



BUDGET CALENDAR FISCAL YEAR 2021 – 2022

| DATES | ACTIVITY | RESPONSIBLE PARTY |
|---|---|-------------------------|
| May 10, 2021 | Budget materials distributed to Department Directors | Finance |
| May 10th - June 25th | Preliminary revenue estimates prepared | City Manager, Finance |
| May 24, 2021 | Department Requested Budgets due to Finance | Department Managers |
| May 25th – 27th | Departmental budget meetings with Staff and City Manager | CM, Finance & Directors |
| June 11, 2021 | Budget Workshop – FY 2021 Update & FY 2022 Goals | City Council & Staff |
| June 21, 2021 | Department Requested Base Budget due to City Manager | Finance |
| June 28, 2021 | City Manager’s Recommended Budget due to Finance | City Manager |
| July 14, 2021 | Budget Workshop – City Manager’s Budget Review | City Council & Staff |
| July 26, 2021 | Certified Appraisal Roll due from HCAD | HC Appraisal District |
| August 2, 2021 | 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 3, 2021 | Submit Notice to ADR for Budget Hearing – 8/5 Advertisement | Finance, City Secretary |
| August 3, 2021 | Council Updated Proposed Budget and Tax Rate Information Posted on City’s Website | Finance, City Secretary |
| August 9, 2021 | 1 st Readings of Budget & Tax Rate Ordinances | Finance, City Secretary |
| August 13, 2021 | Submit Notice to ADR for Budget & Tax Hearing – 8/17 Advertisement | Finance, City Secretary |
| August 17, 2021 | Public Hearing for FY 2022 Budget | Finance, City Secretary |
| August 17, 2021 | Updated Information Posted to City Website & 2021 Tax Rate Information Updated | Finance, City Secretary |
| August 23, 2021 | Tax Rate Hearing, Adopt FY 2022 Budget, Ratify & Adopt 2021 Tax Rate (2 nd Readings) | City Council & Staff |
| November 2, 2021 | Budget Book Finalized and Posted to City Website | City Manager, Finance |

Proposed dates subject to change pending unforeseen circumstances.