

FY 2020- 2021 Budget Planning Calendar

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
May 29	Turn in budget package to Finance Director	Department Heads
April 15- May 29	Initial budget review with Division Heads Budget review with Boards & Commissions Capital Plan review with Boards & Commissions Personnel/Salary Projections	City Manager, Department Heads, Finance Director
June 8	Regular Council Meeting	City Council
June 17-19	Budget review with Department Heads Capital Plan Review with City Manager	City Manager, Finance Director Department Heads
June 25	Submit first draft of budget to City Manager	Finance Director
June 26	Memo & Copy of Capital Exp. to Council	City Manager e-mails to Council & Mayor
June 29	Budget Workshop- 1:00-5:00 Capital Plan & Other Planning	City Council, City Manager Department Heads
July 13	Regular Council Meeting Approve Capital Plan	City Council City Manager
July 20	Distribute budget package to Division Heads, City Council	Finance Director
July 25	Certification of appraisal roll	Chief Appraiser
July 29	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	CCAD
August 10	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 24	Budget Workshop 5:30 p.m. Publish ad for 2020 Proposed Tax Rate (Must allow 7 days between ad and 1st hearing)	City Council Finance Director
September 2	Special Called Meeting- 5:30 - First Public Hearings on budget & tax rate (if required) -First Reading on budget & tax rate ordinance -First Reading on fee ordinance (Must allow 3 days between 1st hearing & 2nd hearing)	City Council
September 9	Special Called Meeting- 5:30 -2 nd Public Hearing on budget -2 nd Public Hearing on tax rate (if required)	City Council
September 14	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