



City of Emeryville

INFORMATION MEMORANDUM

DATE: March 1, 2016
TO: Mayor Martinez and City Council
FROM: Carolyn Lehr, City Manager
SUBJECT: FY 2016-17 and FY 2017-18 Budget Preparation Schedule

Staff's proposed 2016 calendar for the City's two-year budget process for fiscal years 2016-17 and 2017-18 is listed below. The City Council is asked to provide comments and / or advise of any concerns with the proposed dates.

<i>Date</i>	<i>Item</i>	<i>Description</i>
Months of February/March	City Staff	Development of department base budgets, expenditure and revenue estimates
Months of February/March	City Manager/Staff	Review of City Priorities and Goals
Tuesday, April 5	Regular Council Meeting	Presentation of Base Level General Fund Budget
Wednesday, May 11	City Staff	Proposed Budget distributed to Joint Budget Committees
Monday, May 16	Joint Budget Advisory Committees	Budget Workshop
Tuesday, May 24	Special City Council Meeting	Budget Study Session/Department Presentations
Tuesday, June 7	Regular Council Meeting	Budget Adoption

Prepared By: Michelle Strawson O'Hara, Finance Supervisor/Interim Finance Director

**APPROVED AND FORWARDED TO THE
EMERYVILLE CITY COUNCIL**

Carolyn Lehr, City Manager

Attachments:

1. April, May and June 2016 Council Agenda Calendars