



THE CITY OF SAN DIEGO

OFFICE OF THE INDEPENDENT BUDGET ANALYST REPORT

Date Issued: September 28, 2016

IBA Report Number: 16-33REV

Budget and Government Efficiency Committee Date: October 5, 2016

Item Number: 2

FY 2018 Budget Development Calendar

OVERVIEW

The draft FY 2018 budget development calendar was prepared with input from the Office of the IBA, Financial Management, the Budget and Government Efficiency (B&GE) Committee Consultant, and the Director of Legislative Affairs. The proposed budget calendar is based on timelines required per City Charter and on those that were used in the development of the FY 2017 Adopted Budget. This calendar includes both operating and Capital Improvements Program (CIP) budget-related reports and presentations, to both Council committees and the City Council.

The FY 2018 budget development calendar was presented to the B&GE Committee on October 5, 2016. Members of the Committee requested the following three changes to the calendar:

- The release date for the Development Impact Fee (DIF) Council Priorities memoranda, and the date that Councilmember priorities are due back to staff
- The release date for the TransNet Council Priorities memoranda, and the date that Councilmember priorities are due back to staff
- The addition of Friday, May 5 and Wednesday, May 10 as days available for the Budget Review Committee to hold budget hearings, should the Committee require additional time for departments' budget reviews

On November 15, 2016, the City Council approved changing the date of their review of the FY 2018-2022 Five-Year Financial Outlook and the FY 2017 CIP Mid-Year Budget Monitoring Report, from Monday, January 9 to Tuesday, January 10, 2017. Changes requested by members of the B&GE Committee and approved by the City Council have been made to the FY 2018 budget development calendar, and are included in the dates listed in Attachment 1 (see Attachment 2 for the strikeout version).


Important reports and associated dates for monitoring the City's FY 2017 financial performance and developing the FY 2018 budget include:

- The **FY 2018-2022 Five-Year Financial Outlook** and **FY 2017 First Quarter Budget Monitoring Report** will be released on Wednesday, November 9, 2016, with subsequent B&GE Committee review on Wednesday, November 16, 2016.
- On Monday, November 28, 2016 the **FY 2017 CIP Mid-Year Budget Monitoring Report** will be released. This report will be reviewed at the Infrastructure Committee on Wednesday, December 7, 2016.
- On Friday, January 6, 2017 the **FY 2018-2022 Five-Year Capital Outlook** will be released. This report will be reviewed at the Infrastructure Committee on Wednesday, February 1, 2017.
- On Tuesday, January 10, 2017 the City Council will review the **FY 2018-2022 Five-Year Financial Outlook** and the **FY 2017 CIP Mid-Year Budget Monitoring Report**, along with the Office of the IBA's evaluation and analysis.
- Councilmember budget priority memoranda are requested to be forwarded to the Office of the IBA by Friday, January 20, 2017, to allow for development of the City Council Budget Priorities Resolution and subsequent transmittal to the Mayor for consideration.
- The **FY 2017 Mid-Year Budget Monitoring Report** (Mid-Year Report) is proposed to be issued by the Chief Financial Officer on Monday, January 30, 2017.
- The B&GE Committee will review the **FY 2017 Mid-Year Report** and the **FY 2018 Budget Priorities Resolution** on Thursday, February 2, 2017. The City Council review of the Mid-Year Report, including the presentation of the Office of the IBA's evaluation and analysis, and the approval of any mid-year budgetary actions are scheduled for the City Council meeting of Monday, February 13, 2017. On this date the City Council will also consider the **FY 2018-2022 Five-Year Capital Outlook** and the **FY 2018 Budget Priorities Resolution**.
- The Mayor's **FY 2018 Proposed Budget** is scheduled to be released on Friday, April 14, 2017 (City Charter requires that the budget be proposed by April 15 of each year).
- The **Office of the IBA's review of the Mayor's FY 2018 Proposed Budget** will be presented to the Budget Review Committee on Wednesday, May 3, 2017, the first day of public budget hearings. The Budget Review Committee hearings for City departments will take place on the following days: May 3, 4, 8, and 9, 2017, with Friday, May 5 and Wednesday, May 10 available for additional budget hearings if the Committee requires additional time. Hearings will include Public Safety, Chief Financial Officer, Infrastructure/Public Works, Internal Operations, and Neighborhood Services departments. Additional presentations include the Housing Commission, non-Mayoral Departments, Redevelopment Successor Agency, San Diego City Employee Retirement System, and CIP.

- An evening City Council meeting for public input on FY 2018 final budget decisions will be scheduled for 6:00 PM on Monday, May 15, 2017.
- The Mayor's **May Revise to the FY 2018 Proposed Budget** and the **FY 2017 Year-End Budget Monitoring Report** are scheduled to be released on Tuesday, May 16, 2017. These reports will be presented to the Budget Review Committee on Thursday, May 18, 2017.
- The **FY 2017 CIP Year-End Budget Monitoring Report** will be released on Thursday, May 18, 2017, and will be reviewed at the Wednesday, May 24, 2017 Infrastructure Committee.
- City Councilmembers' final FY 2018 budget memoranda are proposed to be due to the Office of the IBA on Friday, May 22, 2017, with the **Office of the IBA's final budget recommendations report** issued on Thursday, June 1, 2017. The Office of the IBA's presentation of final FY 2018 budget recommendations and final City Council decisions on the FY 2018 budget will take place on Monday, June 5, 2017. Additionally, the City Council will review and approve the **FY 2017 Year-End Budget Monitoring Report** and the **FY 2017 CIP Year-End Budget Monitoring Report** at this time.
- The **FY 2017 Year-End Performance Report** is proposed to be released on Wednesday, September 20, 2017, with subsequent B&GE Committee review on Wednesday, September 27, 2017. On Monday, October 16, 2017 the City Council will review this report along with the Office of the IBA's evaluation and analysis.

CONCLUSION

The Office of the IBA believes that this proposed calendar for development and adoption of the FY 2018 budget provides numerous opportunities for input from the public and for City Council review and deliberation, while complying with all City Charter requirements.


 Christiana Gauger
 Fiscal & Policy Analyst


 Andrea Tevlin
 Independent Budget Analyst

Attachments: 1. Fiscal Year 2018 Budget Development and Fiscal Year 2017 Budget Monitoring Key Dates
 2. Fiscal Year 2018 Budget Development and Fiscal Year 2017 Budget Monitoring Key Dates (underline/strikeout)

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Fiscal Year 2018 Budget Development and Fiscal Year 2017 Budget Monitoring KEY DATES¹

Tuesday, October 18, 2016	Release of the call memorandum for City Councilmember FY 2018 Development Impact Fee (DIF) Priorities. Councilmember priorities will be due back to staff on November 1, 2016.
Wednesday, November 9, 2016	Release of FY 2018-2022 Five-Year Financial Outlook and FY 2017 First Quarter Budget Monitoring Report.
Wednesday, November 16, 2016	Budget and Government Efficiency Committee reviews FY 2018-2022 Five-Year Financial Outlook and FY 2017 First Quarter Budget Monitoring Report.
Monday, November 28, 2016	Release of the FY 2017 CIP Mid-Year Budget Monitoring Report.
Wednesday, December 7, 2016	Infrastructure Committee reviews FY 2017 CIP Mid-Year Budget Monitoring Report.
Tuesday, January 3, 2017	Call memorandum issued for FY 2018 City Council budget priority memoranda.
Friday, January 6, 2017	Release of the FY 2018-2022 Five-Year Capital Outlook.

¹ The Key Dates in IBA Report 16-33 were revised at the request of members of the Budget and Government Efficiency Committee on October 5, 2016, to include the release dates for the DIF and TransNet Council Priorities memoranda, the dates that Councilmember DIF and TransNet priorities are due back to departments, and the addition of Friday, May 5 and Wednesday, May 10 as days available for the Budget Review Committee to hold budget hearings if the Committee requires additional time.

Fiscal Year 2018 Budget Process and Fiscal Year 2017 Budget Monitoring

KEY DATES (cont'd)

Tuesday, January 10 ² , 2017	Mayor presents the FY 2018-2022 Five-Year Financial Outlook and FY 2017 CIP Mid-Year Budget Monitoring Report to City Council, and the Office of the Independent Budget Analyst presents their review and analysis of the reports.
Friday, January 13, 2017	The call memorandum for City Councilmember FY 2018 TransNet Priorities will be released by January 13. Councilmember priorities will be due to staff two weeks after the call memorandum is released.
Friday, January 20, 2017	City Council budget priority memoranda due to Independent Budget Analyst.
Monday, January 30, 2017	Release of the FY 2017 Mid-Year Budget Monitoring Report.
Wednesday, February 1, 2017	Infrastructure Committee reviews the FY 2018-2022 Five-Year Capital Outlook.
Thursday, February 2, 2017	Budget and Government Efficiency Committee reviews the FY 2017 Mid-Year Budget Monitoring Report and any recommended budgetary actions, as well as the FY 2018 Budget Priorities Resolution.
Monday, February 13, 2017	Independent Budget Analyst presents review of FY 2017 Mid-Year Budget Monitoring Report; City Council evaluates Mid-Year Monitoring Report and any recommended mid-year budgetary actions. City Council also reviews and approves the FY 2018-2022 Five-Year Capital Outlook and the FY 2018 Budget Priorities Resolution.
Monday, April 10, 2017	City Council reviews and approves FY 2018 Salary Ordinance. Per City Charter, Council shall introduce a Salary Ordinance no later than April 15.
Friday, April 14, 2017	Mayor releases FY 2018 Proposed Budget.
Monday, April 17, 2017	Mayor presents FY 2018 Proposed Budget at City Council.

² City Council review of the FY 2018-2022 Five-Year Financial Outlook and the FY 2017 CIP Mid-Year Budget Monitoring Report was originally scheduled for Monday, January 9, 2017. This date was changed to Tuesday, January 10, when the Legislative Calendar was approved by the City Council on Tuesday, November 15, 2016.

Fiscal Year 2018 Budget Process and Fiscal Year 2017 Budget Monitoring

KEY DATES (cont'd)

Friday, April 28, 2017	Independent Budget Analyst's Review of the Mayor's FY 2018 Proposed Budget issued.
Monday, May 1, 2017	Call memorandum issued for FY 2018 City Council final budget modification priority memoranda.
Wednesday, May 3; Thursday, May 4; Monday, May 8; Tuesday, May 9, 2017; and Wednesday, May 10, 2017	<p>Budget Review Committee hearings, including the IBA Review of the FY 2018 Proposed Budget to be presented on May 3. Presentations for City departments and agencies will be scheduled for May 3-4 and May 8-9, with Friday May 5 and Wednesday May 10 available for additional budget hearings if the Committee requires additional time. Budget Review Committee hearings for City departments and agencies, include:</p> <ul style="list-style-type: none">• Public Safety departments• Chief Financial Officer, Infrastructure/Public Works, Internal Operations, and Neighborhood Services branch departments• Housing Commission• Non-Mayoral Departments• Redevelopment Successor Agency and Civic San Diego• San Diego City Employee Retirement System• The City of San Diego's Capital Improvement Program (CIP)
Monday, May 15, 2017	6:00 PM City Council meeting for public input on FY 2018 Proposed Budget.
Tuesday, May 16, 2017	Mayor issues May Revision to the FY 2018 Proposed Budget (May Revise) and the FY 2017 Year-End Budget Monitoring Report.
Thursday, May 18, 2017	Budget Review Committee reviews FY 2018 May Revise and FY 2017 Year-End Budget Monitoring Report. The FY 2017 CIP Year-End Budget Monitoring Report is released.
Monday, May 22, 2017	City Council final budget modification priority memoranda due to Office of the Independent Budget Analyst.
Wednesday, May 24, 2017	Infrastructure Committee reviews the FY 2017 CIP Year-End Budget Monitoring Report.

**Fiscal Year 2018 Budget Process
and Fiscal Year 2017 Budget Monitoring
KEY DATES** (cont'd)

Thursday, June 1, 2017	Independent Budget Analyst's final report issued on recommended revisions to the Mayor's FY 2018 budget.
Monday, June 5, 2017	City Council decisions on Final FY 2018 budget modifications. Per City Charter, budget adoption is required no later than June 15. City Council also reviews the FY 2017 CIP Year-End Budget Monitoring Report and the FY 2017 Year-End Budget Monitoring Report, and approves any year-end budgetary actions.
<i>Tuesday, June 6, 2017</i>	<i>Available for additional Council decisions and final budget adoption (the following key dates for City Clerk transmittal and subsequent Mayor veto period would be extended by one day if this additional day is needed).</i>
Tuesday, June 6, 2017	City Clerk to transmit resolution to Mayor within forty-eight hours of passage.
Wednesday, June 7, 2017	Mayor's veto period begins (five business days after receipt of resolution from the City Clerk).
Tuesday, June 13, 2017	Mayor's veto period ends. If appropriate, Council has five business days to override Mayor's veto.
Wednesday, June 14, 2017	The Appropriation Ordinance for the FY 2018 budget is released (text only).
Wednesday, June 21, 2017	Budget and Government Efficiency Committee review of Appropriation Ordinance.
Monday, June 26, 2017	City Council consideration and adoption of Tax Rate Ordinance (August 31 deadline), Gann Limit (June 30 deadline), and the FY 2018 Appropriation Ordinance. New this year per updates to the City Charter approved by voters in June 2016, the adoption of the Appropriation Ordinance is required no later than June 30.
Wednesday, September 20, 2017	Release of FY 2017 Year-End Performance Report.
Wednesday, September 27, 2017	Budget and Government Efficiency Committee reviews FY 2017 Year-End Performance Report.

**Fiscal Year 2018 Budget Process
and Fiscal Year 2017 Budget Monitoring
KEY DATES** (cont'd)

Monday, October 16, 2017

City Council evaluates the FY 2017 Year-End Performance Report.

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Fiscal Year 2018 Budget Process and Fiscal Year 2017 Budget Monitoring

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<u>Friday, January 13, 2017</u>	<u>The call memorandum for City Councilmember FY 2018 TransNet Priorities will be released by January 13. Councilmember priorities will be due to staff two weeks after the call memorandum is released.</u>
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