



STAFF REPORT

Motion Adopting FY 2005 Budget Calendar

Honorable Mayor and Members of the City Council:

Summary : As part of the annual budget development process, the City Council adopts a budget calendar establishing dates leading to approval of the budget.

Background and Discussion: As has been our practice, the FY 2005 Budget Calendar calls for a series of joint work sessions with the City Council and Finance Commission, ultimately resulting in budget adoption on June 23rd.

Additional key dates are highlighted in the attached calendar.

Follow Up: Distribute calendar to departments.

Public Contact: The Finance Commission has been informed regarding this action.

Fiscal Impact: Not applicable.

Recommendation: Adopt motion implementing FY 2005 Budget Calendar.

Alternatives: Not applicable.

Attachment:

1. FY 2005 Budget Calendar

Respectfully submitted,

Thomas Fil, Finance Director

Jere Kersnar, City Manager

City of Belmont

FY 2005 Budget Calendar

(Including Redevelopment Agency and Belmont Fire Protection District)

Day	Date	Event	Staff
Tuesday	2/24/04	<ul style="list-style-type: none"> ▪ Adopt motion approving Budget Calendar ▪ City Council Joint Work Session with Finance Commission: <ul style="list-style-type: none"> ✓ FY 2004 Mid-Year Review <ul style="list-style-type: none"> ▪ Introduce draft resolution amending FY 2004 Budget for Mid-year adjustments ✓ FY 2005 Strategic Planning <ul style="list-style-type: none"> ▪ Long term financial forecast ▪ Priorities and policy considerations ▪ Performance budgeting 	All Departments
Friday	3/5/04	Issue City Council's budget priorities, detail budget instructions and forms to departments. Distribute personnel allocations and revenue estimate data to departments. Set expenditure targets.	Finance
Tuesday	3/9/04	<ul style="list-style-type: none"> ▪ Adopt resolution amending FY 2004 Budget for Mid-year adjustments ▪ Adopt resolution implementing FY 2004 	Finance

		Budget Correction Plan	
Friday	3/19/04	Distribute draft personnel costs to departments.	Finance
Friday	4/2/04	Submit personnel allocations, proposed initiatives, departmental operating and capital requests and revenue estimates to Finance.	All Departments
Wednesday	4/7/04	Begin budget conferences with departments.	City Manager, Finance and Departments
Monday	4/12/04	End budget conferences with departments.	City Manager, Finance and Departments
Wednesday	4/21/04	Begin compilation of Proposed Budget and preparation of budget message.	City Manager, Finance
Friday	5/7/04	Submit Draft Budget to City Council and Finance Commission.	Finance
Tuesday	5/25/04	<ul style="list-style-type: none"> ▪ Adopt motion for public hearing on Budget and setting fees and charges (sewer and NPDES) – June 23, 2004 ▪ City Council Joint Work Session with Finance Commission – Phase I: <ul style="list-style-type: none"> ✓ City Manager message ✓ Policy overview ✓ Long term forecast ✓ Performance budgets ✓ Departmental initiatives ✓ Consider community group requests 	All Departments
Friday	6/4/04	Submit revisions to City Council and Finance Commission.	Finance
Tuesday	6/8/04	Joint Work Session City Council/Redevelopment	City Manager, Finance

		Agency Board and Fire Board Meeting with Finance Commission – Phase II: ✓ Introduce Proposed Budget ✓ Capital improvement program ✓ Direct revisions to staff	
Tuesday	6/22/04	City Council Regular Meeting/Redevelopment Agency and Fire Board Special Meeting: ✓ Final Budget adopted ✓ Public Hearing to consider: <ul style="list-style-type: none"> ▪ Gann limit ▪ Personnel allocations ▪ Revenue and appropriation totals, including cost allocation plan and inter-fund transfers ▪ Capital Improvement Plan ▪ Adopt resolution setting fees and charges, including sewer and NPDES ▪ Adopt resolution authorizing County to collect sewer and NPDES charges on the tax roll. 	City Manager, Finance