

BUDGET PROPOSAL PROCESS

OVERVIEW

Budget Proposals are submitted to fund a new initiative or adjust (increase or decrease) the funding level of an existing project or program in support of the City's General Plan goals and/or Council priorities. Budget Proposals can be sponsored by the City Manager, City Council, or Boards and Commissions.

- Any Budget Proposal proposed by a City Council member requires a Council sponsor and co-sponsor.
- Any Budget Proposal proposed by a Board or Commission member must receive majority Board/Commission support to move forward in the process.
- Any member of the public wishing to propose an item must get the proposal sponsored by the City Manager, Board or Commission, or City Council.

While Budget Proposals can be proposed year-round, Council reviews and acts on Budget Proposals once a year as a part of the Study Issues/Budget Proposals Workshop. Prior to the Study Issues/Budget Proposals Workshop, a public hearing is held to allow for input on Budget Proposals that have already been submitted as well as to solicit and receive any additional Budget Proposals.

Budget Proposals that are sponsored by October or at the public hearing will be reviewed by the appropriate departments. The assigned department's review will be summarized to include a brief write-up on the relationship to General Plan and/or Council priorities, objectives to be achieved, impact to service levels, and the estimated fiscal impact of the Budget Proposal in a Report to Council (RTC). This RTC will be included in the documentation that is provided for the Study Issues/Budget Proposals Workshop.

At the Study Issues/Budget Proposals Workshop, Council will act on all sponsored Budget Proposals. Potential actions include referring the Budget Proposal to be presented as a Budget Supplement, deferring, or dropping the Budget Proposal. Referring the Budget Proposal to the City Manager for consideration in the Recommended Budget means that the Budget Proposal will be incorporated into the overall budgetary review, but it does not necessarily mean that the proposal will be funded in the City Manager's Recommended Budget to Council. Budget Proposals included in the Recommended Budget will require the assigned department to prepare a Budget Supplement that Council will act on in the annual Budget Workshop in May.

Budget Proposals can be submitted through the City's website here:

<https://www.sunnyvale.ca.gov/your-government/governance/city-council/study-issues-and-budget-proposals> under the section "What is a Budget Proposal".

- Boards and Commissions members may submit a [Budget Proposal Form](#) to their Board/Commission liaison for agenda consideration.
- Others may submit an email to the City Council or City Manager for consideration

PROCESS AND TIMELINE

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| <p>July – September</p> | <ul style="list-style-type: none"> Liaisons to Boards and Commissions should work with their Board or Commission to determine if there are any Budget Proposals that they wish to propose and agendize for sponsorship. |
| <p>October</p> | <ul style="list-style-type: none"> Budget Proposals accepted all year, but <u>should be submitted by October</u> for consideration in the next Study Issues/Budget Proposals Workshop. Staff publishes all City Manager approved Budget Proposals/Study Issues and additional workshop materials to the website: https://www.sunnyvale.ca.gov/your-government/governance/city-council/study-issues-and-budget-proposals/proposed-study-issues-and-budget-proposals |
| <p>Through December</p> | <ul style="list-style-type: none"> Assigned departments prepare Budget Proposal Summary for sponsored Budget Proposals; routed for approval through LegiStar <ul style="list-style-type: none"> <i>Budget Proposal Summary template can be found in LegiStar as Microsoft Word “Add In”</i> <u>Due to City Manager by beginning of December</u> |
| <p>January</p> | <ul style="list-style-type: none"> Council holds a public hearing on proposed Budget Proposals <ul style="list-style-type: none"> Additional Budget Proposals may be proposed at the public hearing |
| <p>February</p> | <ul style="list-style-type: none"> Council refers, defers, or drops proposed Budget Proposals at the Study Issues/Budget Proposals Workshop Departments prepare Budget Supplements for Budget Proposals referred by Council to the Recommended Budget <ul style="list-style-type: none"> Follow City Clerk instructions for drafting legislative files; <i>Budget Supplement template in LegiStar as Microsoft Word “Add-In”</i> |
| <p>March</p> | <ul style="list-style-type: none"> Budget Supplements are due to Finance |
| <p>May/June</p> | <ul style="list-style-type: none"> Budget Supplements are reviewed and approved by Council during the budget adoption process: <ul style="list-style-type: none"> Budget Workshop in May Budget adoption in June |