

**Culver CITY**  
**Budget Calendar**  
**Fiscal Year 2017 - 18**

OB=Operating Budget

CIP=Capital Improvement Program

SA=Successor Agency

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP	1/23/2017	Budget & Finance	Preliminary General Fund Year-End Report on FY15-16
OB/CIP/SA	Week of 1/17/2017	Budget & Finance	Mid-Year Budget Review Process Kick-Off
OB/CIP	2/6/2017	Budget & Finance	Print Public Notice (for 2/20/2017)
OB/CIP/SA	Week of 2/6/2017	City Manager/ Executive Management/ Budget & Finance	Mid-Year Review Departmental Meetings with City Manager (if needed)
OB/CIP/SA	2/20/2017	City Council/ City Manager / Budget & Finance / Executive Management	City Council Presentation - Presentation of Mid-Year Results - Projection for year-end and Updated 5-Year Forecast - Pre-Proposed Budget Public Comment Period
OB/CIP/SA	1/30 - 4/7/2017	Commissions / Boards / Committees	Commissions, Boards & Committee Discussion on Budget/Work Plan Recommendations
OB/CIP	3/6/2017, 3/7/2017, 3/20/2017	City Council/ City Manager / Budget & Finance / Executive Management	- Department Presentations & Discussions of FY16-17 Work Plan Status Updates & Proposed FY17-18 Work Plans  - Department Presentations & Discussions of Grant Funding Utilization and Opportunities  - City Council Input on Work Plans & Priorities and Grant Funds
OB/CIP/SA	3/6/2017	Budget & Finance	Public Notification of Budget Input Box
OB/CIP/SA	3/21/2017	Budget & Finance / Executive Management	Budget Kickoff - Distribute work packets/guidelines, and other materials - Distribute Capital Project Forms - Presentation on Budget Preparation
OB/CIP/SA	4/7/2017	Commissions / Boards / Committees	Commission, Boards & Committees Recommendations Due to Applicable Department Director and City Manager
OB/CIP	4/10/2017	Executive Management	Budget Materials Due from Departments - Departments Submit Proposed Budget - Departments Submit Proposed Capital Improvement Projects
OB/CIP/SA	4/10 - 4/21/2017	City Manager/ Executive Management/ Budget & Finance	Departments meet with City Manager (as necessary)
OB/CIP	4/24/2017	Budget & Finance	Print Public Notice (for 5/8/2017 - Presentation of Proposed FY 17-18 Budget to City Council)

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OB/CIP/SA	4/24- 5/5/2017	Budget & Finance	Prepare and assemble 2017-18 Proposed Budget and Related Documents / Prepare Gann Limit / Prepare "Budget at a Glance"
OB/CIP/SA	Week of 5/1/2017	Information Technology Dept. - Graphic Services	Print Proposed Budget Documents
OB/CIP/SA	5/8/2017	City Council/City Manager/Budget & Finance	Presentation of Proposed Budget / Public Comment
OB/CIP/SA	5/22/2017 & 6/5/2017 (Tentative)	City Council/City Manager/Budget & Finance/Executive Management	Departmental Presentations to City Council
OB/CIP	5/22/2017	Budget & Finance	Print Public Notice (for 6/5/2017)
OB/CIP	6/5/2017	City Council	2nd Public Comment Period on Proposed Budget
OB/CIP	6/5/2017	Budget & Finance	Print Public Notice (for 6/26/2017 - Public Hearing)
OB/CIP/SA	6/26/2017	City Council/City Manager/Budget & Finance	Final budget Public Hearing / Budget Adoption - Adopt 17-18 Budget and Prop 4 Gann Limit - Adopt 17-18 Capital Budget
OB/CIP/SA	7/1/2017 (6/30/17)	Budget & Finance	Implement Adopted 2017-18 Budget
OB/CIP/SA	July / August 2017	Budget & Finance	Update budget book to reflect City Council decisions and update final 2016-17 accomplishments
OB/CIP/SA	July / August 2017	IT/Graphic Services	Print Adopted Budget Document
OB/CIP/SA	July / August 2017	Budget & Finance	Post Adopted Budget on City Website