

City of Bay City, Texas

Fiscal Year 2023

Summary Budget Calendar

Date	Activity	Responsible Party
Jan-May	Goal Visioning Workshops Develop/Adopt Strategic Priorities	City Council, City Manager Department Heads
March	Capital Planning	City Manager, Department Heads
April-May	Mailing of notices of appraised value	Matagorda County Appraisal District
May 17	Budget Workshops – Goal Visioning- 4:30 PM	City Council, City Manager Department Heads
May 20	Turn in budget package to Finance Director	Department Heads
May 24	Budget Workshop – Goal Visioning- 4:00 PM Regular Council Meeting	City Council, City Manager Department Heads
June 14	Budget Workshop- Rate Study- 4:00 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 28	Budget Workshop - Compensation Regular Meeting	City Council
July 7	Budget Workshop- Capital Planning- 4:00	City Council, City Manager Department Heads
July 12	Budget Workshop–Hotel/Motel, Outside Organizations- 4:00 PM Regular Council Meeting	City Council, City Manager Department Heads
July 25	Certification of appraisal roll	Chief Appraiser
July 26	Budget Workshop- BCCDC, Benefits- 4:00 PM Regular Meeting	City Council
August 5	Publishes no-new revenue tax rate, etc.	Matagorda County Tax Office
August 9	Budget Workshop- 5 -year capital plan- 4:00 PM Regular Meeting	City Council
August 11	Budget Workshop- All Funds- 4:00 PM	City Council, City Manager Department Heads
August 14	Last day to file Proposed Budget with City Secretary	Finance Director
August 16	Budget Workshop- 4:00 PM (Tentative)	City Council, City Manager Department Heads
August 23	Budget Workshop (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 8	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 13	Regular Council Meeting -Approve Capital Plan -Approval of budget and tax rate ordinance -First and final reading of fee ordinance	City Council
September 27	Distribute budgets	Finance Director
October 1	Budget becomes effective	N/A

City of Bay City, Texas

Fiscal Year 2023

Detailed Budget Calendar

Date	Description	Notes
Jan-May	Goal Visioning Workshops	Workshops with City Council and Department Heads
April	Capital Project Planning Departments Prepare Business Plans	Preparing for Capital Workshop with City Council Goals for 2023 / Accomplishments 2022
April-May	Mailing of Notices of appraised value	Matagorda County Appraisal District
May 10 (Tues)	Review budget packets with staff	Budget Kick off with Department Heads
May 13 (Fri)	72 Hour Notice	Review Strategic Plan/Vision Statement
May 17 (Tues)	Budget Workshop- Goal Visioning	Strategic Plan Update- Set New Priorities and Goals
May 20 (Fri)	Turn in budget packet to Finance Director	
May 24 (Tues)	Budget Workshop- Goal Visioning Regular Council Meeting	Capital Plans, Budget, Business Plans, Accomplishments
June 7 (Tues)	Submit first draft to City Manager	Strategic Plan Update- Set New Priorities and Goals Review Accomplishments and discuss Business Plans
June 8-16	Budget Review with Department Heads	
June 14 (Tues)	Budget Workshop- Rate Study Regular Meeting (Approve Strategic Plan)	Approve City Council Goals FY 2023
June 21 (Tues)	Budget Review with Department Heads Capital Plan Review with City Manager	Review Capital Plan to be presented to City Council
June 28 (Tues)	Regular Council Meeting	
July 1 (Fri)	72 Hour Notice	
July 7 (Thur)	Budget Workshop- Capital Planning	Present Capital Plan and receive input from Council of Ranking (10-year Plan)
July 12 (Tues)	Budget Workshop- BCCDC Regular Council Meeting	BCCDC, Hotel/Motel and Outside Organizations
July 25 (Mon)	Deadline for Certification of Roll (MCAD)	Chief appraiser certifies the approved appraisal roll
July 26-Aug 5	Calculation of No-New Revenue Tax Rate	August 7 Deadline per Texas Tax Code 26.04(e)
July 26 (Tues)	Budget Workshop- Benefits Regular Council Meeting	Review RFP for Benefit Plans
August 5 (Fri)	Publication of no-new revenue tax rate, etc (Matagorda Tax Assessor/Collector)	Place information on City's Website No-new revenue & voter-approval tax rates (Deadline is Aug. 7)
August 5 (Fri)	72 Hour Notice (August 9 & 11 Meeting)	
August 9 (Tues)	Budget Workshop-5-year plan Regular Council Meeting	Narrow 10-year plan down to 5-Year Capital plan

August 11 (Thur)	Budget Workshop -General Fund -Utility -Budget Calendar deadlines -Proposed Fee Ordinance -Budgetary & Financial Policy	<p><i>Kick Off Budget Workshop</i></p> <p><i>Continuation of August 11 Workshop if needed</i></p> <p><i>“Consider and/or approve placing a proposal to adopt a tax rate for the 2023 fiscal year as an action item on the agenda of a future meeting, specifying therein the desired rate and publishing notice thereof.”</i></p> <p><i>“Consider and/or approve setting public hearing on the proposed 2023 Tax Rate for September 8.” Only required if proposed rate exceeds “No-New Revenue Rate”</i></p> <p><i>“Consider and/or approve setting public hearing on the proposed 2023 Budget for September 8.”</i></p> <p><i>“Notice of 2022 Tax Year Proposed Tax Rate” if applicable</i> <i>“Notice of Public Hearing on Proposed Budget”</i> <i>Ads to run Sun Aug. 28</i></p> <p><i>The governing body may not adopt a tax rate at the Public Hearing. However, the governing body must announce the date, time, and place of the meeting at which it will vote on the tax rate</i></p> <p><i>Announce the date & time for final approval for the budget and tax rate ordinance (September 13 @ 6:00 at CH Council Chambers)</i></p> <p><i>There must be some sort of action on the budget after the budget hearing, therefore (LGC 102.007) This action could be the adoption of the budget or else vote to postpone the final budget vote.</i></p> <p><i>“Consider reading an ordinance approving the annual budget”</i></p> <p><i>A separate vote is needed to “ratify” the property tax revenue increase reflected in the budget</i></p> <p><i>“Consider ratification of the property tax revenue increase reflected in the 2023 budget.”</i></p> <p><i>“Consider an ordinance fixing the tax rate....”</i> <i>Approve Fee Ordinance if applicable</i></p>
August 12 (Fri)	72 Hour Notice (August 16 & 18 Meeting)	
August 14 (Sun)	Last Day to File Proposed Budget with City Secretary	
August 16 (Tues)	Budget Workshop (Tentative)	
August 23 (Tues)	Budget Workshop (Tentative) Regular Council Meeting Discussion of tax rate; If proposed tax rate exceeds the no new revenue rate- take record of vote and schedule PH’s. Set public hearing on <u>capital plan</u> per Charter	
August 24 (Wed)	Confirm placement with newspaper Put Notices on City’s Website	
September 2 (Fri)	72 Hour Notice for Public Hearings	
September 8 (Thurs)	Special Called Meeting <i>Public Hearing Capital Plan (Citizen Input)</i> Public Hearings on tax rate (if needed) & Proposed Budget & Capital Plan Tax rate hearings are only needed if proposed tax rate exceeds the effective tax rate. Budget Hearings are always required	
September 13 (Tues)	Regular Council Meeting -Adopt Budget and Vote on Tax Rate -Approve Fee Ordinance	
September 27 (Tues)	Distribute Budgets	
Oct. 1	Budget becomes effective	

BUDGET GUIDELINES:

*Note: Budget must be filed with the City Secretary before the 30th day before the date the governing body makes its tax levy for the fiscal year – therefore **August 14, 2022** is the last day to file the budget with the City Secretary (Local Gov Code 102.005)*

The proposed budget must have a special cover page if the budget will raise more property taxes than in previous years.

Notice of Public Hearing for Budget shall be published not earlier than the 30th or later than the 10th day before the date of the hearing (Local Gov Code 102.0065 (c)).

H.B. 3195 brings truth and taxation into the budget process. See new guidelines before publishing proposed budget.

Public Hearing for Budget must be scheduled after the 15th day (Aug 29, 2022) after date the proposed budget is filed, 10 days after publication of the notice (September 7, 2022) but before the date the governing body makes its tax levy (Local Gov Code 102.006b).

Public Hearing is set for September 8, 2022. The City is only required to have one budget hearing; however, two hearings are routinely provided for citizens input regarding the City's Capital Plan, Proposed Budget, and the Bay City Community Development Corporations Budget.

The budget shall be adopted in final form before September 30 or 60 days after the certified totals are received. September 13, 2022 is the 13th day of the last month of the fiscal year and no sooner than the 5th day after the public hearing and not later than 10 days prior to the beginning of the fiscal year, so it meets these requirements. (City Charter Section 10.10).

A copy of the budget shall be sent to County Clerk's office, the Bay City Public Library, and the City Secretary. (City Charter 10.11)

TAX GUIDELINES:

Notice of Proposed Tax Rate shall be published not later than the 7th day before the date of the public hearing (Tax Code 26.065) (publish one time for both dates); Notices must be published on Internet 7 days continuously before hearing & 7 days continuously before vote on tax rate.

Adoption of the tax rate must be a separate item on the agenda. State law requires most cities to adopt a budget before they adopt the tax rate. The City may adopt a budget and at tax rate at the same meeting as long as the budget is adopted first as a separate item.

Make sure the public hearing is not over 7 days from the day we vote on tax rate. (Tex Tax Code 26.06 (a) or sooner than 5 days after public hearing.