

# May 2018

| Monday   | Tuesday   | Wednesday | Thursday   | Friday |
|--|---|-----------|--|--------|
|  | 1<br>HPC – 1 <sup>st</sup> Budget Discussion -<br>Cancelled | 2         | 3  | 4      |
| 7<br>TIRZ – 1 <sup>st</sup> Budget Discussion<br>PRC – 1 <sup>st</sup> Budget Discussion | 8   | 9         | 10   | 11     |
| 14   | 15  | 16        | 17<br>FMB – 1 <sup>st</sup> Budget Discussion<br>EMC – 1 <sup>st</sup> Budget Discussion | 18     |
| 21   | 22<br>EDC – 1 <sup>st</sup> Budget Discussion               | 23        | 24   | 25     |
| 28<br>TRC – 1 <sup>st</sup> Budget Discussion  | 29  | 30        | 31   |        |

## BUDGET CALENDAR

### What's Going On

Staff will work with boards, commissions and/or committees to draft FY 2018-2019 budget requests.

### Important Deadlines

May 31<sup>st</sup> – staff should preparing their draft worksheet/narrative of requested budget for FY 2018-2019

### Notifications & Tips

This is a good time to ask the City Treasurer for your department, and/or board, commission, or committee budget worksheets

# June 2018

| Monday  | Tuesday  | Wednesday                                     | Thursday   | Friday   |
|---|--|---|--|--|
|   |  |   |  | 1  |
| 4<br>TIRZ – 2 <sup>nd</sup> Budget Discussion<br>PRC - Budget Discussion                | 5<br>HPC – 1 <sup>st</sup> Budget Discussion<br>(meeting cancelled for May discussion) | 6   | 7  | 8  |
| 11<br>FDC - 1 <sup>st</sup> Budget Discussion<br>(meeting cancelled for May discussion) | 12   | 13  | 14   | 15<br>TIRZ, PRC, HPC, and FDC<br>Budget Request due to Staff |
| 18  | 19   | 20  | 21<br>FMB - 2 <sup>nd</sup> Budget Discussion<br>EMC - 2 <sup>nd</sup> Budget Discussion | 22   |
| 25<br>TRC - 2 <sup>nd</sup> Budget Discussion   | 26   | 27<br>EDC - 2 <sup>nd</sup> Budget Discussion | 28   | 29<br>FMB, EMC, TRC, and EDC<br>Budget Request due to Staff  |

## BUDGET CALENDAR

### What's Going On

Staff will finalize budget requests for department, and boards, commissions and/or committees.

### Important Dates


June 15<sup>th</sup> – TIRZ, PRC, HPC and FDC Budget Requests due

June 29<sup>th</sup> – FMB, EMC, TRC, and EDC Budget Requests due

### Notifications & Tips

Staff should be meeting with City Treasurer to review budget requests for department, and boards, commissions and committees; and preparing final drafts for the proposed budget

# July 2018

| Monday   | Tuesday   | Wednesday                                     | Thursday   | Friday |
|--|---|---|--|--------|
| 2  | 3   | 4   | 5  | 6      |
|  |   |   | Final Requests due for Staff budgets, including boards, commissions and committees       |        |
| 9  | 10  | 11  | 12   | 13     |
|  |   |   |  |        |
| 16   | 17  | 18  | 19   | 20     |
|  | City Council Meeting – Filing of Proposed Budget, if Hays CAD has filed final tax rolls |   |  |        |
| 23   | 24  | 25  | 26   | 27     |
|  |   | Last day for Hays CAD to send final tax rolls | Submit public notifications for publication to newspaper for Tax Levy and Budget Hearing |        |
| 30   | 31  |   |  |        |

## BUDGET CALENDAR

### What's Going On

City Treasurer will be preparing proposed budget for filing with the City Secretary and the City Council, and the proposed Tax Levy Rate.

### Important Dates

July 17<sup>th</sup> – Filing of Proposed Budget  
 July 25<sup>th</sup> – Filing of Final Tax Rolls  
 July 26<sup>th</sup> – Send public notifications regarding Public Hearings for Tax Levy & Budget

### Notifications & Tips

In order to allow the City Treasurer ample time to complete the Final Proposed Budget, no changes will be accepted, unless approved by Council or Administration July 9<sup>th</sup> – 13<sup>th</sup>

# August 2018

| Monday | Tuesday  | Wednesday | Thursday   | Friday |
|--------|--|-----------|--|--------|
|        |  | 1         | 2<br>Newspaper Publication of Tax Levy and Budget Hearing(s) | 3      |
| 6      | 7  | 8         | 9  | 10     |
| 13     | 14<br>City Council Budget Workshop<br>1 <sup>st</sup> PH on Tax Levy (if Increase)                                 | 15        | 16   | 17     |
| 20     | 21<br>City Council Budget Workshop<br>1 <sup>st</sup> PH on Budget<br>2 <sup>nd</sup> PH on Tax Levy (if increase) | 22        | 23   | 24     |
| 27     | 28   | 29        | 30   | 31     |

## BUDGET CALENDAR

### What's Going On

The City Council will be holding workshops to discuss the budget and provide staff with recommendations. Staff will apply recommendations for City Council review.

### Important Dates

Aug 14<sup>th</sup> - City Council Budget Workshop  
Aug 21<sup>st</sup> - City Council Budget Workshop

### Notifications & Tips

The public will be notified via newspaper and website publication of public hearings regarding tax levy and budget

# September 2018

| Monday | Tuesday  | Wednesday | Thursday | Friday |
|--------|--|-----------|----------|--------|
| 3      | 4  | 5         | 6        | 7      |
| 10     | 11<br>City Council Meeting<br>Adoption of Budget<br>Adoption of Tax Levy | 12        | 13       | 14     |
| 17     | 18   | 19        | 20       | 21     |
| 24     | 25   | 26        | 27       | 28     |

## BUDGET CALENDAR

### What's Going On

City Council will approve the final Budget for Fiscal Year 2018-2019, and the Tax Levy – Ratification required if increase

### Important Dates

Sept 11<sup>th</sup> – approval of final budget and tax levy

### Notifications & Tips

The City Secretary will work with the City Treasurer and the City Attorney to prepare documents (ordinances and resolutions) for City Council consideration. City Secretary will file documents with County.