

**CITY OF SAN GABRIEL
2016-2017 BUDGET CALENDAR**

Milestone Date	Action
Thursday November 19, 2015	Finance Director Meeting with City Manager Recommendation of Draft Budget Forms and Draft Budget Calendar
Wednesday December 9, 2015	Meeting with Executive Team Recommendation of Draft Budget Forms and Budget Calendar
Thursday January 7, 2016	City Departments submit requests for personnel reviews to Human Resources Review position titles, salary ranges, new or reclassified positions
Thursday January 14, 2016	Budget Central Launch
Thursday January 21, 2016	Human Resources distributes list of approved personnel modifications for inclusion in the departmental budget request
Wednesday January 27, 2016	Budget Meeting with Executive Team Executive Team Agenda Item (30 Minutes)
Tuesday February 2, 2016	Council Study Session Goal Setting (Strategic Plan) Workshop <i>*Strategic Plan implementation date to be set by City Manager's Office</i>
Wednesday February 10, 2016	Finance Department delivers budget worksheets to City Departments Introduce Budget Liaison and provide Preliminary Budget numbers
February 15 - March 17, 2016	Community Outreach Online Budget Survey
Wednesday February 17, 2016	Department Key Performance Indicator Workshop (tentatively scheduled) Executive Team Agenda Item (30 Minutes)
February 18 - March 16, 2016	Finance Liaison assists each department with budget request
Thursday March 17, 2016	City Departments submit Draft Operating and CIP Budget to Finance
Thursday March 24, 2015	Finance Delivers Departmental Budget Requests to the City Manager

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Milestone Date	Action
Tues. & Wed. April 12-13, 2016	City Manager reviews Departmental Budget Requests
Thursday April 19, 2016	Council Study Session Finance Presents Draft Budget & Revenue Enhancement Overview
Tuesday May 3, 2016	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 10, 2016	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 11 - May 25, 2016	Finance Department Prepares Preliminary Budget Document
Thursday May 26, 2016	Finance Department delivers Preliminary Budget & Capital Improvement Program to the City Manager
Wednesday June 1, 2016	Finance Department delivers Preliminary Budget & Capital Improvement Program to the City Council
Monday June 6, 2016	Planning Department submit Capital Improvement Program To Planning Commission
Tuesday June 7, 2016	Preliminary Capital Improvement and Operating Budget Presentation to City Council
Tuesday June 21, 2016	Capital Improvement Program Adoption Public Hearing & Budget Adoption
Thursday September 1, 2016	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