



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** October 11, 2018  
**TO:** Christine Daniel, City Manager  
**FROM:** Susan Hsieh, Finance Director  
**SUBJECT:** **Proposed Committee Meeting Schedule**

### RECOMMENDATION

Staff recommends that the Budget Advisory Committee review the proposed meeting schedule and provide comments.

### BACKGROUND

The Budget Advisory Committee's regular meetings are scheduled for the 2<sup>nd</sup> Thursday of February, May, October, and December (four meetings annually); the meetings are scheduled for 5:30pm. On average, the Committee meets seven to eight times annually. Staff proposes to add two additional regular meetings to the schedule to reduce the number of special meetings needed. The number of regular meetings will increase from four to six.

### DISCUSSION

Staff proposes to have the meetings on the 2<sup>nd</sup> Thursday of February, March, May, October, November, and December. The Public Arts Committee holds its monthly meeting at the same location and time as the Budget Advisory Committee, except for the month of October. To avoid conflict with the Public Arts Committee, staff proposes to change the Budget Advisory Committee meeting time from 5:30pm to 2:00pm. If the Committee wishes to keep the meeting time at 5:30pm, the meeting location will need to change to the Council Chambers. Staff would like to receive feedback from the Committee regarding the proposed changes as summarized below.

**2<sup>nd</sup> Thursday of February, March, May, October, November, and December**  
**2:00pm**

### FISCAL IMPACT

None.

### NEXT STEPS

If the Committee approves the proposed meeting schedule, or requests modifications, staff will present the schedule to the City Council for approval.

**PREPARED BY:** Susan Hsieh, Finance Director

**APPROVED AND FORWARDED TO THE  
BUDGET ADVISORY COMMITTEE OF THE CITY OF EMERYVILLE:**

A handwritten signature in blue ink, appearing to be 'CD', is written above a horizontal line.

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Christine Daniel, City Manager