



CITY OF SAN PABLO
City of New Directions

REVISED 02/17/2026: BUDGET CALENDAR – ZERO-BASE BUDGETING

FY 2026-27 & FY 2027-28 BIENNIAL OPERATING BUDGET & CIP

DATE	ACTION/ACTIVITY
SEPT. 16, 2025	NEW BUDGET CYCLE PARAMETERS & ASSUMPTIONS
SEPT. 29, 2025	BUDGET, FINANCE, AND LEGISLATIVE STANDING COMMITTEE (BFLSC)
OCT. 1, 2025	BEGIN BUDGET PROCESS KICKOFF - City Manager provides general direction to the Budget Team - Budget Team provides overview of Zero-Base Budgeting to the Budget Team
OCT. 6, 2025	CITY COUNCIL FY 2026-27 & FY 2027-28 BIENNIAL OPERATING BUDGET CALENDAR RECEIVE & FILE
OCT. 7 – OCT. 16, 2025	FINANCE DEVELOPS BUDGET PARAMETERS AND INSTRUCTIONS ClearGov access provided for training to the Budget Team
OCT. 20 – NOV. 20, 2025	PERSONNEL BUDGET DEVELOPMENT - Finance to send FTE counts to Departments for review - Final FTE Count submitted to CMO for approval - HR completes and sends Org Chart to Finance (includes PT equivalent for FT) - Finance uploads data in ClearGov (pending ClearGov's timeline)
OCT. 20 – DEC. 18, 2025	OPERATING EXPENSE & REVENUE BUDGET DEVELOPMENT - Departments enters the supplies and services budget requests in ClearGov - PW Dept. enters CIP requests in ClearGov for budget appropriations. - CMO and Finance to develop Revenue Forecast - Department Budget Book Narratives Due
JAN. 5 – MAR. 31, 2026	FINANCE COMPLETES ANALYTICAL REVIEW & BALANCES BUDGET - Presentation and discussion between City Departments and Finance - Presentation and discussion between CMO and Finance
APR. 1, 2026	BFLSC BUDGET PRESENTATION (DRAFT – ALL OPERATING DEPTS)
APR. 8, 2026	SPECIAL CITY COUNCIL BUDGET SESSION: PRESENTATION OF DRAFT OPERATING BUDGET & 5-YEAR CIP BUDGET UPDATE
APR. 9 – MAY. 30, 2026	FINANCE FINAL PREPARATION OF THE PROPOSED BUDGET & GANN LIMIT
APR. 20, 2026	CITY COUNCIL SETS PUBLIC HEARING FOR JUNE 1, 2026
APR. 9 – MAY. 30, 2026	BUDGET BOOK DEVELOPMENT - Department narratives and photos due to Finance Department - CMO finalizes Budget Message and Finance completes layout and publication
JUN. 1, 2026	CITY COUNCIL SCHEDULED PUBLIC HEARING (PROPOSED DRAFT BUDGET REVIEW) - City Clerk to set the Public Hearing and send Public Notice at least 5 days prior - Capital improvement plan presentation to Planning Commission
JUN. 15, 2026	COUNCIL TO ADOPT OPERATING BUDGET, CIP PLAN, AND GANN LIMIT
JUN. 16 – JUN. 26, 2026	FINANCE, CLEARGOV AND INFORMATION TECH CREATE LINK TO CITY'S WEBSITE
JUN. 29 – JUNE 30, 2026	ADOPTED BUDGET ENTERED IN SPRINGBROOK

ALL DATES SUBJECT TO CHANGE BY THE CITY MANAGER