

None.

2. DISCUSSION ITEMS

2.A. 16-679 Biennium Budget Calendar

Director Baum provided the Finance Committee with two versions of the biennium budget calendar. Version 1 of the calendar provides a list of tasks staff is performing as well as important dates, including the Council Winter Retreat and all statutory steps that must be taken. Also included in version 1 are two extra Work Sessions, March 27, 2017 and April 10, 2017. Version 2 provides the same information as version 1, without the extra Work Sessions.

Councilmember Lee stated it would be best to combine the two Work Sessions into one and the rest of the committee concurred. Staff will review the calendar with the City Clerk and determine which of the dates is best to schedule the discussion of CIP and other budget related items.

3. PUBLIC COMMENTS

None

4. COMMITTEE MEMBER COMMENTS

Mayor Cutter and Councilmember Lee both stated how much they appreciated Councilmember Prola for all of his work during his tenure.

5. ADJOURN

The meeting was adjourned at 5:26 p.m.



City of San Leandro

Civic Center
835 East 14th Street
San Leandro, California

Meeting Agenda Finance Committee

*Mayor Pauline Cutter
Member Benny Lee
Member Jim Prola*

Tuesday, December 6, 2016

5:00 PM

Sister Cities Gallery

1. **CALL TO ORDER**
 - 1.A. Attendance
 - 1.B. Announcements
2. **DISCUSSION ITEMS**
 - 2.A. **16-679** Biennium Budget Calendar
3. **PUBLIC COMMENTS**
4. **COMMITTEE MEMBER COMMENTS**
5. **ADJOURN**

**CITY OF SAN LEANDRO
MEMORANDUM**

DATE: December 6, 2016

TO: Finance Committee

FROM: Chris Zapata, City Manager

BY: David Baum, Finance Director

SUBJECT: Discussion Regarding Biennium Budget Calendar for 2017-18 and 2018-19

RECOMMENDATION

Staff recommends that the Finance Committee review and approve one of the two biennium budget calendars for the 2017-18 and 2018-19 budget process.

OVERVIEW

The City Council-approved General Fund, Special Revenue Funds, Capital Improvement Projects and Enterprise Funds Budget is the annual plan and resource allocation that guides and ensures implementation of City Council policies and priorities over the next two years. The budget implements the vision and direction for the broad range of services that meet the needs of the community in accordance with City Council goals.

The biennium budget is adopted by the City Council no later than June 30th of each year in accordance with the City Charter and applicable sections of the California Government Code. As part of the budget process, all departments submit revenue projections and expenditure requests for the biennium budget. These requests are reviewed at many administrative levels and a final City Manager Proposed Biennium Budget showing estimated revenues and expenditures is prepared. The proposed budget is reviewed by the City Council in mid-May with a public hearing in June each year. Finally, the City Council adopts the budget resolution approving the new fiscal years City Budget.

Staff has begun the process for developing the 2017-18 and 2018-19 City Budget. The City Manager's Proposed Budget is scheduled to be delivered to the City Council on May 8, 2017.

Staff is requesting Finance Committee to approve one of the following budget calendars:

- "Calendar 1" – includes City Council two work sessions
- "Calendar 2" – excludes City Council work sessions

CONCLUSION

Staff recommends that the Finance Committee review and accept one of the two attached budget calendars for the 2017-2019 City budget.

CITY OF SAN LEANDRO
Biennial Budget Calendar 2017-18 and 2018-19

CALENDAR 1

Date	Responsibility	Task Description
OCTOBER - DECEMBER		
10/10/2016	Finance	Review draft of calendar and budget assumptions
10/25/2016	CMO/Fin	Review budget calendar/assumptions
10/25/2016	ET/Finance	CIP budget planning
10/31/2016	Finance	Email ISF managers to prepare allocation schedules for biennium budget
11/1-12/1/16	ISF Managers	Work on ISF flexsheets and allocations
11/14/2016	Engineering	City Council Work Session - review CIP draft
11/17/2016	CMO/Fin	Budget planning meeting
11/29/2016	All	Budget Kick-Off Meeting - Sister Cities Gallery
11/29/2016	Finance	Open EDEN Level 3 for Department input (Reclass Only)
12/5/2016	ISF Managers	ISF flexsheets and allocations due to Finance
12/6/2016	All	Budget Question and Answer
12/5-12/16/16	Finance	ISF expenditure review - results shared 12/19-12/22/16
12/5-12/15/16	All	Position control and budget review of proposed changes
12/15/2016	CMO/Fin	Budget process update
12/15/2016	ET/Finance	CIP budget planning and 5 Year CIP Forecast
12/22/2016	All	Department Budget requests/Eden update DUE to Finance (all funds expenditures and revenues)
JANUARY - APRIL		
1/3-1/20/17	All	Expenditure analysis and review
1/19/2017	CMO/Fin	Budget process update
1/19/2017	Finance	Download EDEN Payroll data for Position Control processing
1/28/2017	City Council	Winter Planning Session (Budget update, assumptions and State budget update)
2/6/2017	City Council	Mid-year budget adjustments staff report to City Council
2/14/17	Finance	Email depts Master fee schedule for proposed changes with CPI
2/14/2017	City Council	WORK SESSION - CIP ranking
2/16/2017	CMO/Fin	Budget process update
2/21/2017	City Council	Mid-Year Financials for Revenue & Expenditures (2016-17 Actuals)
3/1/2017	Departments	Master Fee schedule narrative (revenue impact) and changes due to Finance
3/15/2017	Departments	Department Narratives and final fee schedule changes due to Finance
3/16/2017	CMO/Fin	Budget process update
3/20/2017	Engineering	CIP reports due to Finance
3/27/17	City Council	WORK SESSION - 1st budget session - General Fund update and projections, CIP
4/10/17	City Council	WORK SESSION - 2nd budget session - general fund follow-up and all other funds
4/5/17	Finance	Update on biennial budget presented to Management Forum
4/24/17	Finance	Complete initial draft of biennial budget 2017-18 and 2018-19
MAY 2017 - May 2018		
5/1/2017	City Council	Public Hearing Master Fee Schedule and 911, EMT and Business License Taxes
5/8/2017	Finance	Proposed biennial budget binders delivered to City Council at Work Session
5/15/2017	City Council	Proposed 2017-18 and 2018-19 Biennial Budget presentation (deadline 5/27/17)
5/18/17	Finance	Place proposed biennial budget on the City's website
5/31/2017	All	All Employee Briefing - Proposed Biennial Budget
6/5/2017	City Council	Meeting - Public Hearing 2017-18 & 2018-19 Proposed Biennial Budget and Appropriation Limit
6/7/2017	Finance	Confirm Central Services can complete Budget in Brief by 7/13/17, and produce Biennial Budget
6/19/2017	City Council	Meeting - Biennial Budget Adoption (alternate date if needed); Annual Investment Policy
6/7-7/7/17	Finance	Finalize Biennial Budget in Brief for Central Services; finalize Biennial Budget.
7/17/17	Finance	Provide Budget in Brief copies to City Council and post to City's website
7/20/17	Finance	Place adopted biennial budget on City's website
8/15/2017	Finance	Submit Operating and Capital Biennial Budgets to GFOA for award consideration (deadline 9/05/17)
12/1-5//18	All	Mid-Cycle Update biennial budget for fiscal year 2018-19
<u>Definitions:</u>		
ET Engineering and Transportation		ISF = Internal Service Fund

CITY OF SAN LEANDRO
Biennial Budget Calendar 2017-18 and 2018-19

CALENDAR 2

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OCTOBER - DECEMBER		
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10/25/2016	CMO/Fin	Review budget calendar/assumptions
10/25/2016	ET/Finance	CIP budget planning
10/31/2016	Finance	Email ISF managers to prepare allocation schedules for biennium budget
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