

CITY OF SAN LEANDRO
MEMORANDUM

DATE: November 8, 2018

TO: Finance Committee

FROM: Jeff Kay, City Manager

BY: David Baum, Finance Director

SUBJECT: Discussion Regarding Biennial Budget Calendar for 2019-20 and 2020-21

RECOMMENDATION

Staff recommends that the Finance Committee review and approve one of the two biennium budget calendars for the 2019-20 and 2020-21 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 biennial 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 biennial budget. These requests are reviewed at many administrative levels and a final City Manager Proposed Biennial 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 2019-20 and 2020-21 City Budget. The City Manager's Proposed Budget is scheduled to be delivered to the City Council on May 9, 2019.

CONCLUSION

Staff recommends that the Finance Committee review and accept the attached budget calendar for the City budget 2019-20 and 2020-21.