

CITY OF SAN LEANDRO
Biennial Budget Calendar 2017-18 and 2018-19

CALENDAR 2

Date	Responsibility	Task Description
OCTOBER - DECEMBER		
10/10/2016	Finance	Review draft of calendar and budget assumptions
10/25/2016	CMO/Fin	Review budget calendar/assumptions
10/25/2016	ET/Finance	CIP budget planning
10/31/2016	Finance	Email ISF managers to prepare allocation schedules for biennium budget
11/1-12/1/16	ISF Managers	Work on ISF flexsheets and allocations
11/14/2016	Engineering	City Council Work Session - review CIP draft
11/17/2016	CMO/Fin	Budget planning meeting
11/29/2016	All	Budget Kick-Off Meeting - Sister Cities Gallery
11/29/2016	Finance	Open EDEN Level 3 for Department input (Reclass Only)
12/5/2016	ISF Managers	ISF flexsheets and allocations due to Finance
12/6/2016	All	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	CMO/Fin	Budget process update
12/15/2016	ET/Finance	CIP budget planning and 5 Year CIP Forecast
12/22/2016	All	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	CMO/Fin	Budget process update
3/20/2017	Engineering	CIP reports due to Finance
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 License Taxes
5/8/2017	Finance	Proposed biennial budget binders delivered to City Council at Work Session
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	All	Mid-Cycle Update biennial budget for fiscal year 2018-19
<u>Definitions:</u>		
ET Engineering and Transportation		ISF = Internal Service Fund