

**CITY OF SAN GABRIEL
2015-2016 BUDGET CALENDAR**

Milestone Date	Action
Wednesday November 19, 2014	Budget Committee Meeting with City Manager Recommendation of Draft Budget Forms and Draft Budget Calendar
Wednesday December 10, 2014	Budget Committee Meeting with Executive Team Budget Committee Recommendation of Draft Budget Forms and Budget Calendar
Thursday January 8, 2015	City Departments submit requests for personnel reviews to Human Resources Review position titles, salary ranges, new or reclassified positions
Thursday January 15, 2015	Budget Central Launch
Thursday January 22, 2015	Human Resources distributes list of approved personnel modifications for inclusion in the departmental budget request
Wednesday January 28, 2015	Budget Committee Meeting with Executive Team Budget Discussion
Tuesday February 3, 2015	Council Study Session Strategic Plan & Goal Setting Workshop
Tuesday February 10, 2015	Finance Department delivers budget worksheets to City Departments Introduce Budget Liaison and provide Preliminary Budget numbers
Wednesday February 18, 2015	Department Key Performance Indicator Workshop Executive Team Agenda Item (30 Minutes)
February 16 - March 16, 2015	Finance Liaison assists each department with budget request
February 16 - February 27, 2015	Community Outreach Online Budget Survey
Thursday March 19, 2015	City Departments submit Draft Operating and CIP Budget to Finance
Thursday March 26, 2015	Finance Delivers Departmental Budget Requests to the City Manager

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Milestone Date	Action
Tues. & Wed. April 7-8, 2015	City Manager reviews Departmental Budget Requests
Thursday April 16, 2015	Council Study Session Finance Presents Draft Budget & Revenue Enhancement Overview
Tuesday May 5, 2015	First Budget Study Session "Draft" Operating & Capital Improvement Program "Feedback Forum" Public Works, Police, Fire Presentations Including each department's proposed Capital Improvement Projects and Operating Budget
Tuesday May 12, 2015	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 13 - May 19, 2015	Finance Department Prepares Preliminary Budget Document
Wednesday May 20, 2015	Finance Department delivers Preliminary Budget & Capital Improvement Program to the City Manager
Friday May 22, 2015	Finance Department delivers Preliminary Budget & Capital Improvement Program to the City Council
Tuesday June 2, 2015	Preliminary Capital Improvement and Operating Budget Presentation to City Council
Monday June 8, 2015	Planning Department submit Capital Improvement Program To Planning Commission
Tuesday June 16, 2015	Capital Improvement Program Adoption Public Hearing & Budget Adoption
Tuesday September 1, 2015	Approved Capital Improvement Program and Budget available to the public for purchase, online and at the Library

Town Hall/Community Outreach meetings to be added as necessary