



THE CITY OF SAN DIEGO

OFFICE OF THE INDEPENDENT BUDGET ANALYST REPORT

Date Issued: September 5, 2019

IBA Report Number: 19-19 REV.

Budget and Government Efficiency Committee Date: September 11, 2019

Item Number: 1

FY 2021 Budget Development and FY 2020 Budget Monitoring Key Dates

OVERVIEW

The draft FY 2021 Budget Development and FY 2020 Budget Monitoring calendar (“Key Dates”) are 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 Active Transportation and Infrastructure Committee Consultant, the Office of the City Attorney, and the Director of Legislative Affairs. 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 2021 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 calendar and forward it to the City Council for consideration.



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Fiscal & Policy Analyst



APPROVED: Andrea Tevlin
Independent Budget Analyst

Attachment: 1. Fiscal Year 2021 Budget Development and Fiscal Year 2020 Budget Monitoring Key Dates

THE CITY OF SAN DIEGO



Fiscal Year 2021 Budget Development & Fiscal Year 2020 Budget Monitoring KEY DATES

Friday, September 13, 2019	Release of call memorandum for City Councilmember FY 2021 priority Capital Improvement Program (CIP) projects.
Tuesday, October 8, 2019	Councilmember CIP priorities due to Public Works staff for inclusion in FY 2021-2025 Five-Year Capital Infrastructure Planning Outlook.
Wednesday, November 6, 2019	Release of FY 2021-2025 Five-Year Financial Outlook, Public Utilities FY 2021-2025 Five-Year Financial Outlook, and FY 2020 First Quarter Budget Monitoring Report.
Wednesday, November 13, 2019	Budget and Government Efficiency Committee reviews FY 2021-2025 Five-Year Financial Outlook, Public Utilities FY 2021-2025 Five-Year Financial Outlook, and FY 2020 First Quarter Budget Monitoring Report.
Monday, December 9, 2019	Mayor presents FY 2021-2024 Five-Year Financial Outlook, Public Utilities FY 2021-2025 Five-Year Financial Outlook, and FY 2020 First Quarter Budget Monitoring Report; and related reports by Office of the Independent Budget Analyst.
Thursday, December 12, 2019	Release of FY 2020 CIP Mid-Year Budget Monitoring Report.
Friday, December 13, 2019	Call memorandum issued for FY 2021 City Council budget priority memoranda.
Friday, January 10, 2020	City Council budget priority memoranda due to Office of the Independent Budget Analyst.

Fiscal Year 2021 Budget Process and Fiscal Year 2020 Budget Monitoring

KEY DATES (cont'd)

Wednesday, January 15, 2020	Release of FY 2021-2025 Five-Year Capital Infrastructure Planning Outlook.
Wednesday, January 22, 2020	Budget and Government Efficiency Committee reviews Office of the Independent Budget Analyst's report on FY 2021 City Council Budget Priorities.
Wednesday, January 29, 2020	Active Transportation and Infrastructure Committee reviews FY 2020 CIP Mid-Year Budget Monitoring Report and FY 2021-2024 Five-Year Capital Infrastructure Planning Outlook.
Friday, January 31, 2020	Release of FY 2020 Mid-Year Budget Monitoring Report.
Monday, February 3, 2020	City Council reviews and approves FY 2021 Budget Priorities Resolution, presented by Office of the Independent Budget Analyst.
Wednesday, February 5, 2020	Budget and Government Efficiency Committee reviews FY 2020 Mid-Year Budget Monitoring Report and any recommended budgetary actions.
Monday, February 10, 2020	City Council reviews FY 2021-2025 Five-Year Capital Infrastructure Planning Outlook, FY 2020 CIP Mid-Year Budget Monitoring Report to City Council; and related reports by Office of the Independent Budget Analyst.
Monday, March 9, 2020	City Council reviews and approves FY 2020 Mid-Year Budget Monitoring Report, any recommended budgetary actions, and related report by Office of the Independent Budget Analyst.
Monday, April 13, 2020	FY 2021 Proposed Budget is released online and printed copies provided to Office of the Independent Budget Analyst.
Tuesday, April 14, 2020	Mayor presents FY 2021 Proposed Budget at City Council. City Council reviews and approves FY 2021 Salary Ordinance. Per City Charter, Council shall introduce a Salary Ordinance no later than April 15.
Monday, April 27, 2020	Independent Budget Analyst's Review of the Mayor's FY 2021 Proposed Budget is released.

Fiscal Year 2021 Budget Process and Fiscal Year 2020 Budget Monitoring

KEY DATES (cont'd)

Wednesday, April 29, 2020	Call memorandum issued for FY 2021 City Council final budget modification priority memoranda.
Thursday, April 30-Friday, May 1 and Monday, May 4-Wednesday, May 6, 2020	Budget Review Committee hearings, including IBA Review of FY 2021 Proposed Budget to be presented on April 30; and presentations by City departments and agencies, with corresponding IBA presentations.
Thursday, April 30, 2020	6:00 PM Budget Review Committee hearing for public input on FY 2021 Proposed Budget.
Monday, May 11, 2020	6:00 PM City Council meeting for public input on FY 2021 Proposed Budget.
Wednesday, May 13, 2020	FY 2020 CIP Year-End Budget Monitoring Report released.
Tuesday, May 19, 2020	Mayor issues May Revision to FY 2021 Proposed Budget (May Revise) and FY 2020 Year-End Budget Monitoring Report (Third Quarter Report).
Wednesday, May 20, 2020	Active Transportation and Infrastructure Committee reviews FY 2020 CIP Year-End Budget Monitoring Report.
Thursday, May 21, 2020	Budget Review Committee reviews FY 2021 May Revise and FY 2020 Year-End Budget Monitoring Report (Third Quarter Report).
Friday, May 22, 2020	City Council final budget modification priority memoranda due to Office of the Independent Budget Analyst.
Wednesday, June 3, 2020	Independent Budget Analyst releases final report on recommended City Council modifications to the Mayor's Proposed FY 2021 Budget and May Revision.
Monday, June 8, 2020	City Council approval of FY 2021 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 2020 CIP Year-End Budget Monitoring Report, FY 2020 Year-End Budget Monitoring Report (Third Quarter Report), any recommended budgetary actions, and related reports by Office of the Independent Budget Analyst.

Fiscal Year 2021 Budget Process and Fiscal Year 2020 Budget Monitoring

KEY DATES (cont'd)

<i>Tuesday, June 9, 2020</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 9, 2020	City Clerk to transmit resolution to Mayor within forty-eight hours of passage.
Wednesday, June 10, 2020	Mayor's veto period begins (Mayor's veto period is five business days after receipt of budget resolution from the City Clerk).
Tuesday, June 16, 2020	Mayor's veto period ends. If appropriate, Council has five business days to override Mayor's veto.
Friday, June 19, 2020	Appropriation Ordinance for FY 2021 Budget is released (text only).
<i>Tuesday, June 23, 2020</i>	<i>If applicable, Council's time period to override a Mayor's veto ends.</i>
Wednesday, June 24, 2020	Budget and Government Efficiency Committee reviews FY 2021 Appropriation Ordinance (text only).
Monday, June 29, 2020	City Council consideration and adoption of the FY 2020 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).
Wednesday, October 7, 2020	Release of FY 2020 Year-End Performance Report.
Wednesday, October 14, 2020	Budget and Government Efficiency Committee reviews FY 2020 Year-End Performance Report.
Monday, October 26, 2020	City Council reviews FY 2020 Year-End Performance Report.