

BLUE FOLDER ITEM

Blue folder items are additional back up material to administrative reports and/or public comments received after the printing and distribution of the agenda packet for receive and file.

BUDGET & FINANCE COMMISSION MEETING JULY 10, 2025

H.1 PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

CONTACT: STEPHANIE MEYER, FINANCE DIRECTOR

- **PUBLIC COMMUNICATIONS**

From: Jim Mueller, 2010 Mathews Ave, Redondo Beach
To: Redondo Beach Budget and Finance Commission – Blue Folder

Subject: Sources and Uses of Funds Spreadsheet

Dear Budget and finance Commission:

You wish to know the cost and financing of certain of the City's programs, for example, the homeless program, so I have created a tool to help both the city employees and you get that information in a form useful for analysis and decision-making.

This will allow you to be specific in your request to the Finance Department for data, and allow the detail you need to analyze the data as a basis for recommendations to the Council.

The city presents to you and the public, summary data by expense type within department. This is not useful to you for analysis of programs that transcend the boundaries of one department, and so inhibit your ability to give reasonable input to the Council.

If a program takes resources from different departments, and uses partial resources of those departments, as well as a variety of funding sources, you can't parse out the information you need to advise the council on the worth and sustainability of that program.

There is currently no information available that matches the sources of funds to pay the expenses with the uses of funds. Many programs use funds other than or in addition to the General Fund. Without the type of information my Sources/Uses tool provides, advising the Council on the financial sustainability of decisions about city programs is difficult, and could be rendered arbitrary.

The Sources and Uses of Funds report is well-known in financial management of operations: An Excel spreadsheet allows manipulation and presentation of the data necessary to do good analysis.

Attached is the format of the spreadsheet on which I've matched the sources and uses of funds to support the City's Homeless Program. I used the 2022 detailed assessment of the program to identify the resources projected to be needed and the sources of funds to support them.

The city Finance Department should be able to provide the data to fill out the spreadsheet. The flexibility of the spreadsheet tool makes it easy for you to add/change/delete items as necessary to hone in on the most accurate picture of the program cost and sustainability. The spreadsheet also allows you to manipulate the data.

I hope you find this useful to carry out your responsibilities.

Best Regards,
Jim Mueller
424-254-6433.

Proposed Spreadsheet Format to Respond to
 Budget and Finance Commission Data Requests
 Author: Jim Mueller – email:jrmmgr@aol.com
 NOTE: Each sheet represents one time period. Totals Sheet columns are FY totals only

Name of Program: Homelessness Response **FY: 20xx-20yy**

Responsible Dept: City Attorney

Date:

Prepared By:

Sources of Funds

	RB Gen. Fund	Housing Successr	CDBG LA Cnty	CDBG Cares	Innov Grant	Measure H	20xx-20yy Total
Uses of Funds							
Personnel – Full Time							
QoL Police Officer							
QoL Prosecutor							
MET Clinician							
Housing Navigator							
Personnel – Part Time							
HOST Officers							
Rbfd Emergency Calls							
Rbpd Svce/Ptrl							
Clerical							
Total Personnel							
Special Programs							
Mental Health Program							
Substance Abuse Program							
Census of Homeless							
Homeless Court							
Mental Health Court							
Total Special Programs							
Homeless Shelters							
Bridge Housing SRO							
Build/MaintainPallet Shelters							
Labor							
Materials							
LoA With LA County							
Total Homeless Shelters							
Other Costs:							
Vehicle							
Debris Removal – PW							
City Overhead @ xx%							
Total Other Costs							
Totals	0	0	0	0	0	0	0

Proposed Spreadsheet Format to Respond to
 Budget and Finance Commission Data Requests
 Author: Jim Mueller – email:jmimmgr@aol.com

Name of Request: Costs of Redondo Beach Homelessness Response

Responsible Dept: City Attorney

Date:

Prepared By:

	20xx-20yy	20xx-20yy	20xx-20yy	Total
Sources of Funds				
Uses of Funds				
Personnel – Full Time				
QoL Police Officer				
QoL Prosecutor				
MET Clinician				
Housing Navigator				
Personnel – Part Time				
HOST Officers				
RBFD Emergency Calls				
RBPD Svce/Ptrl				
Clerical				
Total Personnel				
Special Programs				
Mental Health Program				
Substance Abuse Program				
Census of Homeless				
Homeless Court				
Mental Health Court				
Total Special Programs				
Homeless Shelters				
Bridge Housing SRO				
Build/Maintain Pallet Shelters				
Labor				
Materials				
LoA With LA County				
Total Homeless Shelters				
Other Costs:				
Vehicle				
Debris Removal – PW				
City Overhead @ xx%				
Total Other Costs				
Totals	0	0	0	0

How to use MS Excel Power Query with a SQL database

Using **Power Query in Microsoft Excel** to connect to a **SQL database** (like the one used by MUNIS) is a powerful way to pull, clean, and refresh data directly into your workbook.

Here's a step-by-step guide to connect Excel Power Query to a **SQL Server database**:

Prerequisites

- Microsoft Excel 2016 or later (Power Query is built-in).
- SQL Server database credentials (server name, database name, and access credentials).
- Driver access (SQL Server Native Client or OLE DB driver, usually preinstalled).

Step-by-Step: Connect Excel Power Query to SQL Server

1. Open Excel and launch Power Query

- Go to the **Data** tab.
- Click **Get Data** → **From Database** → **From SQL Server Database**.

2. Enter SQL Server Details

- **Server Name**: Enter the server name (e.g., MUNIS-SQL01 or munis.city.gov\SQLINSTANCE).
- **Database Name** (optional): Specify the database (e.g., MunisProd) or leave blank to browse later.
- Click **OK**.

3. Authenticate

You'll be prompted for credentials:

- Use **Windows Authentication** (if your login is connected to your domain), or
- **Database credentials** (username/password provided by IT).

Check **“Encrypt connection”** if your organization requires secure connections.

4. Choose Your Data

- Excel will display a **Navigator** pane.
- Browse tables, views, or stored procedures from the database.
- Select the desired table or use **“Transform Data”** to open the Power Query editor.

5. Filter, Transform, and Shape Data (Optional)

In the **Power Query Editor**, you can:

- Rename columns
- Filter rows
- Join tables
- Add calculated columns
- Remove unnecessary fields

Click **Close & Load** to import the data into Excel.

6. Refresh the Data

- Right-click the resulting table → **Refresh** to pull updated data.
- Or set auto-refresh on file open or at time intervals (under **Data** → **Queries & Connections** → **Properties**).

Tips for Use with MUNIS

- Work with your IT or DBA to identify table names (they're not always user-friendly).
- Use **SQL Views** if available—they often join and clean up raw data for reporting.
- You can also enter custom SQL queries by:
 - Choosing **Advanced Options** in Step 2.
 - Entering a **SQL statement**, like:

```
sql
```

```
CopyEdit
```

```
SELECT VendorName, AmountPaid FROM ap_vendors WHERE Active = 1
```

Security Considerations

- Ensure your Excel file is stored securely if it contains sensitive or live data.
- Use **read-only** SQL accounts for data access.