



BUDGET CALENDAR FISCAL YEAR 2020 – 2021

DATES	ACTIVITY	RESPONSIBLE PARTY
May 11, 2020	Budget materials distributed to Department Directors	Finance
May 11th - June 26th	Preliminary revenue estimates prepared	City Manager, Finance
May 26, 2020	Department Requested Budgets due to Finance	Department Managers
May 26th – 29th	Departmental budget meetings with Staff and City Manager	CM, Finance & Directors
June 10, 2020	Budget Workshop – FY 2020 Update & FY 2021 Goals	City Council & Staff
June 15, 2020	Department Requested Base Budget due to City Manager	Finance
June 26, 2020	City Manager’s Recommended Budget due to Finance	City Manager
July 14, 2020	Budget Workshop – City Manager’s Budget Review	City Council & Staff
July 27, 2020	Certified Appraisal Roll due from HCAD	HC Appraisal District
August 4, 2020	Budget Workshop – CM Proposed Budget & Tax Rate Calculations Submitted to City Council (Council sets Hearing Dates) Filed with City Secretary & Available to Public	City Manager, Finance
August 5, 2020	Submit Notice to ADR for Budget Hearing – 8/6 Advertisement	Finance, City Secretary
August 5, 2020	Council Updated Proposed Budget and Tax Rate Information Posted on City’s Website	Finance, City Secretary
August 10, 2020	1 st Readings of Budget & Tax Rate Ordinances	Finance, City Secretary
August 14, 2020	Submit Notice to ADR for Budget & Tax Hearing – 8/18 Advertisement	Finance, City Secretary
August 17, 2020	Public Hearing for FY 2021 Budget	Finance, City Secretary
August 17, 2020	Updated Information Posted to City Website & 2020 Tax Rate Information Updated	Finance, City Secretary
August 24, 2020	Tax Rate Hearing, Adopt FY 2021 Budget, Ratify & Adopt 2020 Tax Rate (2 nd Readings)	City Council & Staff
October 30, 2020	Budget Book Finalized and Posted to City Website	City Manager, Finance

Proposed dates above subject to change pending unforeseen circumstances.