
Reader's Guide to the Budget

Reader's Guide to the Budget

This guide is intended to help the reader understand what information is available in the budget and how it is organized. The FY 2014-15 budget document consists of nine sections or tabs including a Budget Glossary and topical index.

Cover Page

Reader's Guide to the Budget provides a listing of chapters included in the annual budget.

Tab 1- Table of Contents & Reader's Guide

- **Table of Contents** - provides page numbers to locate various sections within the budget document.
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Tab 2 - Budget Summary Information

- **Accounting System and Budgetary Control** provides an overview of the City's accounting systems and the level at which budgetary control is maintained.
 - **Budget Process** provides an overview of the budget development process and a budget calendar.
 - **All Funds Summary** is a comprehensive overview of the FY 2014-15 budget, with a focus on all funds (consolidated). Included are tables and graphs for both revenues and expenditures and an overview of revenue assumptions that were utilized in the development of the 2014-15 budget. A listing of all City-wide programs is included in this section.
 - **Appropriations Limit Calculation**, which is required by State constitution, places limits on the amount of proceeds of taxes that the City can receive and allocate each year.
 - **Debt Summary** is an overview of the City's general government, Redevelopment Agency and assessment district debt.
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Tab 3 - General Fund

- **General Fund Revenues**, an analysis of FY 2014-15 General Fund revenues is provided in this section, including General Fund revenues by category, revenue overview, revenue summary and revenue by line-item.
 - **General Fund Expenditures**, an explanation of General Fund expenditures, including expenditures by category, department, summary of expenditures, expenditure overview and expenditures by line-item.
 - **Department/Division Budgets**, shows the City's basic organizational units which provide essential services to the citizens of Palm Desert. Departmental and divisional budgets are presented in the following format:
 - **Program/ Department Description** - A description of the services or functions provided by each division.
 - **Expenditures by Category** - A chart comparing FY 2012-13 actual expenditures, FY2013-14 budgeted and projected expenditures and budget for FY 2014-15. Percent change from the FY 2013-14 budget compared to the FY 2014-15 budget is also included.
 - **Significant Changes** - Reflects the significant impacts of budgetary changes are outlined along with an alphabetical letter identifying the line item that changed.
 - **Department/Division Line item detail** - Shows the specific detail of all expenditures for the department.
 - **Staff Authorized** - Shows the title of the individual positions within each department for FY 2013-14 and 2014-15. Additionally, the chart reflects the actual grade step of each position. The salary grade table is located in the appendix section.
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Tab 4 - Special Revenue Funds

This section includes budgets for the City's Special Revenue funds. Fund descriptions, along with revenue and expenditure information and beginning and ending fund balances are presented. Special Revenue Funds include the Traffic Safety, Drainage, Traffic Signals, Measure A, Housing Mitigation, Community Development Block Grants, Proposition A Fire Tax, Air Quality Management, City Wide Business Promotion, Art in Public Places, New Construction Tax and Park & Recreation Facilities. The budgets for the Golf Course and Office Complex are also presented in this section.

Tab 5 - Special Assessment Funds

This section includes budgets for the various landscape and lighting districts along with two business improvement districts. Fund descriptions, along with revenue and expenditure information and beginning and ending fund balances are presented.

Tab 6 - Debt Service Assessment Districts

This section presents an overview of all the budgets for assessment districts formed within the City and Redevelopment Agency. Fund descriptions, along with revenue and expenditure detail and beginning and ending fund balances are presented.

Tab 7 - Capital Improvement Projects

This section of the budget gives an overview of the City's and Redevelopment Agency Capital Improvement Program(CIP), Map of the 5 year Capital Improvement Program, CIP 5 year project summaries, Existing carryover projects and detailed CIP project sheets. The project sheets outline project descriptions, projected costs, location description, anticipated annual maintenance cost, funding sources and status of review by committees or citizens.

Tab 8 – Palm Desert Housing Authority

This section of the budget gives an overview of the Low and Moderate Income Housing administration and the Housing Authority Apartment budgets.

Tab 9 - Appendix

- **Resolution adopting 2014-15 Salary Schedule and Authorized Positions.**
 - **Approved list of Out-of-State Travel.**
 - **Glossary of Finance and Budget Terms** This provides a complete glossary of terms and acronyms used throughout the budget document.
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RESOLUTION NO. 2014-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, ADOPTING A PROGRAM AND FINANCIAL PLAN FOR THE FISCAL YEAR JULY 1, 2014 THROUGH JUNE 30, 2015

WHEREAS, the City Council has received and considered the proposed Program and Financial Plan submitted by the City Manager on June 26, 2014; and

WHEREAS, after due notice, the City Council held a public hearing on the proposed plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Palm Desert, California, that:

1. The amounts shown on Exhibit 1, "Estimated Revenues", are hereby accepted as the Estimated Revenues for the 2014-15 Fiscal Year for each fund and revenue source.

2. The amounts shown on Exhibit 2, "Appropriations" are hereby appropriated to the departments and activities indicated. The City Manager, or his duly appointed representative, will have the authority to approve intra-departmental budgeted line item variations; additional appropriations or inter-departmental budget transfers will be specifically approved by further City Council action during the 2014-15 fiscal year as the need arises.

3. The amounts shown on Exhibit 3, "Continuing Appropriations, Existing Capital Projects", are hereby accepted as continuing appropriations from the 2013-14 Fiscal Year. The amounts included in this exhibit include all unexpended amounts from purchase orders and contracts encumbered by June 30, 2014.

PASSED, APPROVED AND ADOPTED at the regular meeting of the Palm Desert City Council held on this 26th day of June, 2014, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

VAN TANNER, MAYOR

ATTEST:

RACHELLE D. KLASSEN, CITY CLERK
CITY OF PALM DESERT, CALIFORNIA

RESOLUTION HA - _____

A RESOLUTION OF THE CITY COUNCIL OF THE HOUSING AUTHORITY OF PALM DESERT, CALIFORNIA, ADOPTING A PROGRAM AND FINANCIAL PLAN FOR THE FISCAL YEAR JULY 1, 2014 THROUGH JUNE 30, 2015

WHEREAS, the Housing Authority has received and considered the proposed Program and Financial Plan submitted by the Executive Director on June 26, 2014; and

WHEREAS, after due notice, the Housing Authority held a public hearing on the proposed plan.

NOW, THEREFORE, BE IT RESOLVED by the Palm Desert Housing Authority Board of the City of Palm Desert, California, that:

1. The amounts shown on Exhibit 1, "Estimated Revenues," are hereby accepted as the Estimated Revenues for the 2014/2015 Fiscal Year for each fund and revenue source.
2. The amounts shown on Exhibit 2, "Appropriations," are hereby appropriated to the departments and activities indicated. The Executive Director, or his duly appointed representative, will have the authority to approve intra-departmental budgeted line item variations; additional appropriations or inter-departmental budget transfers will be specifically approved by further Housing Authority action during the 2014/2015 Fiscal Year as the need arises.
3. The amounts shown on Exhibit 3, "Continuing Appropriations, Existing Capital Projects," are hereby accepted as continuing appropriations from the 2013-14 Fiscal Year. The amounts included in this exhibit include all unexpended amounts from purchase orders and contracts encumbered by June 30, 2014.

PASSED, APPROVED AND ADOPTED at the regular meeting of the Palm Desert and Housing Authority held on this 26th day of June, 2014, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

VAN TANNER, MAYOR

ATTEST:

RACHELLE D. KLASSEN, CITY CLERK
CITY OF PALM DESERT, CALIFORNIA

RESOLUTION NO. 2014-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE 2014-2014 FISCAL YEAR

WHEREAS, the voters approved the Gann Spending Limitation Initiative (Proposition 4) on November 6, 1979, adding Article XIII B to the Constitution of the State of California to establish and define annual appropriation limits on state and local government entities; and

WHEREAS, Chapter 120-5 of the Revenue and Taxation Code Section 7910 (which incorporates California Senate Bill 1352) provides for the implementation of Article XIII B by defining various terms used in this Article and prescribing procedures to be used in implementing specific provisions of the Article, jurisdiction of its appropriations limit; and

WHEREAS, the required calculation to determine the Appropriations Limit for Fiscal Year 2013-2014 has been performed by the Finance Department based on available information and is on file with the Finance Department and available for public review;

WHEREAS, Finance staff will recalculate the Appropriations Limit for respective fiscal periods including Fiscal Year 2014-2015, as soon as information regarding the percentage changes in the local assessment roll due to additional local nonresidential new construction is made available by the Riverside County Assessor's office;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Palm Desert, California, that the City of Palm Desert Appropriations Limit is hereby established as \$105,168,991 for 2014-2015 Fiscal Year.

PASSED, APPROVED AND ADOPTED at the regular meeting of the Palm Desert City Council held on this 26th day of June 2014, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

VAN TANNER, MAYOR

ATTEST:

RACHELLE D. KLASSEN, CITY CLERK
CITY OF PALM DESERT, CALIFORNIA