



THE CITY OF SAN DIEGO

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**OFFICE OF THE INDEPENDENT BUDGET ANALYST REPORT**

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**Date Issued:** September 6, 2018

**IBA Report Number:** 18-27

**Budget and Government Efficiency Committee Date:** September 20, 2018

**Item Number:** TBD

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## **FY 2020 Budget Development and FY 2019 Budget Monitoring Key Dates**

### **OVERVIEW**

The draft FY 2020 budget development and FY 2019 budget monitoring calendar (“Key Dates”) was prepared with input from the Office of the IBA, the Department of Finance, Public Works, the Budget and Government Efficiency (B&GE) Committee Consultant, the Infrastructure Committee Consultant, the Office of the City Attorney, and the Director of Legislative Affairs. The proposed Key Dates are included as Attachment 1 to this report. The 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 Office of the IBA believes that the proposed Key Dates for the development and adoption of the FY 2020 budget provide numerous opportunities for input from the public and for City Council review and deliberation, while complying with all City Charter requirements. We recommend that the B&GE Committee review and approve the attached calendar and forward it to the City Council for consideration.

Chris Olsen  
Fiscal & Policy Analyst

APPROVED: Andrea Tevlin  
Independent Budget Analyst

**Attachments:** 1. Fiscal Year 2020 Budget Development and Fiscal Year 2019 Budget Monitoring Key Dates

# THE CITY OF SAN DIEGO



## Fiscal Year 2020 Budget Development & Fiscal Year 2019 Budget Monitoring KEY DATES

Monday, October 1, 2018	Release of call memorandum for City Councilmember FY 2020 priority Capital Improvement Program (CIP) projects.
Friday, October 26, 2018	Councilmember CIP priorities due to staff.
Wednesday, November 7, 2018	Release of FY 2020-2024 Five-Year Financial Outlook and FY 2019 First Quarter Budget Monitoring Report.
Thursday, November 8, 2018	Release of FY 2019 CIP Mid-Year Budget Monitoring Report.
Wednesday, November 14, 2018	Budget and Government Efficiency Committee reviews FY 2020-2024 Five-Year Financial Outlook and FY 2019 First Quarter Budget Monitoring Report;  Infrastructure Committee reviews FY 2019 CIP Mid-Year Budget Monitoring Report.
Tuesday, December 11, 2018	Mayor presents FY 2020-2024 Five-Year Financial Outlook, FY 2019 First Quarter Budget Monitoring Report, and FY 2019 CIP Mid-Year Budget Monitoring Report to City Council;  Office of the Independent Budget Analyst presents its review and analysis of the above reports to City Council.
Monday, January 7, 2019	Call memorandum issued for FY 2020 City Council budget priority memoranda.

# **Fiscal Year 2020 Budget Process and Fiscal Year 2019 Budget Monitoring**

## **KEY DATES** (cont'd)

Wednesday, January 16, 2019	Release of FY 2020-2024 Five-Year Capital Infrastructure Planning Outlook.
Friday, January 18, 2019	City Council budget priority memoranda due to Office of the Independent Budget Analyst.
Monday, January 28, 2019	Release of FY 2019 Mid-Year Budget Monitoring Report.
Wednesday, January 30, 2019	Infrastructure Committee reviews FY 2020-2024 Five-Year Capital Infrastructure Planning Outlook.
Thursday, January 31, 2019	Budget and Government Efficiency Committee reviews FY 2019 Mid-Year Budget Monitoring Report and any recommended budgetary actions;  Budget and Government Efficiency Committee reviews Office of the Independent Budget Analyst's report on FY 2020 City Council Budget Priorities.
Monday, February 11, 2019	City Council reviews FY 2020-2024 Five-Year Capital Infrastructure Planning Outlook and related report by Office of the Independent Budget Analyst;  City Council reviews and approves FY 2019 Mid-Year Budget Monitoring Report, any recommended budgetary actions, and related report by Office of the Independent Budget Analyst;  City Council reviews and approves FY 2020 Budget Priorities Resolution, presented by Office of the Independent Budget Analyst.
Monday, April 8, 2019	City Council reviews and approves FY 2020 Salary Ordinance. Per City Charter, Council shall introduce a Salary Ordinance no later than April 15.
Friday, April 12, 2019	Mayor releases FY 2020 Proposed Budget.
Monday, April 15, 2019	Mayor presents FY 2020 Proposed Budget at City Council.
Friday, April 26, 2019	Independent Budget Analyst's Review of the Mayor's FY 2020 Proposed Budget is released.

# **Fiscal Year 2020 Budget Process and Fiscal Year 2019 Budget Monitoring**

## **KEY DATES** (cont'd)

Tuesday, April 30, 2019	Call memorandum issued for FY 2020 City Council final budget modification priority memoranda.
Wednesday, May 1-Friday, May 3; Monday, May 6-Wednesday, May 8, 2019	Budget Review Committee hearings, including IBA Review of FY 2020 Proposed Budget to be presented on May 1. Presentations by City departments and agencies, with corresponding IBA presentations, will be scheduled for May 1-8.
Monday, May 13, 2019	6:00 PM City Council meeting for public input on FY 2020 Proposed Budget.
Tuesday, May 14, 2019	Mayor issues May Revision to FY 2020 Proposed Budget (May Revise) and FY 2019 Year-End Budget Monitoring Report (Third Quarter Report).
Thursday, May 16, 2019	FY 2019 CIP Year-End Budget Monitoring Report released.
Friday, May 17, 2019	Budget Review Committee reviews FY 2020 May Revise and FY 2019 Year-End Budget Monitoring Report (Third Quarter Report).
Monday, May 20, 2019	City Council final budget modification priority memoranda due to Office of the Independent Budget Analyst.
Wednesday, May 22, 2019	Infrastructure Committee reviews FY 2019 CIP Year-End Budget Monitoring Report.
Monday, June 3, 2019	Independent Budget Analyst releases final report on recommended City Council modifications to the Mayor's Proposed FY 2020 Budget and May Revision.
Monday, June 10, 2019	City Council approval of FY 2020 Budget and any final budget modifications. Per City Charter, budget adoption is required no later than June 15. City Council also reviews and approves FY 2019 CIP Year-End Budget Monitoring Report, FY 2019 Year-End Budget Monitoring Report (Third Quarter Report), any recommended budgetary actions, and related reports by Office of the Independent Budget Analyst.

# **Fiscal Year 2020 Budget Process and Fiscal Year 2019 Budget Monitoring**

## **KEY DATES** (cont'd)

<i>Tuesday, June 11, 2019</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 11, 2019	City Clerk to transmit resolution to Mayor within forty-eight hours of passage.
Wednesday, June 12, 2019	Mayor's veto period begins (Mayor's veto period is five business days after receipt of budget resolution from the City Clerk).
Friday, June 14, 2019	Appropriation Ordinance for FY 2020 Budget is released (text only).
Tuesday, June 18, 2019	Mayor's veto period ends. If appropriate, Council has five business days to override Mayor's veto.
Wednesday, June 19, 2019	Budget and Government Efficiency Committee reviews FY 2020 Appropriation Ordinance (text only).
Tuesday, June 25, 2019	City Council consideration and adoption of the FY 2019 Appropriation Ordinance. Per the City Charter, the adoption of the Appropriation Ordinance is required no later than June 30. Additionally, City Council considers and adopts Tax Rate Ordinance (August 31 deadline) and Gann Limit (June 30 deadline).
Monday, September 30, 2019	Release of FY 2019 Year-End Performance Report.
Wednesday, October 16, 2019	Budget and Government Efficiency Committee reviews FY 2019 Year-End Performance Report.
Monday, October 28, 2019	City Council reviews FY 2019 Year-End Performance Report.