

AGENDA  
ITEM

**20**



# AGENDA STAFF REPORT

**DATE:** November 6, 2019  
**TO:** Mayor and City Council  
**APPROVED BY:** David B. Dale, City Manager *DD*  
**PREPARED BY:** Karla E. Lobatos, Finance Director *KL*  
**SUBJECT:** Finance Department Annual Calendar

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**Recommendation:**

Receive and File.

**Background:**

City Council requested an annual Finance Department calendar.

**Discussion & Analysis:**

Staff has provided a summary of deadlines for state and local requirements.

**Fiscal Impact:**

None.

**Coordinated With:**

None.

**Attachments:**

Finance Department Annual Calendar.



## Finance Department Annual Work Plan - 2019

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

**City Council/Committees**

**Finance Advisory Committee**

Combines with Economic Development Commission and Financial Advisory Commission

**Annual Fiscal Year Reports**

- Hearthstone CFD Staff Report - Koppel & Grubber
- Gran Plaza CFD Staff Report - Koppel & Grubber
- Bravo Rodiles CFD Staff Report - David Taussig & Associates
- US Bank Letter to Xin Xin Wu - Community RDA Merged Central Business District Tax Bond, Issue of 2006
- US Bank Letter to Xin Xin Wu - Measure H Bond Issues of 2014
- US Bank Letter to Xin Xin Wu -Community RDA Water Lease Revenue Bond, Issue of 2007
- US Bank Audited Financial Statement/Report - Community RDA Merged Central Business District Tax Bond Issue of 2006 - Indenture of Trust 5.1 Cov 6 due Nov. 27th
- BNY Mellon Letter to Georgina Estrada - Community RDA Merge Central Business District Tax Bond, Issue of 2011 1099 for City of Calexico
- Staff Report for Establishing Appropriation Limit for FY
- Debt Management Staff Report for FY
- Investment Policy Staff Report for FY
- GANN Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	X	X	X	X	X	X	X	X	X	X	X	X
					X		X					
					X		X					
					X		X					
							X					
							X					
							X				X	
							X			X		
	X						X					
						X						
						X						
						X	X					
						X	X					

**Financial Planning**

**Budget (based upon prior year)**

- Finance builds labor projection worksheets (FTEs, Salaries, benefit costs, fund allocations)
- Finance builds department worksheets with PY and YTD data
- Update budget instruction packet with calendar for Departments
- Department baseline budgets and change requests due to Finance
- Internal Service Fund rates established (Vehicles, technology, others)
- Department Head Budget Meetings with City Manager
- City Manager Budget Meetings with City Council
- Preliminary City Council budget workshop
- City Council/Public Hearings (with Gann Calculation)
- City Council Adoption of Final Budget
- Proposed Budget published and presented

X												
X												
X												
			X									
	X											
		X										
			X									
				X								
					X							
					X							
					X							

**5-Year CIP (Public Works is program lead)**

- City Council/Public Hearings and Adoption
- Finance prepares fund balance and available revenue calculations

					X							
X												

**Fee Schedule**

- 2% Fee Notice Published
- Consultant calculation and department review.










## Finance Department Annual Work Plan - 2019

Update Health Benefit premiums/contribution rates  
 State Controller Compensation Report  
 Quarterly tax returns  
 W-2s

Calendar year  
 Due October

X						X					
									X		
X			X			X			X		
X											

**Monthly Administration**

Account analysis and reconciliations (Cash, deposits, housing loans)  
 Journal entries complete by 10th of following month  
 Reports to departments by 10th of following month  
 All journal entries reviewed by second party

X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

**Year-end Close**

Capital Asset tracking, analysis, and module update  
 Construction in progress tracking, analysis, and recording  
 Land held for resale tracking, analysis, and recording  
 Revenue and payable accruals  
 Interfund reimbursements  
 Fund analysis and outreach to program departments

							X				
							X				
							X				
							X				
							X				
							X				

**Program Support**

**Successor Agency**

Long Range Property Management Plan  
     DOF approval will commence real property transfer/dispositions  
 Recognized Obligation Payment Schedule  
     Annual Report (has been semi-annual thru 2015)  
     Staff preparation in December  
     SA/OB approvals in January; Due to DOF Feb 1

											X
X											
X											
X											
X											

**ROPS**

**PPA**

**Calexico Financing Authority - Thales Consulting - State**