

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: February 18, 2025

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To: Honorable Mayor and City Councilmembers
From: Don Schwartz – City Manager
Ana Kwong – Administrative Services Director
Subject: Budget Meeting Schedule for Fiscal Year 2025-26 City Budget

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RECOMMENDATIONS:

That the City Council Accept the budget schedule for the fiscal year 2025-26.

BACKGROUND AND DISCUSSION:

Each year the City Council approves a schedule from completing the next fiscal year’s budget. The proposed schedule is attached.

By State law, all cities are required to adopt the upcoming year's budget by June 30th. If the budget is not adopted by this date, the City must pass a resolution to continue using the previous year's budget for a period of less than 60 days. If the City Council does not complete the budget by the first scheduled meeting in June, City staff have reserved time on the agenda for the second meeting in June to finalize the budget if necessary.

Staff will work with the Budget Committee to schedule additional meetings to discuss the budget.

Staff anticipated that an agenda item will be presented at a future City Council meeting to reschedule the goal setting session to discuss the City’s long-term budget projections and to seek the Council’s guidance on key budget issues.

COMMUNITY OUTREACH:

This item has been 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. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

FISCAL IMPACT:

No funding impacting for this item.

CITY COUNCIL OPTIONS:

- 1. That the City Council Accept the budget schedule for the fiscal year 2025-26; or
- 2. Decide on an alternative schedule.

ATTACHMENTS:

Proposed FY2025-26 Budget Calendar

APPROVALS:

Department Head Approval: Approval Date 1/15/2025
CEQA Determination (Planning): Approval Date: 1/15/2025

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines.

Administrative Services (Financial): Approval Date: 1/15/2025

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval Approval Date: N/A

City Manager Approval: Approval Date: 1/29/25

Fiscal Year 2025-26 Proposed Budget Calendar

Month	Due Date	FY25-26 Budget	Responsible Department
Feb	10	Budget Committee Meeting	All
Mar	4	Mid-Year Financial Update - Enterprise Fund	PW/Eng & Admin Svs
Mar	4	Mid-Year Financial Update -General Fund	All
Mar	10	Budget Committee Meeting	All
April	1	Budget Workshop? Goal Setting Session? *	All
May	11	ALL BUDGET MATERIALS MUST BE COMPLETED FOR COMPILATION OF THE BUDGET BOOK	ALL
May	20	Draft Budget Document to City Council	Admin Services
June	3	Public Hearing - Lighting Assesment District	Admin Services
June	3	Public Hearing - User Fee Schedule	Admin Services
June	3	Public Hearing - FY25-26 Budget	Admin Services
June	17	FY25-26 BUDGET ADOPTION	All

APRIL 2025 BUDGET COMMITTEE MEETING - TO BE DETERMINED

* It is anticipated that an agenda item will be presented at a future City Council meeting to reschedule the goal-setting session