

## City of Mineola – FY 2023-2024 Budget Timeline

6/21/2023	<b>Department Personnel Info due to City Secretary</b> (comp payoff, medical insurance changes, retirement, promotions, certification pay, holiday pay)
6/21/2023	<b>Department budget Line Item Requests due to City Secretary</b> – Maintenance & Operations
6/26/2023	<b>Regular Council Meeting 5:30 PM</b> <b>Council Workshop</b> Discuss Personnel & Capital O&M proposed projects
6/28 & 6/29 2023	<b>City Manager to meet with Department Heads</b> and review/approve/amend budget requests
7/10/2023	<b>Special Council Meeting &amp; Workshop 5:30 PM</b> To review first draft of budget Submit Tax Rates to Council
7/24/2023	<b>Regular Council Meeting 5:30 PM</b> <b>Council Workshop</b> to review second draft of budget
7/25/2023	Deadline to receive certified appraisal values from the appraiser
7/28/2023	<b>Employee Reviews due to City Manager</b>
8/7/2023	<b>Special Council Meeting 5:30 PM</b> <b>Council Workshop</b> to review draft of budget Submit Tax Rates to City Council
8/18/2023	DRAFT of BUDGET due (30 days prior to pass) *City Secretary must publish on website
8/24/2023	Deadline to Post Notice of Budget Hearing, Tax Rate Hearing & Tax Rate Adoption in Newspaper (City Secretary)
8/28/2023	<b>Regular Council Meeting 5:30 PM</b>
9/11/2023	<b>Special Council Meeting (&amp; Workshop if needed) 5:30 PM</b> (1) Public Hearing – BUDGET (2) Vote to adopt PROPOSED TAX RATE (3) Must take action on BUDGET (postpone)
9/18/2023	<b>Council Meeting 5:30 PM</b> (1) Public Hearing – TAX RATE (2) Approve BUDGET (3) Set TAX RATE