



BUDGET CALENDAR FISCAL YEAR 2022 – 2023

DATES	ACTIVITY	RESPONSIBLE PARTY
May 6, 2022	Budget materials distributed to Department Directors	Finance
May 9th - June 30th	Preliminary revenue estimates prepared	City Manager, Finance
May 23, 2022	Department Requested Budgets due to Finance	Department Managers
May 24th - 25th	Departmental budget meetings with Staff and City Manager	CM, Finance & Directors
June 10, 2022	Budget Workshop – FY 2022 Update & FY 2023 Goals	City Council & Staff
June 17, 2022	Department Requested Base Budget due to City Manager	Finance
June 30, 2022	City Manager’s Recommended Budget due to Finance	City Manager
July 13, 2022	Budget Workshop – City Manager’s Budget Review (General & Non-Major Funds)	City Council & Staff
July 14, 2022	Budget Workshop – City Manager’s Budget Review (Cain Center & Utility Funds)	City Council & Staff
July 25, 2022	Certified Appraisal Roll due from HCAD	Finance
August 2, 2022	Budget Workshop – CM Proposed Budget & Tax Rate Calculations Submitted to City Council (Council sets Hearing Dates), Filed w/ City Secretary & posted on City Website	City Manager, Finance
August 3, 2022	Submit Notice to ADR for Budget Hearing – 8/6 Advertisement	Finance, City Secretary
August 5, 2022	Updates to Proposed Budget & Tax Rate Information Posted on City Website (if needed)	Finance, City Secretary
August 8, 2022	1 st Readings of Budget & Tax Rate Ordinances	Finance, City Secretary
August 10, 2022	Submit Notice to ADR for Tax Rate Hearing – 8/13 Advertisement	Finance, City Secretary
August 18, 2022	Public Hearing for FY 2023 Budget	Finance, City Secretary
August 19, 2022	Council Updates Posted to City Website for Budget or Tax Rate Information (if needed)	Finance, City Secretary
August 22, 2022	Tax Rate Hearing, Adopt FY 2023 Budget, Ratify & Adopt 2022 Tax Rate (2 nd Reading)	City Council & Staff
November 1, 2022	Budget Book Finalized and Posted to City Website	City Manager, Finance

Proposed dates subject to change pending unforeseen circumstances.