

FY 2023-2024 Budget and Tax Calendar

January 2023

- 9th - Technology Related Fixed Asset Forms Distributed
- 27th - Technology Related Fixed Asset Forms Due to IT

February 2023

- 1st - Outside Agency Funding Application Period Opens
- 17th - Technology Quotes Returned to Departments

March 2023

- 3rd - Budget Kickoff Meeting
- 24th - Request Forms Due to Finance and Human Resources

April 2023

- 10-13th - Department Meetings with Finance on Operating Line Items
- 14th - Operating Line Item Worksheets Distributed
- 26th - Operating Line Item Worksheets and INCODE Entries Due to Finance
- 30th - Outside Agency Funding Application Period Closes

May 2023

- 1st - Fee Schedule Updates Requested from Departments
- 12th - Fee Schedule Updates Due to Finance
- Preparation of the Budget Draft Begins
- Department Head Meetings with City Managers and Finance Director

June 2023

- Brief Presentations by Outside Agencies Requesting Funding

August 2023

- 1st - Receipt of Appraisal Role/Estimated Collection Rate from BCAD
- 1st - File Proposed Budget with City Secretary
- 1st - Present Proposed Budget and Tax Rate to City Council
- 4th - City Council Budget Retreat
- 7th - Receipt of Calculated Tax Rates from BCAD
- 8th - Vote on Preliminary Ad Valorem (Property Tax) Rates/Schedule Public Hearings
- 22nd - Budget and Fee Schedule Public Hearing and Adoption
- 22nd - Tax Rate Increase Ratification

September 2023

- 12th - Tax Rate Public Hearing and Adoption

October 2023

- 2-6th - Department Meetings on Narratives/Performance Measures for Budget Book
- 9-13th - Narratives/Performances Due to Finance

Indicates that an activity has been completed