

**Culver CITY**  
**Budget Calendar**  
**Fiscal Year 2020/2021**

**OB=Operating Budget**

**CIP=Capital Improvement Program**

**SA=Successor Agency**

BUDGET	DUE DATE	PARTICIPANTS	TASK/ACTIVITY
OB/CIP/SA	Week of 1/13/2020	Budget & Finance	Mid-Year Budget Review Process Kick-Off
OB/CIP	2/10/2020	Budget & Finance	Print Public Notice (for 2/24/2020)
OB/CIP/SA	Week of 2/10/2020	City Manager/ Executive Management/ Budget & Finance	Mid-Year Review Departmental Meetings with City Manager (if needed)
OB/CIP/SA	2/24/2020	City Council/ City Manager / Budget & Finance / Executive Management	City Council Presentation - Year-End Report on FY 2018/2019 - Presentation of 2019/2020 Mid-Year Results - Projection for year-end and Updated 5-Year Forecast - Pre-Proposed Budget Public Comment Period
OB/CIP/SA	1/27 - 4/3/2020	Commissions / Boards / Committees	Commissions, Boards & Committee Discussion on Budget/Work Plan Recommendations
OB/CIP/SA	2/24/2020	Budget & Finance	Public Notification of Budget Input Box
OB/CIP	3/2/2020 & 3/3/2020	City Council/ City Manager / Budget & Finance / Executive Management	- Department Presentations & Discussions of FY 2019/2020 Work Plan Status Updates & Proposed FY2020/2021 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	3/3/2020	Budget & Finance / Executive Management	Budget Kickoff - Distribute work packets/guidelines, and other materials - Distribute Capital Project Forms - Presentation on Budget Preparation
OB/CIP/SA	3/26/2020	Commissions / Boards / Committees	Commission, Boards & Committees Recommendations Due to Applicable Department Director and City Manager
OB/CIP	3/26/2020	Executive Management	Budget Materials Due from Departments - Departments Submit Proposed Budget - Departments Submit Proposed Capital Improvement Projects

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OB/CIP/SA	3/30 - 4/17/2020	City Manager/ Executive Management/ Budget & Finance	Departments meet with City Manager (as necessary)
OB/CIP	4/27/2020	Budget & Finance	Print Public Notice (for 5/11/2020 - Presentation of Proposed FY 2020/2021 Budget to City Council)
OB/CIP/SA	4/20- 5/1/2020	Budget & Finance	Prepare and assemble 2020/2021 Proposed Budget and Related Documents / Prepare Gann Limit / Prepare "Budget at a Glance"
OB/CIP/SA	Week of 5/4/2020	Information Technology Dept. - Graphic Services	Print Proposed Budget Documents
OB/CIP/SA	5/11/2020	City Council/City Manager/Budget & Finance	Presentation of FY 2020/2021 Proposed Budget / Public Comment
OB/CIP/SA	5/18/2020, 5/19/2020 & 6/1/2020-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	5/26/2020	Budget & Finance	Print Public Notice (for 6/8/2020)
OB/CIP	6/8/2020	City Council	2nd Public Comment Period on Proposed Budget
OB/CIP	6/8/2020	Budget & Finance	Print Public Notice (for 6/22/2020 - Public Hearing)
OB/CIP/SA	6/22/2020	City Council/City Manager/Budget & Finance	Final budget Public Hearing / Budget Adoption - Adopt 2020/2021 Budget and Prop 4 Gann Limit - Adopt 2020/2021 Capital Budget
OB/CIP/SA	7/1/2020 (6/30/20)	Budget & Finance	Implement Adopted 2020/2021 Budget
OB/CIP/SA	July / August 2020	Budget & Finance	Update budget book to reflect City Council decisions and update final 2019/2020 accomplishments
OB/CIP/SA	July / August 2020	IT/Graphic Services	Print Adopted Budget Document
OB/CIP/SA	July / August 2020	Budget & Finance	Post Adopted Budget on City Website