



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	City Manager, Finance, Department Managers
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 10, 2020	Budget Workshop – City Manager’s Budget Review	City Council & Staff
July 25, 2020	Certified Appraisal Roll due from HCAD	HC Appraisal District
July 27, 2020	Budget Workshop – CM Proposed Budget & Tax Rate Calculations Submitted to City Council (Council sets Hearing Dates)	City Manager, Finance
July 30, 2020	Submit Notice to ADR for Budget & Tax Hearings – 8/1 Advertisement	Finance, City Secretary
July 31, 2020	Council Updated Proposed Budget and Tax Rate Information Posted on City’s Website	Finance, City Secretary
August 10, 2020	Public Hearing for FY 2021 Budget & 1 st Readings of Ordinances	Finance, City Secretary
August 14, 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.