

City of McKinney

FY 2013

PROPOSED BUDGET CALENDAR

DATE	DONE BY	TYPE	TASK/ACTION
PLANNING (January & February)			
January 12 & 13	Council	Work Session	Council goal setting/planning retreat
January 13	Council	Work Session	Discuss budget policies and guidelines
February 7	Council	Meeting	Adopt budget policies and guidelines
February 27	Budget Dept	Deadline	Budget preparation forms and instructions completed (Operating & CIP)
DEPARTMENT'S BUDGET (March - May)			
February 29	All Depts	Meeting	Budget kickoff
March 26	All Depts	Deadline	Submit all budget documents to Budget Dept (Operating, CIP & Component Units)
March 27-April 9	Budget Dept	Review	Budget Dept review (Add salary, benefits, utilities, IT, fuel & communications)
April 10-13	All Depts	Review	Budget Dept meets with Departments & Deputy City Managers to review changes
April 30	Budget Dept	Deadline	Budget Dept submit budgets to City Manager
May 1-11	All Depts	Meeting	Budget reviews with City Manager's Office
May 15	Council	Work Session	Budget Preparation Update
CITY MANAGER'S BUDGET (June & July)			
June 22 (Fri)	Council	Work Session	Budget Work Session (8:30 a.m. to 4:00 p.m.)
July 25	CCAD	Tax	Receive certified tax roll from CCAD
July 26	Tax Collector	Tax	Certification of anticipated collection rate by tax collector
July 27	Tax Collector	Tax	Calculation of effective and rollback tax rates
July 30	Budget Dept	Deadline	Submit Proposed Budget to City Council and file with City Secretary
CITY COUNCIL'S BUDGET (August & September)			
August 3 (Fri)	Council	Meeting	Discuss tax rate; if proposed tax rate exceeds rollback or effective tax rate, then take record vote, schedule public hearings and adoption date (8:30 if necessary)
August 3 (Fri)	Council	Work Session	Budget Retreat (8:30 a.m. to 4:00 p.m.)
August 12 (Sun)	Tax Collector	Publish	Publish effective and rollback tax rate, statement and schedules
August 12 (Sun)	Tax Collector	Publish	Publish "Notice of Public Hearing on Tax Increase" (if necessary)
August 21	Council	Meeting	First Public Hearing on Tax Increase (if necessary)
August 26 (Sun)	Budget Dept	Publish	Publish "Notice of Vote on Tax Revenue Increase" (if necessary)
August 26 (Sun)	Budget Dept	Publish	Publish "Notice of Public Hearing" (Budget)
September 4	Council	Meeting	1) First Public Hearing on Budget 2) Second Public Hearing on Tax Increase (if necessary)
September 9 (Sun)	Budget Dept	Publish	Publish budget ordinance with Council changes
September 9 (Sun)	Budget Dept	Publish	Publish "Notice of Public Hearing" (Budget)
September 18	Council	Meeting	1) Second Public Hearing and adopt budget 2) Adopt tax rate 3) Adopt fee/rate ordinance
September 23 (Sun)	Budget Dept	Publish	Publish budget ordinance
ADOPTED BUDGET (September 30)			
December 14	Budget Dept	Deadline	Submit budget to Government Finance Officers Association
December 20	Budget Dept	Deadline	Final budget book distribution