



Municipal Finance and Budgeting

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Operating Budget & 5-Year
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Readings on Understanding Municipal Financing



Insert Title Here

Understanding the Basics of Municipal Revenues in California: Cities, Counties and Special Districts

- 01 City Revenues in California
- 02 Taxes
- 03 Service Charges, Assessments, and Fines
- 04 Revenue From Other Government Agencies
- 05 Revenue From Other Government Agencies

Adopted FY 2022-23 Operating Budget & 5-Year Plan



During the budget development process, City staff facilitated four community budget meetings and a meeting with the labor unions to receive input

01

The Adopted FY 2022-2023 Operating Budget is structurally balanced with both revenues and expenditures of \$206,632,248

02

City Staff will continue to monitor the City's financials closely and will provide quarterly updates

State Audit Corrective Action Plan



Eliminating High Risk

The State Audit Corrective Action Plan intends to improve the City's overall fiscal health by eliminating high risk designations.

01

Budget Strategy – Review and update fund balance, identifying contingent long-term budget balancing options

02

Housing Authority – Complete Housing Authority recovery agreement actions and execute Housing Authority/City administration agreement

03

Operations – Review/update contract compliance documentation process, contract compliance checklist, fee schedule policy

Budget Calendar



FY2022-23 BUDGET CALENDAR (Draft)

RESPONSIBLE DEPARTMENT / STAFF	ACTION / ACTIVITY	DATE
Finance Department/ All Departments	FY2022-23 Budget kick off meeting	December 9, 2021
Finance Department/ All Departments	FY2022-23 budget input training	December 9
All Departments	Signed personnel list and org charts due to Finance Department	December 22, 2021
All Departments	FY2022-23 Budget Input Window	December 9, 2021, to January 10, 2022
Finance Department/City Manager/All Departments	Budget Hearings City Manager, Finance Director, and Budget Unit hold internal budget hearings with departments to review proposed FY2022-23 Operating & Capital Improvement Budgets	February 14 to February 28
Finance Department/City Manager	Community Budget Meetings	March -16, 24, 31 RNCC- April 11
Finance Department /City Manager/City Council	City Council Presentation: Department of Internal Services (Finance, HR, IT)	April 19th
Finance Department/ City Manager/City Council	City Council Presentation: City Attorney, City Clerk, & City Manager, Economic Development	April 26
Finance department/City Manager/ Union Leaders	Union Budget Meeting	April 28
Finance Department/ City Manager/City Council	City Council Presentation: City Council, Mayor, Public Works/ Draft Budget Update	May 3
Finance Department/ City Manager/City Council	City Council Presentation: Community Services & Community Development	May 17
Finance Department/ City Manager/City Council	City Council Presentation: Public Safety (Police, Fire)	May 24
Finance Department/ City Manager/City Council	Revised Draft Budget	June 7



FY2023-24 (BUDGET DEVELOPMENT) INTERNAL BUDGET CALENDAR

RESPONSIBLE DEPARTMENT / STAFF	ACTION / ACTIVITY	DATE
		Draft
Finance Department	Review and Carry-Forward Purchase Orders	August 30, 2022
Finance Department	Year-End Fund Analysis	September 29, 2022
All City Departments	Quarterly Finance Meeting with Individual Departments	October 2022
Finance Department	Quarterly Report to City Council	November, 2022
Finance Department	Mid-Year Budget Message to Departments	December 16, 2022
Finance Department	FY2021-22 Audit Presentation	January, 2023
All City Departments	Deadline to enter Mid-year adjustments to Finance via online form	January 13, 2023
Finance Department	FY2023-24 Budget kick off meeting/ input training	January 26, 2023
All City Departments	Quarterly Finance Meeting with Individual Departments	January 2023
All Departments	FY2023-24 Budget Input Window	January 30, 2023, through February 17, 2023
Port	Port Audit	TBD
RHA	RHA Audits	TBD
Finance Department	City's annual Audit/ACFR to City Council	January/February 2023
Public Works	City Council Meeting	January 17, 2023
Police and Fire	City Council Meeting	January 24, 2023
Internal Services, City Manager Office, Economic Development, City Attorney, City Clerk, City Council, Mayor	City Council Meeting	February 7, 2023
Community Development, Community Services	City Council Meeting	February 21, 2023

Guiding Fiscal Policy



01

Guiding budgeting policies, including budget development, non-occurring revenues, capital asset acquisitions

02

Special funds regulation, including evaluation method, cost of operation, management, etc

03

Reserve Policies, including operating General Fund expenditures as a minimum reserve policy

04

Encumbrances and disencumbrances regulation, including timely actions

05

Funds Balances/Accounting, Fiscal Sustainability Planning, Debt Management, & Capital and Technology Projects,