

**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

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**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.