



THE CITY OF SAN DIEGO

OFFICE OF THE INDEPENDENT BUDGET ANALYST REPORT

Date Issued: February 28, 2024

IBA Report Number: 23-25 REV

City Council Meeting Date: TBD

Item Number: TBD

Key Dates for FY 2025 Budget Development and FY 2024 Budget Monitoring

The FY 2025 Budget Development and FY 2024 Budget Monitoring calendar (“Key Dates”) are prepared with input from the Office of the IBA, the Department of Finance, Engineering and Capital Projects, Public Utilities, Human Resources, the Budget and Government Efficiency Committee Consultant, the Active Transportation and Infrastructure Committee Consultant, and the Director of Legislative Affairs. The attached Key Dates are based on timelines required by the City Charter as well as those established by the previous fiscal year’s legislative calendar. The Key Dates include planned release dates of budget-related reports for both the operating and Capital Improvements Program (CIP) budgets, and their corresponding presentations to Council committees and to the full City Council.

The current Key Dates calendar was originally approved by City Council on November 7, 2023, along with the 2024 Legislative Calendar. On February 12, 2024, City Council, as part of its motion to approve its FY 2025 Updated Budget Priorities Resolution, requested the IBA explore the feasibility of adjusting the Key Dates to provide an additional Budget Review Committee hearing to review recommended budget modifications prior to Council’s final adoption of the FY 2025 Budget. Accordingly, this report includes a revised version of the Key Dates calendar with several modifications to the initial approved calendar.

Key Dates that have proposed changes are highlighted below:

- Councilmembers’ final budget modifications memos due to the IBA (original date: May 23, 2024)
 - New due date, one day earlier, on May 22, 2024
- Release of the IBA’s report on final recommended Council modifications to the budget (original date: June 5, 2024)

- New release date, one day earlier, on June 4, 2024
- Addition of a new BRC meeting to discuss the recommended budget modifications, on June 7, 2024
- Council adoption of the FY 2025 Budget (original date: June 10, 2024)
 - New budget adoption date, one day later, on June 11, 2024
- Spill over date reserved for budget adoption (original date: June 11, 2024)
 - New spill over date, one or two days later, on June 12 or June 13, 2024

The proposed Key Dates for the development and adoption of the FY 2025 Budget provide numerous opportunities for public input and for City Council review and deliberation, and comply with all City Charter requirements. The addition of a Budget Review Committee meeting to vet potential modifications to the FY 2025 Budget offers an additional opportunity for public input and Council discussion. We recommend that the City Council review and approve the revised Key Dates calendar.



Lisa Byrne
Principal Fiscal and Policy Analyst



APPROVED: Charles Modica
Independent Budget Analyst

Attachment: FY 2025 Budget Development and FY 2024 Budget Monitoring Key Dates

THE CITY OF SAN DIEGO



Fiscal Year 2025 Budget Development & Fiscal Year 2024 Budget Monitoring KEY DATES

Wednesday, August 30, 2023	Call memorandum issued for City Councilmembers' FY 2025 budget priorities, including Capital Improvements Program (CIP) priorities.
Wednesday, September 27, 2023	City Councilmembers' FY 2025 budget priorities memoranda due to Office of the Independent Budget Analyst.
Wednesday, October 11, 2023	Release of FY 2023 Year-End Financial Performance Report.
Thursday, October 12, 2023	Office of the Independent Budget Analyst releases report on FY 2025 City Council Budget Priorities.
Wednesday, October 18, 2023	Budget and Government Efficiency Committee reviews Office of the Independent Budget Analyst's report on FY 2025 City Council Budget Priorities.
	Budget and Government Efficiency Committee reviews FY 2023 Year-End Financial Performance Report.
Monday, October 30, 2023	Council reviews and approves the FY 2025 Budget Priorities Resolution, presented by Office of the Independent Budget Analyst.
	Council reviews FY 2023 Year-End Financial Performance Report.
Friday, November 3, 2023	Release of FY 2024 CIP Mid-Year Budget Monitoring Report.

Wednesday, November 8, 2023	Active Transportation and Infrastructure Committee reviews FY 2024 CIP Mid-Year Budget Monitoring Report.
Thursday, November 9, 2023	Release of FY 2025-2029 Five-Year Financial Outlook, Public Utilities FY 2025-2029 Five-Year Financial Outlook, and FY 2024 First Quarter Budget Monitoring Report.
Friday, November 17, 2023	Special Budget and Government Efficiency Committee reviews FY 2025-2029 Five-Year Financial Outlook, Public Utilities FY 2025-2029 Five-Year Financial Outlook, and FY 2024 First Quarter Budget Monitoring Report.
Tuesday, December 5, 2023	City Council reviews FY 2024 CIP Mid-Year Budget Monitoring Report and Office of the Independent Budget Analyst's review of that report.
Tuesday, December 12, 2023	City Council reviews FY 2025-2029 Five-Year Financial Outlook, Public Utilities FY 2025-2029 Five-Year Financial Outlook, FY 2024 First Quarter Budget Monitoring Report, and related reports by Office of the Independent Budget Analyst.
Wednesday, December 13, 2023	Call memorandum issued to allow for Councilmembers' updates to their FY 2025 budget priorities memoranda.
Friday, January 12, 2024	Updates to Councilmembers' FY 2025 budget priorities memoranda due to Office of the Independent Budget Analyst. Release of FY 2025-2029 Five-Year Capital Infrastructure Planning Outlook.
Wednesday, January 24, 2024	Active Transportation and Infrastructure Committee reviews FY 2025-2029 Five-Year Capital Infrastructure Planning Outlook.
Monday, January 29, 2024	Office of the Independent Budget Analyst releases report on FY 2025 Updated City Council Budget Priorities.
Friday, February 2, 2024	Release of FY 2024 Mid-Year Budget Monitoring Report.
Wednesday, February 7, 2024	Budget and Government Efficiency Committee reviews Office of the Independent Budget Analyst's FY 2025 Updated City Council Budget Priorities report and the FY 2024 Mid-Year Budget Monitoring Report.

Monday, February 12, 2024	City Council reviews and approves the FY 2025 Updated Budget Priorities Resolution, presented by Office of the Independent Budget Analyst.
	City Council reviews FY 2025-2029 Five-Year Capital Infrastructure Planning Outlook and related report by Office of the Independent Budget Analyst.
Monday, February 26, 2024	City Council reviews and approves FY 2024 Mid-Year Budget Monitoring Report, any recommended budgetary actions, and related report by Office of the Independent Budget Analyst.
Monday, April 8, 2024	City Council reviews and approves FY 2025 Salary Ordinance. Per City Charter, Council shall introduce a Salary Ordinance no later than April 15.
Friday, April 12, 2024	Release of Mayor’s FY 2025 Proposed Budget online and printed copies provided to City Councilmembers. Per City Charter, the Mayor must release the Proposed Budget to the Council and the public no later than April 15.
Monday, April 22, 2024	Mayor presents FY 2025 Proposed Budget at City Council.
Friday, April 26, 2024	Release of Independent Budget Analyst’s Review of the Mayor’s FY 2025 Proposed Budget.
	Call memorandum issued for FY 2025 Councilmembers’ final budget modification priority memoranda.
Wednesday, May 1 through Tuesday, May 7, 2024	Budget Review Committee hearings, including: IBA Review of FY 2025 Proposed Budget to be presented on May 1, presentations by City departments and agencies, and corresponding Office of the Independent Budget Analyst presentations.
Wednesday, May 1, 2024	6:00 PM Budget Review Committee hearing for public input on FY 2025 Proposed Budget.
Wednesday, May 8, 2024	6:00 PM City Council meeting for public input on FY 2025 Proposed Budget.
Tuesday, May 14, 2024	Release of Mayor’s May Revision to FY 2025 Proposed Budget (May Revision), FY 2024 Third Quarter Budget Monitoring Report, and FY 2024 CIP Year-End Budget Monitoring Report.

Thursday, May 16, 2024	Budget Review Committee reviews FY 2025 May Revision and FY 2024 Third Quarter Budget Monitoring Report.
Wednesday, May 22, 2024	Active Transportation and Infrastructure Committee reviews FY 2024 CIP Year-End Budget Monitoring Report. Councilmembers' final budget modification memoranda due to Office of the Independent Budget Analyst.
Tuesday, June 4, 2024	Release of Independent Budget Analyst's report on final recommended City Council modifications to the Mayor's FY 2025 Proposed Budget and review of the May Revision, as well as a report transmitting the Councilmembers' final budget modification memoranda.
Friday, June 7, 2024	Budget Review Committee discusses the recommended City Council budget modifications.
Tuesday, June 11, 2024	City Council approval of FY 2025 Budget with any final budget modifications. Per City Charter, budget adoption is required no later than June 15. City Council also reviews and approves the FY 2024 Third Quarter Budget Monitoring Report and FY 2024 CIP Year-End Budget Monitoring Report, with any recommended budgetary actions, and reviews related reports by Office of the Independent Budget Analyst.
<i>Wednesday, June 12 or Thursday June 13, 2024</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 June 12 is utilized and by two days if June 13 is utilized.)</i>
Wednesday, June 12, 2024	If the budget has been modified by the Council, City Clerk to transmit the budget resolution to the Mayor within twenty-four hours of passage for the Mayor to approve or veto. ¹
Thursday, June 13, 2024	If the budget has been modified by the Council, the Mayor's veto period begins (Mayor's veto period is five business days after receipt of budget resolution from the City Clerk).

¹ If the budget is approved by Council as proposed by the Mayor, the budget shall become the adopted budget upon the Mayor signing the budget resolution.

Thursday, June 13, 2024	Release of FY 2025 Appropriation Ordinance (text only) through the publication of the Budget and Government Efficiency Committee agenda for June 20, 2024.
Wednesday, June 19, 2024	Mayor's veto period ends. If appropriate, Council has five business days to override Mayor's veto.
Thursday, June 20, 2024	Budget and Government Efficiency Committee reviews FY 2025 Appropriation Ordinance (text only).
Tuesday, June 25, 2024	City Council consideration and adoption of the FY 2025 Appropriation Ordinance. Per the City Charter, the adoption of the Appropriation Ordinance is required no later than June 30.
<i>Wednesday, June 26, 2024</i>	<i>If applicable, Council's time period to override a Mayor's veto ends.</i>
Wednesday, July 10, 2024	Budget and Government Efficiency Committee reviews FY 2025 Statement of Budgetary Principles.
Monday, July 29, 2024	City Council consideration and adoption of the FY 2025 Statement of Budgetary Principles.
Wednesday, October 9, 2024	Release of FY 2024 Year-End Financial Performance Report.
Wednesday, October 16, 2024	Budget and Government Efficiency Committee reviews FY 2024 Year-End Financial Performance Report.
Monday, October 28, 2024	City Council reviews FY 2024 Year-End Financial Performance Report.