

Culver CITY
Budget Calendar
Fiscal Year 2018 - 19

OB=Operating Budget

CIP=Capital Improvement Program

SA=Successor Agency

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP/SA	Week of 1/16/2018	Budget & Finance	Mid-Year Budget Review Process Kick-Off
OB/CIP	2/12/2018	Budget & Finance	Print Public Notice (for 2/26/2018)
OB/CIP/SA	Week of 2/12/2018	City Manager/ Executive Management/ Budget & Finance	Mid-Year Review Departmental Meetings with City Manager (if needed)
OB/CIP/SA	2/26/2018	City Council/ City Manager / Budget & Finance / Executive Management	City Council Presentation - Year-End Report on FY 16-17 - Presentation of 17-18 Mid-Year Results - Projection for year-end and Updated 5-Year Forecast - Pre-Proposed Budget Public Comment Period
OB/CIP/SA	1/29 - 4/6/2018	Commissions / Boards / Committees	Commissions, Boards & Committee Discussion on Budget/Work Plan Recommendations
OB/CIP	3/19/2018 & 3/20/2018	City Council/ City Manager / Budget & Finance / Executive Management	- Department Presentations & Discussions of FY17-18 Work Plan Status Updates & Proposed FY18-19 Work Plans - Department Presentations & Discussions of Grant Funding Utilization and Opportunities - City Council Input on Work Plans & Priorities and Grant Funds
OB/CIP/SA	3/5/2018	Budget & Finance	Public Notification of Budget Input Box
OB/CIP/SA	3/20/2018	Budget & Finance / Executive Management	Budget Kickoff - Distribute work packets/guidelines, and other materials - Distribute Capital Project Forms - Presentation on Budget Preparation
OB/CIP/SA	4/6/2018	Commissions / Boards / Committees	Commission, Boards & Committees Recommendations Due to Applicable Department Director and City Manager
OB/CIP	4/9/2018	Executive Management	Budget Materials Due from Departments - Departments Submit Proposed Budget - Departments Submit Proposed Capital Improvement Projects
OB/CIP/SA	4/9 - 4/20/2018	City Manager/ Executive Management/ Budget & Finance	Departments meet with City Manager (as necessary)
OB/CIP	4/30/2018	Budget & Finance	Print Public Notice (for 5/14/2018 - Presentation of Proposed FY 18-19 Budget to City Council)

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OB/CIP/SA	4/23- 5/4/2018	Budget & Finance	Prepare and assemble 2018-19 Proposed Budget and Related Documents / Prepare Gann Limit / Prepare "Budget at a Glance"
OB/CIP/SA	Week of 5/7/2018	Information Technology Dept. - Graphic Services	Print Proposed Budget Documents
OB/CIP/SA	5/14/2018	City Council/City Manager/Budget & Finance	Presentation of Proposed Budget / Public Comment
OB/CIP/SA	5/21/2018, 5/22/2018 & 6/4/2018 (Tentative)	City Council/City Manager/Budget & Finance/Executive Management	Departmental Presentations to City Council - meetings to begin at 4 PM.
OB/CIP	5/29/2018	Budget & Finance	Print Public Notice (for 6/11/2018)
OB/CIP	6/11/2018	City Council	2nd Public Comment Period on Proposed Budget
OB/CIP	6/11/2018	Budget & Finance	Print Public Notice (for 6/25/2018 - Public Hearing)
OB/CIP/SA	6/25/2018	City Council/City Manager/Budget & Finance	Final budget Public Hearing / Budget Adoption - Adopt 18-19 Budget and Prop 4 Gann Limit - Adopt 18-19 Capital Budget
OB/CIP/SA	7/1/2018 (6/30/18)	Budget & Finance	Implement Adopted 2018-19 Budget
OB/CIP/SA	July / August 2018	Budget & Finance	Update budget book to reflect City Council decisions and update final 2017-18 accomplishments
OB/CIP/SA	July / August 2018	IT/Graphic Services	Print Adopted Budget Document
OB/CIP/SA	July / August 2018	Budget & Finance	Post Adopted Budget on City Website