


Agenda Report Reviewed by:

City Manager: 

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: June 21, 2021

To: Honorable Mayor and City Councilmembers

From: Ana Kwong – Administrative Services Director

Subject: Proposed Fiscal Year 2021-22 Budget Continue

Recommendation: Discuss and Review and Consider the Proposed Budget for Fiscal Year 2021-22, and provide comments and directions to staff on budget allocations for the upcoming fiscal year.

Funding: Currently Budgeted: _____ Yes No _____ N/A

Net General Fund Cost:

If Cost to Other Fund(s),
Fund:

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

INTRODUCTION/PURPOSE:

This item is to request that the City Council Discuss and Review and Consider the Proposed Budget for Fiscal Year 2021-22 and provide comments and/or direction to staff on budget allocations for the upcoming fiscal year. If needed, the City has the authority per State Legislation to adopt a resolution prior to June 30, 2021 extending the current Fiscal Year Budget until the next regular City Council Meeting of July 6, 2021 at which time the Council would discuss final approval and adoption of the upcoming Fiscal Year 2021-22 budget.

BACKGROUND:

On June 15, 2021, the City Council was presented by the Budget Subcommittee with the recommendation of the City Manager and City staff the proposed budget for Fiscal Year 2021-22. The proposed budget addresses city policies, city operations and communicates the anticipated financial activities and spending plan for the upcoming fiscal year. The City Council discussed most of the budget items at length and proposed that the budget discussion continue to a special City Council public meeting scheduled for June 21, 2021 at 6:00 pm.

Tonight’s item is to continue the Council discussion on the proposed budget as well as additional discussion of items discussed at the June 15th meeting.

- a) Information on Permits/License Revenue – explanation to be provided by the Building Department
- b) \$3,500 Request for Uncycled Art for Climate Action Committee/Zero Waste Committee
- c) Administrative Staff positions for Police Department/ City Administration - this item can be re-evaluated at mid-year to allow staff additional time to explore for options
- d) SB 1383 expenses
- e) Discussion of water/sewer rates – potential consultant request

- f) Discussion of consolidation of Economic Development/Vitality/Community Vitality Responsibilities and Duties
- g) Summary of Consultants /Contract Services: Each department will provide a summary of services provided by consultants/specialists/contract services and cost
- h) Percentages of Budget Personnel/Consultants/Capital Outlay
- i) Inclusion of budget history (staff will provide a slide of a history of the last couple of years for the budget and community benefit grants)

After tonight's meeting, if a budget is not ultimately adopted, and City Council provides no direction to staff or the public as to what the City's activities would be for the applicable year, and in order to maintain City services for the citizens, authorization must be approved to fund routine and needed services past June 30, 2021.

To that end, a continuation resolution will allow the City of Sebastopol to continue to provide essential services to the community and to pay its employees for a period of 60 days. The anticipated 60 days cost is \$3,421,200 based on the All Funds spending page. A continuing resolution is a temporary measure a legislative body can enact to fund a governmental entities' operations.

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 hearing.

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:

This resolution will provide a funding mechanism for a limited timeframe allowing the City to continue operations and pay costs related to its day to day services and operations. Without this continuing resolution, there is no legal authorization to spend funds or incur any liability or debt.

RECOMMENDATION:

That the City Council Adopt a Resolution entitled: A Resolution of the City Council of the City of Sebastopol Approving Interim Expenditures Prior to Adoption of the Budget for Fiscal Year 2021-22.

ATTACHMENT(s):

Resolution

RESOLUTION NO _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL
APPROVING INTERIM EXPENDITURES PRIOR TO ADOPTION OF THE BUDGET FOR
FISCAL YEAR 2021-22

WHEREAS, the City currently does not have an annual budget for Fiscal Year 2021-22;
and

WHEREAS, the City is required to make routine and monthly payment for goods, services
and miscellaneous maintenance as necessary to continue day to day operations of the City
government; and

WHEREAS, it is anticipated that the Fiscal Year 2021-22 Budget will be adopted on July
6, 2021; and

NOW, THEREFORE, the City Council of the City of Sebastopol does hereby resolve as
follows:

Section 1. City Council of the City of Sebastopol hereby approves interim expenditures of
the City of Sebastopol for a period of 60 days prior to the approval of the adoption of the Annual
Budget for Fiscal Year 2021-22.

Section 2. The City Manager is authorized to continue City operations, including payroll
and purchase of necessity in order to keep the City in operation, in the amount of \$34,212,200.

Section 3. That any capital project expenditures be brought before the City Council for
approval, excluding annual maintenance projects.

IN COUNCIL DULY PASSED this 21st day of June, 2021.

Ayes:
Noes:
Absent:
Abstain:

APPROVED: _____
Mayor Una Glass

ATTEST: _____
Mary Gourley, MMC, Assistant City Manager / City Clerk

Approved as to Form: _____
Larry McLaughlin, City Attorney