



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.