

**RESOLUTION NO. CSD 2024-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEMECULA COMMUNITY SERVICES DISTRICT OF THE CITY OF TEMECULA ADOPTING THE FISCAL YEAR 2024-25 PRELIMINARY ANNUAL OPERATING BUDGET AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS**

THE BOARD OF DIRECTORS OF THE TEMECULA COMMUNITY SERVICES DISTRICT OF THE CITY OF TEMECULA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the Fiscal Year 2024-25 Temecula Community Services District (TCSD) Preliminary Operating Budget is hereby adopted.

Section 2. That the following controls are hereby placed on the use and transfers of budget appropriations:

A. No expenditure of funds shall be made unless there is an unencumbered appropriation available to cover the expenditure.

B. The Department Director may prepare a transfer of appropriations within departmental budget accounts, with the approval of the General Manager.

C. The Board of Directors must authorize transfers (appropriations) of funds from the Unreserved Fund Balance and transfers between departmental budget accounts.

D. In accordance with City of Temecula Municipal Code Section 2.6.030, the General Manager shall administer the City personnel system. This General Manager is authorized to fix and alter the titles, compensation, and number of positions in the Schedule of Authorized Positions as needed, subject to the total personnel expenditure budget limitations approved by the Board of Directors.

E. The General Manager may authorize expenditures of funds in amounts up to one hundred thousand dollars (\$100,000). Any expenditure of funds in excess of \$100,000 requires Board of Directors action.

F. The General Manager may authorize Public Works contracts in amounts up to one-hundred thousand dollars (\$100,000). Any expenditures of Public Works funds in excess of \$100,000 require Board of Directors action, except that the General Manager may approve change orders on Public Works contracts approved by the Board in amounts up to the project contingency established by the Board.

G. Pursuant to Section 3.28.130 of the Municipal Code, the General Manager may authorize purchases of supplies and equipment in amounts up to one-hundred thousand dollars (\$100,000). Any purchases of supplies and equipment in excess of \$100,000 shall be awarded to

the lowest responsible bidder pursuant to formal bid procedures and require City Council action, except that the General Manager may approve change orders on purchases of supplies and equipment approved by the Board in amounts up to the contingency established by Board.

H. Pursuant to Section 3.28.250 of the Municipal Code, purchases of supplies and equipment of an estimated value of one-hundred thousand dollars (\$100,000) or less, may be made by the purchasing agent in the open market pursuant to the procedure prescribed in Sections 3.28.260 through 3.28.280 and without observing the procedure prescribed in Sections 3.28.130 through 3.28.240; provided, however, that all bidding may be dispensed with for purchases of supplies and equipment having a total estimated value of \$5,000 or less.

I. Appropriations and Revenue Estimates for grant funded programs for Fiscal Year 2023-24 which have not been expended or encumbered, are hereby carried over for the applicable grant program to the Fiscal Year 2024-25.

Section 3. The Finance Director is authorized to make temporary short term interfund loans between appropriate funds in order to cover short term cash needs caused by cash flow timing differences. These interfund loans must have an identified repayment source.

Section 4. Outstanding encumbrances shown on the District books at June 30, 2024, are hereby appropriated for such contracts or obligations for Fiscal Year 2024-25.

Section 5. There are numerous occasions when small dollar valued purchases must be made for or on behalf of the District; and it is appropriate that a petty cash fund be used to provide for the purchase of these smaller dollar valued items; now, therefore, the Board of Directors of the Temecula Community Services District of the City of Temecula does hereby resolve, determine, and order as follows:

A. There is hereby established a renewable petty cash fund to be maintained in the Finance Department.

B. The imprest balance amount of the petty cash fund shall be three thousand dollars (\$3,000).

C. Vouchers, receipts, or other evidence of payment shall be required before reimbursement shall be made from said petty cash fund, in such form as shall be required by Finance Director.

Section 6. The Board Secretary shall certify adoption of the resolution.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the Temecula Community Services District of the City of Temecula this 28<sup>th</sup> day of May, 2024.

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Zak Schwank, President

ATTEST:

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Randi Johl, Secretary

[SEAL]

STATE OF CALIFORNIA     )  
COUNTY OF RIVERSIDE    ) ss  
CITY OF TEMECULA         )

I, Randi Johl, Secretary of the Temecula Community Services District of the City of Temecula, do hereby certify that the foregoing Resolution No. CSD 2024-     was duly and regularly adopted by the Board of Directors of the Temecula Community Services District of the City of Temecula at a meeting thereof held on the 28<sup>th</sup> day of May, 2024, by the following vote:

AYES:                    BOARD MEMBERS:

NOES:                    BOARD MEMBERS:

ABSTAIN:                BOARD MEMBERS:

ABSENT:                 BOARD MEMBERS:

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Randi Johl, Secretary