



CITY of SAN PABLO
City of New Directions

BUDGET CALENDAR

FY 2022- 2027 Quintennial Operating Budget & CIP Budget

Dec. 15, 2021

Begin Process Kickoff

- Overview of budget goals and objectives
- City Manager provides general direction to ELG

Dec. 1 – Dec. 28, 2021

Budget Process Prep Work

- Finance completes prep in OpenGov for departmental input
- Budget Team develops budget parameters and instructions
- HR confirms FTE counts to Finance for Workforce Planning Module

Jan. 19 – Feb. 28, 2022

Departmental Line-item Budgeting (due March 1)

- OpenGov refresher training on how to use the software
- Department Narratives due February 3
- Departments prepare supplies and services budget requests
- Public Works calls for CIP projects and distributes forms. CIP input and rating forms due to Public Works by March 4
- Finance begins revenue forecasting and updates labor costing

Mar. 1, 2022

Departmental & CIP Budgets Due (Supplies, Services and Capital)

- Public Works Assessment Team begins ranking CIP projects

Mar. 7 - 17, 2022

City Manager/Budget Team Meetings with Department Heads

Mar. 21 – Apr. 14, 2022

Finance Completes Analytical Review & Balances Budget

- Finance completes revenue forecast, labor cost and balances budget
- Public Works presents CIP Project Ranking to CMO by April 14
- Budget Message from CMO

Apr. 18 – May 19, 2022

Finance Completes Layout and Publication of Draft Document

- CIP goes to Planning Commission for conformance review in April.

May 16, 2022

City Council Sets the Public Hearing

- Set the Public Hearing and send public notice at least 5 days prior

Week of May 23, 2022

Budget Review with Budget, Fiscal & Legislative Standing Cmte.

- Present Proposed FY 2022-27 Budget with CIP

Jun. 6, 2022

City Council Budget Workshop (Public Budget Hearing)

- Present Proposed FY 2022-2027 Budget with CIP

Jun. 7 – Jun. 14, 2022

Finance prepares Final Proposed Budget

- Finance makes any appropriate budget adjustments

Jun. 20, 2022

Present Final Proposed Budget and Adopt by Resolution

- Adopt the FY 2022-2027 Operating Budget, CIP Budget and Classification and Compensation Plan by Resolution of the City Council

Jul. 1, 2022

New Fiscal Year Begins

***** ALL DATES SUBJECT TO CHANGE BY CITY MANAGER *****