



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** December 18, 2018  
**TO:** Christine Daniel, City Manager  
**FROM:** Susan Hsieh, Finance Director  
**SUBJECT:** **Consideration of FY 2019-20 and FY 2020-21 Budget Development Schedule**

### RECOMMENDATION

Staff recommends that the City Council review the fiscal year 2019-2020 and 2020-2021 budget development schedule and provide comments.

### BACKGROUND

The purpose of this report is to provide the City Council an overview of the timeline for the budget development process for the upcoming two-year budget for Fiscal Years 2019-2020 and 2020-2021.

### DISCUSSION

The budget preparation process involves several key areas and deliverables as described below. Over the next several months, staff will develop key budget documents and present them to the Council for discussion and direction. The calendar on the next page provides key dates and milestones for City Council consideration. The calendar includes a proposed date for a special City Council meeting on the 5<sup>th</sup> Tuesday in January at which the Council could conduct a workshop to discuss goals and community needs for the upcoming two-year budget cycle. If the proposed date does not work, staff requests that the Council discuss alternate dates for a goal setting session.

#### **Key Areas and Deliverables**

- Proposed City Council Goal Setting/Community Needs
- Baseline Budget
- Mid-Year Budget Review
- General Fund Long-Term Financial Forecast
- Proposed Budget and Capital Improve Program (CIP)
- Citizens Committee Review/Input
- Community Input and Council Deliberations
- Budget Adoption

<b><i>Date</i></b>	<b><i>Item</i></b>	<b><i>Description</i></b>
Months of December/January	City Staff	Development of department base budgets, expenditure and revenue estimates
<i>January 29, Tuesday (tentative)</i>	<i>Proposed Special City Council Meeting</i>	<i>City Council Budget and Goal Setting Workshop</i>
Month of February	City Manager/Staff	Review of City Priorities and Goals
March 14, Thursday	Joint Budget & Governance/ Advisory Committees	Review of Base Level General Fund Budget
April 2, Tuesday	Regular Council Meeting	Presentation of Base Level General Fund Budget
May 7, Tuesday	Regular Council Meeting	Discussion on Five-Year Capital Improvement Program
May 16, Thursday	Proposed Joint Budget & Governance/ Advisory Committees	Budget Workshop
May 21, Tuesday	Special City Council Meeting	Budget Study Session/Department Presentations
June 4, Tuesday	Regular Council Meeting	Budget Adoption

#### **FISCAL IMPACT**

None.

#### **STAFF COMMUNICATION WITH THE PUBLIC**

None.

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

**APPROVED AND FORWARDED TO THE  
City Council of the City of Emeryville:**



Christine Daniel, City Manager