

# Budget Calendar (2016-2017 Fiscal Year)

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<b>January 23</b>	City Council retreat/goal-setting
<b>January 26</b>	Goal-setting class management team
<b>February 1</b>	City Council review of Comprehensive Annual Financial Report
<b>February</b>	Finance Department updates historical information and worksheet.
<b>March 16</b>	Budget kick off meeting with departments
<b>April 8</b>	Combined Services, IT related and payroll related budget requests due.
<b>April – June</b>	Analysis of revenue assumptions and forecast revenue for next fiscal year
<b>May 2</b>	Departmental operating budget requests due to Finance Department.
<b>May 19</b>	SEDC Board meeting to discuss Budget
<b>May 29</b>	Chief appraiser certifies estimate of taxable values.
<b>May 30</b>	Finance Department presents total budget requests to City Manager.
<b>June 16</b>	SEDC Preliminary draft Budget to SEDC Board
<b>June 20</b>	Public Hearing to allow early citizen input
<b>June 21-23</b>	City Manager reviews budget requests with departments and provides preliminary direction regarding appropriate budget guidelines and strategy.
<b>June 27</b>	Revised budgets due to Finance Director from departments
<b>June 30</b>	Draft for presentation to City Council presented to City Manager
<b>July 5</b>	Council discussion of preliminary budget and multi-year projections; semi-annual review of strategic plan
<del><b>July 16</b></del>	<del>Budget Workshop for Departmental Budget Presentations</del>
<b>July 21</b>	EDC Board meeting to discuss Budget
<b>July 23</b>	Budget Workshop—rescheduled from July 16
<b>July 25</b>	Certified values available from Appraisal Districts
<b>August 1</b>	City Council meeting—accept certified tax rolls
<b>August 5</b>	Calculation of Effective/Rollback Rates by Dallas County
<b>August 10</b>	Publication of Effective and Rollback rates and required schedules

<b><i>August 15</i></b>	City Manager presents budget to Council; City Council determines maximum tax rate; schedule Public Hearings; record vote; discuss budget and tax rate.
<b><i>August 17</i></b>	Publish Simplified Tax Rate Notice.
<b><i>August 18</i></b>	SEDC Board meeting to adopt budget
<b><i>August 29</i></b>	Special City Council meeting; discuss budget and tax rate; First Public Hearing on budget and tax rate.
<b><i>September 6</i></b>	Regular City Council meeting; discuss budget and tax rate(optional); Second Public Hearing on budget and Second Public hearing on tax rate.
<b><i>September 19</i></b>	Regular City Council meeting; adopt budget and tax rate.
<b><i>October 1</i></b>	New fiscal year begins. Begin tracking performance measures.
<b><i>November 30</i></b>	Budget document is finalized and distributed.