

Revised on February 17, 2023 at 8:40PM  
Correct typo on meeting date for CBG  
April 20, 2023 and not April 30, 2023

**CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM**

Meeting Date: February 21, 2023  
To: Honorable Mayor and City Councilmembers  
From: Ana Kwong – Administrative Services Director  
Subject: Budget Meeting Schedule for Fiscal Year 2023-24 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 2023-24.

**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 FY2023-24 Budget will be a result of an inclusive and interactive budget development process. 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 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 MEETINGS	TIME LINE
1	<b><u>Budget Committee Meeting(s):</u></b> FY22-23 Mid-Year Budget Review	January 23, 2023 January 31, 2023 February 7, 2023
2	<b><u>FY22-23 Mid-Year Budget Review to City Council</u></b>	February 21, 2023
3	<b><u>Budget Committee Meeting Session 1:</u></b> FY23-24 Discussion of Revenue Overview	March 15, 2023 10:00 AM - 12 Noon
4	<b><u>Budget Committee Meeting Session 2:</u></b> FY23-24 Discussion of Police Departmental Budget	March 27, 2023 10:00 AM - 12 Noon
5	<b><u>Budget Committee Meeting Session 3:</u></b> FY23-24 Discussion of Fire/Building Department Budgets	March 28, 2023 9:00 AM - 11:00 AM
6	<b><u>Budget Committee Meeting Session 4:</u></b> FY23-24 Discussion of Public Works Department Budgets Community Center   Senior Center   Ives Pool	March 29, 2023 9:00 AM - 11:00 AM
7	<b><u>Budget Committee Meeting Session 5:</u></b> FY23-24 Discussion of Engineering/CIP Budgets	April 3, 2023 9:00 AM - 11:00 AM
8	<b><u>Budget Committee Meeting Session 6:</u></b> FY23-24 Discussion of City Hall Department Budgets City Council   City Manager   City Attorney   Assistant City Manager/City Clerk Administrative Services   Planning	April 18, 2023 9:00 AM - 11:00 AM
9	<b><u>Budget Committee Meeting Session 7:</u></b> FY23-24 Discussion of Community Benefit Grants	April 20, 2023 10:00 AM to 12:00 PM
10	<b><u>Budget Committee Meeting Session 8:</u></b> FY23-24 Budget Review Recap/Follow-up	May 3, 2023 10:00 AM - 12 Noon
11	<b><u>Budget Committee Meeting Session 9:</u></b> FY23-24 Budget Review Recap/Follow-up (Cont)	May 10, 2023 10:00 AM to 12 Noon
12	<b><u>City Council Budget Hearing</u></b>	June 6, 2023
13	<b><u>City Council Budget Formal Adoption</u></b>	June 20, 2023

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.

**ENVIRONMENTAL REVIEW**

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA).

**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 2023-24 Budget Schedule as proposed.