

CITY OF SAN LEANDRO
Biennial Budget Calendar 2021-22 and 2022-23

Date	Responsibility	Task
10/23/2020	CMO/Fin	Review budget calendar/assumptions
10/28/2020	Finance	Community Advisory Budget Task Force meeting (CABTF)
11/3/2020	Finance Comm	Budget Calendar Review
11/9/2020	Engineering	City Council Work Session - review CIP draft
11/16/2020	Finance	Email ISF managers to prepare allocation schedules for biennium budget
11/16-12/15/20	ISF Managers	Work on ISF worksheets and allocations
11/12/2020	CMO/Fin	Budget planning meeting
12/9/2020	Finance	Community Advisory Budget Task Force meeting (CABTF)
12/10/2020	ISF Managers	ISF worksheets and allocations due to Finance
12/10-12/17/20	Finance	ISF expenditure review - results shared 12/18-12/23/2020
12/14/20	Finance	Open EDEN Level 3 for Department input (Reclass Only)
12/16/2020	All	Budget Kick-Off Virtual Meeting
12/22/2020	All	Budget Question and Answer
12/22/2020	CMO/Fin	Budget process update
1/13/2021	Finance	Community Advisory Budget Task Force meeting (CABTF)
1/27/2021	Finance	Community Advisory Budget Task Force meeting (CABTF)
2/6/2021	City Council	Winter Planning Session (Budget update, assumptions, etc.)
2/10/2021	Finance	Community Advisory Budget Task Force meeting (CABTF)
2/16/2021	City Council	Mid-year budget adjustments and Financials (2020-21 Actuals); CIP presentation
2/24/2021	Finance	Community Advisory Budget Task Force meeting (CABTF)
3/10/2021	Finance	Community Advisory Budget Task Force meeting (CABTF)
3/22/2021	City Council	CABTF budget recommendations presented to City Council
4/12/21	City Council	WORK SESSION - update on biennial budget
4/23/21	Finance	Complete initial draft of biennial budget 2021-22 and 2022-23
5/3/2021	City Council	Public Hearing Master Fee Schedule and 911, EMT and Business License Taxes
5/7/2021	Finance	Proposed biennial budget binders delivered to City Council
5/17/2021	City Council	Proposed 2021-22 and 2022-23 Biennial Budget presentation (deadline 5/27/2021)
5/18/21	Finance	Place proposed biennial budget on the City's website
5/27/2021	All	All Employee Briefing - Proposed Biennial Budget
6/7/-6/18/21	Finance	Finalize Biennial Budget for Central Services production
6/28/2021	City Council	Meeting - Public Hearing 2021-22 & 2022-23 Proposed Biennial Budget and Appropriation Limit (GANN)
7/6/21	Finance	Provide Adopted Biennial Budget document to City Council and post to City's website
12/1/21-6/6/22	All	Mid-Cycle Update of biennial budget for fiscal year 2022-23

Definitions: ET = Engineering and Transportation

ISF = Internal Service Fund