

# City of Bay City, Texas

Fiscal Year 2021

## 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, Finance Director Department Heads
April-May	Mailing of notices of appraised value	Matagorda County Appraisal District
May 4	Distribute budget package to Division Heads	Finance Director
May 22	Turn in budget package to Finance Director	Department Heads
June 9	<b>Budget Workshop</b> <b>Regular Council Meeting</b>	City Council, City Manager Department Heads
June 11-12	Budget review with Department Heads	City Manager, Finance Director Department Heads
June 16	<b>Budget Workshop- Goal Visioning</b>	City Council, City Manager Department Heads
June 18	<b>Budget Workshop- Capital Planning</b>	City Council, City Manager Department Heads
June 23	<b>Regular Council Meeting</b>	City Council, City Manager Department Heads
July 14	<b>Budget Workshop– BCCDC, Outside Organizations</b> <b>Regular Council Meeting</b>	City Council, City Manager Department Heads
July 25	Certification of appraisal roll	Chief Appraiser
July 28	<b>Budget Workshop – 5- year capital plan</b> <b>Regular Council Meeting</b>	City Council, City Manager Department Heads
July 31	Distribute budget package to Division Heads	Finance Director
July 31	Proposed Budget filed with City Secretary	Finance Director
August 4	<b>Budget Workshop- 2:00 PM (Tentative)</b>	City Council, City Manager Department Heads
August 5	Publishes notice of effective and rollback tax rates	Matagorda County Tax Office
August 6	<b>Budget Workshop- 2:00 PM</b>	City Council, City Manager Department Heads
August 11	<b>Budget Workshop- 5:00 (Tentative)</b> <b>Regular Council Meeting</b> -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
August 25	<b>Regular Council Meeting</b> -Public Hearings on budget & tax rate (if required) -Public Hearing on Capital Plan (Charter 10.16)	City Council
September 1	<b>Special Called Meeting- 6:00</b> -Public Hearing on budget -Public Hearing on tax rate (if required)	City Council
September 8	<b>Regular Council Meeting</b> -Approve Capital Plan -Approval of tax rate and budget ordinance -First and final reading of fee ordinance	City Council
September 27	Distribute budgets	Finance Director
October 1	Budget becomes effective	N/A

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Fiscal Year 2021

## 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 2020 / Accomplishments 2019
April-May	Mailing of Notices of appraised value	Matagorda County Appraisal District
May 4 (Mon)	Distribute budget packets to staff	Goal Visioning Kick off with Department Heads
May 22 (Fri)	Turn in budget packet to Finance Director	Capital Plans and Budget
June 9 (Tues)	<b>Budget Workshop- Budget Calendar Regular Council Meeting</b>	
June 10 (Wed)	Submit first draft to City Manager	
June 11-12 (Thurs- Fri)	Budget Review with Department Heads	
June 12 (Fri)	72 Hour Notice (June 16 & 18 meetings)	
June 16 (Tues)	<b>Budget Workshop- Goal Visioning</b>	Review Strategic Plan/Vision 2040 & Accomplishments Strategic Plan Update- Set New Priorities and Goals
June 17 (Wed)	Budget Review with Department Heads Capital Plan Review with City Manager	Review Capital Plan to be presented to City Council
June 18 (Thurs)	<b>Budget Workshop- Capital Planning</b>	Present Capital Plan and receive input from Council of Ranking (10-year Plan)
June 23 (Tues)	<b>Regular Council Meeting</b>	
July 14 (Tues)	<b>Budget Workshop- BCCDC Regular Council Meeting</b>	BCCDC, Hotel/Motel and Outside Organizations
July 25	Deadline for Certification of Roll (MCAD)	Chief appraiser certifies the approved appraisal roll
July 26-Aug 5	Calculation of Effective Tax Rate	
July 28 (Tues)	<b>Budget Workshop-5-year plan &amp; Other Regular Council Meeting</b>	Narrow 10-year plan down to 5-Year Capital plan Review Final Bay City Works (Strategic Plan)
July 31 (Fri)	72 Hour Notice (August 4 & 6 Meeting)	
July 31 (Friday)	Proposed budget filed with City Secretary	
August 4 (Tues)	<b>Budget Workshop (Tentative)</b>	
August 5 (Wed)	Publication of effective & roll back rates (Matagorda Tax Assessor/Collector)	Publication not required. Effective & Roll back Rates (Deadline is Aug. 7)
August 6 (Thurs)	<b>Budget Workshop</b> -General Fund -Utility -Budget Calendar deadlines -Proposed Fee Ordinance -Budgetary & Financial Policy	Kick Off Budget Workshop

August 11 (Tues)	<p><b>Budget Workshop (Tentative)</b>  <b>Regular Council Meeting</b>  Discussion of tax rate; If proposed tax rate exceeds effective tax rate- take record of vote and schedule PH's.</p> <p>Set public hearing on <u>capital plan</u> per Charter</p>	<p><i>“Consider and/or approve placing a proposal to adopt a tax rate for the 2021 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 two public hearings on the proposed 2021 Tax Rate for August 25 and September 1.”</i>  <b>Only required if proposed rate exceeds “No-New Revenue Rate” (Effective tax rate)</b></p> <p><i>“Consider and/or approve setting public hearings on the proposed 2021 Budget for August 25 and September 1.”</i></p> <p><i>“Notice of 2020 Tax Year Proposed Tax Rate” if applicable</i>  <i>“Notice of Public Hearing on Proposed Budget”</i>  <i>Ads to run Sun. Aug. 16 &amp; Wed. Aug. 19</i></p>
August 12 (Wed)	<p>Confirm placement with newspaper  Put Notices on City's Website</p>	<p><i>Put both dates here to avoid Sept 1 PH Notice</i></p>
August 21 (Fri)	<p>72 Hour Notice for Public Hearing(s)</p>	<p><i>Mayor to announce the date of the next public hearing. (September 1 for proposed budget and tax)</i></p>
August 25 (Tues)	<p><b>Regular Council Meeting</b>  <i>Public Hearing Capital Plan (Citizen Input)</i></p> <p>Public Hearings on tax rate (if needed) &amp; Proposed Budget &amp; Capital Plan</p> <p>Tax rate hearings are only needed if proposed tax rate exceeds the effective tax rate.</p> <p>Budget Hearings are always required</p>	<p><i>The governing body may not adopt a tax rate at either of these PH's. At each hearing, 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>Mayor to announce “the date of the final approval of The budget and tax rate will be in City Hall on Sept. 8, 2020 @ 6:00”</i></p>
September 1 (Tues)	<p><b>Special Called Meeting</b>  Public Hearing on Proposed tax rate and Proposed Budget</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 <b>vote to postpone the final budget vote.</b></i></p> <p><i>Announce the date &amp; time for final approval for the budget and tax rate ordinance (September 8 @ 6:00 at CH Council Chambers)</i></p>
September 8 (Tues)	<p><b>Regular Council Meeting</b>  -Adopt Budget and Vote on Tax Rate  -Approve Fee Ordinance</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 2021 budget.”</i></p> <p><i>“Consider an ordinance fixing the tax rate....”</i>  <i>Approve Fee Ordinance if applicable</i></p>
Sept 25	<p>Distribute Budgets</p>	
Oct. 1	<p>Budget becomes effective</p>	

## **BUDGET GUIDELINES:**

*Note: Budget must be filed with the City Secretary before the 30<sup>th</sup> day before the date the governing body makes its tax levy for the fiscal year – therefore **August 8, 2020** 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 30<sup>th</sup> or later than the 10<sup>th</sup> 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.

Make sure 2<sup>nd</sup> public hearing is not over 7 days from the day we vote on tax rate. (Tex Tax Code 26.06 (e))

Public Hearing for Budget must be scheduled after the 15<sup>th</sup> day (Aug 15, 2020) after date the proposed budget is filed, 10 days after publication of the notice (August 26, 2020) but before the date the governing body makes its tax levy (Local Gov Code 102.006b). Public Hearing is set for Aug. 25 and September 1 which is after the 30<sup>th</sup> day from filing with City Secretary so the date set complies. 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 8, 2020 is the 8<sup>th</sup> day of the last month of the fiscal year and no sooner than the 5<sup>th</sup> 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 7<sup>th</sup> day before the date of the public hearing (Tax Code 26.065) (publish one time for both dates)

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.