

BUDGET ~~REQUESTS-PROPOSALS~~ PROCESS

OVERVIEW

Budget ~~Requests-Proposals~~ are ~~proposals 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. add a new service, eliminate a service or change the service level of an existing City service.~~ Budget ~~RequestProposals~~ can be sponsored by the City Manager, City Council, or Boards and Commissions.

- Any Budget ~~RequestProposals~~ proposed by a City Council member requires a Council sponsor and co-sponsor.
- Any Budget ~~RequestProposals~~ 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 ~~issue-proposal~~ sponsored by the City Manager, Board or Commission, or City Council.

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

Budget ~~RequestProposals~~ that are sponsored by October or at the public hearing will be reviewed by the appropriate departments. This review will 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 proposed Budget ~~RequestProposal~~. All Budget ~~RequestProposals~~ will be summarized in one Report to Council, and the departmental write-ups will be included as an attachment to the report. This Report to Council will be included in the documentation that is provided for the ~~Study issues/Budget Requests-Study Issues/Budget RequestProposals~~ Workshop.

At the ~~Study issues/Budget Requests-Study Issues/Budget RequestProposals~~ Workshop, Council will act on all sponsored Budget ~~RequestProposals~~. Potential actions include referring the Budget Request to the City Manager for consideration in the Recommended Budget, ~~deferring~~ or dropping the Budget ~~RequestProposal~~. Referring the Budget ~~RequestProposal~~ to the City Manager for consideration in the Recommended Budget means that the Budget ~~RequestProposal~~ will be incorporated into the overall budgetary review, but it does not necessarily mean that the proposal will ultimately be funded in the City Manager's Recommended Budget to Council.

PROCESS AND TIMELINE

Through October – Liaisons to Boards and Commissions should work with their Board or Commission to determine if there are any Budget ~~Requests-Proposals~~ that they wish to propose and agendaize. Once the Budget ~~RequestProposals~~ are identified and the Budget ~~RequestProposals~~ Summary Forms are completed for each proposed issue, the summary forms should be routed for approval through LegiStar.

The Budget ~~Request~~Proposals Form can be found in LegiStar as Microsoft Word “Add In” template

January	<ul style="list-style-type: none">• Council holds a public hearing on proposed Budget RequestProposals• Additional Budget RequestProposals may be proposed at the public hearing
February	<ul style="list-style-type: none">• Council refers, defers, or drops proposed Budget Requests <u>Proposals</u> at the Study Issues/Budget Requests <u>Study Issues/Budget RequestProposals</u> Workshop
March	<ul style="list-style-type: none">• Budget Supplements are due to Finance; follow City Clerk instructions for drafting Legislative Files; <i>Budget Supplement template in LegiStar as Microsoft Word “Add-In”</i>
May/June	<ul style="list-style-type: none">• Recommended Budget Request<u>Supplementss</u> are reviewed and approved during the budget adoption process
July – December	<ul style="list-style-type: none">• Budget RequestProposals Summary Form accepted all year, but should be submitted by <u>October</u> for consideration in the next Study issues/Budget Requests <u>Study Issues/Budget RequestProposals</u> workshop• Staff publishes all City Manager approved budget request<u>Proposals</u>/study issues and additional workshop materials to the website: https://sunnyvale.ca.gov/government/council/study/default.htm