



DRIPPING SPRINGS Texas

City of Dripping Springs FY 2024 Tax Rate & Budget Adoption Important Dates & Deadlines

Approved by Council:

The attached Budget Calendar outlines the statutory dates and planning activities for City Staff, Boards, Commissions, Committees and City Council as they relate to the Budget Process for Fiscal Year 2024. Calendar

activities in RED note deadlines for staff & City Council, and Public Notifications. The Finance Director will coordinate with City Administration, the City Attorney and City Secretary regarding all notices, ordinances and resolutions as adopted, to include filing the proper documents with County and State Entities. The City Council will hold the following meetings regarding the Tax Rate and Budget Adoption:

- June 06, 2023: Budget Workshop
- June 20, 2023: Budget Workshop
- July 05, 2023: Budget Workshop
- July 18, 2023: Budget Workshop
- August 01, 2023: Budget Workshop
- August 15, 2023: Budget Workshop, Set Proposed Tax Rate, and Discussion
- September 05, 2023: Budget Workshop, Public Hearings on Tax Rate and Budget, and Possible Adoption of the Budget*
- September 19, 2023: Adoption of Approved Budget and Tax Rate, and Ratification of Tax Rate**

**The Council may choose to either adopt the budget or postpone adoption to the following meeting on September 19, 2023.*

***If the total property tax revenue is raised, the Council will need to Ratify the Tax Rate with a resolution.*

All other calendar dates are related to the budget planning process for City staff to include recommendations from boards, commissions, and committees. Budget process activities are listed below each calendar for reference. The following boards, commissions and committees will submit budget recommendations:

- DSRP Board of Directors
- Economic Development Committee
- Emergency Management Commission
- Farmers Market Committee
- Founders Day Commission
- Historic Preservation Commission
- Parks & Recreation Commission
- TIRZ No. 1 & No. 2 Board
- Transportation Committee

The Finance Director will provide staff with the proper forms and budget planning materials related to individual requests and department requests. Staff will work with their supervisor and the Finance Director to draft and submit their requests, and Staff Liaisons to Boards, Commissions and Committees will hold meetings to discuss and provide recommendations for requests. The City Secretary will make sure that each meeting following approval of the Budget Calendar has a budget review/recommendation added to the abovementioned board and commission agendas. The City Secretary does not draft committee agendas but is available to staff for assistance. Please make sure you attach, or forward for attachment documents for agenda discussion items.



DRIPPING SPRINGS
Texas

City of Dripping Springs

FY 2024 Tax Rate & Budget Adoption

Important Dates & Deadlines

| | |
|--------------------|---|
| February 7, 2023 | City Council Approval of Budget Calendar and Presentation on Legislative Changes to the Budget Process |
| April 14, 2023 | City Staff Department Budget Requests Due (includes individual staff member requests submitted to supervisors and IT related requests) |
| May 5, 2023 | Board, Commission and Committee Budget Recommendations Due; City Staff Employee Pay Recommendations Due from Department Heads |
| June 6, 2023 | City Council Budget Workshop |
| June 20, 2023 | City Council Budget Workshop |
| July 5, 2023 | City Council Budget Workshop |
| July 18, 2023 | City Council Budget Workshop |
| August 1, 2023 | City Council Budget Workshop |
| August 4, 2023 | Finance Director files Proposed Budget with City Secretary |
| August 15, 2023 | City Council Budget Workshop, Set Proposed Tax Rate, and Discussion |
| August 24, 2023 | Publication of Notice of Proposed Tax Rate, and Tax Rate and Budget Public Hearings <i>(Submit for publication August 18, 2023)</i> |
| | Begin Continuous Notice of Proposed Tax Rate on City Website with Public Hearing Dates for Budget and Tax Rate Hearing, and Notice of Tax Rate |
| September 5, 2023 | City Council Budget Workshop – Public Hearings on Tax Rate and Budget <i>(Must take action to either adopt or postpone adoption of the Budget to the September 19, 2023 City Council meeting)</i> |
| September 19, 2023 | City Council Meeting – Adoption of Budget, Ratification of the Tax Rate (if total property tax revenue is raised) and Adoption of the Tax Rate |
| September 20, 2023 | Publication of Tax Rate and Budget on City Website, File Tax Rate and Budget with County and State Entities |
| September 28, 2023 | Publication of Notice of Approved Tax Rate and Budget <i>(Submit for publication on September 21, 2023)</i> |

February 2023

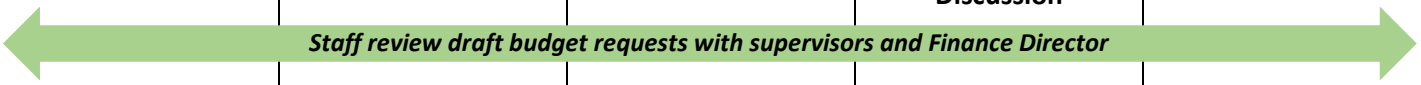

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|--|--|--|
| | | 1 | 2 | 3 |
| | | | Historic Preservation Commission Budget Discussion | **Staff obtain proper budget request forms from Finance Director |
| 6 | 7 | 8 | 9 | 10 |
| Parks & Recreation Commission Budget Discussion | CC Meeting: Budget Presentation & Budget Calendar Approval | | | |
| 13 | 14 | 15 | 16 | 17 |
| TIRZ Board Budget Discussion Founders Day Commission Budget Discussion | | | Farmers Market Committee Discussion Emergency Management Commission Budget Discussion | |
| 20 | 21 | 22 | 23 | 24 |
| | | Economic Development Committee Budget Discussion | | Departmental IT budget requests due to City Administrator |
| 27 | 28 | | | |
| Transportation Committee Budget Discussion | | | | |

Budget Activities

- Finance Director provides necessary budget information and request forms to develop individual and department budget requests.
- Staff begins meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff department heads review IT related software and equipment requests with City Administrator & Finance Director and determine any additional costs related to infrastructure. Requests due to City Administrator & Finance Director by February 24th.

***Dates may vary according to progress*

March 2023

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---------|---|--|------------------------------------|
| | | 1 | 2 | 3 |
| | | DSRP Board Budget Discussion | Historic Preservation Commission Budget Discussion | HOT Grant Application Available |
|  <i>Staff review draft budget requests with supervisors and Finance Director</i> | | | | |
| 6 | 7 | 8 | 9 | 10 |
| Parks & Recreation Commission Budget Discussion | | | | |
|  <i>Staff review draft budget requests with supervisors and Finance Director</i> | | | | |
| 13 | 14 | 15 | 16 | 17 |
| TIRZ Board Budget Discussion Founders Day Commission Budget Discussion | | | Farmers Market Committee Budget Discussion | |
| 20 | 21 | 22 | 23 | 24 |
| | | Economic Development Committee Budget Discussion | Emergency Management Commission Budget Discussion | |
| 27 | 28 | 29 | 30 | 31 |
| Transportation Committee Budget Discussion | | | | |

Budget Activities

- Staff continues meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff reviews draft budget requests with supervisors and Finance Director.
- HOT Grant Applications become available.

April 2023

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---------|---|---|--|
| 3 | 4 | 5 | 6 | 7 |
| Parks & Recreation Commission Budget Discussion | | DSRP Board Budget Discussion | Historic Preservation Commission Budget Discussion | |
| 10 | 11 | 12 | 13 | 14 |
| TIRZ Board Budget Approve Recommendation Founders Day Commission Budget Discussion | | | | |
| 17 | 18 | 19 | 20 | 21 |
| | | | Farmers Market Committee Approve Recommendation Emergency Management Commission Approve Recommendation | City Staff Department Budget Requests Due (Includes individual staff requests) |
| 24 | 25 | 26 | 27 | 28 |
| Transportation Committee Approve Recommendation | | Economic Development Committee Approve Recommendation | | |
| ← City Administration Budget Development → | | | | |
| | | | | |

Budget Activities

- City Staff continues meeting with boards, commissions, committees, and council members to review and approve budget requests and recommendations.
- City Staff continues developing individual and department budget requests and updates them with feedback provided by City Administrators and Finance Director. Due by April 21st.
- City Administrator & Finance Director work with vendors and staff on options and costs for IT related expenses.


May 2023

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---------|-----------------------------------|---|---|
| 1 | 2 | 3 | 4 | 5 |
| Parks & Recreation Commission Approve Recommendation | | DSRP Board Approve Recommendation | Historic Preservation Commission Approve Recommendation | Board, Commission, Committee, & Council Member Budget Recommendations Due |
| ← City Administration Budget Development → | | | | |
| 8 | 9 | 10 | 11 | 12 |
| Founders Day Commission Approve Recommendation | | | | |
| ← City Administration Budget Development → | | | | |
| 15 | 16 | 17 | 18 | 19 |
| ← City Administration Budget Development → | | | | |
| 22 | 23 | 24 | 25 | 26 |
| ← Budget Review w/Mayor → | | | | |
| 29 | 30 | 31 | | |
| ← Budget Review w/Mayor → | | | | |

Budget Activities

- All board, commission, committee, and council member recommendations due to Finance Director by May 6th, except for the Founders Day Commission Recommendation, which is due May 8th.
- City Administrators and Finance Director draft proposed budget and review with staff and council members as necessary.
- City Administrators and Finance Director begin budget review with the Mayor.

June 2023

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|--|-----------|----------|---|
| | | | 1 | 2 |
|  | | | | HOT Grant Program Recommendation Due |
| 5 | 6 | 7 | 8 | 9 |
| | CC Meeting: Budget Workshop | | | |
| 12 | 13 | 14 | 15 | 16 |
| | | | | |
| 19 | 20 | 21 | 22 | 23 |
| | CC Meeting: Budget Workshop | | | |
| 26 | 27 | 28 | 29 | 30 |
| | | | | |

Budget Activities

- City Administrators & Finance Director continue discussion with Mayor to finalize budget for filing.
- City Council holds 1st budget workshop to review and discuss proposed budget on June 6th.
 - Review of Budget Process - Presentation of Draft Budget to be Filed – Review of Assumptions
- City Council holds 2nd budget workshop to review and discuss proposed budget on June 20th.
 - Review of General, Agriculture, Landscaping, Sidewalk, & PEG Funds

July 2023

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|--------------------------------|--------------------------------|----------|--------|
| 3 | 4 | 5 | 6 | 7 |
| | | CC Meeting: Budget Workshop | | |
| 10 | 11 | 12 | 13 | 14 |
| | | | | |
| 17 | 18 | 19 | 20 | 21 |
| | CC Meeting: Budget Workshop | | | |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |
| 31 | | | | |
| | | | | |

Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 3rd Budget Workshop on July 5th.
 - Review of Wastewater, Utilities, Impact Fees, & TWDB Project
- City Council holds 4th Budget Workshop on July 18th.
 - Review of Parks (General Fund), DSRP, Parkland Dedication, Parkland Development, & HOT

August 2023

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|--|-----------|---|--|
| | 1 | 2 | 3 | 4 |
| | CC Meeting: Budget Workshop | | | File Proposed Budget with City Secretary and Post on Website |
| 7 | 8 | 9 | 10 | 11 |
| | | | | |
| 14 | 15 | 16 | 17 | 18 |
| | CC Meeting: Budget Workshop Set Proposed Tax Rate | | | |
| 21 | 22 | 23 | 24 | 25 |
| | | | Publication of Proposed Tax Rate & Budget Public Hearings Begin Continuous Notice on City website | |
| 28 | 29 | 30 | 31 | |
| | | | | |

Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 5th Budget Workshop on August 1st.
 - Review of Parks (General Fund), DSRP, Parkland Dedication, Parkland Development, & HOT
- Finance Director files proposed budget with City Secretary.
- City Secretary posts proposed budget on city website and copy given to Receptionist for public review.
- City Council holds 6th Budget Workshop on August 15th.
- City Council Sets Proposed Tax Rate on August 15th.
- City Secretary submits notice to Century News and Hays Free Press regarding Public Hearing dates for proposed Tax Rate and Budget on August 17th for publication on August 24th.
- City Secretary begins continuous notification of public hearings on City website on August 24th.

September 2023

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|--|---|--|--------|
| | | | 1 | 2 |
| | | | | |
| 4 | 5 | 6 | 7 | 8 |
| | CC Meeting: Budget Workshop Public Hearing on Tax Rate & Budget | | | |
| 11 | 12 | 13 | 14 | 15 |
| | | | | |
| 18 | 19 | 20 | 21 | 22 |
| | CC Meeting: 2nd Public Hearing on Tax Rate & Budget Budget Adoption Tax Rate Ratification & Adoption | Publication of Tax Rate & Budget on City website File Tax Rate & Budget with County and State Entities | | |
| 25 | 26 | 27 | 28 | 29 |
| | | | Publication of Notice of Approved Tax Rate & Budget | |

Budget Activities

- City Council holds 7th Budget Workshop on September 5th.
- City Council holds Public Hearings for proposed Tax Rate and Budget on September 5th.
- City Council adopts Budget and Tax Rate on September 19th.
- Finance Director prepares Approved Budget for Fiscal Year 2024 with prescribed cover page.
- City Secretary submits notice to Century News and Hays Free Press regarding Approved Tax Rate and Budget on September 21st for publication on September 28th.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.