

City of Hewitt, Texas
BUDGET CALENDAR
 Annual Budget 2022-2023

Date	CREATION OF BUDGET
4/29	PRELIMINARY TAX ROLL RECEIVED
4/4 & 4/18	STRATEGIC PLAN City Council, City Manager, City Engineer and required staff, update the Strategic Plan to identify upcoming Capital Projects. Sources of funding for identified projects is discussed.
5/3	BUDGET CREATION BEGINS City Manager gives direction for the budget year. Department Heads begin work on their departmental budgets. HR begins work on Proposed Salary Schedules, changes to Titles, Promotions & Pay Adjustments. If needed, Department heads also prepare New Personnel Requests and Capital Outlay Requests. Department heads also update fees for the Master Fee Schedule.
5/16	COUNCIL BUDGET EXPECTATIONS Council gives budget direction to City Manager for upcoming budget year.
6/3	DEADLINE FOR BUDGET REQUESTS In advance to compiling proposed budgets, City Manager reviews proposed Salary Schedules and any proposed changes to Titles, Promotions, & Pay Adjustments. City Manager reviews with Department Heads individually their proposed budgets including Personnel Requests and Capital Outlay Requests. City Manger also reviews Revenue estimates. The department reviews include General Fund, Utility Fund and Drainage Fund. The Master Fee Schedule is reviewed for changes proposed by Department Heads.
6/14	DEADLINE FOR REVIEW WITH CITY MANAGER After final review with department heads, the City Manager prepares the Proposed Budget to present to City Council. The Proposed Budget includes a Statement regarding the Financial Condition of the City, Tax Information, Debt Information, Reserves, Capital Expenditures with provisions for financing, if needed, a Five Year Capital Projects and Personnel Information including Staffing by Fund and Department, PD & FD Step Charts, & Salary Schedule.
7/5 & 7/18	COUNCIL MEETINGS - PROPOSED BUDGET City Manager presents his Proposed Budget for Council discussion. City Council makes changes to Proposed Budget, if any, in preparation for Record Vote.

(continued)

Calendar for April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Calendar for May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Calendar for June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Calendar for July 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

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BUDGET CALENDAR
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Date	BUDGET AND TAX RATE ADOPTION PROCESS BEGINS
7/25	CERTIFIED TAX VALUES DEADLINE
	Deadline to receive Certified Tax Values from Appraisal District.
7/25	TAX ASSESSOR CALCULATES CERTIFIED RATES
	Tax Assessor calculates Rates for No New Revenue (effective), Voter Approval (rollback), I&S (debt) and No New Revenue M&O (operations).
7/25	PUBLISH Required BUDGET NOTICE
	* "Notice of Public Hearing" in paper (Budget Notice). Per Charter, must publish 15 days prior to public hearing on budget (8/8). * "Notice of Public Hearing" on website (Budget Notice).
8/1	Proposed Budget available for public view in City Secretary's office and on website by August 1st per Charter.
8/1	Tax Assessor shall submit rates to governing body.
8/1	COUNCIL MEETING- TAKE RECORD VOTE
	* Council takes record vote on tax rate AND * Announces date and place for public hearing on the Proposed Budget. (8/8) * Announce date and place for public hearing on the Tax Rate. (8/8 & 8/15)
8/8	COUNCIL MEETING - PUBLIC HEARING ON BUDGET & TAX RATE
	* Public Hearing on the Budget. * Public Hearing on Tax Rate. * Announce date for Council to vote on Budget and Tax Rate. (8/15) * On website, add public hearing and tax rate adoption dates. (8/8 & 8/15) * Also, put Tax Notice on website.
8/9	TAX ASSESSOR publishes Required TAX NOTICE
	* Notice of public hearing in newspaper (published by Tax Assessor). (Public hearing on tax rate adoption at least 5 days from notice publishing.)
8/15	COUNCIL MEETING-ADOPT TAX RATE & BUDGET
	* Public Hearing on Tax Rate (At least 5 days from published Tax Notice.) * Ordinance accepting & approving Tax Roll. * Ordinance Levying a tax rate; special wording on increase in M&O tax revenue and \$\$ on \$100k home. * Ordinance adopting revised Master Fee Schedule. * Ordinance adopting and appropriating Budgets.
8/15	Council signs paperwork from Tax Assessor setting rates.
8/16	Web Publishing of Adopted Budget.
10/1	BUDGET BECOMES EFFECTIVE

Calendar for July 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
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Calendar for August 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

NOTE: Council Meeting for Public Hearing on the Budget and Tax Rate can be the same meeting where the Budget and Tax Rate are adopted.

NOTE: August 22nd is the deadline for calling for November 8th election if proposed rate exceeds de minimum rate. (78 days prior to Nov 8th election.)
 Tax Code 26.05(a)