



MEMORANDUM

DATE: April 1, 2025

TO: LaTanya Bellow, City Manager

FROM: Lilybell Nakamura, Acting Finance Director
Brian Moura, Finance Consultant (RGS)

SUBJECT: Budget Advisory Committee Annual Report On 2024 Committee Accomplishments & 2025 Priorities

RECOMMENDATION

Staff recommends the City Council accept this report on the Budget Advisory Committee's accomplishments in 2024 and proposed priorities for 2025.

BACKGROUND

At the start of the year, each Council appointed committee is asked to prepare an annual report for the City Council. This will be a brief report on the Committee's accomplishments during the 2024 calendar year and the committee's proposed goals for 2025.

Each Committee will designate a main presenter, which may be the Committee Chair or another Committee Member. All Committee members are encouraged to attend this special Council presentation and discussion of the committee's work. The Budget Advisory Committee has designated their Committee Chair to present this report to the City Council on April 1, 2025.

The committee's Annual Report presentation to the City Council is scheduled to be at a special City Council meeting on April 1, 2025. At that meeting, each Committee will be allotted approximately five minutes to present their report. Council may have questions about the committee's accomplishments and goals after the report is given.

The Budget Advisory Committee met on February 13, 2025, to review their 2024 accomplishments and 2025 priorities. The committee also established their First and Second Highlighted Priorities for 2025 at that meeting.

COMMITTEE GOALS AND PRINCIPLES

The City Council established the Budget Advisory Committee to provide input and recommendations regarding City policies, priorities, and feedback related to the City's budget.

The committee has 5 members appointed by the City Council that include 2 Residents, 2 Business Representatives and 1 City Labor Representative. It meets 6 times a year.

2024 ACCOMPLISHMENTS

During 2024, the Budget Advisory Committee had the following accomplishments:

- Reviewed 2023-24 Mid-Year Budget Report
- Reviewed Master Fee Schedule for 2024-25 Fiscal Year
- Reviewed 2023-24 Fiscal Year General Fund Budget Update
- Reviewed 2024-25 Fiscal Year General Fund Budget
- Reviewed 2023-24 Audited Financial Statements and Associated Reports
- Reviewed Section 115 Pension Trust Status
- Reviewed Affordable Housing Annual Report: Affordable Housing Program and Measure C Affordable Housing Bonds
- Discussed Fire Services Expenditures
- Discussed Long Term Debt
- Discussed How to Ensure Committee Recommendations Are Communicated to the City Council

2025 PRIORITIES

The Budget Advisory Committee established this list of priorities for 2025:

- Review 2024-25 Mid-Year Budget Amendments
- Review 2025-26 Master Fee Schedule
- Review 2025-27 City Budget and Capital Improvement Budget
- Review 2024-25 Audited Financial Statements and Associated Reports
- Review Budget Policies to ensure sound financial management
- Review Investment Policy
- Review Section 115 Pension Trust Status
- Review Fire Services Expenditures
- Review Affordable Housing Annual Report: Affordable Housing Program and Measure C Affordable Housing Bonds

First Highlighted Priority

Review Budget Policies to ensure sound financial management

Second Highlighted Priorities

Review 2024-25 Mid-Year Budget Amendments

Review Investment Policy

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

A handwritten signature in blue ink, appearing to read "LaTanya Bellow". The signature is fluid and cursive, with a large initial "L" and "B".

LaTanya Bellow, City Manager