



Legislation Text

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Discussion Regarding Biennial Budget Calendar for 2021-22 and 2022-23

SUMMARY AND RECOMMENDATION

Staff recommends that the Finance Committee receive and review this report regarding the biennium budget calendar for the Fiscal Year 2021-22 and 2022-23 and provide feedback to staff.

BACKGROUND

The City Council-approved General Fund, Special Revenue Funds, Capital Improvement Projects and Enterprise Funds Budget is the annual plan and resource allocation that guides and ensures implementation of City Council policies and priorities over the next two years. The budget implements the vision and direction for the broad range of services that meet the needs of the community in accordance with City Council goals.

DISCUSSION

The biennial budget is adopted by the City Council no later than June 30th of each year in accordance with the City Charter and applicable sections of the California Government Code. As part of the budget process, all departments submit revenue projections and expenditure requests for the biennial budget. These requests are reviewed at many administrative levels and a final City Manager Proposed Biennial Budget showing estimated revenues and expenditures is prepared. The proposed budget is reviewed by the City Council in mid-May with a public hearing in June each year. Finally, the City Council adopts the budget resolution approving the new fiscal year's City Budget.

The budget preparation process involves several key milestones as presented below. Staff has begun the process for developing the Fiscal Year 2021-22 and 2022-23 City Budget. Over the next several months, staff will develop key budget documents and present them to the City Council for review and discussion.

The City Council approved the formation of the Community Advisory Budget Task Force (Budget Task Force) in July 2020. The key task [primary responsibilities](#) of the Budget Task Force is [are](#) to rebalance the City budget considering budget deficits, the COVID-19 pandemic, the accompanying shelter-in-place orders, and the reallocation of a portion of the Police Department budget. The Budget Task Force is meeting between October 2020 and March 2021, and the final recommendations will be presented to the City Council in April 2021.

The calendar attached to the staff report provides key dates and deliverables for Committee consideration. The City Manager's Proposed Budget is scheduled to be delivered to the City Council on May 17, 2021.

Key Areas and Deliverables

- Proposed City Council Goal Setting/Community Needs
- Mid-Year Budget Review
- Capital Improve Program (CIP)
- Long-Term Financial Forecast
- Budget Task Force Recommendations
- Proposed Budget
- [Additional](#) Community Input and Council Deliberations
- Budget Adoption

CONCLUSION

Staff recommends that the Finance Committee review and accept the attached budget calendar for the Fiscal Year 2021-23 City budget.

PREPARED BY

Susan Hsieh, Finance Director

ATTACHMENT

Fiscal Year 2021-23 Budget Calendar