



BUDGET CALENDAR

FISCAL YEAR 2023 – 2024

DATES	ACTIVITY	RESPONSIBLE PARTY
May 19, 2023	Budget materials distributed to Department Directors	Finance
May 19th - June 30th	Preliminary revenue estimates prepared	City Manager, Finance
May 31, 2023	Department Requested Budgets due to Finance	Department Managers
May 31st – June 2nd	Departmental budget meetings with Staff and City Manager	CM, Finance & Directors
June 9, 2023	Department Requested Base Budget due to City Manager	Finance
June 16, 2023	Budget Workshop – FY 2023 Projected Budget & FY 2024 Goals	City Council & Staff
June 30, 2023	City Manager’s Recommended Budget submitted to Finance	City Manager
July 6, 2023	Budget Workshop – City Manager’s Budget Review (General & Non-Major Funds)	City Council & Staff
July 7, 2023	Budget Workshop – City Manager’s Budget Review (Cain Center & Utility Funds)	City Council & Staff
July 25, 2023	Certified Appraisal Roll due from HCAD, Tax Rate Calculations Prepared	HCAD, Finance
August 4, 2023	Budget Workshop – City Manager’s Proposed Budget & Tax Rate Calculations Submitted to City Council (Council sets Hearing Dates) - Filed with City Secretary	City Manager, Finance
August 10, 2023	Submit Notice to ADR for 8/28 Budget Hearing – 8/12 Advertisement	Finance, City Secretary
August 14, 2023	Regular City Council Meeting – FY 2024 Budget Review	City Council & Staff
August 28, 2023	Regular City Council Meeting – Public Hearing for FY 2024 Budget, 1 st Readings of Budget & Tax Rate Ordinances	City Council & Staff
August 31, 2023	Submit Notice to ADR for 9/11 Tax Rate Hearing – 9/2 Advertisement	Finance, City Secretary
September 11, 2023	Regular City Council Meeting – Tax Rate Hearing, Final Readings to Adopt FY 2024 Budget, Ratify & Adopt 2023 Tax Rate	City Council & Staff
November 3, 2023	Budget Book Finalized and Posted to City Website	Finance

Proposed dates subject to change pending unforeseen circumstances.