

**CITY OF SAN GABRIEL  
2017-2018 BUDGET CALENDAR**

<b>Milestone Date</b>	<b>Action</b>
Thursday November 23, 2016	Finance Director Meeting with City Manager Recommendation of Draft Budget Forms and Draft Budget Calendar
Wednesday December 7, 2016	Meeting with Executive Team Recommendation of Draft Budget Forms and Budget Calendar
Thursday January 5, 2017	City Departments submit requests for personnel reviews to Human Resources Review position titles, salary ranges, new or reclassified positions
Thursday January 12, 2017	Budget Central Launch
Thursday January 19, 2017	Human Resources distributes list of approved personnel modifications for inclusion in the departmental budget request
Tuesday February 7, 2017	Council Study Session Goal Setting Workshop - Implementing City's Strategic Plan
Wednesday February 8, 2017	Finance Department delivers budget worksheets to City Departments Introduce Budget Liaison and provide Preliminary Budget numbers
February 13 - March 17, 2017	Community Outreach Professional Budget Survey
Wednesday February 15, 2017	Department Key Performance Indicator Workshop (tentatively scheduled) Executive Team Agenda Item (30 Minutes)
February 16 - March 15, 2017	Finance Liaison assists each department with budget request
Thursday March 16, 2017	City Departments submit Draft Operating and CIP Budget to Finance
Thursday March 23, 2017	Finance Delivers Departmental Budget Requests to the City Manager
Tues. & Thurs. April 11-13, 2017	City Manager reviews Departmental Budget Requests

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<b>Milestone Date</b>	<b>Action</b>
Tuesday April 18, 2017	Council Study Session Finance Presents Draft Budget & Revenue Enhancement Overview
Tuesday May 2, 2017	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
Thursday May 11, 2017	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 10 - May 24, 2017	Finance Department Prepares Preliminary Budget Document
Thursday May 25, 2017	Finance Department delivers Preliminary Budget & Capital Improvement Program to the City Manager for review and Budget message finalization
Wednesday May 31, 2017	Finance Department delivers Preliminary Budget & Capital Improvement Program to the City Council
Monday June 5, 2017	Planning Department submit Capital Improvement Program To Planning Commission
Tuesday June 6, 2017	Preliminary Capital Improvement and Operating Budget Presentation to City Council
Tuesday June 20, 2017	Capital Improvement Program Adoption Public Hearing & Budget Adoption
Friday September 1, 2017	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\*