funds are expended. The City cannot legally expend funds after the end of the 2013/14 or any fiscal year until the 2014/15 or any new fiscal year budget is approved. As an interim measure, the City Council authorized the expenditure of funds on July 1, 2014 via Resolution No. 14-061. This authorization expired on September 30, 2014. Taking into account the requisites of expending public funds, the City Manager has directed that the demand register checks be held and not released until staff receives Council direction this evening. The payment of negotiated salaries and benefits to City employees and other related costs such as, but not limited to payroll taxes were made on payday, October 2, 2014. Staff is requesting the City Council to ratify this payment.

Attached as Exhibit No. 4 is Resolution No. 14-076 adopting the FY 2014/15 general fund budget which will be adjusted, if needed, if the Council chooses to make additional changes to the budget, as proposed.

If the budget is not approved tonight, it is necessary for the City Council to adopt a resolution granting authorization to expend funds pending approval of the final budget. Resolution No. 14-095, attached to this report as Exhibit No. 5, embodies that authorization.

V. FISCAL IMPACT

Adoption of the general fund budget will establish the City's spending plan for the 2014/15 fiscal year. The funds will be appropriated in each City Department's accounts, in accordance with the City Council Resolution No. 14-076, as approved.

VI. EXHIBITS

1. Changes to Proposed Revenue and Expenditure Budgets. (pg. 5)
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Prepared by: Trini H. Catbagan, Finance Officer

Document2

TO: Rev09-25-2014

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

Action taken by City Council	
Date _____	Action _____

CITY OF CARSON
CHANGES TO PROPOSED REVENUE & EXPENDITURE BUDGETS
(SINCE JUNE 19, 2014)

General Fund Revenue Projection:

Initial total revenue projection	\$68,178,895
Changes in revenue projections:	
Increase property tax projection	141,450
Increase sales tax projection	63,901
Increase TOT projection	15,432
Increase real property transfer tax projection	2,323
Increase in UUT projection	1,384,298
Increase in admissions fee projection	3,207
Increase in building permits revenue projection	26,975
Decrease in Community Center revenues projection	(34,373)
Decrease in lease payment re: Reflections Park	(1,144)
Decrease in CRA Lease Revenue Bond payment to the City	(50,499)
Transfer funds from the Measure R fund to offset street maintenance costs	434,000
Transfer funds from the Family Support Grant fund to offset costs related to the Anti-Bullying initiat	15,000
Transfer funds from the CalHOME Grant fund to offset administrative staff costs	17,500
Transfer funds from the Beverage Container Recycling Fund to offset administrative staff costs	10,000
Transfer funds from the Used Oil State Grant Fund to offset administrative staff costs	22,000
Transfer funds from the Park Development Fee Fund to offset administrative staff costs	79,881
Transfer funds from the Park Development Fee Fund to reimburse GF for two park projects	211,541
Increase sales tax projection for new retailers	61,000
Transfer from CARF	575,000
Total changes in revenues	<u>2,977,492</u>
Revised total revenue projection	<u>\$71,156,387</u>

General Fund Projected Expenditures:

Initial total expenditure projection	\$73,357,292
Changes in projected expenditures:	
Reduce the transfer to the CARF to \$0	(500,000)
Add \$41,200 for Apollo West Carson Players	41,200
Add \$208,800 to reinstate a Cultural Arts programs funding	208,800
Salary savings for positions not filled at 7-1-14 (approved to be filled)	(167,605)
Salary savings for positions not filled at 7-1-14 (those that are pending approval to be filled & new v	(660,181)
Reduce amount for Zoning Ordinance update	(250,000)
Reduce Sheriff's contract costs by amount to be paid with State COPS grant funds	(130,000)
Potential savings from the proposed reorg (pending approval of the City Council)	(625,000)
Add Filipino American History Month (Budget Referral #11)	5,000
Add funding for Tour de Carson	5,000
Add funding for American Heritage Day	20,000
Add funding for the Mariachi Festival (Budget Referral #20)	10,000
Giveaway items (Budget Referral #13, Option #1)	5,000
Giveaway items - Trinkets - 2 or 3 different ones (Budget Referral #13)	5,000
13-week volleyball program at 4 gyms (Budget Referral #14)	6,680
Operation of one pool for 9 months & giving free lessons to Carson families (Budget Referral #16)	51,616
Reduce budget for Anti-Bullying program	(55,000)
Add funding for 2015 Special Olympics (sharing costs with CSUDH)	12,500
\$20,000 for Councilwoman LDH's symposium on youth issues (date rape, bullying, etc. to be presented in conjunction with the HRC and WIC) included in the Youth Services Fund 65	0
Total changes in expenditures	<u>(2,016,990)</u>
Revised total expenditure projection	<u>\$71,340,302</u>



CITY OF CARSON
GENERAL FUND BUDGET
EFFECT OF TRANSFER OF FUNDS FROM CAPITAL ASSET REPLACEMENT FUND
FY 2014/15

	FY 2014/15 BEFORE TRANSFER	FY 2014/15 AFTER TRANSFER
Total General Fund Revenues:	\$70,581,387	\$71,156,387
One-Time Revenues:		
Election reimbursement	54,936	54,936
Absentee ballot reimbursement	165,500	165,500
Net General Fund Operating Revenues	<u>70,360,951</u>	<u>70,935,951</u>
Total General Fund Expenditures:	71,340,302	71,340,302
One-Time Expenditures:		
2015 General Election	225,000	225,000
Update Zoning Ordinance	150,000	150,000
Replace phone system	0	0
Replace financial accounting system	0	0
Polling/Educational Campaign - UUT extension	40,000	40,000
Net General Fund Operating Expenditures	<u>70,925,302</u>	<u>70,925,302</u>
<i>Net Surplus/ (Shortfall) of operating revenues over operating expenditures</i>	<u>(\$564,351)</u>	<u>\$10,649</u>



City of Carson
Governmental Funds
Balance Sheet
June 30, 2013

ASSETS	General	Carson Taxpayer Autonomous	Nonmajor Governmental Funds	Total
Cash and investments (Note 2)	4,432,688	30,861,857	5,090,559	40,385,104
Cash and investments with fiscal agent				
Receivables:				
Taxes:	6,589,461		9,500	6,598,961
Accounts:	340,614	180		340,804
Accrued interest - other:	3,675	4,394,286		4,397,961
Loans:	35,119	50,921,599	181,124	51,037,842
Due from other funds (Note 5):	717,173	60,321	36,961	814,455
Due from Successor Agency:	21,771	37,431	141,854	201,056
Due from government agencies:	373,690		880,117	1,253,807
Prepaid and other assets:	1,223,457			1,223,457
Land held for resale:		8,146,939		8,146,939
Total assets	\$ 41,301,794	\$ 92,433,373	\$ 9,323,253	\$ 143,058,420
LIABILITIES				
Accounts payable and accrued liabilities:	\$ 3,435,955	101,271	1,007,183	\$ 4,544,389
Accrued payroll:	150,000		77,439	227,439
Due to other funds (Note 5):	64,022	130,660	637,771	832,453
Due to Successor Agency:			1,254,220	1,254,220
Due to government agencies:	1,471			1,471
Retentions payable:		139,815	22,330	162,145
Unearned revenue:	474,545		184,964	659,509
Refundable deposits:	22,236			22,236
Self insurance claims payable:	795,555			795,555
Total liabilities	4,933,784	371,746	3,183,887	8,489,417
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenue:		55,315,885		55,315,885
FUND BALANCES				
Nonspendable				
Loans receivable:	35,119			35,119
Inventory:	373,690			373,690
Prepaid and other assets:	1,223,457			1,223,457
Land held for resale:		8,146,939		8,146,939
Restricted				
Housing projects:		28,598,803	5,206,026	33,804,829
1% PEG fees:	361,310			361,310
Alameda Corridor Projects:	1,000,000			1,000,000
Capital projects (DTC):	1,123,088			1,123,088
Committed				
Economic uncertainties:	13,727,120			13,727,120
* Budget stabilization fund:	2,500,000			2,500,000
Reward funds:	90,000			90,000
OPEB Trust contribution:	4,092,003			4,092,003
Assigned				
Raised median construction:	345,072			345,072
Self-insurance:	1,500,000			1,500,000
Special projects:	1,000,000			1,000,000
Capital projects:	1,000,000			1,000,000
Equipment replacement:				1,000,000
Utility underground:	998,110		1,015,107	1,015,107
Load shed program:	102,329			998,110
Encumbrances and continuing appropriations:	156,714			102,329
Unassigned				
Total fund balances:	6,739,998		(81,767)	6,658,231
Total liabilities, deferred inflows of \$ resources and fund balances	41,301,794	\$ 92,433,373	\$ 9,323,253	\$ 143,058,420

See notes to financial statements.



RESOLUTION NO. 14-076

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING THE FY 2014/15 GENERAL FUND BUDGET AND APPROVING APPROPRIATIONS FOR THE 2014/15 FISCAL YEAR

WHEREAS, the City Manager has prepared and submitted to the City Council a proposed budget for the 2014/15 fiscal year, which commences on July 1, 2014, and ends on June 30, 2015; and

WHEREAS, the City Council has reviewed the proposed budget; and

WHEREAS, a public hearing has been duly held pursuant to the provisions of the Carson Municipal Code; and

WHEREAS, the City Council has determined that it is necessary for the efficient management of the City that certain sums be appropriated to the various departments and activities of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The general fund budget for the City of Carson for the fiscal year beginning July 1, 2014, and ending June 30, 2015, is hereby adopted. Said budget being the proposed budget as reviewed and amended in open study session before the City Council, a copy of which is on file in the City Clerk's Office.

Section 2. The sums of money therein set forth are hereby appropriated to the respective accounts for expenditure during fiscal year 2014/15, for each of the several items set forth in the proposed budget, as amended.

Section 3. The following sums of money are hereby appropriated to the following departments of the City for expenditure during fiscal year 2014/15:

[MORE]

EXHIBIT NO. - 4



BUDGET APPROPRIATIONS
FOR EXPENDITURE

General Fund Budget

<u>DEPARTMENT</u>	<u>AMOUNT</u>
City Council	\$ 1,032,248
City Attorney	1,505,000
Non Departmental	2,799,139
City Clerk	920,027
City Treasurer	769,261
City Manager	3,865,245
Administrative Services	6,767,825
Community Development	5,182,495
Public Works	16,396,338
Community Services	<u>32,102,724</u>
TOTAL GENERAL FUND BUDGET	<u>\$ 71,340,302</u>

Section 4. The City Manager is hereby instructed to have copies hereof duplicated and distributed to all departments, officials and interested parties as soon as convenient.

Section 5. The City Clerk shall certify to the adoption of this resolution and shall keep a copy of this resolution attached to the fiscal year 2014/15 budget on file, and effective as of July 1, 2014, the same shall be in force and effect.

PASSED, APPROVED, and ADOPTED this 7th day of October, 2014.

Mayor Jim Dear

ATTEST:

City Clerk Donesia L. Gause, CMC

APPROVED AS TO FORM:

City Attorney

[MORE]



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Section 3. The City Clerk shall certify to the passage and adoption of this resolution; shall enter the same in the book of original resolutions of said City; and shall make a minute order of the passage and adoption thereof in the records of the proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

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