

City of Bay City, Texas

Fiscal Year 2024

Summary Budget Calendar

Date	Activity	Responsible Party
Jan-May	Goal Visioning Workshops Develop/Adopt Strategic Priorities	City Council, City Manager Department Heads
March-April	Capital Planning	City Manager, Department Heads
April-May	Mailing of notices of appraised value	Matagorda County Appraisal District
May 9	Workshop – City Property- 4:30 PM Regular Council Meeting	City Council, City Manager Department Heads
May 16 or 18	Budget Workshop – Goal Visioning- 5:00 PM	City Council, City Manager Department Heads
May 19	Turn in budget package to Finance Director	Department Heads
May 23	Budget Workshop – Goal Visioning- 4:30 PM Regular Council Meeting	City Council, City Manager Department Heads
June 13	Budget Workshop- Open- 5:00 PM Regular Council Meeting -Approve Strategic Plan (City Council Goals)	City Council, City Manager Department Heads
June 8-16	Budget review with Department Heads	City Manager, Finance Director Department Heads
June 15	Budget Workshop- Capital Planning – 5:00 PM (Replaces June 13 & June 27)	
June 27	Regular City Council Meeting	City Council
July 11	Budget Workshop–Hotel/Motel, BCCDC, Outside Organizations- 4:30 PM Regular Council Meeting	City Council, City Manager Department Heads
July 18 or 20	Budget Workshop- 5-year Capital Plan- 5:00 PM	City Council, City Manager Department Heads
July 25	Certification of appraisal roll	Chief Appraiser
July 25	Budget Workshop- Benefits- 4:30 PM Regular Meeting	City Council
August 5	Publishes no-new revenue tax rate, etc.	Matagorda County Tax Office
August 8	Budget Workshop- Rate Review- 4:30 PM Regular Meeting	City Council, City Manager Department Heads
August 10	Budget Workshop- All Funds- 5:00 PM	City Council, City Manager Department Heads
August 13	Last day to file Proposed Budget with City Secretary	Finance Director
August 15	Budget Workshop- 5:00 PM (Tentative)	City Council, City Manager Department Heads
August 22	Budget Workshop- 5:00 (Tentative) Regular Meeting -Discuss tax rate- Propose desired rate -Set Public Hearings on tax rate (if required) -Set Public Hearings on budget & Capital Plan	City Council, City Manager Finance Director
September 7	Special Called Meeting- 6:00 -Public Hearings on budget -Public Hearing on Capital Plan (Charter 10.16) -Public Hearing on tax rate (if required)	City Council
September 12	Regular Council Meeting -Approve Capital Plan -Approval of budget and tax rate ordinance -First and final reading of fee ordinance	City Council
October 1	Budget becomes effective	N/A