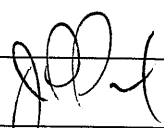


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Alameda Corridor Transportation Authority

February 12, 2020

To:	Governing Board
From:	James P. Preusch, Interim Chief Executive Officer 
Subject:	<i>Fiscal Year 2020/2021 (FY 2021) Preliminary Budget Schedule (INFORMATION)</i>

Information:

To ensure the timely preparation of the annual budget, ACTA staff has developed a preliminary budget schedule as follows. It includes the key budget preparation, review, and approval dates.

- **March 16, 2020** – Draft operating budget completed by ACTA staff.
- **March 23, 2020** – Draft budget circulated in-house for review by ACTA management.
- **March 30, 2020** – Draft budget emailed to Ports' staff for review/comment.
- **April 3, 2020** – Draft budget included in Governing Board package.
- **April 9, 2020** – Draft budget presented as information to the Governing Board at regularly scheduled Governing Board meeting.
- **June 11, 2020** – Final FY 2021 Budget presented to Governing Board for adoption.

Should the April Governing Board meeting be cancelled, the draft budget will be presented at the May Governing Board meeting. Should the June Governing Board meeting be cancelled, a special meeting will be required prior to July 1, 2020 to adopt the budget.

Co-General Counsel:

ACTA's Co-General Counsel has reviewed this Board Report and there are no legal issues at this time.

