



## **Staff Report**

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### MOTION ACCEPTING FY 2010 BUDGET CALENDAR

Honorable Mayor and Council Members:

#### **Summary**

Adopt FY 2010 Budget Calendar.

#### **Background**

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

#### **Discussion**

The FY 2010 Budget Calendar calls for a series of work sessions with the City Council and meetings with the Finance Commission, ultimately resulting in budget adoption on June 9<sup>th</sup>. Additional key dates are highlighted in the attached calendar.

#### **General Plan/Vision Statement**

No impact.

#### **Fiscal Impact**

No Fiscal Impact.

#### **Public Contact**

The meeting was properly noticed and the Finance Commission will be discussing the item at their next meeting.

#### **Recommendation**

1. Adopt motion implementing FY 2010 Budget Calendar.

#### **Alternatives**

Not applicable.

#### **Attachments**

- A. Proposed FY 2010 Budget Calendar

Respectfully submitted,

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Thomas Fil  
Finance Director

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Jack R. Crist  
City Manager

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# City of Belmont FY 2010 Budget Calendar

(Shading denotes Council action)

Day	Date	Event	Staff
Tuesday	3/10/09	Phase I – Priority Calendar Process (Introduction)	City Manager
Monday	3/16/09	Issue budget priorities, detail budget instructions and forms to departments. Distribute personnel allocations and revenue estimate data to departments. Set expenditure targets for 5% Correction Plan.	Finance
Tuesday	3/24/09	<ul style="list-style-type: none"> <li>▪ Adopt motion approving Budget Calendar</li> <li>▪ Step 2 – Priority Calendar</li> </ul>	All Departments
Wednesday	4/1/09	Submit 5% Correction Plan to Finance.	All Departments
Tuesday	4/14/09	<ul style="list-style-type: none"> <li>▪ FY 2010 Strategic Planning               <ul style="list-style-type: none"> <li>• Long term financial forecast</li> <li>• 5% Correction Plan</li> <li>• Priorities and policy considerations</li> </ul> </li> </ul>	All Departments
Wednesday	4/15/09	Issue City Council’s budget priorities.	Finance and Departments
Monday	4/20/09	Submit personnel allocations, proposed initiatives, departmental operating and capital requests and revenue estimates to Finance.	All Departments
Wednesday	4/22/09	Begin budget conferences with departments.	City Manager, Finance and Departments
Friday	4/24/09	End budget conferences with departments.	City Manager, Finance and Departments
Monday	4/27/09	Begin compilation of Budget and preparation of budget message.	City Manager, Finance
Tuesday	4/28/09	Step 3 – Priority Calendar	All Departments

Thursday	5/14/09	Distribute FY 2010 Budget. Special Finance Commission meeting to introduce Budget.	Finance
Monday	5/18/09	Finance Commissioners to submit comments or questions to Finance Department.	Finance
Thursday	5/21/09	Special Finance Commission meeting to discuss Budget.	Finance
Tuesday	5/26/09	<ul style="list-style-type: none"> <li>▪ Introduce FY 2010 Budget <ul style="list-style-type: none"> <li>• City Manager message</li> <li>• Policy overview</li> <li>• Long term forecast</li> <li>• Departmental initiatives</li> <li>• Capital improvement program</li> <li>• Finance Commission input</li> <li>• Direct revisions to staff</li> </ul> </li> <li>▪ Fee and Charges Workshop</li> <li>▪ Adopt motion for public hearing on FY 2010 Budget and setting non-Prop. 218 fees and charges – June 9, 2009</li> </ul>	All Departments
Friday	5/29/09	Submit revisions to City Council and Finance Commission.	Finance
Monday	6/1/09	Start individual Budget Study Sessions with Council members.	City Manager, Finance
Friday	6/5/09	Finish individual Budget Study Sessions with Council members.	City Manager, Finance
Tuesday	6/9/09	<ul style="list-style-type: none"> <li>▪ Adopt FY 2010 Budget <ul style="list-style-type: none"> <li>• Public Hearing - City Council Regular Meeting/Redevelopment Agency and Fire Board Special Meeting</li> </ul> </li> <li>▪ Adopt resolutions implementing FY 2010 Budget <ul style="list-style-type: none"> <li>• Gann Limit</li> </ul> </li> </ul>	City Manager, Finance

		<ul style="list-style-type: none"><li>• Permanent Staffing Plan</li><li>• Revenues and Appropriations</li><li>• Capital Improvement Plan</li><li>• Master Revenue Schedule</li></ul>	
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