

Introduction

To establish and document a policy framework for fiscal decision-making, the City Manager will develop and maintain a comprehensive set of Financial Management Policy Statements (FMPS) to provide a clear framework for fiscal decision-making and to ensure that the City's financial resources are managed responsibly to meet both current and future community needs. Specifically, this policy framework mandates the pursuit of the following fiscal objectives:

- A.** Revenues: Design, maintain, and administer a diversified revenue system that supports City services.
- B.** Expenditures: Ensure fiscal stability and the effective and efficient delivery of services, through the identification of necessary services, establishment of appropriate service levels, and careful administration of the expenditures of available resources.
- C.** Emergency Medical Services (EMS) Policies: Establish clear financial guidelines governing settlements, waivers, and discounts for EMS accounts receivable to ensure compliance with state law, uphold responsible stewardship of public funds, and support equitable administration of EMS billing practices.
- D.** Fund Reserve Policies: Maintain the fund balance and net position of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its financial position from emergencies.
- E.** Capital Asset Policies: Review and monitor the state of the City's capital assets, setting priorities for the addition, replacement, and renovation of such assets based on needs, funding alternatives, and availability of resources.
- F.** Debt: Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.
- G.** Interfund Loans: Establish guidelines for loans between funds.
- H.** Cash and Investment Management: Invest the City's cash in such a manner so as to ensure the safety of principal and interest, to meet the liquidity needs of the City, and to achieve the highest reasonable market yield.

Introduction

- I.** Grants: Seek, apply for and effectively administer federal, state, and foundation grants- in-aid, which address the City's current priorities and policy objectives.
- J.** Fiscal Monitoring: Prepare and present regular reports that analyze, evaluate, and forecast the City's financial performance and economic condition.
- K.** Accounting, Auditing and Financial Reporting: Comply with prevailing federal, state, and local statutes and regulations, as well as current professional principles and practices.
- L.** Retirement System and Other Post Employment Benefits (OPEB) Health Care Trust: Ensure that the Employees' Retirement Fund is adequately funded and operated for the exclusive benefit of the participants and their beneficiaries.
- M.** Internal Controls: Establish and maintain an internal control structure designed to provide reasonable assurance that City assets are safeguarded and that the possibilities for material errors in the City's financial records are minimized.
- N.** E-Commerce: To leverage available technologies to streamline financial transactions, enhance operational efficiency, and improve customer services.
- O.** Donations: Establish guidelines for accepting gifts and donations in a responsible, transparent, and accountable manner that is consistent with the City's strategic goals.
- P.** Lease Policy: Define and provide guiding principles for financial management of leases and subscription-based information technology arrangements to ensure consistent lease practices and establish, maintain and enforce a sound system of operational procedures and internal controls.
- Q.** Sponsorship Policy: Ensure consistent practices regarding payments made to support local festivals, special events, community projects or programs, and other similar activities that are not controlled or hosted by the City.
- R.** Glossary: An alphabetical list of terms or words found in or relating to the Financial Management Policies.

Introduction

I. Revision History

Responsible Party – Financial Services Manager, Financial Reporting

Standard Statement: Revisions to the FMPS are documented in the table below. Each revision number reflects the chronological order of updates for the identified fiscal year. The Revision Date indicates when the change was made, while the Effective Date corresponds to the first day of the following fiscal year, pending formal approval by Mayor and Council (M&C). The “Revision Summary” field specifies the nature of the change and may include a rationale.

Revision Number	Revision Date	Revision Summary	M&C
1	9/15/2020	Adopt FMPS Revenue Policy	M&C 20-0645
2	8/24/2021	Adopt FMPS Revenue Policy	M&C 21-0591
3	9/13/2022	Adopt FMPS Revenue Policy	M&C 22-0660
4	9/26/2023	Adopt FMPS Revenue Policy	M&C 23-0842
5	9/17/2024	Section XVI Subsection B: Updated language clarifies that surplus investment income (non-debt related) may: Remain in the General Debt Service Fund, or Be allocated to one-time initiatives, capital projects, or transferred to the General Fund to support Unassigned Fund Balance, as recommended by the City Manager.	M&C 24-0805
6	9/16/2025	Applied standardized FMP template Section XVII: Added cash and investments to administrative areas offset by governmental fund investment income	M&C 25-0837
7	9/15/2026	Applied new branding to FMP template. Added Language to include Emergency Medical Services	M&C 26-1055