



AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: Margaret O'Brien
Director of Finance, Interim

SUBJECT: Budget Outlook Message
& Calendar

DATE: April 7, 2021

City Administrator Approval 

Date: Apr 8, 2021

RECOMMENDATION

Staff Recommends That The City Council Receive An Informational Report From The City Administrator On The Outlook For The Budget Process And Potential Calendar Of Estimated Dates Including The Release Of The Mayor And Administrator's Proposed Budget, Community Budget Forums, Council Meetings, And Formal Budget Passage Date.

EXECUTIVE SUMMARY

The City Administrator is required to bring a Budget Outlook Message and Calendar report to the City Council in April pursuant to the Consolidated Fiscal Policy (Ordinance No. 13487 C.M.S.). This report is intended to provide a list of dates for key budget events including the release of the Mayor's Proposed Budget, Community Budget Forums, and City Council meetings.

Attachment A reflects the budget timeline for significant Citywide budget actions that have occurred or are planned to occur. The dates for community budget forums have not yet been finalized with the exception of the Council District 2 forum. Staff will reach out to City Council staff to secure times for the remaining Community Budget Forums. Staff hoped to confirm these dates by April 23, 2021 for inclusion in the Proposed Budget Book and related public communications.

The later dates reflected in the budget timeline are staff recommendations and may require action by the City Council or Rules Committee to formally schedule. Staff strongly recommends Adoption of the Biennial Budget no later than June 24, 2021; **adoption after the date will lead to delayed budget implementation and operational disruptions.**

FISCAL IMPACT

This item is for informational purposes only and does not have a direct fiscal impact or cost.

PUBLIC OUTREACH / INTEREST

This item did not require additional public outreach, other than posting on the City's website.

Special City Council
April 12, 2021

COORDINATION

This report was prepared by the Finance Department and no other coordination was necessary.

SUSTAINABLE OPPORTUNITIES

Economic: There are no direct economic opportunities associated with this item.

Environmental: There are no direct environmental opportunities associated with this item.

Race & Equity: There are no social equity opportunities associated with this item, however the budget process and resulting biennial budget may have a significant impact on racial equity in the City of Oakland.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Receive an Informational Report from the City Administrator on the outlook for the budget process and potential calendar of estimated dates including the release of the Mayor and Administrator's Proposed Budget, Community Budget Forums, Council meetings, and formal budget passage date.

For questions regarding this report, please contact Lisa Agustin, Budget Administrator, at (510) 238-2989.

Respectfully submitted,
Margaret L. O'Brien

Margaret O'Brien
Director of Finance, Interim

Attachment:

Attachment A: FY 2021-23 Budget Timeline

***FY 2021-23 BUDGET PROCESS TIMELINE
SUBJECT TO CHANGE***

Date	Milestone
March 2, 2021 (Tuesday)	Budget Priorities Poll Results presented to the City Council
March 8, 2021 (Monday)	FY 2020-21 2 nd Quarter Revenue & Expenditure Report Delivered to the Finance & Management Committee
March 15, 2021 (Monday)*	City Councilmember Individual Priorities Due
March 16, 2021 (Tuesday)*	Five-Year Financial Forecast Delivered to the City Council Landscape and Lighting Assessment District (LLAD) Initiation Resolution Approved by City Council
March 20, 2021 (Saturday)	Mayor's Virtual Budget Summit
March 30, 2021 (Tuesday)	City Council Retreat Regarding Budget Priorities
April 12, 2021 (Monday)	LLAD Intention Resolution Approved by City Council
May 1, 2021 (Saturday)*	Release of the Mayor's Proposed Budget
May 6, 2021 (Thursday)*	Presentation of the Mayor's Proposed Budget to Special City Council Meeting (<i>Staff Proposed Date, Deadline of May 15th</i>)
May 8, 2021 to May 30, 2021 (Various Days)*	Community Budget Forums District 1 – TBD District 2 – May 12 5:30pm (Wednesday) District 3 – TBD District 4 – TBD District 5 – TBD District 6 – TBD District 7 – TBD
May 10, 2021 (Monday)	Budget Proposal Costing Template Sent to Councilmembers for Amendments to Mayor's Proposed Budget Master Fee Schedule Ordinance presented to the Finance & Management Committee
May 18, 2021 (Tuesday)	City Council consideration and 1 st Reading of the Master Fee Schedule Ordinance City Council Hearings on Local Measures Ordinance 1 st Reading LLAD Confirmation Resolution Approved by City Council

* Indicates a statutory timeline.

Date	Milestone
June 1, 2021 (Tuesday)	FY 2020-21 3 rd Quarter Revenue & Expenditure Report Delivered to the City Council Appropriations Limit Resolution presented to the City Council Budget Advisory Commission report regarding the Proposed Budget published to the City Website* City Council Hearings on Local Measures Ordinance 2 nd Reading
June 2, 2021 (Wednesday)*	Councilmember Budget Amendment Requests for Costing Due to Budget Bureau (<i>Statutory Deadline 6 Days before Hearing</i>)
June 10, 2021 (Thursday)	Council President's Proposed Amendments Presented at Special Session (<i>Staff Proposed Date in Consultation with Council President, Statutory Deadline of June 17th</i>) Budget Advisory Commission report regarding the Proposed Budget heard by City Council
June 17, 2021 (Thursday)	Special Session to Consider Council Budget Amendments and Additional Deliberations (<i>Staff Proposed Date</i>)
June 24, 2021 (Thursday)	Target Date for City Council Adoption of the Biennial Budget (<i>Staff Proposed Date</i>)
June 30, 2021 (Tuesday)*	Final Date for Budget Approval

* Indicates a statutory timeline.