

## BUDGET PROCESS CALENDAR

The City of Dallas' budget process consists of a nine-month schedule of presentations, hearings, and deliberations. The FY 2004-05 budget process dates are as follows:

<b><u>December 17</u></b>	Five-year General Fund Outlook is briefed to full Council
<b><u>January - February</u></b>	Various Consolidated Plan Public Hearings
<b><u>January 9</u></b>	City Council Planning Session – Development of key focus areas for FY 2004-05 budget
<b><u>February 9-10</u></b>	Budget kick-off. City departments given instructions on development of their FY 2004-05 budgets for all services using Zero-Based Budgeting
<b><u>March 24</u></b>	Public Hearing on the Operating, Capital, and Grants and Trusts Budgets
<b><u>April 1</u></b>	Community Development Commission amendments and approval of Consolidated Plan Budget
<b><u>April 12 – June 16</u></b>	Department directors brief and discuss overall department budget, new funding needs, and reduction options to designated Council Committees. Department budgets, new funding needs, and reduction options are briefed to full Council.
<b><u>April – August 6</u></b>	City Manager's Office budget deliberations are held with Office of Financial Services and individual departments.
<b><u>April 21</u></b>	City Council Budget Workshop – FY 2004-05 General Fund Budget Outlook and FY 2004-05 Consolidated Plan Budget.
<b><u>May 5</u></b>	City Council Budget Workshop – FY 2004-05 Consolidated Plan Budget
<b><u>May 12</u></b>	Public hearing on the Operating, Capital, and Grants and Trust Budget
<b><u>May 19</u></b>	City Council Budget Workshop – FY 2004-05 Consolidated Plan Budget
<b><u>June 2</u></b>	City Council Budget Workshop – FY 2004-05 General Fund Budget Outlook and Council amendments to FY 2004-05 Consolidated Plan Budget.
<b><u>June 9</u></b>	City Council preliminary adoption of Consolidated Plan Budget
<b><u>June 16</u></b>	City Council Budget Workshop – FY 2004-05 General Fund Budget Outlook Council can request specific budget topics for briefing and discussion. Council questions are responded to either verbally at the workshop or with follow-up written responses.
<b><u>June 23</u></b>	City Council Consolidated Plan Budget Public Hearing

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<b><u>July 30</u></b>	Certified Tax Roll from Dallas Central Appraisal District
<b><u>August 9</u></b>	City Manager's FY 2004-05 Proposed Budget presented to City Council in a formal Council briefing. Council feedback is received.
<b><u>August 9 - September 7</u></b>	City Council Budget Town Hall Meetings – These are scheduled by the individual Councilmembers. An Assistant City Manager presents the City Manger's recommended budget to those in attendance and the Councilmember receives comments and feedback from their constituents on the budget.
<b><u>August 11</u></b>	City Council final adoption of Consolidated Plan Budget
<b><u>August 23</u></b>	City Council Budget Workshop – Specific budget related topics are briefed to the Council. Councilmembers provide their comments on possible changes to the recommended budget.
<b><u>August 25</u></b>	Public Hearing on the Operating, Capital, and Grants and Trusts Budget
<b><u>September 1</u></b>	City Council Budget Workshop - Specific budget related topics are briefed to the Council. Councilmembers provide their comments on possible changes to the recommended budget.
<b><u>September 8</u></b>	City Council adopts Budget on First Reading (requires a majority vote)
<b><u>September 13</u></b>	City Council Budget Amendment Workshop – Councilmembers submit proposed amendments to the City Manager's recommended budget. Proposed amendments should be balanced with revenue and/or expenditure changes. A majority straw vote is required for an amendment to be included in the recommended budget.
<b><u>September 15</u></b>	City Council Budget Amendment Workshop (if necessary) – Councilmembers submit proposed amendments to the City Manager's recommended budget. Proposed amendments should be balanced with revenue and/or expenditure changes. A majority straw vote is required for an amendment to be included in the recommended budget.
<b><u>September 22</u></b>	City Council adopts Budget on Second Reading and sets Tax Rate (requires a majority vote)