

**Budget Preparation and Strategic Business Plan Calendar
Fiscal Year 2021**

January 20 Monday	Strategic Business Plan Kickoff	All Departments
February 28 Friday	Strategic Business Plan Presentations	Executive Team Division Directors Budget Team
March 2-20 (3 weeks)	Individual Department Strategic Plan Review Meetings with Strategic Services	All Departments
March 24 Tuesday	Multi-Year Budget Presentation	City Council Budget Team
March 27 Friday	Strategic Business Plans Due	All Departments
April 1 Wednesday	Budget Kick-Off Meeting	All Departments
April 6 – April 8 Monday - Wednesday	Budget Software Training	All Departments
April 13 Monday	IT Project Meeting Deadline with Information Systems	All Departments
May 1 Friday	Budget Requests Due All Recommended Fee Changes Due	All Departments
May 4 – May 29	Data Entry / Technical Review	Budget Team
May 11 Monday	Preliminary Tax Roll Due	Appraisal Districts
June 1 – June 26	Executive Team Budget Review	Executive Team Budget Team All Directors
June 26 – June 27 Friday & Saturday	Council Retreat (Large Dollar Requests)	Executive Team Impacted Departments Budget Team
June 15 – July 29	Prepare Preliminary Budget to meet Charter Requirements	Budget Team
July 10 Friday	Pre-Tax Roll Final Review	CM/Budget Team
July 24 Friday	Certified Tax Roll Due	Appraisal Districts
July 31 Friday	City Council Preliminary Budget Packet Distributed	Budget Team
August 4 Tuesday	City Council Work Session – Preliminary Budget Presentation and Deliberation Vote Setting Proposed Tax Rate, Public Hearing Dates and Date for Approval of Proposed Tax Rate and Budget	City Council Budget Team
August 6 Thursday	VOTER APPROVAL TAX RATE - Publication of Proposed Property Tax Rate Notice/Notice of Budget Public Hearing	Local Newspaper/ City Website
August 11 Tuesday	VOTER APPROVAL TAX RATE- City Council Work Session – Preliminary Budget Deliberation 1 st Public Hearing on Proposed Budget and Tax Increase	City Council Budget Team

August 18 Tuesday	VOTER APPROVAL TAX RATE - Adopt Budget and Tax Rate – Exceeding the Voter Approval Rate	City Council
August 23, Sunday	NO-NEW-REVENUE TAX RATE- Publication of Proposed Property Tax Rate Notice/Notice of Budget Public Hearing	Local Newspaper/ City Website
September 1 Tuesday	NO-NEW-REVENUE TAX RATE – City Council Work Session – Preliminary Budget Deliberation 1 st Public Hearing on Proposed Budget & Tax Increase	City Council Budget Team
September 15 Tuesday	NO-NEW-REVENUE TAX RATE – Adopt Budget & Tax Rate	City Council
November 3 Tuesday	Election to Approve the proposed Tax Rate Exceeding the Voter Tax Approval Rate	Budget Team/ City Secretary

*“Voter Approval Tax Rate” and “No-New-Revenue Tax Rate” are defined by Section 26.04 of the Texas Property Tax Code. An election will be held if the Maintenance & Operations Tax Rate’s growth greater than 3.5% annually minus any unused increment from the previous year.

*Schedule is based upon requirements determined by Section 26.05 of the Texas Property Tax Code