

(OFFICE OF OAKLAND)
CITY



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Office of the City Administrator
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September 26, 2006

Finance and Management Committee
Oakland City Council
Oakland, California

**RE: Discussion and Action on the Proposed Schedule for the Fiscal Year 2007 –
2009 Biennial Budget Development Process**

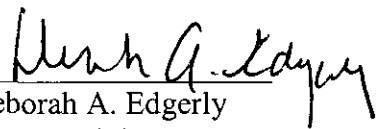
Dear Vice Mayor Quan and Members of the Committee:

The FY 2007-09 budget development process will soon be underway when the Budget Office begins development of the FY 2007-09 budget baseline, revision of budget forms and instructions, and preparation of training materials. Agencies and departments will step into this process in late November, by first attending the mandatory budget training sessions and then putting together their budget requests for the next two year cycle.

Attached to this report is the timeline and schedule Agency and Department staff will follow for completing the FY 2007-09 budget development process.

Based on the development schedule, and a review of the schedule used for the FY 2005 - 2007, I recommend the Council convene their retreat sometime around Friday, November 17, 2006.

Respectfully submitted,


Deborah A. Edgerly
City Administrator

Attachment

Prepared by: William Roy Uber
Assistant to the City Administrator
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FY 2007-09 BUDGET DEVELOPMENT SCHEDULE

- Mayor / Council Retreat (*Proposed*) November 17
- Baseline development by Budget Office Sept 25 – Nov 10
- Budget Office develops Budget Instructions Sept 25 – Nov 10
- City Administrator review of Baseline, Instructions Nov 13 -17
- City Administrator establishes target reduction/addition guidelines Nov 17
- Departmental training sessions Nov 27 - 29
- Departments work on budget requests Nov 30 – Jan 26 (*8.5 weeks*)
- Deadline to submit budget requests C.O.B. Fri. Jan 26
- Budget Office review of requests, recommendations to CAO/Mayor Jan 29 – Feb 16
- Internal hearings with Dept's, Budget Office, CAO and Mayor Feb 19 – March 16 (*4 weeks*)
- Budget modifications finalized in BRASS March 12 – 23
- Proposed Budget developed March 26 – April 13
- CAO review, approval of Proposed Budget book April 16 – 20
- Proposed Budget document sent to print April 23
- Budget Office Develops Budget Facts Document April 23 - 27
- Proposed Budget submitted to Council Thursday, May 3
- Council budget hearings Tuesday, May 15 (*future dates to be determined*)
- Council takes final action on budget Tuesday, June 26 (*6 weeks after 1st hearing*)
- Printed Budget document distributed Monday, August 14

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