**FY 2018- 2019 Budget Planning Calendar**

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| Date | Activity | Responsible Party |
| March 23 | Distribute budget package to Division Heads | Finance Director |
| April | Capital Planning | All Dept. Heads, City Mgr. |
| April-May | Mailing of notices of appraised value | CCAD |
| April 13 | Turn in budget package to Finance Director | Department Heads |
| April 16-  May 15 | Initial budget review with Division Heads  Budget review with Boards & Commissions  Personnel/Salary Projections | City Manager, Department Heads, Finance Director |
| June 1 | Submit first draft of budget to City Manager | Finance Director |
| June 4-7 | Budget review with Department Heads  Capital Plan Review with City Manager | City Manager, Finance Director  Department Heads |
| June 11 | **Regular Council Meeting** | City Council |
| June 13 | **Budget Workshop- 1:00-5:00**  **Capital Plan & Other Planning** | City Council, City Manager Department Heads |
| July 09 | **Regular Council Meeting**  Approve Capital Plan | City Council  City Manager |
| July 16 | Distribute budget package to Division Heads, City Council | Finance Director |
| July 25 | Certification of appraisal roll | Chief Appraiser |
| July 30 | **Budget Workshop 8:30-4:30** | City Council, City Manager Department Heads |
| July 30 | Proposed budget filed with City Secretary | Finance Director |
| August 6 | Publishes notice of effective and rollback tax rates | Calhoun County Appraisal District |
| August 13 | **Regular Council Meeting**  -Approve budgetary policy & fund balance policy  -Presentation of proposed budget to City Council  -Discuss tax rate  -Set Public Hearings on tax rate (if required)  -Set Public Hearings on budget | City Council  City Manager  Finance Director |
| August 20 | **Special Called Meeting- 5:30**  -Public Hearings on budget & tax rate (if required) | City Council |
| August 27 | **Special Called Meeting- 5:30**  -Public Hearing on budget  -Public Hearing on tax rate (if required)  -First Reading on budget & tax rate ordinance  -First Reading on fee ordinance | City Council |
| September 10 | **Regular Council Meeting**  -Second and final reading of budget ordinance  -Second and final reading of tax rate ordinance  -Second and final reading fee ordinance | City Council |
| September 28 | Distribute budgets | Finance Director |
| October 1 | Budget becomes effective | N/A |