

Last updated 11-9-2025

The Mayor is responsible for keeping this calendar current. The City Secretary is responsible for posting updates to the City website. Council approval is not required for this calendar. For accuracy, employees, aldermen, and citizens should always rely on the version published on the website rather than printed copies, to ensure they are referencing the most up-to-date information.

Month	Activity	Responsible Parties	Reference
January	Review of prior year's MS4 and investment data	Mayor, Investment Officer, Permitting Officer	MS4, LGC §2256.023
January	Employee & Police Handbook staff review begins	Mayor and all City Staff (includes Police employees)	Employee & Police Handbooks §6.9
January	Preload Council calendar and training plan	City Secretary	Employee Handbook §6.9
February	FY-Q1 MS4, CY-Q4 Investment & Budget-to-Actual Reports to Council	MS-4 City Secretary; Financial-Investment Officer	MS4 §11.5, LGC §2256.023
February	Staff complete Employee Handbook Acknowledgment Form	All City Staff (Mayor oversight)	
March	Submit Annual Financial Audit	City Secretary	LGC §103.001
March	Tier II Chemical Inventory (if applicable)	Mayor	Texas Health & Safety Code, EPCRA
March	Council adopts Employee Handbook & Police Policy Manual updates (if applicable) Confirm if any budget section updates require corresponding Mayor or Alderman handbook updates.	City Council	City Practice
March	MS4 - Annual Report	Mayor, Permitting Officer	MS4
March	Submit SECO Energy Report to State	Mayor, City Secretary	THSC §388.005 (Due Mar 1)
March	Annual street evaluation by City Engineer	Mayor, AJL (engineers)	Employee Handbook §6.3
May	FY-Q2 MS4, CY-Q1 Investment & Budget-to-Actual Reports to Council	MS-4 City Secretary; Financial-Investment Officer	MS4 §11.5, LGC §2256.023
May	Mayor & Alderman Handbook review begins	Mayor and Alderman (see workshop reference below)	City Practice
May	Mayor/Alderman Handbook Workshop	City Council, City Secretary	City Practice
May	Budget Process — May 1–15 : Mayor & City Secretary begin planning; review prior-year actuals; update templates; prepare First Draft Budget.	Mayor; City Secretary	LGC Ch. 102 (Preparation)
May	Budget Process — May 15–31 : Departments submit requests; First Draft assembled; salary tables prepared; First Draft Budget Workbook posted before June Council Meeting.	Mayor; City Secretary; Department Heads	LGC Ch. 102 (Drafting)

June	Agenda Item to Review China Grove Fire & Rescue Agreement for possible changes requiring 90-day notice. It auto renews in November.	Mayor, City Secretary, City Council	City Practice
June	June Council Meeting (1st Thu)-Budget discussion No Action. Decide from the list of prioritized street projects which will move forward in the budget process. The list of prioritized projects, shall be posted on the City's message board. Optional Council Workshop for continued budget review and adjustments (commonly scheduled).*	City Council	City Practice
June	Post June meetings – Mayor revises draft using Workshop Template; updates from Dept. Heads; numbers verified with City Secretary & Investment Officer; Updated Budget posted before July Meeting; Mayor files Proposed Budget with City Secretary (LGC §102.005).	Mayor; City Secretary; Investment Officer; Department Heads	LGC §102.005 (File Proposed Budget)
July	July Council Meeting (1st Thu) – Budget discussion only (no action) July Meeting-Council adopts Mayor & Alderman Handbook updates Confirm if any budget section updates require corresponding Employee/Police Policy Manual updates.	City Council	City Practice -quorum requirement 3 aldermen
July	Optional Council Workshop for continued budget review and adjustments (commonly scheduled)- Time for 30-Day posting rule.	City Council; Mayor; City Secretary	City Practice-quorum requirement 4 aldermen
July	Post and file Final Proposed Budget online (30-day posting rule)	Mayor; City Secretary	LGC §102.005
July	Submit Budget Public Hearing notice to Wilson County News (publish ≥17 days before August meeting).	City Secretary (notice); Mayor (approval)	LGC §102.006 (Budget Hearing notice)
August	FY-Q3 MS4, CY-Q2 Investment & Budget-to-Actual Reports to Council	MS-4 City Secretary; Financial-Investment Officer	MS4 §11.5, LGC §2256.023
August	Budget Process — August Council Meeting (1st Thu): Hold Budget Public Hearing and adopt the Budget. Council establishes Proposed Tax Rate	City Council (vote)	LGC §102.006 (Hearing); §102.009(a) (Adoption) — 60% of full body required
August	Post Budget Adoption — Upload adopted Budget to website & remove Proposed Budget	City Secretary (posting); Mayor (oversight)	City practice; LGC Ch. 102

August	Optional Council Workshop to review tax rate scenarios and worksheets	City Council, City Secretary	Tax Code Ch. 26 (commonly scheduled)
August	Tax Rate Process — Mid-August: Submit Tax Rate Public Hearing notice to Wilson County News (publish ≥17 days before September meeting).	City Secretary (notice)	Tax Code §26.05 (Notice)
August	Publish Wilson County News Notice of Tax Rate (publish ≥17 days before September meeting).	Mayor; City Secretary	Tax Code §26.06

September	September Council Meeting (1st Thu): Hold Tax Rate Public Hearing and adopt the Tax Rate.	City Council (vote)	Tax Code §26.05(c) (Adoption) Quorum of 4 required; 3-to-1 vote carries (60%). If adopted rate exceeds voter-approval rate, election required.
September	Post-adoption filings: notify Bexar Appraisal District, County Clerk, update City website	Mayor; City Secretary	Tax Code §26.09
September	Council adopts 5% Energy Reduction Goal for SECO compliance	Mayor, City Council	THSC §388.005
September	Post-Tax Rate Adoption — Upload Tax Rate to website; notify Bexar County and the Appraisal District; update internal systems.	City Secretary (posting/notifications); Mayor (oversight)	City practice; Tax Code §26.05
October	Confirm posting of final adopted budget & tax rate online and provide copies to County Clerk, Appraisal District, and other required authorities	Mayor, City Secretary	LGC §102.009; Tax Code §26.05
October	Start next year's compliance calendar	Mayor	Mayor's Office Procedure
October	Post-budget debrief with departments; compile lessons-learned summary for Mayor	Mayor, all department heads (includes police)	Employee Handbook §13.1
November	FY-Q4 MS4, CY-Q3 Investment & Budget-to-Actual Reports to Council	MS-4 City Secretary; Financial-Investment Officer	MS4 §11.5, LGC §2256.023
November	Begin early planning for capital projects and upcoming grant cycles	Mayor, all department heads (includes police)	Employee Handbook §13.1
November	Update internal procedures, templates, and budget request forms for next cycle	Mayor, City Secretary	Employee Handbook §13.1
November	Compile lessons learned & update budget/tax rate templates	Mayor; City Secretary	City Practice
December	File and review annual training logs	City Secretary	Employee Handbook App. I
December	Direct Report Annual Reviews	Mayor	Mayor's Office Procedure
December	Ensure all filings and postings (Budget & Tax Rate) are archived and accessible	Mayor; City Secretary	LGC §102.009; Tax Code §26.16