

City of Port Lavaca, Texas

**Fiscal Year 2016-2017**

**Budget Calendar**

Date	Activity	Responsible Party
<b>April-May</b>	Capital Planning	Public Works Director Finance Director
<b>April-May</b>	Mailing of notices of appraised value	Calhoun County Appraisal District
<b>April 29</b>	Distribute budget package to Division Heads	Finance Director
<b>May 13</b>	Turn in budget package to Finance Director	Department Heads
<b>June 13</b>	<b>Regular Council Meeting</b>	City Council City Manager
<b>June 17</b>	Submit first draft of budget to City Manager	Finance Director
<b>June 20-23</b>	Budget review with Department Heads	City Manager, Finance Director Department Heads
<b>June 23</b>	Capital Plan Review with City Manager	Public Works Director Finance Director
<b>July 7</b>	<b>Budget Workshop- 1:00-5:00</b> <b>Capital Plan &amp; Other Planning</b>	City Council, City Manager, Department Heads
<b>July 11</b>	<b>Regular Council Meeting</b> -Approve Capital Plan	City Council City Manager
<b>July 25</b>	Certification of appraisal roll	Chief Appraiser
<b>August 2</b>	Distribute budget package to Division Heads	Finance Director
<b>August 3</b>	<b>Budget Workshop 8:30-4:30</b>	City Council, City Manager, Department Heads
<b>August 3</b>	Proposed budget filed with City Secretary	Finance Director
<b>August 6</b>	Publishes notice of effective and rollback tax rates	Calhoun County Appraisal District
<b>August 8</b>	<b>Regular Council Meeting</b> -Approve budgetary policy & fund balance policy -Presentation of proposed budget to City Council -Discuss tax rate -Set Public Hearings on tax rate (if required) -Set Public Hearings on budget	City Council City Manager Finance Director
<b>August 22</b>	<b>Special Called Meeting- 5:30</b> -Public Hearings on budget & tax rate (if required)	City Council
<b>August 29</b>	<b>Special Called Meeting- 5:30</b> -Public Hearing on budget -Public Hearing on tax rate (if required) -First Reading on budget & tax rate ordinance -First Reading on fee ordinance	City Council
<b>September 12</b>	<b>Regular Council Meeting</b> -Second and final reading of budget ordinance -Second and final reading of tax rate ordinance -Second and final reading fee ordinance	City Council
<b>September 29</b>	Distribute budgets	Finance Director
<b>October 1</b>	Budget becomes effective	N/A