



BUDGET CALENDAR FISCAL YEAR 2019 – 2020

| DATES | ACTIVITY | RESPONSIBLE PARTY |
|---|--|--|
| May 8, 2019 | Budget materials distributed to Department Managers; departmental budget review meetings scheduled | Department Managers, Finance |
| May 10st - June 30th | Preliminary revenue estimates prepared by Finance Department | Finance |
| May 22, 2019 | Department Requested Budgets due to Finance Department | Department Managers |
| May 23rd – 24th | Departmental budget review meetings with Department Managers, City Manager and Finance | City Manager, Finance, Department Managers |
| June 3, 2019 | City Council public budget workshop – FY 19 Update & FY 20 Goals | City Council & Staff |
| June 14, 2019 | Proposed Base Budget due to City Manager | Finance |
| June 28, 2019 | City Manager’s Recommended Budget due to Finance | City Manager |
| July 15, 2019 | City Council public budget workshop – CM Budget Review | City Council & Staff |
| July 25, 2019 | Receive certified appraisal roll from the appraisal district | HC Appraisal District |
| August 5, 2019 | Publish and post notice of hearing for tax rate | Finance, City Secretary |
| August 7, 2019 | City Manager’s Recommended Budget due to City Council | City Manager, Finance |
| August 9, 2019 | City Council public budget workshop – Proposed Budget Review | City Manager, Finance |
| August 12, 2019 | Proposed budget filed with City Secretary and on City website | Finance, City Secretary |
| August 12, 2019 | First public hearing for tax rate | City Council |
| August 15, 2019 | Publish and post notice of hearing for budget | Finance, City Secretary |
| August 26, 2019 | Second public hearing for tax rate; Hearing for budget | City Council, City Secretary |
| September 9, 2019 | Adopt FY 2019-2020 Tax Rate and Budget | City Council |
| November 15, 2019 | Budget Book provided to Council and website | Finance |

Proposed dates above subject to change pending unforeseen circumstances.