

**CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT**

Meeting Date: February 16, 2016
To: Honorable Mayor and City Councilmembers
From: Ana Kwong - Finance Director
Subject: Budget Meeting Schedule for Fiscal Year 2016/17 City Budget
Recommendation City Council adopt the budget schedule
Funding: Currently Budgeted: Yes No N/A
Net General Fund Cost:
If Cost to Other Fund(s),
Fund:

INTRODUCTION: This item is to request that the City Council Approve and Adopt the proposed budget schedule for the fiscal year 2016/17.

DISCUSSION:

The proposed budget schedule incorporates the use of a budget subcommittee made up of two members of the City Council, the City Manager, the Finance Director and the City Clerk. This subcommittee will do most of the technical work of assembling a draft budget for full City Council consideration. Meetings will be held as often as necessary to review and recommend department level funding. Councilmember Jacob and Glass were appointed by City Council action to be the subcommittee members.

The attached budget schedule includes a defined process for the budget subcommittee to review and consider Community Service Agency funding requests. In previous years, Council adopted a process for reviewing proposals whereby organizations had to submit written requests on a standard form. The budget subcommittee reviews those requests and reports its recommendations to the City Council, for inclusion along with the budget adoption.

If City Council wants the budget subcommittee to focus on specific issues such as public safety, water and sewer system infrastructure, street maintenance, or other areas of immediate public concern, direction can be given to the budget subcommittee during any City Council meeting.

The budget schedule is attached, and has identified certain meetings as open to the public. The budget schedule is designed accordingly:

- February - A draft budget is prepared and circulated to the department heads.
- March – Solicit requests for funding from the Community Services Agencies. Departments submit their budget requests to Finance.

- April –This month is dedicated to budgetary expenditures, and the department heads will have submitted their draft budgets for review. The employee salary and benefit information is calculated, by the end of the month, once insurance information is received by REMIF. The Budget Subcommittee also reviews Community Service Agency requests. City Department requests are reviewed as well.
- May - The primary focus are the public budget meetings.
- June - Adoption by City Council.

RECOMMENDATION: Staff recommends the City Council approve and adopt the FY 2016-17 Budget Schedule as proposed as attached.

Attachment(s):

- Proposed FY 2016/17 Budget Schedule



City of Sebastopol FY 2016/17 Proposed Budget Schedule

February 15, 2016	Budget forms to departments.
March 1, 2016	Solicit requests for funding from the Community Service Agencies, based upon criteria established by City Council. The Community Service Agencies funding requests are due by March 31, 2016.
March 10, 2016	Departments submit their budgets to the Finance Director.
April 4-7	Department Heads review their budgets with City Manager.
April 11 Monday 9:00 - Noon	City Manager/Attorney (9am), City Clerk (10:30am) Finance (11:00am), with Budget Subcommittee review.
April 11 Monday 1:00 – 5pm	Planning (1:00pm), Building (2:30pm), Public Works & Engineering (4:00), with Budget Subcommittee review.
April 12 Tuesday 11:00 - 4:00pm	Police (11:00am) and Fire (1:00pm), Cittaslow (2:30pm), with Budget Subcommittee review.

Public Meeting	April 18, 2016 Monday - 9:30am	Budget Subcommittee reviews Community Service Agency requests and provides recommendation to City Council for approval. City Department requests are reviewed by the Budget Subcommittee.
Public Meeting	May 16, 2016 Monday - 9:30am	The draft budget will be presented and reviewed by the Budget Subcommittee.
	May 31, 2016	Preliminary draft budgets are distributed to City Council.

Public Meeting	June 7, 2016 Tuesday After 6 pm	City Council Budget and Street Lighting Assessment District Hearings.
Public Meeting	June 21, 2016 Tuesday After 6 pm	City Council Adoption of Final Budget and the Street Lighting Assessment District.