

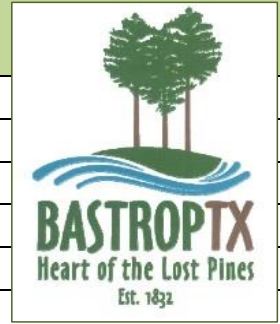
**City of Bastrop**  
**FY 2024-2025 Strategic Planning Calendar**  
*(assumes no voter approval election required)*

Preparation	January 17	City Council Candidate filing period begins
	February 13*	Last council meeting before deadline to call general election ( <b>deadline Feb 16</b> )
	February 16	City Council Candidate Filing period ends
	February 27*	City Council Candidate Orientation
	March 4	Staff planning session - FY2024-2025 Budget Kick-off
	April 3	Special City Council Planning Session - Transportation Plan, Additional Policy Objectives and Funding Alternatives. Water Master Plan update.
	April 17	Special City Council Planning Session - Comprehensive Plan, Capital Plan Review, and Fiscal Forecast Assumptions.
	May 1	Receive preliminary notices of appraised value from Chief Appraiser
	May 4	Election Day
	May 12*	Special City Council Pre-budget Planning Session (All day) - Review Focus Areas, Management Projects/Enhancements, Affirming Tax Revenue target, Service and Service Levels, and receive direction from City Council.
	May 14*	Canvass Results of May 4th Election
	May 17	Community Support and Non-Special Event HOT Tourism related organization applications available at City Hall and on City's website
	May 16	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments
	June 21	Deadline - Community Support & Non-Special Event HOT Organization applications for FY2023 Funding (5:00pm)
	July 9*	Community Support Organizations present their funding request to Council (limit 3 minutes)
	July 25	Deadline for Chief Appraiser to certify rolls to taxing units
	May 31	Publish Notice of proposed Special Assessments (must be posted 15 days prior to Public Hearing)
Adoption	June 25*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	July 9*	Council Meeting - Second Reading of the Amended and Restated Service and Assessment Plan.
	July 23*	City Manager presents the FY 2024-25 Budget (considered filed with the City Secretary)
	August 13*	City Council Joint meeting with the Visit Bastrop Board to review Visit Bastrop's Business Plan and Proposed Budget for FY2025
	August 13*	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 21*	Budget Workshop - Review Proposed Budget
	August 22*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 23	Published Notice of Budget Hearing (must be posted 10 days prior to Public Hearing); Publish Notice of Tax Rate Hearing (must be posted 5 days prior to Public Hearing)
	August 27*	Council Meeting - Adopt Financial and Purchasing Policies;
	September 10*	Council Meeting - Public Hearing and First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.
	September 17*	Council Meeting to 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.
Implemental	October 1	Fiscal Year begins
	October 8*	Distribute Final FY2023 Adopted Budget Book
	November	Begin FY2023-2024 audit
	December	Presentation of preliminary unaudited financial report for FY2023-2024

# City of Bastrop

## FY 2022-2023 Strategic Planning Calendar

*(assumes no voter approval election required)*



<b>Preparation</b>	January 19	City Council Candidate filing period begins
	February 8*	Last council meeting before deadline to call general election (deadline Feb 18)
	February 8*	Present 1Q FY2022 Performance Report
	February 18	City Council Candidate Filing period ends
	February 27	City Council Candidate Orientation
	March 7	Staff planning session - FY 2023 Budget Kick-off
	April 5*	Special City Council Planning Session - Transportation Plan, Additional Policy Objectives and Funding Alternatives. Water Master Plan update.
	April 19*	Special City Council Planning Session - Comprehensive Plan, Capital Plan Review, and Fiscal Forecast Assumptions.
	April 26*	City Council meeting - Visit Bastrop presentation of mid-year report
	May 1	Receive preliminary notices of appraised value from Chief Appraiser
	May 7	Election Day
	May 10*	Present 2Q FY2022 Performance Report; City Manager to present Capital Plan and Fiscal Forecast
	May 12*	Special City Council Pre-budget Planning Session (All day) - Review Focus Areas, Management Projects/Enhancements, Affirming Tax Revenue target, Service and Service Levels, and receive direction from City Council.
	May 17*	Canvass Results of May 7th Election
	May 16	Community Support and Non-Special Event HOT Tourism related organization applications available at City Hall and on City's website
	May 18	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments
June 23	Deadline - Community Support & Non-Special Event HOT Organization applications for FY2023 Funding (5:00pm)	
July 12*	Community Support Organizations present their funding request to Council (limit 3 minutes)	
July 25	Deadline for Chief Appraiser to certify rolls to taxing units	
<b>Adoption</b>	June 11	Publish Notice of proposed Special Assessments (must be posted 15 days prior to Public Hearing)
	June 28*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	July 12*	Council Meeting - Second Reading of the Amended and Restated Service and Assessment Plan.
	July 26*	City Manager presents the FY 2023 Budget (considered filed with the City Secretary)
	August 8*	City Council Joint meeting with the Visit Bastrop Board to review Visit Bastrop's Business Plan and Proposed Budget for FY2023
	August 9*	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 9*	Present 3Q FY2022 Performance Report.
	August 16*	Budget Workshop - Review Proposed Budget
	August 17*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 23*	Council Meeting - Adopt Financial and Purchasing Policies;
	September 3	Published Notice of Budget Hearing (must be posted 10 days prior to Public Hearing); Publish Notice of Tax Rate Hearing (must be posted 5 days prior to Public Hearing)
September 13*	Council Meeting - Public Hearing and First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.	
September 20*	Council Meeting to 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.	
<b>Implementation</b>	October 1	Fiscal Year begins
	October 11*	Distribute Final FY2023 Adopted Budget Book
	October 25*	City Council meeting - Visit Bastrop presentation of FY2022 end of year report <i>(optional)</i>
	November 8*	Present 4Q FY2022 Performance Report
	December 12	Begin FY2022 audit
December 13*	Presentation of preliminary unaudited financial report for FY2022	

\* **Council Meeting**

# City of Bastrop

## FY 2021-2022 Strategic Planning Calendar

*(assumes no voter approval election required)*



<b>Preparation</b>	January 13	City Council Candidate filing period begins
	February 9*	CFO to present 1Q FY2021 Performance Report; City Manager Evaluation
	February 12	City Council Candidate Filing period ends
	March 5	Staff planning session - FY 2022 Budget Kick-off
	March (TBD)	City Council Candidate Orientation
	May 1	Election Day; Receive preliminary notices of appraised value from Chief Appraiser
	May 11*	Canvass Results of May 1st Election; CFO to present 2Q FY2021 Performance Report; City Manager to present Capital Plan and Fiscal Forecast
	May 14*	Special City Council Workshop (All day Budget Planning Workshop) - Comprehensive Plan/Focus Areas, Capital Plan Review, Fiscal Forecast Assumptions, Management Projects/Enhancements and Affirming Tax Revenue target.
	May 17	Community Support and Non-Special Event HOT Tourism related organization applications available at City Hall and on City's website
	May 18	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments
	June 28	Deadline - Community Support & Non-Special Event HOT Organization applications for FY2022 Funding (5:00pm)
	July 13	Community Support Organizations present their funding request to Council (limit 3 minutes)
July 25	Deadline for Chief Appraiser to certify rolls to taxing units	
<b>Adoption</b>	June 5	Publish Notice of proposed Special Assessments (must be posted 15 days prior to Public Hearing)
	June 22*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	July 13*	Council Meeting - Second Reading of the Amended and Restated Service and Assessment Plan.
	July 27*	City Manager presents the FY 2022 Budget (considered filed with the City Secretary); Review Financial and Purchasing Policies.
	August 10*	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 10*	Review Financial and Purchasing Policies; CFO to present 3Q FY2021 Performance Report.
	August 17*	Budget Workshop - Review Proposed Budget
	August 18*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 24*	Council Meeting - Adopt Financial and Purchasing Policies;
	September 4	Published Notice of Budget Hearing and Tax Rate (must be posted 10 days prior to Public Hearing - 5 days for Tax Rate notice)
September 14*	Council Meeting - Public Hearing and First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.	
September 21*	Council Meeting to 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.	
<b>Implementation</b>	October 1	Fiscal Year begins
	October 12*	Distribute Final FY2022 Adopted Budget Book
	November 9*	CFO to present 4Q FY2021 Performance Report
	December 6	Begin FY2021 audit
	December 14*	Presentation of preliminary unaudited financial report for FY2021

\* **Council Meeting**

# City of Bastrop

## FY 2021-2022 Strategic Planning Calendar

*(assumes no voter approval election required)*



Preparation	January 13	City Council Candidate filing period begins
	February 9*	CFO to present 1Q FY2021 Performance Report; City Manager Evaluation
	February 12	City Council Candidate Filing period ends
	March 5	Staff planning session - FY 2022 Budget Kick-off
	March (TBD)	City Council Candidate Orientation
	May 1	Election Day; Receive preliminary notices of appraised value from Chief Appraiser
	May 11*	Canvass Results of May 1st Election; CFO to present 2Q FY2021 Performance Report; City Manager to present Capital Plan and Fiscal Forecast
	May 14*	Special City Council Workshop (All day Budget Planning Workshop) - Comprehensive Plan/Focus Areas, Capital Plan Review, Fiscal Forecast Assumptions, Management Projects/Enhancements and Affirming Tax Revenue target.
	May 17	Community Support and Non-Special Event HOT Tourism related organization applications available at City Hall and on City's website
	May 18	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments
	June 28	Deadline - Community Support & Non-Special Event HOT Organization applications for FY2022 Funding (5:00pm)
	July 13	Community Support Organizations present their funding request to Council (limit 3 minutes)
July 25	Deadline for Chief Appraiser to certify rolls to taxing units	
Adoption	June 5	Publish Notice of proposed Special Assessments (must be posted 15 days prior to Public Hearing)
	June 22*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	July 13*	Council Meeting - Second Reading of the Amended and Restated Service and Assessment Plan.
	July 27*	City Manager presents the FY 2022 Budget (considered filed with the City Secretary); Review Financial and Purchasing Policies.
	August 5*	<del>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.</del>
	August 10*	<del>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.</del>
	August 10*	Review Financial and Purchasing Policies; CFO to present 3Q FY2021 Performance Report.
	August 17*	Budget Workshop - Review Proposed Budget
	August 18*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 24*	Council Meeting - Adopt Financial and Purchasing Policies;
	September 4	Published Notice of Budget Hearing and Tax Rate (must be posted 10 days prior to Public Hearing - 5 days for Tax Rate notice)
	September 14*	Council Meeting - Public Hearing and First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.
	September 21*	<del>Council Meeting to 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.</del>
September 28*	<del>Council Meeting to 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.</del>	
Implementation	October 1	Fiscal Year begins
	October 12*	Distribute Final FY2022 Adopted Budget Book
	November 9*	CFO to present 4Q FY2021 Performance Report
	December 6	Begin FY2021 audit
	December 14*	Presentation of preliminary unaudited financial report for FY2021

\* Council Meeting

# City of Bastrop

## FY 2021-2022 Strategic Planning Calendar

*(assumes no voter approval election required)*



<b>Preparation</b>	January 13	City Council Candidate filing period begins
	February 9*	CFO to present 1Q FY2021 Performance Report; City Manager Evaluation
	February 12	City Council Candidate Filing period ends
	March 5	Staff planning session - FY 2022 Budget Kick-off
	March (TBD)	City Council Candidate Orientation
	May 1	Election Day; Receive preliminary notices of appraised value from Chief Appraiser
	May 11*	Canvass Results of May 1st Election; CFO to present 2Q FY2021 Performance Report; City Manager to present Capital Plan and Fiscal Forecast
	May 14*	Special City Council Workshop (All day Budget Planning Workshop) - Comprehensive Plan/Focus Areas, Capital Plan Review, Fiscal Forecast Assumptions, Management Projects/Enhancements and Affirming Tax Revenue target.
	May 17	Community Support and Non-Special Event HOT Tourism related organization applications available at City Hall and on City's website
	May 18	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments
	June 28	Deadline - Community Support & Non-Special Event HOT Organization applications for FY2022 Funding (5:00pm)
	July 13	Community Support Organizations present their funding request to Council (limit 3 minutes)
July 25	Deadline for Chief Appraiser to certify rolls to taxing units	
<b>Adoption</b>	June 5	Publish Notice of proposed Special Assessments (must be posted 15 days prior to Public Hearing)
	June 22*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	July 13*	Council Meeting - Second Reading of the Amended and Restated Service and Assessment Plan.
	July 27*	City Manager presents the FY 2022 Budget (considered filed with the City Secretary); Review Financial and Purchasing Policies.
	August 5*	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 10*	Review Financial and Purchasing Policies; CFO to present 3Q FY2021 Performance Report.
	August 17*	Budget Workshop - Review Proposed Budget
	August 18*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 24*	Council Meeting - Adopt Financial and Purchasing Policies;
	September 4	Published Notice of Budget Hearing and Tax Rate (must be posted 10 days prior to Public Hearing - 5 days for Tax Rate notice)
September 14*	Council Meeting - Public Hearing and First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.	
September 28*	Council Meeting to 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.	
<b>Implementation</b>	October 1	Fiscal Year begins
	October 12*	Distribute Final FY2022 Adopted Budget Book
	November 9*	CFO to present 4Q FY2021 Performance Report
	December 6	Begin FY2020 audit
	December 14*	Presentation of preliminary unaudited financial report for FY2020

\* **Council Meeting**

# City of Bastrop

## FY 2021-2022 Strategic Planning Calendar

*(assumes no voter approval election required)*



<b>Preparation</b>	January 13	City Council Candidate filing period begins
	February 9*	CFO to present 1Q FY2021 Performance Report; City Manager Evaluation
	February 12	City Council Candidate Filing period ends
	March 5	Staff planning session - FY 2022 Budget Kick-off
	March (TBD)	City Council Candidate Orientation
	May 1	Election Day; Receive preliminary notices of appraised value from Chief Appraiser
	May 11*	Canvass Results of May 1st Election; CFO to present 2Q FY2021 Performance Report; City Manager to present Capital Plan and Fiscal Forecast
	May 14*	Special City Council Workshop (All day Budget Planning Workshop) - Comprehensive Plan/Focus Areas, Capital Plan Review, Fiscal Forecast Assumptions, Management Projects/Enhancements and Affirming Tax Revenue target.
	May 17	Community Support and Non-Special Event HOT Tourism related organization applications available at City Hall and on City's website
	June 28	Deadline - Community Support & Non-Special Event HOT Organization applications for FY2022 Funding (5:00pm)
	July 13	Community Support Organizations present their funding request to Council (limit 3 minutes)
	July 21	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments
July 25	Deadline for Chief Appraiser to certify rolls to taxing units	
<b>Adoption</b>	July 24	Publish Notice of proposed Special Assessments (must be posted 15 days prior to Public Hearing)
	July 27*	City Manager presents the FY 2022 Budget (considered filed with the City Secretary); Review Financial and Purchasing Policies.
	August 5*	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 10*	Review Financial and Purchasing Policies; CFO to present 3Q FY2021 Performance Report.
	August 10*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	August 17*	Budget Workshop - Review Proposed Budget
	August 18*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 24*	Council Meeting - Adopt Financial and Purchasing Policies; Second Reading of the Amended and Restated Service and Assessment Plan.
	September 4	Published Notice of Budget Hearing and Tax Rate (must be posted 10 days prior to Public Hearing - 5 days for Tax Rate notice)
<b>Implementation</b>	September 14*	Council Meeting - Public Hearing and First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.
	September 28*	Council Meeting to 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.
	October 1	Fiscal Year begins
	October 12*	Distribute Final FY2022 Adopted Budget Book
	November 9*	CFO to present 4Q FY2021 Performance Report
December 6	Begin FY2020 audit	
December 14*	Presentation of preliminary unaudited financial report for FY2020	

\* **Council Meeting**

## City of Bastrop

### FY 2021-2022 Strategic Planning Calendar - *Internal Only*

*(assumes no voter approval election required)*



Preparation	January 13	City Council Candidate filing period begins
	February 9*	CFO to present 1Q FY2021 Performance Report; City Manager Evaluation
	February 12	City Council Candidate Filing period ends
	March 5	Staff planning session - FY 2022 Budget Kick-off (Manuals Available)
	March ??	City Council Candidate Orientation
	May 1	Election Day; Receive preliminary notices of appraised value from Chief Appraiser
	May 10	Budgets due from departments
	May 11*	Canvass Results of May 1st Election; CFO to present 2Q FY2021 Performance Report; City Manager to present Capital Plan and Fiscal Forecast
	May 14*	Special City Council Workshop (All day Budget Planning Workshop) - Comprehensive Plan/Focus Areas, Capital Plan Review, Fiscal Forecast Assumptions, Management Projects/Enhancements and Affirming Tax Revenue target.
	May 14	Community Support and Non-Special Event HOT Tourism related organization applications available at City Hall and on City's website
	June 7	Budget book to City Manager
	June 14-18	City Manager and Directors - Discuss budget submittals and priorities
	June 28	Deadline - Community Support Applications & Non-Special Event HOT Organization funding requests 5:00pm
	July 13	Community Support Organizations present their funding request to Council (limit 3 minutes)
July 21	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments	
July 25	Deadline for Chief Appraiser to certify rolls to taxing units	
Adoption	June 5	Published Notice of Hunter's Crossing PID Public Hearing (must be posted/written notice mailed to "property owner" 15 days prior to Public Hearing) <i>deadline for paper Tues. June 1st</i>
	June 22*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	July 13*	Council Meeting - Second Reading of the Amended and Restated Service and Assessment Plan.
	July 27*	City Manager presents the FY 2022 Budget (considered filed with the City Secretary); Review Financial and Purchasing Policies.
	August 5*	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 10*	Review Financial and Purchasing Policies; CFO to present 3Q FY2021 Performance Report.
	August 17*	Budget Workshop - Review Proposed Budget
	August 18*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 24*	Council Meeting - Adopt Financial and Purchasing Policies
	September 4	Published Notice of Budget Hearing and Tax Rate (must be posted 10 days prior to Public Hearing - 5 days for Tax Rate notice) <i>deadline for paper Tues. Aug. 31st</i>
September 14*	Council Meeting - Public Hearing and First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.	
September 28*	Council Meeting to 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.	
Implementation	October 1	Fiscal Year begins
	October 12*	Distribute Final FY2022 Adopted Budget Book
	November 9*	CFO to present 4Q FY2021 Performance Report
	December 6	Begin FY2021 audit
	December 14*	Presentation of preliminary unaudited financial report for FY2021

\* Council Meeting

# City of Bastrop

## FY 2020-21 Budget Planning Calendar

(if proposed rate is 8% or less than voter-approval rate)

*Amended from 3.5% adopted Dec. 10, 2019*



<b>Preparation</b>	January 13	Staff Budget/CIP Planning Retreat
	March 3	Budget Kick-Off Meeting (Manuals Available)
	May 1	Receive preliminary notices of appraised value from Chief Appraiser
	May 7	Budgets due from Departments
	May 11*	Canvass Results of May 1st Election; CFO to present 2Q FY2021 Performance Report; Manager to present Capital Plan and Fiscal Forecast
	May 14*	Special City Council Budget Workshop (All Day)
	May 15	Community Support Applications available at City Hall and on City's website
	May 18	City Manager and Directors review of department pages including performance measures
	May 25-27	Verify revenue 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	City Manager and Directors 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 16*	Special Council Budget Workshop (if needed)
	July 20	CFO - 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	
<b>Adoption</b>	August 1	Publish Notice of proposed Special Assessments (must be posted 10 days prior to Public Hearing)
	August 4*	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 11*	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.
	August 11*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	August 18*	Budget Workshop - Review Proposed Budget
	August 19*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 25*	Council Meeting - Adopt Financial and Purchasing Policies; Second Reading of the Amended and Restated Service and Assessment Plan.
	August 29	Published Notice of Budget Hearing and Tax Rate (must be posted 10 days prior to Public Hearing - 5 days for Tax Rate notice)
	September 8*	Council Meeting - Public Hearing and First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.
September 22*	Council Meeting to 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.	
<b>Implementation</b>	October 1	Fiscal Year begins
	October 13	Distribute Final FY2021 Adopted Budget Book
	December 7	Begin FY2020 audit
	December 15	Presentation of preliminary unaudited financial report for FY2020

\* **Council Meeting**



# City of Bastrop

## FY 2020-21 Budget Planning Calendar

(if proposed rate is 8% or less than voter-approval rate)

*Amended from 3.5% adopted Dec. 10, 2019*



<b>Preparation</b>	January 13	Staff Budget/CIP Planning Retreat
	March 3	Budget Kick-Off Meeting (Manuals Available)
	May 1	Receive preliminary notices of appraised value from Chief Appraiser
	May 7	Budgets due from Departments
	May 11	City Manager and Directors review of budget submittals
	May 15	Community Support Applications available at City Hall and on City's website
	May 18	City Manager and Directors review of department pages including performance measures
	May 25-27	Verify revenue 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	City Manager and Directors 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 16*	Special Council Budget Workshop (if needed)
	July 20	CFO - 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	
<b>Adoption</b>	August 1	Publish Notice of proposed Special Assessments (must be posted 10 days prior to Public Hearing)
	August 4*	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 11*	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.
	August 11*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	August 15	Publish Notice of proposed Tax Rate (must be posted 10 days prior to Public Hearing)
	August 18*	Budget Workshop - Review Proposed Budget
	August 19*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 25*	Council Meeting - Public hearing on Tax Rate; Adopt Financial and Purchasing Policies; Second Reading of the Amended and Restated Service and Assessment Plan.
	August 29	Published Notice of Budget Hearing (must be posted 10 days prior to Public Hearing)
	September 8*	Council Meeting - First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.
September 22*	Council Meeting to 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.	
<b>Implementation</b>	October 1	Fiscal Year begins
	October 13	Distribute Final FY2021 Adopted Budget Book
	December 7	Begin FY2020 audit
	December 15	Presentation of preliminary unaudited financial report for FY2020

\* **Council Meeting**

**City of Bastrop**  
**FY 2020-21 Budget Planning Calendar**  
 (if voter approval timeline is required)



<b>Preparation</b>	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 revenue 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	
<b>Adoption</b>	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.	
<b>Implementation</b>	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