

# CITY OF UNIVERSAL CITY

**DATE:** April 17, 2023  
**TO:** Members of City Council  
**FROM:** Kim Turner, City Manager  
**COPIES TO:** Department Heads  
**SUBJECT:** **2024 BUDGET PREPARATION SCHEDULE**

To comply with the time requirements of the State, City Charter, Bexar & Guadalupe Counties, the following tentative schedule has been prepared. Meetings have been scheduled during regular council meetings, except for the July 12<sup>th</sup> meeting. Please make every effort to schedule your activities around these dates. A quorum is essential. The July 12<sup>th</sup> work session will begin at 5:00 p.m.

- A. Guidance to Departments..... 17 April 2023
- B. Departments Budget Submission to Finance.....22 May 2023
- C. Budget information (During City Manager comments) – .....06 June 2023
- D. File Proposed Budget with City Clerk.....27 June 2023
- E. Email Draft Budget to City Council.....28 June 2023
- F. **\*Council Budget Work Session – ALL FUNDS (5 p.m. - ?)..... 12 July 2023**
- G. Certified Roll/No New Revenue Rate Received ..... 24 July 2023
- H. Notice of Hearing on proposed budget & budget published with  
City Clerk, the San Antonio Express News, & Seguin Gazette ..... 27 July 2023
- I. Notice of Public Hearing on Tax Rate published & posted at City Hall.....27 July 2023
- J. Tax Rates presented to Council..... 01 Aug 2023
- K. Budget Hearing & record vote on Tax Rate..... 15 Aug 2023
- L. Notice of Public Hearing on Tax Rate published in Herald w/ record vote..... 24 Aug 2023
- M. Council Meeting to Adopt FY 2024 Budget, Public Hearing and  
Adoption of 2023 Tax Rate ..... 05 Sep 2023
- O. Forward Ordinance to Bexar & Guadalupe County Tax Assessors Establishing  
Tax Rate for Tax Year 2024 ..... 21 Sep 2023

\*Denotes special meeting day, not in conjunction with a council meeting