

**CITY OF SAN GABRIEL
2018-2019 BUDGET CALENDAR**

Milestone Date	Action
Tuesday November 14, 2017	Finance Director Meeting with City Manager Recommendation of Draft Budget Calendar
Wednesday November 15, 2017	Meeting with Executive Team Recommendation of Draft Budget Calendar
Thursday January 4, 2018	City Departments submit requests for personnel reviews to Human Resources Review position titles, salary ranges, new or reclassified positions
Thursday January 11, 2018	Budget Central Launch
Thursday January 25, 2018	Human Resources distributes list of approved personnel modifications for inclusion in the departmental budget request
Wednesday February 14, 2018	Department Key Performance Indicator Workshop (If Needed) Executive Team Agenda Item (30 Minutes)
Wednesday February 21, 2018	Finance Department delivers budget worksheets to City Departments Introduce Budget Liaison and provide Preliminary Budget numbers
Tuesday March 6, 2018	Council Study Session Goal Setting Workshop - Implementing City's Strategic Plan
February 15 - March 15, 2018	Finance Liaison assists each department with budget request
Thursday March 15, 2018	City Departments submit Draft Operating Budget and CIP to Finance
Thursday March 22, 2018	Finance Delivers Departmental Budget Requests to the City Manager
Tues. & Thurs. April 10 & 12, 2018	City Manager reviews Departmental Budget Requests
Tuesday April 17, 2018	Council Study Session Finance Presents Draft Budget & Revenue Enhancement Overview

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Tuesday May 1, 2018	First Budget Study Session "Draft" Operating & Capital Improvement Program "Feedback Forum" Public Works, Administration, Human Resources, City Clerk, Finance, and Fire Presentations Including each department's proposed Capital Improvement Projects and Operating Budget
Tuesday May 8, 2018	Second Budget Study Session "Draft" Operating & Capital Improvement Program "Feedback Forum" Remaining Department Presentations Including each department's proposed Capital Improvement Projects and Operating Budget
May 9 - May 23, 2018	Finance Department Prepares Preliminary Budget Document
Thursday May 24, 2018	Finance Department delivers Preliminary Budget & Capital Improvement Program to the City Manager for review and Budget message finalization
Wednesday May 30, 2018	Finance Department delivers Preliminary Budget & Capital Improvement Program to the City Council
Tuesday June 5, 2018	Preliminary Capital Improvement and Operating Budget Presentation to City Council
Monday June 11, 2018	Planning Department submit Capital Improvement Program To Planning Commission
Tuesday June 19, 2018	Capital Improvement Program Adoption Public Hearing & Budget Adoption
Friday September 7, 2018	Approved Capital Improvement Program and Budget available to the public for purchase, online and at the Library

Community Outreach meetings to be added as necessary