		CITY OF SAN LEANDRO		
		Biennial Budget Calendar 2017-18 and 2018-19	CALENDAR 1	
Date	Responsibility	Task Description		
OCTOBER - DECEMBER				
10/10/2016 Finance Review draft of calendar and budget assumptions				
10/25/2016		Review budget calendar/assumptions		
10/25/2016		CIP budget planning		
10/31/2016		Email ISF managers to prepare allocation schedules for biennium budget		
		Work on ISF flexsheets and allocations		
11/14/2016	-	City Council Work Session - review CIP draft		
11/17/2016		Budget planning meeting		
11/29/2016		Budget Kick-Off Meeting - Sister Cities Gallery		
11/29/2016		Open EDEN Level 3 for Department input (Reclass Only)		
		ISF flexsheets and allocations due to Finance		
12/6/2016	-	Budget Question and Answer		
12/5-12/16/16	Finance		ISF expenditure review - results shared 12/19-12/22/16	
12/5-12/15/16	All	Position control and budget review of proposed changes		
12/15/2016		Budget process update		
12/15/2016		CIP budget planning and 5 Year CIP Forecast		
12/22/2016		Department Budget requests/Eden update DUE to Finance (all funds expenditures and revenues)		
JANUARY - APRIL				
1/3-1/20/17 All Expenditure analysis and review				
1/19/2017	CMO/Fin	Budget process update		
1/19/2017	Finance	Download EDEN Payroll data for Position Control processing		
1/28/2017	City Council	Winter Planning Session (Budget update, assumptions and State budget update)		
2/6/2017	City Council	Mid-year budget adjustments staff report to City Council		
2/14/17	Finance	Email depts Master fee schedule for proposed changes with CPI		
2/14/2017	City Council	WORK SESSION - CIP ranking		
2/16/2017	CMO/Fin	Budget process update		
2/21/2017	City Council	Mid-Year Financials for Revenue & Expenditures (2016-17 Actuals)		
3/1/2017	Departments	Master Fee schedule narrative (revenue impact) and changes due to Finance		
3/15/2017	Departments	Department Narratives and final fee schedule changes due to Finance		
3/16/2017	•	Budget process update		
3/20/2017	Engineering	CIP reports due to Finance		
3/27/17	City Council	WORK SESSION - 1st budget session - General Fund update and projections, CIP		
4/10/17	City Council	WORK SESSION - 2nd budget session - general fund follow-up and all other funds		
4/5/17	Finance	Update on biennial budget presented to Management Forum		
4/24/17	Finance	Complete initial draft of biennial budget 2017-18 and 2018-19		
MAY 2017 - May 2018				
5/1/2017	City Council	Public Hearing Master Fee Schedule and 911, EMT and Business Li	cense Taxes	
5/8/2017	Finance	Proposed biennial budget binders delivered to City Council at Work		
5/15/2017	City Council	Proposed 2017-18 and 2018-19 Biennial Budget presentation (deadline 5/27/17)		
5/18/17	Finance	Place proposed biennial budget on the City's website		
5/31/2017	All	All Employee Briefing - Proposed Biennial Budget		
6/5/2017	City Council	Meeting - Public Hearing 2017-18 & 2018-19 Proposed Biennial Budget and Appropriation Limit		
6/7/2017	Finance	Confirm Central Services can complete Budget in Brief by 7/13/17, and produce Biennial Budget		
6/19/2017	City Council	Meeting - Biennial Budget Adoption (alternate date if needed); Annual Investment Policy		
6/7-7/7/17	Finance	Finalize Biennial Budget in Brief for Central Services; finalize Biennial Budget.		
7/17/17	Finance	Provide Budget in Brief copies to City Council and post to City's website		
7/20/17	Finance	Place adopted biennial budget on City's website		
8/15/2017	Finance	Submit Operating and Capital Biennial Budgets to GFOA for award consideration (deadline 9/05/17)		
12/1-5//18		Mid-Cycle Update biennial budget for fiscal year 2018-19		
Definitions:				
ET	ET Engineering and Transportation ISF = Internal Service Fund			