

CITY OF WESTMINSTER  
RESOLUTION NO. XXXX

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF  
THE CITY OF WESTMINSTER, CALIFORNIA, ADOPTING  
THE FUND BALANCE POLICY

WHEREAS, the Mayor and City Council has reviewed the need to establish a commitment of fund balance for unforeseen expenditures as well as anticipated future expenditures that require ongoing funding for significant future outlays; and

WHEREAS, the City Manager has recommended to the Mayor and City Council that the General Fund Emergency/Contingency Commitment of General Fund balance be established, and an additional assignment of General Fund balance be established; and

WHEREAS, the City Manager has recommended to the Mayor and City Council that the General Fund Budget Uncertainty Reserve Commitment of General Fund balance be established, and an additional assignment of General Fund balance be established; and

WHEREAS, the City Manager has recommended to the Mayor and City Council that the General Fund Infrastructure Contingency Reserve Commitment of General Fund balance be established, and an additional assignment of General Fund balance be established; and

WHEREAS, the City Manager has also recommended to the Mayor and City Council that the Internal Service Funds Liabilities, Information Technology, Fleet Replacement and Major Equipment Replacement Commitments of Internal Service Fund balances be established, and an additional assignment of Internal Service Fund-Liability be established; and

WHEREAS, the City Manager has recommended a mechanism for replenishment and ongoing funding of the commitments of General and Internal Service Fund balances out of any City of Westminster year-end operating surplus.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council approve the Fund Balance Policy for the City of Westminster, as presented as part of the 2025-26 fiscal year budget for the City of Westminster at the City Council meeting of June 25, 2025.

BE IT FURTHER RESOLVED that the Mayor and City Council, are aware that the adopted fund balance policy is an operational plan, and does hereby authorize:

1. The City Manager may transfer appropriations between internal service funds to fund reserve balances as needed to meet approved targets.

2. The Mayor and City Council authorization is required to adjust committed reserve fund balance targets.

3. The Mayor and City Council will review the reserve fund balances each year as part of the budget process.

SECTION 1. The Mayor shall sign as to the passage, approval, and adoption of this Resolution.

SECTION 2. The City Clerk shall certify to the passage and adoption of this resolution and shall affix their signature and City Seal and that same shall be entered into the Book of Resolutions.

PASSED, APPROVED, and ADOPTED this 25<sup>th</sup> day of June 2025.

CITY OF WESTMINSTER

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CHI CHARLIE NGUYEN  
MAYOR

ATTEST:

\_\_\_\_\_  
ASHTON R. AROCHO, MMC  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
SCOTT PORTER  
CITY ATTORNEY

**CITY OF WESTMINSTER  
CITY CLERK'S OFFICE**

**CERTIFICATION  
OF  
RESOLUTION**

STATE OF CALIFORNIA   )  
COUNTY OF ORANGE    )  
CITY OF WESTMINSTER   )

ss.

I, ASHTON R. AROCHO, MMC, City Clerk of the City of Westminster, do hereby certify that the foregoing Resolution No. XXXX was duly passed and adopted by the City Council of the City of Westminster at a regular meeting held on the 25<sup>th</sup> day of June 2025, with the following vote:

AYES:           COUNCIL MEMBERS:  
NOES:           COUNCIL MEMBERS:  
ABSENT:        COUNCIL MEMBERS:  
ABSTAIN:       COUNCIL MEMBERS:

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Ashton R. Arocho, MMC  
City Clerk

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