

# REQUEST FOR COUNCIL ACTION



CITY COUNCIL MEETING DATE:

DECEMBER 15, 2020

TITLE:

**APPROVE THE BUDGET  
CALENDAR FOR FISCAL  
YEAR 2021-2022**

CLERK OF COUNCIL USE ONLY:

APPROVED

- ☐ As Recommended
- ☐ As Amended
- ☐ Ordinance on 1<sup>st</sup> Reading
- ☐ Ordinance on 2<sup>nd</sup> Reading
- ☐ Implementing Resolution
- ☐ Set Public Hearing For \_\_\_\_\_

CONTINUED TO \_\_\_\_\_

FILE NUMBER \_\_\_\_\_

/s/ Kristine Ridge

CITY MANAGER

## **RECOMMENDED ACTION**

Approve the Budget Calendar for Fiscal Year 2021-2022.

## **DISCUSSION**

Under the direction and leadership of the City Manager, a Budget Calendar (Calendar) has been developed by the Finance and Management Services Agency. The Calendar (Exhibit 1) is provided for City Council consideration as a guiding document that provides for a successful and transparent budget process. The proposed Calendar provides a framework of key tasks and dates for the City Council, the community, and City staff as outlined below.

### **Financial Updates, Budget Discussions, and Process**

City staff plans to present a Mid-Year (2<sup>nd</sup> Quarter) Budget Review to the City Council, which is scheduled for February 16, 2021. The Mid-Year Budget Review will provide a financial update on current General Fund revenue and expenditure trends, projected ending General Fund balance, and other funding highlights, such as the Parking and Santa Ana Regional Transportation Center (SARTC) funds.

Beginning in Mid-March, the Budget Team will begin conducting budget hearings with City departments. These hearings will provide departments an opportunity to propose any organizational changes, budget requests, and enhancements to existing programs. Community Budget Meetings are planned for March 2021 to gather community input. A City Council Budget Policy Discussion Meeting is planned for March 16, 2021 to provide direction and development of the FY 2021-2022 Citywide Operating Budget and the Capital Improvement Program (CIP). The discussion topics may include, but are not limited to, City Council priorities and strategies on funding programs and services.

In May 2021, staff has planned for a 3<sup>rd</sup> Quarter General Fund update, including revenue and expenditure trends, a Ten-Year General Fund Financial Outlook, and preliminary CIP update. This will also provide an additional opportunity for further FY 2021-2022 Budget Discussion by the City Council.

Approve the Budget Calendar for Fiscal Year 2021-2022  
December 15, 2020  
Page 2

Subsequently, during the months of May and June of 2021, staff has planned to present multiple iterations of the Citywide Operating Budget and CIP. A public hearing (first reading) is planned for June 1, 2021 and the final adoption (second reading) will occur on June 15, 2021.

The Calendar commences on December 15, 2020 and concludes with the adoption of the Fiscal Year 2021-2022 Citywide Operating Budget and CIP scheduled for June 15, 2021.

**FISCAL IMPACT**

There is no fiscal impact associated with this action.

Submitted By: Kathryn Downs, CPA, Executive Director – Finance and Management  
Services Agency

Exhibit: 1. Fiscal Year 2021-2022 Budget Calendar





# CITY OF SANTA ANA

## Fiscal Year 2021–2022 Budget Calendar

### Date

### Action Items

<b>December 15, 2020</b>	Present FY 2021-2022 Budget Calendar for City Council approval	<b>Step 1</b> Approval of Budget Calendar
<b>February 16, 2021</b>	Presentation of Mid-Year Budget Review (2 <sup>nd</sup> Quarter Update)	
<b>March 2021</b>	Community Budget Meetings Budget Hearings with City Departments	<b>Step 2</b> Budget Hearings with Community and City Departments
<b>March 16, 2021</b>	City Council Budget Policy Discussion	<b>Step 3</b> City Council Budget Policy Discussion
<b>April 12, 2021</b>	Preliminary CIP presentation to Planning Commission	Preliminary CIP Presentation to Planning Commission
<b>May 4, 2021</b>	City Council Budget Workshop Session <ul style="list-style-type: none"> <li>Preliminary FY 2020-2021 Budget Status (3<sup>rd</sup> Quarter Update)</li> <li>Ten-Year General Fund Financial Outlook</li> <li>Preliminary Capital Improvement Program (CIP)</li> <li>FY 2021-2022 Budget Discussion</li> </ul>	<b>Step 4</b> City Council Budget Workshop Session
<b>May 18, 2021</b>	City Council Work Study Session: City Manager's Proposed FY 2021-2022 General Fund Budget Includes CIP, Miscellaneous Fees, and Workforce Changes	<b>Step 5</b> Proposed FY 21-22 Budget/CIP and City Council Work Study Sessions
<b>June 1, 2021</b>	Citywide Operating Budget/CIP Ordinance and Miscellaneous Fees and Personnel Resolution.	<b>Step 6</b> Public Hearings
<b>June 15, 2021</b>	Final Citywide Operating Budget/CIP Ordinance Adoption	<b>Step 7</b> Second Reading and Adoption
<b>July 1, 2021</b>	Start of the New Fiscal Year 2021-2022	<b>Step 8</b> Begin New Fiscal Year