

**3.15.040 Bureau of Financial Services.**

C. The Financial Planning Division shall be supervised by a Manager who shall report to the CFO. The Financial Planning Division is responsible for:

1. Coordinating development and administration of the City's budget, including capital budgeting;
2. Financial planning and operational review of the City's utilities;
3. Long range financial forecasting for the City's funds, including oversight of the General Fund;
4. **Preparation of General Fund Five-Year Forecasts at least twice each fiscal year. The General Fund Five-Year Forecasts shall be released and made publicly available on or before December 31<sup>st</sup> and on or before April 30th.**
5. Monitoring expenditures and revenues;
5. 6. Developing and analyzing financial policy and performance measurement systems;
6. 7. Administering grants and performing other duties as assigned.