

Culver CITY
Budget Calendar
Fiscal Year 2023/2024

OB=Operating Budget

CIP=Capital Improvement Program

SA=Successor Agency

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP/SA	Week of 1/02/2023	Budget & Finance	Mid-Year Budget Review Process Kick-Off
OB/CIP/SA	1/23 - 3/23/2023	Commissions / Boards / Committees	Commissions, Boards & Committee Discussion on Budget/Work Plan Recommendations
OB/CIP/SA	Week of 1/30/2023	City Manager/ Executive Management/ Budget & Finance	Mid-Year Review Departmental Meetings with City Manager (if needed)
OB/CIP	2/13/2023	Budget & Finance	Print Public Notice (for 2/27/2023)
OB/CIP/SA	2/17/2023	Executive Management	Work Plans due from Departments
OB/CIP/SA	2/27/2023	Budget & Finance	Public Notification of Budget Input Box
OB/CIP/SA	2/27/2023	City Council/ City Manager / Budget & Finance / Executive Management	City Council Presentation - Presentation of 2022/2023 Mid-Year Results - Projection for year-end and Updated 10-Year Forecast - Pre-Proposed Budget Public Comment Period
OB/CIP	3/6/2023 & 3/7/2023	City Council/ City Manager / Budget & Finance / Executive Management	- Department Presentations & Discussions of FY 2022/2023 Work Plan Status Updates & Proposed FY2023/2024 Work Plans. Meetings to begin at 3 PM. - Department Presentations & Discussions of Grant Funding Utilization and Opportunities - City Council Input on Work Plans & Priorities and Grant Funds
OB/CIP/SA	3/8/2023	Budget & Finance / Executive Management	Budget Kick-Off - Distribute work packets/guidelines, and other materials - Distribute Capital Project Forms - Presentation on Budget Preparation
OB/CIP/SA	3/23/2023	Commissions / Boards / Committees	Commission, Boards & Committees Recommendations Due to Applicable Department Director and City Manager
OB/CIP	3/27/2023	Executive Management	Budget Materials Due from Departments - Departments Submit Proposed Budget - Departments Submit Proposed Capital Improvement Projects

1/9/2023

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OB/CIP/SA	4/3 - 4/14/2023	City Manager/ Executive Management/ Budget & Finance	Departments meet with City Manager (as necessary)
OB/CIP	4/17/2023	Budget & Finance	Print Public Notice (for 5/8/2023 - Presentation of Proposed FY 2023/2024 Budget to City Council)
OB/CIP/SA	4/17- 4/28/2023	Budget & Finance	Prepare and assemble 2023/2024 Proposed Budget and Related Documents / Prepare Gann Limit / Prepare "Budget at a Glance"
OB/CIP/SA	Week of 5/1/2023	Information Technology Dept. - Graphic Services	Print Proposed Budget Documents
OB/CIP/SA	5/8/2023	City Council/City Manager/Budget & Finance	City Council Receipt of FY 2023/2024 Proposed Budget / Public Comment
OB/CIP	5/8/2023	Budget & Finance	Print Public Notice (advertised in 5/18/2023 Newspaper for 5/22/2023 2nd Public Comment Period)
OB/CIP/SA	5/15/2023, 5/16/2023 & 5/17/2023-if needed	City Council/City Manager/Budget & Finance/Executive Management	Departmental Presentations to City Council - meetings to begin at 3 PM.
OB/CIP	5/22/2023	Budget & Finance	Print Public Notice (advertised in 6/1/2023 Newspaper for 6/12/2023 Public Hearing)
OB/CIP	5/22/2023	City Council	2nd Public Comment Period on Proposed Budget
OB/CIP/SA	6/12/2023	City Council/City Manager/Budget & Finance	Final Budget Public Hearing / Budget Adoption - Adopt 2023/2024 Budget and Prop 4 Gann Limit - Adopt 2023/2024 Capital Budget
OB/CIP/SA	7/1/2023 (6/30/23)	Budget & Finance	Implement Adopted 2023/2024 Budget
OB/CIP/SA	July / August 2023	Budget & Finance	Update budget book to reflect City Council decisions and update final 2022/2023 accomplishments
OB/CIP/SA	July / August 2023	IT/Graphic Services	Print Adopted Budget Document
OB/CIP/SA	July / August 2023	Budget & Finance	Post Adopted Budget on City Website