



THE CITY OF SAN DIEGO

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## OFFICE OF THE INDEPENDENT BUDGET ANALYST REPORT

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Date Issued: September 4, 2020

IBA Report Number: 20-19

Budget & Government Efficiency Committee Docket Date: September 16, 2020

Item Number: TBD

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# FY 2022 Budget Development and FY 2021 Budget Monitoring Key Dates

## OVERVIEW

The draft FY 2022 Budget Development and FY 2021 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, 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 2022 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 Budget and Government Efficiency 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  
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Attachment: Fiscal Year 2022 Budget Development and Fiscal Year 2021 Budget Monitoring Key Dates

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# THE CITY OF SAN DIEGO



## Fiscal Year 2022 Budget Development & Fiscal Year 2021 Budget Monitoring KEY DATES

Friday, September 4, 2020	Call memorandum issued for City Councilmember FY 2022 priority Capital Improvement Program (CIP) projects.
Friday, October 9, 2020	Councilmember CIP priorities due to Engineering & Capital Projects staff for inclusion in FY 2022-2026 Five-Year Capital Infrastructure Planning Outlook.
Wednesday, November 4, 2020	Release of FY 2022-2026 Five-Year Financial Outlook, Public Utilities FY 2022-2026 Five-Year Financial Outlook and FY 2021 First Quarter Budget Monitoring Report.
Tuesday, November 10, 2020	Release of FY 2021 CIP Mid-Year Budget Monitoring Report.
Friday, November 13, 2020	Budget and Government Efficiency Committee reviews FY 2022-2026 Five-Year Financial Outlook, Public Utilities FY 2022-2026 Five-Year Financial Outlook and FY 2021 First Quarter Budget Monitoring Report.
Wednesday, November 18, 2020	Active Transportation and Infrastructure Committee reviews FY 2021 CIP Mid-Year Budget Monitoring Report.
Tuesday, December 8, 2020	City Council reviews FY 2021 CIP Mid-Year Budget Monitoring Report to City Council and review by Office of the Independent Budget Analyst.
Tuesday, December 15, 2020	City Council reviews FY 2022-2026 Five-Year Financial Outlook, Public Utilities FY 2022-2026 Five-Year Financial Outlook, FY 2021 First Quarter Budget Monitoring Report, and related reports by Office of the Independent Budget Analyst.

**Fiscal Year 2022 Budget Process  
and Fiscal Year 2021 Budget Monitoring  
KEY DATES** (cont'd)

Wednesday, December 16, 2020	Call memorandum issued for FY 2022 City Council budget priority memoranda.
Wednesday, January 6, 2021	City Council budget priority memoranda due to Office of the Independent Budget Analyst.
Wednesday, January 13, 2021	Release of FY 2022-2026 Five-Year Capital Infrastructure Planning Outlook.
Wednesday, January 20, 2021	Budget and Government Efficiency Committee reviews Office of the Independent Budget Analyst's report on FY 2022 City Council Budget Priorities.
Wednesday, January 27, 2021	Active Transportation and Infrastructure Committee reviews FY 2022-2026 Five-Year Capital Infrastructure Planning Outlook.  Release of FY 2021 Mid-Year Budget Monitoring Report.
Monday, February 1, 2021	City Council reviews and approves FY 2022 Budget Priorities Resolution, presented by Office of the Independent Budget Analyst.
Wednesday, February 3, 2021	Budget and Government Efficiency Committee reviews FY 2021 Mid-Year Budget Monitoring Report and any recommended budgetary actions.
Monday, February 8, 2021	City Council reviews FY 2022-2026 Five-Year Capital Infrastructure Planning Outlook and related report by Office of the Independent Budget Analyst.
Monday, February 22, 2021	City Council reviews and approves FY 2021 Mid-Year Budget Monitoring Report, any recommended budgetary actions, and related report by Office of the Independent Budget Analyst.
Tuesday, April 13, 2021	City Council reviews and approves FY 2022 Salary Ordinance. Per City Charter, Council shall introduce a Salary Ordinance no later than April 15.
Thursday, April 15, 2021	Release of Mayor's FY 2022 Proposed Budget online and printed copies provided to City Councilmembers and Office of the Independent Budget Analyst.

**Fiscal Year 2022 Budget Process  
and Fiscal Year 2021 Budget Monitoring  
KEY DATES** (cont'd)

Monday, April 19, 2021	Mayor presents FY 2022 Proposed Budget at City Council.
Friday, April 30, 2021	Release of Independent Budget Analyst's Review of the Mayor's FY 2022 Proposed Budget.  Call memorandum issued for FY 2022 City Council final budget modification priority memoranda.
Wednesday, May 5 through Tuesday, May 11, 2021	Budget Review Committee hearings, including: IBA Review of FY 2022 Proposed Budget to be presented on May 5, presentations by City departments and agencies, and corresponding IBA presentations.
Wednesday, May 5, 2021	6:00 PM Budget Review Committee hearing for public input on FY 2022 Proposed Budget.
Wednesday, May 12, 2021	Release of FY 2021 CIP Year-End Budget Monitoring Report.
Monday, May 17, 2021	6:00 PM City Council meeting for public input on FY 2022 Proposed Budget.
Tuesday, May 18, 2021	Release of Mayor's May Revision to FY 2022 Proposed Budget (May Revision) and FY 2021 Third Quarter Budget Monitoring Report.
Wednesday, May 19, 2021	Active Transportation and Infrastructure Committee reviews FY 2021 CIP Year-End Budget Monitoring Report.
Thursday, May 20, 2021	Budget Review Committee reviews FY 2022 May Revision and FY 2021 Third Quarter Budget Monitoring Report.
Wednesday, May 26, 2021	City Council final budget modification priority memoranda due to Office of the Independent Budget Analyst.
Wednesday, June 9, 2021	Release of Independent Budget Analyst's final report on recommended City Council modifications to the Mayor's Proposed FY 2022 Budget and May Revision.

# Fiscal Year 2022 Budget Process and Fiscal Year 2021 Budget Monitoring

## KEY DATES (cont'd)

Monday, June 14, 2021	City Council approval of FY 2022 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 2021 CIP Year-End Budget Monitoring Report, FY 2021 Third Quarter Budget Monitoring Report, any recommended budgetary actions, and related reports by Office of the Independent Budget Analyst.
<i>Tuesday, June 15, 2021</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 15, 2021	City Clerk to transmit resolution to Mayor within forty-eight hours of passage.
Wednesday, June 16, 2021	Mayor's veto period begins (Mayor's veto period is five business days after receipt of budget resolution from the City Clerk).  Release of FY 2022 Appropriation Ordinance (text only).
Tuesday, June 22, 2021	Mayor's veto period ends. If appropriate, Council has five business days to override Mayor's veto.
Wednesday, June 23, 2021	Budget and Government Efficiency Committee reviews FY 2022 Appropriation Ordinance (text only).
Tuesday, June 29, 2021	City Council consideration and adoption of the FY 2022 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).  <i>If applicable, Council's time period to override a Mayor's veto ends.</i>
Wednesday, July 21, 2021	Budget and Government Efficiency Committee reviews FY 2022 Statement of Budgetary Principles.
Monday, August 2, 2021	City Council consideration and adoption of the FY 2022 Statement of Budgetary Principles.

**Fiscal Year 2022 Budget Process  
and Fiscal Year 2021 Budget Monitoring  
KEY DATES** (cont'd)

Wednesday, October 6, 2021	Release of FY 2021 Year-End Performance Report.
Wednesday, October 13, 2021	Budget and Government Efficiency Committee reviews FY 2021 Year-End Performance Report.
Monday, October 25, 2021	City Council reviews FY 2021 Year-End Performance Report.