



## **STAFF REPORT**

**TO:** Board of Commissioners  
**FROM:** Andrea Lueker, Harbor Manager  
**DATE:** February 23, 2021  
**SUBJECT:** **Fiscal Year 2021-22 Budget: Review Policies and Calendar**

### **Recommendation / Proposed Motion**

- **Recommendation #1:** Review and reaffirm Budget Policies and Procedures as shown on Attachments 1 & 2.
- **Recommendation #2:** Review and approve Budget Calendar for Fiscal Year 2021-22 as shown on Attachment 3.
- **Motion:** Move to approve District Staff's recommendation #2.

### **Policy Implications**

Policies 3020 and 3022 provide guidance for development of the annual budget. Section 6093 of the California Harbors & Navigation Code provides legal deadlines for public hearings and submission.

### **District Major Objective/Goal**

None

### **Fiscal Implications / Budget Status**

None at this time.

### **Alternatives Considered**

The following actions were considered but are not recommended at this time:

- None at this time.

### **Discussion**

The District's budget is the key financial planning tool for the Harbor District. The purpose of this discussion is to seek the Harbor Commission's input at this initial stage of the 2021-22 budget development.

Staff has developed a Fiscal Year 2021-22 Budget Calendar shown in Attachment 3, which is in conformance with Section 6093 of the California Harbors & Navigation Code.

The FY21-22 Budget Calendar schedule of dates is as follows:

- 3/18/21: Major Maintenance & Capital Projects Workshop
- 5/6/21: Preliminary Budget Workshop
- 5/25/21: Budget Presentation & Adoption of Preliminary Budget
- 6/22/21: Final Budget Review & Adoption of FY21-22 Budget

Staff recommends the approval of the Fiscal Year 2021-22 Budget Calendar.

Attachment(s): 1. Policy 3020 Budget Preparation  
2. Policy 3022 Fiscal Goals  
3. Fiscal Year 2021-22 Budget Calendar