



# DRIPPING SPRINGS Texas



**City of Dripping Springs  
FY 2025-2026 Budget  
Important Dates & Deadlines**

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 2026. 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 03, 2025: Budget Workshop
- June 17, 2025: Budget Workshop
- July 01, 2025: Budget Workshop
- July 15, 2025: Budget Workshop
- August 05, 2025: Budget Workshop, Set Proposed Tax Rate, and Discussion
- August 19, 2025: Budget Workshop
- September 02, 2025: Budget Workshop, Public Hearings on Tax Rate and Budget, and Possible Adoption of the Budget\*
- September 16, 2025: 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 16, 2025.*

*\*\*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 Committee
- 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 2026 Tax Rate & Budget Adoption

#### Important Dates & Deadlines

---

|                    |  |
|--------------------|--|
| March 4, 2025      | City Council Approval of Budget Calendar and Presentation on Legislative Changes to the Budget Process   |
| May 16, 2025       | City Staff Department Budget Requests Due to Administration (includes individual staff member requests submitted to supervisors and IT related requests)   |
| May 30, 2025       | Board, Commission and Committee Budget Recommendations Due; City Staff Employee Pay Recommendations Due from Department Heads  |
| June 3, 2025       | City Council Budget Workshop   |
| June 17, 2025      | City Council Budget Workshop   |
| June 27, 2025      | Finance files Proposed Budget with City Secretary  |
| July 1, 2025       | City Council Budget Workshop   |
| July 15, 2025      | City Council Budget Workshop   |
| August 5, 2025     | City Council Budget Workshop, Set Proposed Tax Rate, and Discussion  |
| August 14, 2025    | Publication of Notice of Proposed Tax Rate, and Tax Rate and Budget Public Hearings ( <i>Submit for publication August 6, 2025</i> )   |
| August 14, 2025    | 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   |
| August 19, 2025    | City Council Budget Workshop   |
| September 2, 2025  | 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 16, 2025, City Council meeting</i> ) |
| September 16, 2025 | 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 17, 2025 | Publication of Tax Rate and Budget on City Website, File Tax Rate and Budget with County and State Entities  |
| September 25, 2025 | Publication of Notice of Approved Tax Rate and Budget ( <i>Submit for publication on September 17, 2025</i> )  |

# March 2025



| MONDAY   | TUESDAY   | WEDNESDAY  | THURSDAY   | FRIDAY  |
|--|---|--|--|---|
| 3  | 4   | 5  | 6  | 7   |
|  | <b>CC Meeting:<br/>Budget<br/>Presentation &amp;<br/>Budget Calendar<br/>Approval</b> |  | <b>Historic Preservation<br/>Commission Budget<br/>Discussion</b>  |   |
| 10   | 11  | 12   | 13   | 14  |
| <b>TIRZ Board Budget<br/>Discussion<br/><br/>Founders Day<br/>Commission Budget<br/>Discussion</b>                   |   | <b>DSRP Board<br/>Budget Discussion<br/><br/>Parks &amp; Recreation<br/>Commission Budget<br/>Discussion</b> |  | <b>**Staff obtain<br/>proper budget<br/>request forms from<br/>Finance Director</b> |
| 17   | 18  | 19   | 20   | 21  |
| <b>Founders Day<br/>Commission Budget<br/>Discussion</b>   |   |  |  |   |
| 24   | 25  | 26   | 27   | 28  |
| <b>Transportation<br/>Committee Budget<br/>Discussion<br/><br/>Founders Day<br/>Commission Budget<br/>Discussion</b> |   |  | <b>Farmers Market<br/>Committee<br/>Discussion<br/><br/>Emergency<br/>Management<br/>Committee Budget<br/>Discussion</b> | <b>Departmental IT<br/>budget requests<br/>due to City<br/>Administrator</b>        |
| 31   |   |  |  |   |
|  |   |  |  |   |

## ***Budget Activities***

- Finance 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 Administration, Finance & IT and determine any additional costs related to infrastructure. Requests due to Administration & Finance by March 28<sup>th</sup>.

*\*\*Dates may vary according to progress*

# April 2025

| MONDAY   | TUESDAY | WEDNESDAY   | THURSDAY  | FRIDAY                             |
|--|---------|---|---|------------------------------------|
|  | 1       | 2   | 3   | 4                                  |
|  |         |   | Historic Preservation<br>Commission Budget<br>Discussion  | HOT Grant<br>Application Available |
|  <i>Staff review draft budget requests with supervisors and Finance Director</i> |         |   |   |                                    |
| 7  | 8       | 9   | 10  | 11                                 |
|  |         | DSRP Board<br>Budget Discussion                       |   |                                    |
|  <i>Staff review draft budget requests with supervisors and Finance Director</i> |         |   |   |                                    |
| 14   | 15      | 16  | 17  | 18                                 |
| TIRZ Board Budget<br>Discussion<br><br>Founders Day<br>Commission Budget<br>Discussion   |         | Parks & Recreation<br>Commission Budget<br>Discussion | Farmers Market<br>Committee Budget<br>Discussion<br><br>Emergency<br>Management<br>Committee Budget<br>Discussion |                                    |
| 21   | 22      | 23  | 24  | 25                                 |
|  |         |   |   |                                    |
| 28   | 29      | 30  |   |                                    |
| Transportation<br>Committee Budget<br>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.

# May 2025

| MONDAY   | TUESDAY | WEDNESDAY  | THURSDAY   | FRIDAY   |
|--|---------|--|--|--|
|  |         |  | 1  | 2  |
|  |         |  | Historic Preservation Commission Approve Recommendation  | HOT Grant Applications Due   |
| 5  | 6       | 7  | 8  | 9  |
|  |         |  |  |  |
| 12   | 13      | 14   | 15   | 16   |
| TIRZ Board Budget Approve Recommendation<br>Founders Day Commission Discussion |         | DSRP Board Approve Recommendation                    | Farmers Market Committee Approve Recommendation<br>Emergency Management Committee Approve Recommendation | City Staff Department Budget Requests Due (Includes individual staff requests) |
| 19   | 20      | 21   | 22   | 23   |
| Transportation Committee Approve Recommendation                                |         | Parks & Recreation Commission Approve Recommendation |  |  |
| ← City Administration Budget Development →                                     |         |  |  |  |
| 26   | 27      | 28   | 29   | 30   |
| ← City Administration Budget Development →                                     |         |  |  | Board, Commission, Committee, & Council Member Budget Recommendations Due      |

## Budget Activities

- City Staff continues meeting with boards, commissions, committees, and council members to review and approve budget requests and recommendations.
- City Staff continues to develop individual and department budget requests and updates them with feedback provided by Administration & Finance. Staff/Departmental requests due by May 16<sup>th</sup>.
- Administration, Finance & IT work with vendors and staff on options and costs for IT related expenses.
- Administration & Finance draft proposed budget and review with staff and council members as necessary.
- All board, commission, committee, and council member recommendations due to Administration & Finance by May 30<sup>th</sup>.

# June 2025

| MONDAY   | TUESDAY                        | WEDNESDAY | THURSDAY | FRIDAY   |
|--|--------------------------------|-----------|----------|--|
|  | 2                              | 3         | 4        | 5  |
|  | CC Meeting:<br>Budget Workshop |           |          | HOT Grant Program<br>Recommendation<br>Due                           |
| ← Budget Review w/Mayor →                            |                                |           |          |  |
| 9  | 10                             | 11        | 12       | 13   |
| Founders Day<br>Commission Approve<br>Recommendation |                                |           |          |  |
| ← Budget Review w/Mayor →                            |                                |           |          |  |
| 16   | 17                             | 18        | 19       | 20   |
|  | CC Meeting:<br>Budget Workshop |           |          |  |
| ← Budget Review w/Mayor →                            |                                |           |          |  |
| 23   | 24                             | 25        | 26       | 27   |
|  |                                |           |          | Proposed Budget<br>Filed with City<br>Secretary & Post to<br>Website |
| 30   |                                |           |          |  |
|  |                                |           |          |  |

## Budget Activities

- Administration & Finance begin budget review with the Mayor.
- City Council holds 1<sup>st</sup> budget workshop to review and discuss proposed budget on June 2<sup>nd</sup>.
  - Review of Budget Process – Review of Assumptions
- City Council holds 2<sup>nd</sup> budget workshop to review and discuss proposed budget on June 17<sup>th</sup>.
  - Review of General, Agriculture, Landscaping, Sidewalk, & PEG Funds
- Finance files proposed budget with City Secretary on June 27<sup>th</sup>.
- City Secretary posts proposed budget on city website and copy given to reception for public inspection.

# July 2025

| MONDAY | TUESDAY                        | WEDNESDAY | THURSDAY | FRIDAY                     |
|--------|--------------------------------|-----------|----------|----------------------------|
|        | 1                              | 2         | 3        | 4                          |
|        | CC Meeting:<br>Budget Workshop |           |          |                            |
| 7      | 8                              | 9         | 10       | 11                         |
|        |                                |           |          |                            |
| 14     | 15                             | 16        | 17       | 18                         |
|        | CC Meeting:<br>Budget Workshop |           |          |                            |
| 21     | 22                             | 23        | 24       | 25                         |
|        |                                |           |          | Certified Tax Rolls<br>Due |
| 28     | 29                             | 30        | 31       |                            |
|        |                                |           |          |                            |

## ***Budget Activities***

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 3<sup>rd</sup> Budget Workshop on July 1<sup>st</sup>.
  - Review of Utilities, Impact Fees & TWDB project.
- City Council holds 4<sup>th</sup> Budget Workshop on July 15<sup>th</sup>.
  - Review of Parks (General Fund), DSRP, Parkland Dedication & Development & HOT



# August 2025

| MONDAY | TUESDAY  | WEDNESDAY | THURSDAY   | FRIDAY |
|--------|--|-----------|--|--------|
|        |  |           |  | 1      |
|        |  |           |  |        |
| 4      | 5  | 6         | 7  | 8      |
|        | <b>CC Meeting:<br/>Budget Workshop</b><br><br><b>**Set Proposed Tax<br/>Rate</b> |           |  |        |
| 11     | 12   | 13        | 14   | 15     |
|        |  |           | <b>**Publication of<br/>Proposed Tax Rate<br/>&amp; Budget Public<br/>Hearings</b><br><br><b>Begin Continuous<br/>Notice on City<br/>website</b> |        |
| 18     | 19   | 20        | 21   | 22     |
|        | <b>CC Meeting:<br/>Budget Workshop</b>   |           |  |        |
| 25     | 26   | 27        | 28   | 29     |
|        |  |           |  |        |

## ***Budget Activities***

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 5<sup>th</sup> Budget Workshop on August 5<sup>th</sup>.
  - Review of outstanding or requested items.
- Council sets Proposed Tax Rate on August 5<sup>th</sup>.
- City Secretary submits notice to News-Dispatch regarding Public Hearing dates for proposed Tax Rate and Budget on August 6<sup>th</sup> for publication on August 14<sup>th</sup>.
- City Secretary & Communications begin continuous notification of public hearing on city website on August 14<sup>th</sup>.
- City Council holds 6<sup>th</sup> Budget Workshop on August 19<sup>th</sup>.
  - Review of outstanding or requested items.

# September 2025

| MONDAY | TUESDAY   | WEDNESDAY   | THURSDAY   | FRIDAY |
|--------|---|---|--|--------|
|        | 1   | 2   | 3  | 4      |
|        | CC Meeting:<br>Budget Workshop<br><br>Public Hearing on<br>Tax Rate & Budget  |   |  |        |
| 8      | 9   | 10  | 11   | 12     |
|        |   |   |  |        |
| 15     | 16  | 17  | 18   | 19     |
|        | CC Meeting:<br>2 <sup>nd</sup> Public Hearing on<br>Tax Rate & Budget<br><br>Budget Adoption<br>Tax Rate Ratification<br>& Adoption | Publication of Tax<br>Rate & Budget on<br>City website<br><br>File Tax Rate &<br>Budget with County<br>and State Entities |  |        |
| 22     | 23  | 24  | 25   | 26     |
|        |   |   | Publication of<br>Notice of<br>Approved Tax Rate<br>& Budget |        |
| 29     | 30  |   |  |        |
|        |   |   |  |        |

## ***Budget Activities***

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 7<sup>th</sup> Budget Workshop on September 1<sup>st</sup>.
- Council holds public hearings for Proposed Tax Rate & Budget on September 1<sup>st</sup>.
- City Council adopts Budget and Tax Rate on September 16<sup>th</sup>.
- Finance Director prepares Approved Budget for Fiscal Year 2026 with prescribed cover page.
- City Secretary submits notice to News-Dispatch regarding Approved Tax Rate and Budget on September 17<sup>th</sup> for publication on September 25<sup>th</sup>.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.