

# CITY OF BASTROP

## FY 2019-20 Planning Calendar



<b>Preparation</b>	January 14	Staff Budget/CIP Planning Retreat.
	March 5	Budget Kick-Off Meeting (Manuals Available).
	April 25	Mid-Year Budget Workshop.
	May 1	Receive preliminary notices of appraised value from Chief Appraiser.
	May 9	Budgets due from departments.
	May 13	Cabinet review of budget submittals.
	May 15	Community Support Applications available at City Hall and on City's website.
	May 20	Cabinet review of department pages including performance measures.
	May 28-30	Verify revenue projections of all funds; Meet with Non-Special Event HOT Tourism Related Non-Profits.
	June 10	Budget book to City Manager.
	June 18-20	City Manager & Directors - Discuss budget submittals and priorities.
	June 24	Cabinet review of budget priorities and 5 Year Financial Forecast.
	June 28	Deadline - Community Support & Non-Special Event HOT Applications to Finance Office at 5:00 p.m.
	July 11	Special Council Budget Workshop.
	July 15	Final Review of Revenue Projections of All Funds.
July 23	Community Support Organizations present their funding request to Council (limit to 3 minutes).	
July 25	Deadline for Chief Appraiser to Certify Rolls to Taxing Units.	
<b>Adoption</b>	August 6	Meeting of Governing Body to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing.
	August 13	Council Meeting - Distribute Budget to Council in Work Session and highlight major topics. Set date, time, and place of public hearing. (Budget considered filed with City Secretary.)
	August 14	Hunters Crossing Local Government Corporation Meeting to review budget and propose special assessments.
	August 17	Notice of Proposed Tax Rate (must be posted 10 days prior to Public Hearing - deadline for newspaper is August 13 at noon.)
	August 20	Budget Workshop - Review Proposed Budget.
	August 21	Budget Workshop #2 - Review Proposed Budget, if needed.
	August 23	Last day for proposed budget to be filed with the City Secretary.
	August 27	Council Meeting - First Public Hearing on Tax Rate.
	August 31	Publish Notice of Budget Hearing (Must be 10 days prior to Public Hearing; Publish Notice of Public Hearing for Special Assessments for Hunters Crossing - deadline for newspaper is August 27).
	September 10	Council Meeting - Second Public Hearing on Tax Rate; First Reading on Tax Rate Ordinance; Budget Hearing; First Reading Budget Ordinance; Public Hearing Special Assessments for Hunters Crossing PID First Reading Ordinance.
September 24	Council Meeting - Adopt tax rate and budget. Must adopt budget before tax rate. City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue. Adoption of the special assessments for Hunters Crossing PID. Public presentation of Visit Bastrop's Budget and Business Plan.	
<b>Implementation</b>	October 1	Fiscal Year begins.
	November 12	Distribute Final FY 2019 Adopted Budget.
	November 15	Submit budget document to Government Finance Officers Association (GFOA) for consideration of Distinguished Budget Presentation Award.
	December 2	Begin FY 2018 Audit.
	December 10	Presentation of preliminary unaudited year-end financial report.

*\*NOTE: This calendar is a planning document. Dates subject to change.*