



Staff Report

FY 2007 BUDGET STRATEGIC PLANNING SESSION AND MOTION ADOPTING FY 2007 BUDGET CALENDAR

Honorable Mayor, Council Members and Finance Commissioners:

Summary

At the conclusion of the Strategic Planning Session, Council is requested to give policy direction to staff and adopt a Budget Calendar for FY 2007.

Background

As part of the annual budget development process, the City of Belmont holds a strategic planning session to discuss budget issues for the upcoming fiscal year. As part of that process, the City Council adopts a budget calendar establishing dates leading to approval of the budget.

Discussion

The budget process includes a joint work session with the City Council and Finance Commission to review financial trends and projections and consider priorities and policies in developing the budget.

At the conclusion of the working session, and after hearing input from the Finance Commission, the City Council is asked to provide policy direction to staff regarding preparation of the FY 2007 draft budget.

The FY 2007 Budget Calendar calls for a series of work sessions with the City Council, ultimately resulting in budget adoption on June 13th. Additional key dates are highlighted in the attached calendar.

General Plan/Vision Statement

No impact.

Fiscal Impact

No fiscal impact.

Public Contact

The Finance Commission has been informed regarding this action and notice.

Recommendation

1. Hold joint session with Finance Commission, consider testimony and provide direction to staff regarding preparation of the FY 2007 draft budget.
2. Adopt motion implementing FY 2007 Budget Calendar.

Alternatives

Not applicable.

Attachments

- A. Strategic Planning Workshop Presentation
- B. Proposed FY 2007 Budget Calendar

Respectfully submitted,

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Finance Director

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Interim City Manager

Staff Contact:

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City of Belmont FY 2007 Budget Calendar

(Including Redevelopment Agency and Belmont Fire Protection District)

Day	Date	Event	Staff
Tuesday	3/14/06	<ul style="list-style-type: none"> ▪ City Council Joint Work Session with Finance Commission: <ul style="list-style-type: none"> • FY 2006 Mid-Year Review <ul style="list-style-type: none"> ○ Introduce draft resolution amending FY 2006 Budget for Mid-year adjustments • FY 2007 Strategic Planning <ul style="list-style-type: none"> ○ Long term financial forecast ○ Priorities and policy considerations ○ Performance budgeting implementation ○ Adopt motion approving Budget Calendar 	All Departments
Monday	3/20/06	Distribute draft personnel costs to departments.	Finance
Tuesday	3/28/06	<ul style="list-style-type: none"> ▪ Adopt resolution amending FY 2006 Budget for Mid-year adjustments 	City Manager, Finance
Friday	4/7/06	Submit personnel allocations, proposed initiatives, departmental operating and capital requests and revenue estimates to Finance.	All Departments
Tuesday	4/11/06	<ul style="list-style-type: none"> ▪ Phase I – Priority Calendar Process (Introduction) 	City Manager
Wednesday	4/12/06	Begin budget conferences with departments.	City Manager, Finance and Departments
Friday	4/14/06	End budget conferences with departments.	City Manager, Finance and

			Departments
Monday	4/17/06	Begin compilation of Proposed Budget and preparation of budget message.	City Manager, Finance
Tuesday	4/25/06	▪ Phase II – Priority Calendar Process (Adoption)	City Manager
Friday	5/12/06	Submit Draft Budget to City Council and Finance Commission.	Finance
Tuesday	5/23/06	<ul style="list-style-type: none"> ▪ Phase I - Introduce FY 2007 Budget <ul style="list-style-type: none"> • City Manager message • Policy overview • Long term forecast • Performance budgets • Departmental initiatives • Capital improvement program • Consider community group requests • Direct revisions to staff ▪ Fee and Charges Workshop ▪ Adopt motion for public hearing on FY 2007 Budget and setting fees and charges – June 13, 2006 	All Departments
Friday	6/2/06	Submit revisions to City Council and Finance Commission.	Finance
Monday	6/5/06	Start individual Budget Study Sessions with Council members.	City Manager, Finance
Friday	6/9/06	Finish individual Budget Study Sessions with Council members.	City Manager, Finance
Tuesday	6/13/06	<ul style="list-style-type: none"> ▪ Phase II – Adopt FY 2007 Budget <ul style="list-style-type: none"> • Public Hearing - City Council Regular Meeting/Redevelopment Agency and Fire Board Special Meeting ▪ Adopt resolutions implementing FY 2007 Budget 	City Manager, Finance

		<ul style="list-style-type: none">• Gann Limit• Permanent Staffing Plan• Revenue and appropriation totals, including cost allocation plan and inter-fund transfers• Capital Improvement Plan• Master Fee Schedule, including sewer and NPDES• Authorizing County to collect sewer and NPDES charges on the tax roll.	
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