

Budget Calendar (2016-2017 Fiscal Year)

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

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