

Budget Preparation Calendar

Fiscal Year 2020-2021

| <u>Dates</u> | <u>Item</u> | <u>Participants</u> |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Tues, Nov. 19 | Internal Service Requests Items distributed to departments: <ul style="list-style-type: none"> • Facility Request Form • Fleet Services Request Form • Information Services Request Form | Budget Dept. |
| Fri, Dec. 20 | Internal Service Requests Due Return the following forms to Budget: <ul style="list-style-type: none"> • Facility Requests • Information Services Requests • Fleet Requests | Departments |
| Tues, Jan. 7 | Capital Budget Kickoff Items distributed to departments: <ul style="list-style-type: none"> • Capital Budget Guidelines • Capital Budget database open for entry | Budget Dept. Departments |
| Fri, Feb. 7 | Capital Budgets Due | Departments |
| Fri, Feb. 14 | Draft Capital Budget | Budget Dept. |
| Mon, Feb. 17 – Fri, Feb. 28 | Capital Budget ACM Reviews | Assistant CMs Departments |
| Fri, Mar. 6 | Capital Budget ACM Changes Due | Assistant CMs |
| Mon, Mar. 2 | Operating Budget Kickoff Items distributed to departments: <ul style="list-style-type: none"> • Budget Manual • Target Budget • Personnel Sheets • Budget Submission Forms • Adjustment to Base database open for entry H.T.E. open for budget entry <ul style="list-style-type: none"> • FY 19-20 Revised Budget entry • FY 20-21 Proposed Budget entry | City Managers Budget Dept. Dept. Directors |
| Mon, Mar. 16 – Fri, Mar. 27 | Capital Budget City Manager Reviews | City Managers Budget Dept. Dept. Directors |

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| Fri, Mar. 20 | Operating Budgets Due H.T.E. entry completed <ul style="list-style-type: none"> • FY 19-20 Revised expenditure/revenue budgets • FY 20-21 Proposed expenditure/revenue budgets Budget Submission Forms due <ul style="list-style-type: none"> • Travel Request Form • Adjustment to Base entry completed • Tuition Reimbursement Request Form • Personnel Inventory Form • Goals, Objectives & Performance Measures Form | Departments |
| Tues, Mar. 24 | Operating Budget Explanations Items distributed to departments: <ul style="list-style-type: none"> • Line Item Detail Sheets • Summary of Increase and Decrease Form | Budget Dept. |
| Mon, Mar. 30 | Operating Budget Explanations Due <ul style="list-style-type: none"> • Summary of Increase and Decrease Form | Departments |
| Fri, Apr. 10 | Draft Capital Projects Budget Due to CM <ul style="list-style-type: none"> • Final draft based on CM Reviews • Draft due to GIS | Budget Dept. |
| Mon, Apr. 20 – Fri, May 1 | Assistant City Manager Budget Reviews | Assistant CMs Budget Dept. Dept. Directors |
| Mon, May 4 | Operating Budget ACM Changes Due | Assistant CMs |
| Fri, May 8 | Preliminary Tax Roll | Budget Dept. Finance Dept. |
| Mon, May 18 – Fri, May 29 | City Manager Budget Reviews | City Managers Budget Dept. Dept. Directors |
| Fri, June 26 | Final Decisions made for Operating and Capital Budgets | City Managers Budget Dept. |

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| Mon, July 6 | Budget Work Session Materials Finalized Budget Work Session Rehearsal | City Managers Budget Dept. Dept. Directors |
| Fri, Jul. 10 | Proposed Budget Submitted to City Council Items distributed to City Council & CMO: <ul style="list-style-type: none"> • FY 19-20 Proposed Budget • FY 19-20 Executive Summary | City Managers Budget Dept. |
| Mon, July 13 | Budget Work Session <ul style="list-style-type: none"> • Discussion of major budget revisions • Overview of Economy, HR Issues, Property Values, and Budget Issues Proposed Budget Filed with CSO | City Council City Managers Budget Dept. Dept. Directors |
| Mon, Jul. 20 | Budget Retreat Rehearsal | Budget Dept. City Managers Dept. Directors |
| Fri, Jul. 24 | Budget Retreat <ul style="list-style-type: none"> • Proposed Operating Budget • Proposed Capital Budget | City Council CCD Board City Managers Budget Dept. |
| Fri, Jul. 24 | Certified Tax Roll Received | Budget Dept. Finance Dept. |
| Fri, Jul. 31 | Supplement to Proposed Budget Filed with City Secretary | Budget Dept. |
| Mon, Aug. 3 | Special City Council Meeting: <ul style="list-style-type: none"> • Record vote on proposed tax rate • Set date for public hearings on tax rate • Set date for public hearing on Budget, CCD, and Park Development Corp. | City Council City Managers Budget Dept. |

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| Wed, Aug. 5 | Notice published in the Star Telegram: <ul style="list-style-type: none"> • Tax rate public hearing • Budget public hearing • CCD budget public hearing • Park Development Corp public hearing | Budget Dept. |
| Fri, Aug. 7 | Tarrant Appraisal District delivers tax notices | TAD |
| Mon, Aug. 17 | CCD Budget Public Hearing Parks Development Corp Public Hearing Special City Council Meeting: <ul style="list-style-type: none"> • Public Hearings <ul style="list-style-type: none"> ○ Proposed Budget ○ Proposed Tax Rate • Adoption <ul style="list-style-type: none"> ○ Proposed Tax Rate ○ Proposed Budget ○ Accept certified tax roll | City Council City Managers Budget Dept. |
| Fri, Oct. 30 | Adopted Budget filed with City Secretary and County Clerk | Budget Dept. |