

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: December 21, 2021
To: Honorable Mayor and City Councilmembers
From: Ana Kwong – Administrative Services Director
Subject: Budget Meeting Schedule for Fiscal Year 2022-23 City Budget
Recommendation: City Council adopt the budget schedule
Funding: Currently Budgeted: Yes _____ No X N/A
Net General Fund Cost: None

Account Code/Costs authorized in City Approved Budget AK (verified by Administrative Services Department)

INTRODUCTION:

This item is to request that the City Council Approve and Adopt the budget schedule for the fiscal year 2022-23.

DISCUSSION:

The budget schedule incorporates the use of a budget committee comprised of the following: two members of the City Council, the City Manager, Assistant City Manager/City Clerk, and the Administrative Services Director. This Budget Committee is responsible for reviewing with City staff who will be 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.

The philosophy employed in creating the budget document is to focus the City's efforts on continuing to provide quality municipal services and timely addressing key infrastructure needs. The Budget Committee budget goals are to achieve a balanced budget with operating revenue, including reimbursements from other funds for services provided, equal to or greater than operating expenditures, including debt service. Ultimately, the City's financial position and the resources in each fund will determine the level of services and the projects that the City will be able to deliver to the community in the upcoming fiscal year. These services and projects will be included in the proposed budget.

The FY 2022-23 Budget will be a result of an inclusive and interactive budget development process. As discussed at November 2, 2021 meeting, in the early month of January, the City Council will hold strategic planning sessions to allow the Council to establish their goals and priorities with issues such as public safety, water and sewer system infrastructure, street maintenance, and/or focus on other areas of immediate public concern for appropriate budget allocation of resources over the next year and/or beyond. In preparation of the FY 2022-23 Budget, staff will factor in the input received from the City Council goals and priorities.

The City Council has an adopted process for reviewing proposals whereby organizations submits their requests to the City on a standard application form. The Budget Committee reviews those requests and reports its recommendations to the City Council, for inclusion, along with the budget adoption.

The tentative budget timeline as follows:

PUBLIC MEETING	BUDGET STEP	TIME FRAME
1	<u>Budget Committee Meeting(s):</u> FY21-22 Mid-Year Budget Review	Early Mid January 2022
2	<u>FY21-22 Mid-Year Budget Review to City Council</u>	February 1, 2022 Meeting
3	<u>Council Workshop(s):</u> Strategic Plan & FY22-23 Priority Setting	February 2022
4	<u>Budget Committee Meeting Session 1:</u> FY22-23 Discuss Departmental Budgets Priorities and Assumptions	Week of March 14th
5	<u>Budget Committee Meeting Session 2:</u> FY22-23 Discuss Departmental Budgets Priorities and Assumptions Con't	Week of March 28th
6	<u>Budget Committee Meeting Session 3:</u> FY22-23 Discuss Community Benefit Grant Requests	Week of April 3rd
7	<u>City Council Budget Hearing</u>	June 7th
8	<u>City Council Budget Formal Adoption</u>	June 21st

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.

GOAL:

This action supports the following City Council Goals and General Plan Actions:

- Operate City government in a fiscally responsible and responsive manner.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

No funding impacting for this item.

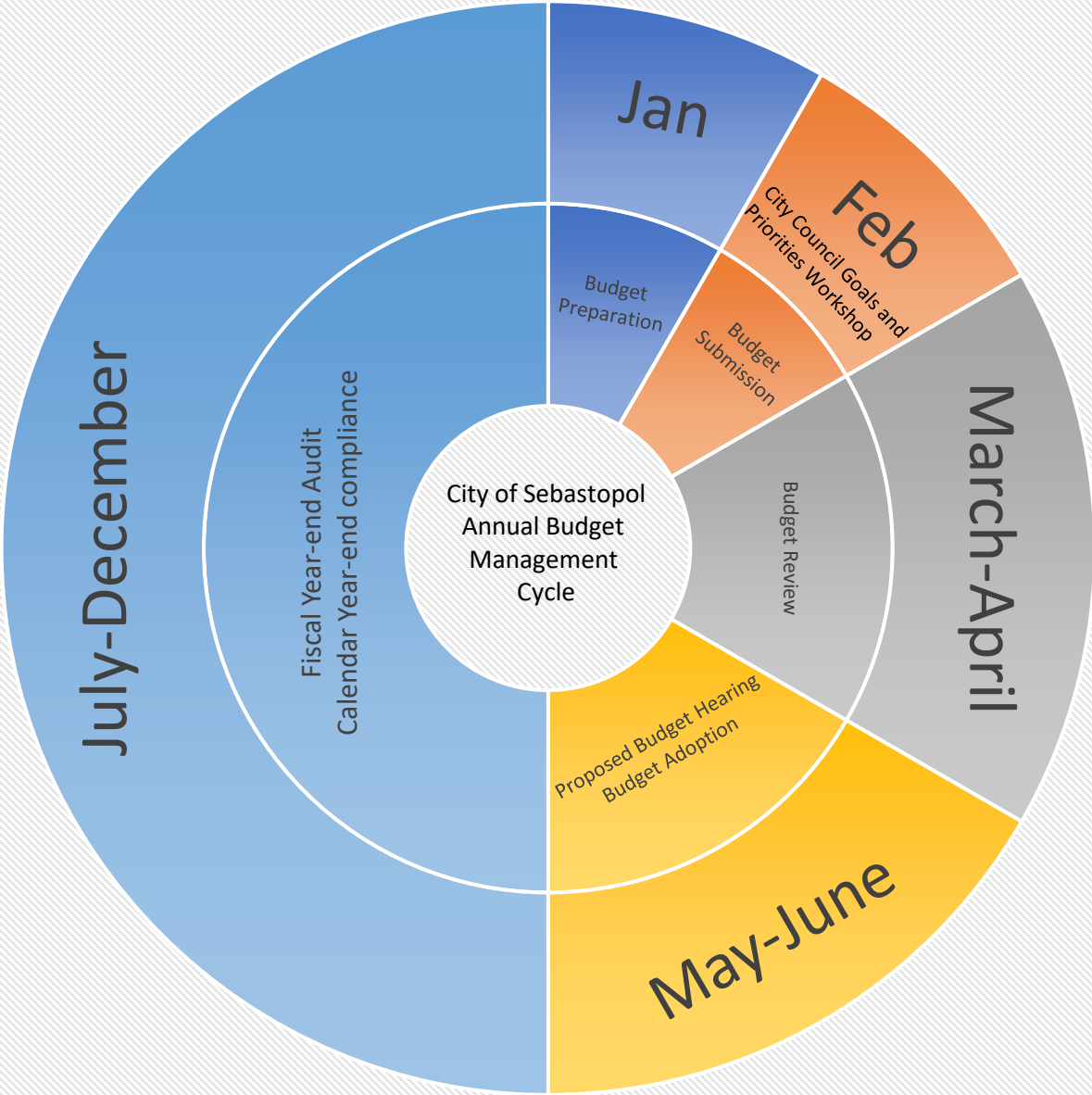
RECOMMENDATION:

Staff recommends the City Council approve and adopt the FY 2022-23 Budget Schedule as proposed.

Attachment(s):

- FY 2022-23 Annual Budget Management Cycle

City of Sebastopol Budget Schedule



- Prep Revenue Estimates
Prep Dept Budget Worksheet
Prep CBG Application
- Budget Packet Distribution
Solicit Request CBG
Dept submits budgets
- Discuss with Dept Heads and CIP Budgets
- Present proposed budget to City Council
Public Hearing
Budget Adpotion
- End of Year Audit
City Publishes CAFR