

## ATTACHMENT 1

**Culver CITY**  
**Budget Calendar**  
**Fiscal Year 2019 - 2020**

OB=Operating Budget

CIP=Capital Improvement Program

SA=Successor Agency

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP/SA	Week of 1/14/2019	Budget & Finance	Mid-Year Budget Review Process Kick-Off
OB/CIP	2/11/2019	Budget & Finance	Print Public Notice (for 2/25/2019)
OB/CIP/SA	Week of 2/11/2019	City Manager/ Executive Management/ Budget & Finance	Mid-Year Review Departmental Meetings with City Manager (if needed)
OB/CIP/SA	2/25/2019	City Council/ City Manager / Budget & Finance / Executive Management	City Council Presentation - Year-End Report on FY 17-18 - Presentation of 18-19 Mid-Year Results - Projection for year-end and Updated 5-Year Forecast - Pre-Proposed Budget Public Comment Period
OB/CIP/SA	1/28 - 4/5/2019	Commissions / Boards / Committees	Commissions, Boards & Committee Discussion on Budget/Work Plan Recommendations
OB/CIP/SA	2/25/2019	Budget & Finance	Public Notification of Budget Input Box
OB/CIP	3/4/2019 & 3/5/2019	City Council/ City Manager / Budget & Finance / Executive Management	- Department Presentations & Discussions of FY18-19 Work Plan Status Updates & Proposed FY19-20 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	3/5/2019	Budget & Finance / Executive Management	Budget Kickoff - Distribute work packets/guidelines, and other materials - Distribute Capital Project Forms - Presentation on Budget Preparation
OB/CIP/SA	3/28/2019	Commissions / Boards / Committees	Commission, Boards & Committees Recommendations Due to Applicable Department Director and City Manager
OB/CIP	3/28/2019	Executive Management	Budget Materials Due from Departments - Departments Submit Proposed Budget - Departments Submit Proposed Capital Improvement Projects

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OB/CIP/SA	4/1 - 4/19/2019	City Manager/ Executive Management/ Budget & Finance	Departments meet with City Manager (as necessary)
OB/CIP	4/29/2019	Budget & Finance	Print Public Notice (for 5/13/2019 - Presentation of Proposed FY 19-20 Budget to City Council)
OB/CIP/SA	4/22- 5/3/2019	Budget & Finance	Prepare and assemble 2019-20 Proposed Budget and Related Documents / Prepare Gann Limit / Prepare "Budget at a Glance"
OB/CIP/SA	Week of 5/6/2019	Information Technology Dept. - Graphic Services	Print Proposed Budget Documents
OB/CIP/SA	5/13/2019	City Council/City Manager/Budget & Finance	Presentation of Proposed Budget / Public Comment
OB/CIP/SA	5/20/2019, 5/21/2019 & 6/3/2019-if needed	City Council/City Manager/Budget & Finance/Executive Management	Departmental Presentations to City Council - meetings to begin at 3 PM.
OB/CIP	5/28/2019	Budget & Finance	Print Public Notice (for 6/10/2019)
OB/CIP	6/10/2019	City Council	2nd Public Comment Period on Proposed Budget
OB/CIP	6/10/2019	Budget & Finance	Print Public Notice (for 6/24/2019 - Public Hearing)
OB/CIP/SA	6/24/2019	City Council/City Manager/Budget & Finance	Final budget Public Hearing / Budget Adoption - Adopt 19-20 Budget and Prop 4 Gann Limit - Adopt 19-20 Capital Budget
OB/CIP/SA	7/1/2019 (6/30/19)	Budget & Finance	Implement Adopted 2019-20 Budget
OB/CIP/SA	July / August 2019	Budget & Finance	Update budget book to reflect City Council decisions and update final 2018-19 accomplishments
OB/CIP/SA	July / August 2019	IT/Graphic Services	Print Adopted Budget Document
OB/CIP/SA	July / August 2019	Budget & Finance	Post Adopted Budget on City Website