

## City of Bastrop FY 2020-21 Budget Planning Calendar



Preparation	January 13	Staff Budget/CIP Planning Retreat
	March 3	Budget Kick-Off Meeting (Manuals Available)
	April 16	Mid-Year Budget Workshop
	May 1	Receive preliminary notices of appraised value from Chief Appraiser
	May 7	Budgets due from Departments
	May 11	Cabinet review of budget submittals
	May 15	Community Support Applications available at City Hall and on City's website
	May 18	Cabinet review of department pages including performance measures
	May 25-27	Verify review projections of all funds; Meet with Non-Special Event HOT Tourism Related Organizations
	June 8	Budget book to City Manager
	June 15-19	City Manager and Directors - Discuss budget submittals and priorities
	June 22	Cabinet review of budget priorities and 5 Year Financial Forecast
	June 30	Deadline - Community Support Applications & Non-Special Event HOT Organization funding requests 5:00pm
	July 14	Community Support Organizations present their funding request to Council (limit 3 minutes)
July 20	Final review of revenue projections for all funds	
July 22	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments	
July 24	Deadline for Chief Appraiser to certify rolls to taxing units	
Adoption	July 28	Council Meeting - Distribute Budget to Council in Work Session and highlight major topics Set date, time and place of a public hearing (considered filed with the City Secretary); Review Financial and Purchasing Policies.
	July 30	Meeting of the Governing Body to discuss the proposed tax rate; if proposed tax rate will exceed the No-New-Revenue Tax Rate or the Voter-Approval Tax Rate (whichever is lower), take record vote and schedule public hearing
	August 1	Publish Notice of proposed Special Assessments (must be posted 5 days prior to Public Hearing) Published Notice of Budget Hearing (must be posted 10 days prior to Public Hearing)
	August 4	Budget Workshop - Review Proposed Budget
	August 5	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 6	Publish Notice of proposed Tax Rate (must be posted 5 days prior to Public Hearing)
	August 11	Council Meeting - Public Hearing on the Tax Rate; First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance; Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	August 24	Council Meeting to adopt tax rate and budget (must be done 71 days before election date). 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. <b>ORDER THE ELECTION if required (71 days prior to Election Day 11/3/2020)</b>
August 25	Council Meeting - Second Reading of the Amended and Restated Service and Assessment Plan; Adopt Financial and Purchasing Policies.	
Implementation	October 1	Fiscal Year begins
	October 27	Distribute Final FY2021 Adopted Budget Book
	December 7	Begin FY2020 audit
	December 15	Presentation of preliminary unaudited financial report for FY2020