

# CITY OF UNIVERSAL CITY

**DATE:** July 27, 2022  
**TO:** Members of City Council  
**FROM:** Kim Turner, City Manager  
**COPIES TO:** Department Heads  
**SUBJECT:** **2023 BUDGET PREPARATION SCHEDULE**

To comply with the time requirements of the State, City Charter, and Bexar County, the following tentative schedule has been prepared. Most of the meetings have been scheduled during regular council meetings, except for one special meeting. Please make every effort to schedule your activities around these dates. A quorum is essential. The July 6<sup>th</sup> work session will be at 6:00 p.m.

- A. Guidance to departments .....28 April 2022
- B. Department budgets submitted to Finance .....01 June 2022
- C. Budget information (During City Manager comments) .....07 June 2022
- D. File Proposed Budget with City Clerk.....28 June 2022
- E. Email Draft Budget to City Council.....29 June 2022
- F. **\*Council budget work session -ALL FUNDS (6 p.m. -?).....06 July 2022**
- G. Certified Roll/No New Revenue Rate received .....25 July 2022
- H. Tax Rates presented to Council ..... 16 Aug 2022
- I. Budget Hearing & record vote on Proposed Tax Rate.....16 Aug 2022
- J. Notice of Public Hearing on Tax Rate published in Herald w/ record vote ..... 31 Aug 2022
- K. Council Meeting to Adopt Fiscal Year 2023 Budget &  
Public Hearing on 2022 Tax Rate & Adopt 2022 Tax Rate..... 20 Sept 2022
- L. Forward Ordinance to Bexar County Tax Assessor Establishing Tax Rate For  
Tax Year 2022 ..... 29 Sept 2022

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