

# DRAFT FY 2022-23 BUDGET CALENDAR

Budget Planning	March 15	SAP Matrix to department heads to make updates to project progress
	April 1	SAP Project Updates and Requests <b>Due to Finance</b>
	April 1	ClearGov operational budget to department heads, <b>Due by April 29</b>
Budget Development	May 4-13	Finance meetings with department heads to discuss operational budgets
	<b>May 5-6 (tentative)</b>	<b>Council retreat</b>
	May 16	Finance delivers preliminary budget to City Manager
	May 25	<b>Staff Workshop with Preliminary Draft Budget</b> Focus: SAP/Capital Items
	June 2 (Regular Meeting)	<b>*COUNCIL*</b> Budget Overview (Brief Summary + Council direction on budget and policy priorities)
	June 16 (Regular Meeting)	<b>*COUNCIL*</b> Public Works General Fund + Strategic Action Plan
	July 7 (Regular Meeting)	<b>*COUNCIL*</b> Mayor and Council, City Secretary, Municipal Court, HR/Communications, Finance, IT, and Administration
	July 21 (Regular Meeting)	<b>*COUNCIL*</b> Public Works Utility + Public Safety
Budget Presentation, Consideration, and Adoption	July 25 (Sunday)	Deadline for <b>Chief Appraisers</b> to deliver certify rolls or certified estimates to taxing units and certification of anticipated collection rate by tax collector. (Tax Code Sec. 26.01(a-1))
	By August 4	Calculation of No New Revenue, Voter Approval, 8% Increase and De Minimis Rates.
	August 4 (Regular Meeting)	Finance Director submits the No-New Revenue and Voter Approval rates to City Council. (Tax Code Sec 26.04(e)).  Calculation forms must be certified and posted to the Truth in Taxation websites for the appraisal districts  Finance Director posts the calculated no-new-revenue tax rate and voter approval tax rate, along with certain debt information on the home page of the City's website using form prescribed by comptroller (Tax Code Sec 26.04(e)).
	August 18 (Regular meeting)	<b>City Council</b> confirms maximum proposed tax rate and Council takes a record vote. (Tax Code Sec 26.061(b))  <b>City Council</b> schedules one public hearing on the budget (LGC 102.006 (a-b)) and a meeting to vote on the tax rate (Tax Code Sec. 26.05(d)); (Tax Code Sec 26.06)  <b>Formal Budget Submittal + Budget Summary Presentation</b>
	August 22	<b>City Manager</b> files budget with <b>City Secretary</b> (LGC Sec. 102.005(a)) <b>City Secretary</b> ensures the proposed budget is available on the website and available for inspection at City Hall (LGC Sec. 102.005(c))
	September 1	<b>*COUNCIL*</b>
	September 2	<b>Finance Director</b> publishes <i>Notice of Public Hearing on the Proposed Budget</i> in the <b>Friday, September 2nd</b> edition of Boerne Star and posts the budget on city's website. (LGC 102.005(c))  <b>Finance Director</b> publishes <i>Notice of Tax Public Hearing</i> in the Friday, <b>September 2nd</b> edition of Boerne Star and posts on the City's website (Tax Code Sec. 26.061, 26.06(c))
	September 15	<b>Public Hearing for proposed budget and tax rate.</b> Council Meeting for the <b>First Reading of Budget and Tax Rate Ordinances</b> is held.
	September 22 (Special Meeting)	<b>Second Reading</b> and adoption of the Budget and Tax Rate ordinances.