

1/20/2021

# Culver CITY

## Budget Calendar

### Fiscal Year 2021/2022

OB=Operating Budget

CIP=Capital Improvement Program

SA=Successor Agency

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP/SA	Week of 1/11/2021	Budget & Finance	Mid-Year Budget Review Process Kick-Off
OB/CIP	2/8/2021	Budget & Finance	Print Public Notice (for 2/22/2021)
OB/CIP/SA	Week of 2/8/2021	City Manager/ Executive Management/ Budget & Finance	Mid-Year Review Departmental Meetings with City Manager (if needed)
OB/CIP/SA	2/17/2021	Executive Management	Work Plans due from Departments
OB/CIP/SA	2/22/2021	City Council/ City Manager / Budget & Finance / Executive Management	City Council Presentation - Year-End Report on FY 2019/2020 - Presentation of 2020/2021 Mid-Year Results - Projection for year-end and Updated 10-Year Forecast - Pre-Proposed Budget Public Comment Period
OB/CIP/SA	1/25 - 3/25/2021	Commissions / Boards / Committees	Commissions, Boards & Committee Discussion on Budget/Work Plan Recommendations
OB/CIP/SA	2/22/2021	Budget & Finance	Public Notification of Budget Input Box
OB/CIP	3/1/2021 & 3/3/2021	City Council/ City Manager / Budget & Finance / Executive Management	- Department Presentations & Discussions of FY 2020/2021 Work Plan Status Updates & Proposed FY2021/2022 Work Plans. <b>Meetings to begin at 3 PM.</b>  - Department Presentations & Discussions of Grant Funding Utilization and Opportunities  - City Council Input on Work Plans & Priorities and Grant Funds
OB/CIP/SA	3/8/2021	Budget & Finance / Executive Management	Budget Kickoff - Distribute work packets/guidelines, and other materials - Distribute Capital Project Forms - Presentation on Budget Preparation
OB/CIP/SA	3/25/2021	Commissions / Boards / Committees	Commission, Boards & Committees Recommendations Due to Applicable Department Director and City Manager
OB/CIP	3/29/2021	Executive Management	Budget Materials Due from Departments - Departments Submit Proposed Budget - Departments Submit Proposed Capital Improvement Projects

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OB/CIP/SA	4/5 - 4/16/2021	City Manager/ Executive Management/ Budget & Finance	Departments meet with City Manager (as necessary)
OB/CIP	4/26/2021	Budget & Finance	Print Public Notice (for 5/10/2021 - Presentation of Proposed FY 2021/2022 Budget to City Council)
OB/CIP/SA	4/19- 5/3/2021	Budget & Finance	Prepare and assemble 2021/2022 Proposed Budget and Related Documents / Prepare Gann Limit / Prepare "Budget at a Glance"
OB/CIP/SA	Week of 5/3/2021	Information Technology Dept. - Graphic Services	Print Proposed Budget Documents
OB/CIP/SA	5/10/2021	City Council/City Manager/Budget & Finance	Presentation of FY 2021/2022 Proposed Budget / Public Comment
OB/CIP/SA	5/17/2021, 5/18/2021 & 5/19/2021-if needed	City Council/City Manager/Budget & Finance/Executive Management	Departmental Presentations to City Council - <b>meetings to begin at 3 PM.</b>
OB/CIP	5/24/2021	Budget & Finance	Print Public Notice (for 6/14/2021)
OB/CIP	6/14/2021	City Council	2nd Public Comment Period on Proposed Budget
OB/CIP	6/14/2021	Budget & Finance	Print Public Notice (for 6/28/2021 - Public Hearing)
OB/CIP/SA	6/28/2021	City Council/City Manager/Budget & Finance	Final budget Public Hearing / Budget Adoption - Adopt 2021/2022 Budget and Prop 4 Gann Limit - Adopt 2021/2022 Capital Budget
OB/CIP/SA	7/1/2021 (6/30/21)	Budget & Finance	Implement Adopted 2021/2022 Budget
OB/CIP/SA	July / August 2021	Budget & Finance	Update budget book to reflect City Council decisions and update final 2020/2021 accomplishments
OB/CIP/SA	July / August 2020	IT/Graphic Services	Print Adopted Budget Document
OB/CIP/SA	July / August 2021	Budget & Finance	Post Adopted Budget on City Website