



## BUDGET CALENDAR FISCAL YEAR 2020 – 2021

DATES	ACTIVITY	RESPONSIBLE PARTY
<b>May 11, 2020</b>	Budget materials distributed to Department Directors	Finance
<b>May 11<sup>th</sup> - June 26<sup>th</sup></b>	Preliminary revenue estimates prepared	City Manager, Finance
<b>May 26, 2020</b>	Department Requested Budgets due to Finance	Department Managers
<b>May 26<sup>th</sup> – 29<sup>th</sup></b>	Departmental budget meetings with Staff and City Manager	City Manager, Finance, Department Managers
<b>June 10, 2020</b>	Budget Workshop – FY 2020 Update & FY 2021 Goals	City Council & Staff
<b>June 15, 2020</b>	Department Requested Base Budget due to City Manager	Finance
<b>June 26, 2020</b>	City Manager’s Recommended Budget due to Finance	City Manager
<b>July 10, 2020</b>	Budget Workshop – City Manager’s Budget Review	City Council & Staff
<b>July 25, 2020</b>	Certified Appraisal Roll due from HCAD	HC Appraisal District
<b>July 27, 2020</b>	Budget Workshop – CM Proposed Budget & Tax Rate Calculations Submitted to City Council (Council sets Hearing Dates)	City Manager, Finance
<b>July 30, 2020</b>	Submit Notice to ADR for Budget & Tax Hearings – 8/1 Advertisement	Finance, City Secretary
<b>July 31, 2020</b>	Council Updated Proposed Budget and Tax Rate Information Posted on City’s Website	Finance, City Secretary
<b>August 10, 2020</b>	Public Hearing for FY 2021 Budget & 1 <sup>st</sup> Readings of Ordinances	Finance, City Secretary
<b>August 14, 2020</b>	Updated Information Posted to City Website & 2020 Tax Rate Information Updated	Finance, City Secretary
<b>August 24, 2020</b>	Tax Rate Hearing, Adopt FY 2021 Budget, Ratify & Adopt 2020 Tax Rate (2 <sup>nd</sup> Readings)	City Council & Staff
<b>October 30, 2020</b>	Budget Book Finalized and Posted to City Website	City Manager, Finance

Proposed dates above subject to change pending unforeseen circumstances.