

From: [Phil Koen](#)
To: [Arn Andrews](#); [Ron Dickel](#)
Cc: [Laurel Prevetti](#)
Subject: FY 23 FC workplan.pdf
Date: Saturday, January 7, 2023 10:04:42 PM
Attachments: [FY 23 FC workplan.pdf](#)

EXTERNAL SENDER

Help Arn and Ron,

Could you please include the attached document in the FC packet to be discussed during agenda item #8.

Thank you,

Phil Koen

Draft Financial Commission 2022/2023 Work Plan

Goal	Projects	Assignments	Frequency	Target Date(s)	Status
Recurring Goals					
#1	Investment Performance	Review Investment Performance	Quarterly	Q4 – Aug 2022 Q1 – Nov 2022 Q2 – Feb 2023 Q3 – May 2023	Last reviewed Q4 (6/30) 2022 on 09/19/22
#2	Operating Budget	Quarterly Budget Review [suggest Midyear review and review of Recommended Budget]	Quarterly	Q1 – Jan 2023 Q2 – Feb 2023 Q3 – May 2023 Q4 – Aug 2023	Last Reviewed 03/25/22
#3	Financial Communication	Review the new Financial System Plan. Finance Staff to provide FC with status updates. To analyze and create a financial dashboard for the City to provide additional oversight on Financial Resources.	Quarterly [suggest as needed]	Q2 – Jan 2023 Q3 – April 2023 Q4 – Aug 2022 Q1 – Oct 2022	Last reviewed 03/25/22
#4	Annual Comprehensive Financial Report	Review draft ACFR	Annually	January 2023	Last reviewed 12/20/2021
#5	PERS Unfunded Liability	Evaluate PERS Unfunded Liability; re-evaluate prepay only or investment plan	Annually	March 2023	Last reviewed 09/20/2021
#6	Capital Improvement Budget	Review 5-Year CIP Budget	Annually	April /May 2023	Last reviewed 03/25/2022
#7	Community Center Debt (commenced 6/30/21, 2.29%)	Review if payoff feasible Full payoff: Yrs 1-5 a 102%, Yrs 6-10 at 101%, Yrs 11 on at 100% on any pmt date Partial payoff annually of no more than \$500,000 on any pmt date, applied to end of pmt schedule Both require 30 day notice	Annually	February 2023	New project
#8	Financial Policies	Review/update City's Financial Policy	Annually	Jan 2023	Purch Policy Last reviewed 11/15/2021 (updated 12/14/2021)
#9	Investment Policy	Review/update City's Investment Policy	Annually	January 2023	Last updated 01/24/2022
#10	Cross Commission Collaboration	Finance Commission responds to requests from other commissions	Ad hoc	As needed	N/A