

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: February 4, 2020
To: Honorable Mayor and City Councilmembers
From: Ana Kwong – Administrative Services Director
Subject: Budget Meeting Schedule for Fiscal Year 2020/21 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 budget schedule for the fiscal year 2020/21.

DISCUSSION:

The budget schedule incorporates the use of a budget subcommittee comprised of the following: two members of the City Council, the City Manager, Assistant City Manager/City Clerk, and the Administrative Services Director. This subcommittee is responsible for reviewing and conducting 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. Vice Mayor Glass and Council Member Hinton 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. The City Council has an adopted process for reviewing proposals whereby organizations submit their requests to the City on a standard application form. The budget subcommittee reviews those requests and reports its recommendations to the City Council, for inclusion, along with the budget adoption.

If the City Council would like 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 should be given to the budget subcommittee.

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

- February – Budget worksheets distributed to departments.

- February – Solicit requests for funding from the Community Services Agencies. Departments submit their budget requests to Finance.
- March – The budget subcommittee meet with various departments to review their budget requests. A public hearing will be held to review the Community Benefit Grants requests.
- April - This month is dedicated for the budget subcommittee to discuss and review all the budgetary expenditures data resulted from March’s meetings. Staff would be calculating and finalizing employee salary, benefit and insurance information received by REMIF.
- May – Preliminary draft budget are distributed to City Council.
- June – Budget hearing and adoption by City Council.

By State law all cities are required to adopt the upcoming year's budget by June 30th. If the budget is not adopted, the City must adopt a resolution continuing the previous year's budget into the new fiscal year for a period of less than 60 days. In an event, the City Council does not complete the budget process by the proposed May City Council meeting date, City staff has put placeholders on the June City Council Meeting agendas if needed.

RECOMMENDATION: Staff recommends the City Council approve and adopt the FY 2020/21 Budget Schedule as proposed as attached.

Attachment(s):

- FY 2020/21 Proposed Budget Schedule



City of Sebastopol FY 2020/21 Budget Schedule –PROPOSED

February 3, 2020	Budget worksheets distributed to departments.
February 3, 2020	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 February 27, 2020.
February 20, 2020	Departments submit their budgets to the Administrative Services Director.
March 30, 2020 Monday 8:30 – noon	Public Works/SCCC/Sr Ctr/Ives Pool/Cittaslow (8:30am), Engineering Ops & CIP (10:30am) with Budget Subcommittee review.
April 2, 2020 Thursday 8:30 – noon	Police (9:30am), Fire (10:30am), Building (11:30am) with Budget Subcommittee review.
April 6, 2020 Monday 8:30 – noon	City Council/City Manager/Attorney (8:30am) and City Clerk (9:00am), Finance (10:00am), Planning (11:00am) with Budget Subcommittee review.

Public Meeting	April 13, 2020 Monday 8:30am – 11:30am	Budget Subcommittee reviews Community Service Agency requests and provides recommendation to City Council for approval. City Department requests are reviewed by the Budget Subcommittee.
	May 5, 2020	Preliminary draft budgets are distributed to City Council.

Public Meeting	June 2, 2020 Tuesday After 6 pm	City Council Budget and Street Lighting Assessment District Hearings.
Public Meeting	June 16, 2020 Tuesday After 6 pm	City Council Adoption of Final Budget and the Street Lighting Assessment District.