

**City of Richardson
Draft Budget Calendar
Fiscal Year 2013-2014 - **ADOPTION ON SEPTEMBER 9, 2013****

Wed., Mar 6	Budget System Opens for Departmental Development
April 1- May 1	Dallas Central Appraisal District & Collin Central Appraisal District prepare to mail notices of appraised value
May	City to receive Preliminary Values from appraisal districts
Fri., May 10	Departmental revenue projections, budgets and all support documentation due to the Budget Office
May 22 - June 7	Departmental budget presentations
Fri., July 12	Post notice of City Council Budget Retreat
Tue, July 16 - Wed, July 17	City Council Budget Retreat - 5:30pm
Thu., July 25	Certified tax rolls received by the City
July 25 - 31	Calculation of effective and rollback tax rates (including uploading & balancing data from CADs)
Fri., Aug. 2	City Manager files budget w/City Secretary for public review (by August 15, 2013) (Budget Public Hearing must be at least 15 days after filing of Budget w/City Secretary/Council) Post notice of City Council Meeting, for discussion of tax rate, setting public hearing and to
Mon., Aug. 5	City Council Special Meeting - Discuss tax rate, set public hearings on tax rate & take record vote on tax rate AND set date & place of public hearing on budget.
Fri., Aug. 9	CSO publishes Legal Notice of the Budget Public Hearing in the 2013-2014 Budget (required 10-30 days before hearing) Publish "Effective and Rollback Tax Rates (ETR)" Publish "Notice of Public Hearing on Tax Increase" (At least 7 days before 1st Public Hearing on tax rate)
Mon., Aug. 12	Internet & CITV "Notice of Public Hearings on Tax Increase" (Posted at least 7 days immediately before the 1st hearing on the tax rate & run until 2nd public hearing is concluded)
Fri., Aug. 16	Post notice of City Council Meeting, for public hearings on budget and tax rate
Mon., Aug. 19	City Council Special Meeting - Hold Public Hearing on Budget and 1st Public Hearing on tax rate (PH on Budget must be at least 15 days after budget is filed with CSO/Council. 1st PH on Tax Rate must be at least 7 days after NPH is published. 2nd Public Hearing on Tax Rate is required to be at least 3 days after the 1st Public Hearing)
Fri., Aug. 23	Post notice of City Council Meeting, for 2nd public hearing on tax rate Publish (1 of 2) "Notice of Tax Revenue Increase" (NTRI)
Mon., Aug. 26	City Council Meeting (Regular) - Hold 2nd Public Hearing on tax rate (2nd Public Hearing on Tax Rate is required to be at least 3 days after the 1st Public Hearing. Adopt tax rate within 7 - 14 days)
Fri., Aug. 30	Publish (2 of 2) "Notice of Tax Revenue Increase" (NTRI) Internet & CITV "Notice of Tax Revenue Increase" (NTRI) (post at least 7 days prior to vote on tax rate)
Mon., Sept. 2	Labor Day - No Meeting, City offices closed
Fri., Sept. 6	Post notice of City Council Meeting, adoption of budget and property tax rate
Mon., Sept. 9	City Council Meeting* (Regular) - Vote to Ratify tax increase reflected in the budget, Adopt Budget and Adopt Property Tax Rate for FY 2013-2014, *3 separate vote actions needed. (Tax Adoption must be 7-14 days after the 2nd Tax Public Hearing OR "NTRI" must be published a third time) Actual time, 14 days - therefore, a third "NTRI" is not required.
After Tax Rate is Adopted	Post "The City of Richardson adopted..." statement on web, if M&O levy is greater than previous year's M&O levy. No posting day or duration is specified for this posting. We have posted for one week in previous years.