

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

**STAFF POC**

**JULY 2016**

1	- Committee Membership Applications Open	City Secretary
2	- City Wide Independence Day Celebration Event	City Manager
4	- Independence Day Holiday	
6	- Planning and Zoning Commission Meeting	Public Works
7	- Water Committee Agenda Posted	City Secretary
8	- Monthly Fire Officer's Meeting	Fire
10	- Road Runner Articles Due	City Secretary
10	- New Septic Application Report for July	Public Works
10	- TCEQ Quarterly CL2 Disinfectant Report	Public Works
11	- Water Advisory Committee Meeting	Public Works
11	- WAC Budget @ Meeting	Finance
13	- Coffee with a Cop – Starbucks	Police Chief
13	- Budget Workshop – Health, TMRS, Benefits, Capital	Finance
14	- TEEX Annual Fire School	Fire
15	- Body Worn Camera grant due	Police Chief
15	- 941 Report to IRS	Finance
15	- TCMA Region 8 Lunch	City Manager
18	- City Council Agenda Posted	City Secretary
19	- Budget basics, Goals / Objectives / Compensation Study	Finance
20	- Office of Court Administration Report Due	Court
21	- Municipal Court	Court
22	- AACOG Board of Directors Meeting	City Manager
25	- City Council Meeting	City Manager
25 (T)	- Receive certified tax roll	Finance
25 (T)	- Quarterly Investment Report to Council	Finance
27	- Planning & Zoning Agenda Posted	City Secretary
27-31	- City Manager Vacation to Colorado	City Manager
31	- Quarterly Report	Court

**AUGUST 2016**

1	- Water Advisory Committee Agenda Posted	City Secretary
1 (T)	- Computer Cleaning	Planner/IT
3	- Planning and Zoning Commission Meeting	Public Works
3	- Denton Community Update to P&Z	City Manager
3 (T)	- Prepare tax rate calculations (BCTAC)	Finance
4	- Water Advisory Committee Meeting	City Secretary
4	- City Council Budget Workshop – Receive Tax Calculation	Finance
4	- Official Submission of the City Manager Proposed Budget and Receive Effective and Rollback Tax Calculation	Finance

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

6 (T)	- STRAC Meeting (Southwest Texas Regional Advisory Council)	Fire
10	- Road Runner Articles Due	City Secretary
10	- New Septic Application Report for August	Public Works
12	- Monthly Fire Officer's Meeting	Fire
13	- Fire Department Awards Picnic	Fire
15 (T)	- Tax rate advertising	Finance
15 (T)	- Debt Service Payments	Finance
15	- City Council Agenda Posted	City Secretary
17 (T)	- Submission to Newspaper on Notice of Public Hearings (BTAC)	Finance
17	- Council Special Meeting - Budget Work Shop (Discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective rate (whichever is lower), take a record vote and Schedule Public Hearings)	Finance
17	- Coffee with a Cop	Police Chief
18	- Municipal Court	Court
18 (T)	- Budget Workshop	Finance
19	- TCMA Region 8 Lunch	City Manager
20	- Office of Court Administration Report Due	Court
22	- City Council Meeting	City Manager
22 (T)	- Water Committee Budget Presentation to Council	Public Works
24 (T)	- Publication of notice of 2016 proposed tax rate	Finance
24 (T)	- NISD First Day of School	N/A
26	- AACOG Board of Directors Meeting	City Manager
29	- Planning & Zoning Agenda Posted	City Secretary
29	- Committee Membership Applications Close	City Secretary
29	- Council Budget Workshop – 1 <sup>st</sup> Public Hearing on Tax Rate	City Manager

**SEPTEMBER 2016**

1 (T)	- CPS Energy Smart Meter install Fall 2016	
2	- Publication Notice of 1 <sup>st</sup> and 2 <sup>nd</sup> Budget Reading	City Secretary
3	- Labor Day Holiday	
7	- Planning and Zoning Commission Meeting	Public Works
9	- Water Advisory Committee Agenda Posted	City Secretary
9	- Monthly Fire Officer's Meeting	Fire
10	- Road Runner Articles Due	City Secretary
10	- New Septic Application Report for September	Public Works
11	- Patriot's Day	N/A
12	- City Council Agenda Posted	City Secretary
12 (T)	- Committee Membership Applications Close	City Secretary
14	- EAA Critical Period Report	Public Works
12	- Water Advisory Committee Meeting	Public Works
12 (T)	- Special Council Meeting – 1 <sup>st</sup> Reading of Budget and 2 <sup>nd</sup> Hearing on Tax Rate – Schedule and announce meeting to	City Manager

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

**Adopt Tax rate 3-14 days from this date.**

15 (T)	- Police tactical firearms training	Police
15	- Municipal Court	Court
16	- TCMA Region 8 Lunch	City Manager
19 (T)	- 2 <sup>nd</sup> Final Budget Reading and approval of Budget	Finance
19	- Council selects / approves Committee Membership	City Secretary
19 (T)	- Special City Council Meeting – 2 <sup>nd</sup> Reading of Budget – Adopt Budget & Tax Rate	City Manager
20	- Office of Court Administration Report Due	Court
21	- Coffee with a Cop	Police Chief
26	- City Council Meeting	City Manager
26	- Organizational Chart Review	City Manager
28 (T)	- Publish new budget	Finance
28	- AACOG Board of Directors Meeting	City Manager
30	- Planning & Zoning Agenda Posted	City Secretary
30 (T)	- Run all year end INCODE reports (leave year end open)	Finance
TBD	- Texas Municipal League Conference	City Secretary

**---New Fiscal Year---**

**OCTOBER 2016**

1 (T)	- CPS Energy Smart Meter install Fall 2016	
1 (T)	- Computer Cleaning	Planner/IT
TBD	- STRAC Meeting (Southwest Texas Regional Advisory Council)	Fire
4	- National Night Out (NNO)	Police Chief
5	- Planning and Zoning Commission Meeting	Public Works
6	- Water Advisory Agenda Posted	City Secretary
10	- Road Runner Articles due	City Secretary
10	- New Septic Application Report for October	Public Works
10	- TCEQ Quarterly CL2 Disinfectant Report	Public Works
10	- Columbus Day (not holiday)	N/A
10-14 (T)	- Brush Pick Up (Republic Services)	City Secretary
10 (T)	- Water Advisory Committee Meeting	Public Works
14	- EAA Critical Period Report	Public Works
14	- Monthly Fire Officer's Meeting	Fire
15(T)	- Prepare for end of year soft budget close	Finance
15	- 941 Reports to IRS & TWC Quarterly Report	Finance
17	- City Council Agenda Posted	City Secretary
20	- Municipal Court	Court
20	- Office of Court Administration Report Due	Court
21	- TCMA Region 8 Lunch	City Manager
24	- City Council Meeting	City Manager
24	- Employee Handbook Annual Review	City Manager

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

24	- City Council Policy Book Review	City Manager
24	- Newspaper of Record, Audit, Holiday Schedule Review	City Manager
26	- Quarterly Investment Report to Council	Finance
26	- Planning & Zoning Agenda Posted	City Secretary
26	- AACOG Board of Directors Meeting	City Manager
28-30	- GFOAT Fall Conference / Committee Meetings	Finance
31	- Quarterly Report	Court

**NOVEMBER 2016**

1 (T)	- CPS Energy Smart Meter install Fall 2016	
1 (T)	- Fire Hydrant Testing	Fire
2	- Planning and Zoning Commission Meeting	Public Works
9	- Water Advisory Committee Agenda Posted	City Secretary
14	- Water Advisory Committee Meeting	Public Works
10	- Road Runner Articles Due	City Secretary
10	- New Septic Application Report for November	Public Works
11	- Veterans Day Holiday	N/A
11	- Monthly Fire Officer's Meeting	Fire
14	- EAA Critical Period Report	Public Works
13 (T)	- Close previous and open new fiscal year in INCODE	Finance
13 (T)	- Order forms from INCODE for 1099's and W-2's	Finance
16	- City Council Agenda Posted	City Secretary
17	- Municipal Court	Court
18	- Office of Court Administration Report Due	Court
18	- TCMA Region 8 Lunch	City Manager
TBD	- Texas EMS Conference	Fire
23	- City Council Meeting	City Manager
23	- Records Retention and Fund Balance Policy Review	City Manager
23(T)	- Approve Certified Tax Roll by Council	City Manager
23 (T)	- Prepare provided by client list for auditors	Finance
24	- Thanksgiving	N/A
25	- City Holiday	N/A
25	- Planning & Zoning Agenda Posted	City Secretary
TBD	- AACOG Board of Directors Meeting	City Manager

**DECEMBER 2016**

1 (T)	- CPS Energy Smart Meter install Fall 2016	
1 (T)	- Computer Cleaning	Planner/IT
16 (T)	- Auditors Begin Field Work	Finance
16 (T)	- Auditors Meet with Selected Council Members	Finance
3	- STRAC Meeting (Southwest Texas Regional Advisory Council)	Fire
3	- Alamo Area Police Chief's Meeting	Police Chief

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

3 (T)	- City of Shavano Park Family Holiday Event	City Secretary
7	- Planning and Zoning Commission Meeting	Public Works
7	- Water Advisory Committee Agenda Posted	City Secretary
9	- Monthly Fire Officer's Meeting	Fire
10	- Road Runner Articles Due	City Secretary
12 (T)	- City Council Meeting Posted	City Secretary
10	- New Septic Application Report for December	Public Works
14	- EAA Critical Period Report	Public Works
(TBDed)	- Water Advisory Committee Meeting	Public Works
15	- Municipal Court	Court
16	- TCMA Region 8 Lunch	City Manager
16 (T)	- Investment Committee Meeting	Finance
17 (T)	- City Staff and Council Christmas Lunch	City Manager
18	- Office of Court Administration Report Due	Court
19 (T)	- City Council Meeting	City Manager
23	- ACOG Board of Directors Meeting	City Manager
23	- Christmas Eve Holiday	N/A
26	- Christmas Holiday	N/A
26-31	- City Manager on Vacation	City Manager
28	- Planning & Zoning Agenda Posted	City Secretary
31(T)	- Run audit reports for 1099's and W-2's verify forms	Finance
31	- Quarterly Report	Court

----- New Calendar Year-----

**JANUARY 2017**

2	- New Year's Day Holiday	N/A
5	- Annual Traffic radar certification	Police
4	- Planning and Zoning Commission Meeting	Public Works
4	- Water Advisory Committee Agenda Posted	City Secretary
9	- Water Advisory Committee Meeting	Public Works
10	- New Septic Application Report for January	Public Works
10	- TCEQ Quarterly CL2 Disinfectant Report	Public Works
12 (T)	- Prepare W-2's and 1099's	Finance
14(T)	- Quarterly Investment Report to Council	Finance
13-14 (T)	- Impact weapons training	Police
14	- EAA Critical Period Report	Public Works
14	- Monthly Fire Officer's Meeting	Fire
14(T)	- Investment Committee Meeting	City Manager
15	- 941 Report to IRS TWC Quarterly Report	Finance
16	- Martin Luther King Holiday	N/A
19	- Municipal Court	Court
20	- TCMA Region 8 Lunch	City Manager

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

20	- Office of Court Administration Report Due	Court
23 (T)	- City Council Agenda Posted	City Secretary
25 (T)	- Auditors to Present Final 2015 Report	Finance
25(T)	- Quarterly Investment Report to Council	Finance
25	- Planning & Zoning Commission Agenda Posted	City Secretary
27	- AACOG Board of Directors Meeting	City Manager
30	- City Council Meeting	City Manager
31	- EAA Annual Groundwater Use Report	Public Works

**FEBRUARY 2017**

1 (T)	- Computer Cleaning	Planner/IT
1	- DEA Narcotic License Renewal	Fire
1	- DPS Narcotic License Renewal	Fire
1	- Planning and Zoning Commission Meeting	Public Works
3	- Denton Community Update to P&Z	City Manager
4	- STRAC Meeting (Southwest Texas Regional Advisory Council)	Fire
6	- Water Advisory Committee Agenda Posted	City Secretary
6 (T)	- Public Safety Awards Banquet	Police & Fire
8 (T)	- Police Racial Profiling Report	Police
10	- Road Runner Articles Due	City Secretary
10	- New Septic Application Report for February	Public Works
12	- Monthly Fire Officer's Meeting	Fire
13	- Water Advisory Committee Meeting	Pubic Works
14	- EAA Critical Period Report	Public Works
15	- Fire Pump Testing	Fire
15	- Fire Service Ladder Testing	Fire
15	- Debt Service payments	Finance
16	- City Council Agenda Posted	City Secretary
16	- Municipal Court	Court
17	- TCMA Region 8 Lunch	City Manager
19	- Office of Court Administration Report Due	Court
20	- President's Day Holiday	N/A
22	- Planning & Zoning Agenda Posted	City Secretary
24	- AACOG Board of Directors Meeting	City Manager
27	- City Council Meeting	City Manager

**MARCH 2017**

1	- City's MS4 Permit renewal due	Public Works
1	- Planning and Zoning Commission Meeting	City Secretary
2-4	- Brush Pick Up (Republic Services)	City Secretary
9	- Water Advisory Committee Agenda Posted	City Secretary
10	- Road Runner Articles Due	City Secretary

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

10	- New Septic Application Report for March	Public Works
11	- Monthly Fire Officer's Meeting	Fire
14	- EAA Critical Period Report	Public Works
14	- Water Advisory Committee Meeting	Public Works
14-18	- NISD School Spring Break	N/A
15 (T)	- Staff Budget Kick-Off / Workshop	Finance
16	- Municipal Court	Court
17	- SCBA (Self-Contained Breathing Apparatus) Flow Testing	Fire
18	- TCMA Region 8 Lunch	City Manager
20	- Office of Court Administration Report Due	Court
20 (T)	- Police Firearms qualification	Police
21	- City Council Agenda Posted	City Secretary
23	- AACOG Board of Directors Meeting	City Manager
27	- City Council Meeting	City Manager
31	- Planning & Zoning Agenda Posted	City Secretary
TBD	- Texas Police Chief's Association Convention (Galveston)	Police Chief
31(T)	- Disclosure Reports	Finance
31(T)	- Email Audits to Recipients	Finance
31 (T)	- Prepare budget financials with audited fund balances	Finance
31	- Quarterly Report	Court
31	- Tier II Report	Public Works

**APRIL 2017**

1	- Review ASR Leases with WAC	Public Works
1 (T)	- IT Inventory	Planner/IT
1 (T)	- Computer Cleaning	Planner/IT
1	- STRAC Meeting (Southwest Texas Regional Advisory Council)	Fire
4-20 (T)	- Budget Kick Off with Departments (Goals/ Objs / UFRs)	City Manager
5	- Planning and Zoning Commission Meeting	Public Works
TBD Apr	- Texas Police Chief's Association Convention (Galveston)	Police Chief
6	- Fire Hose Pressure Testing	Fire
7	- TCMA Region 8 Lunch	City Manager
7	- Monthly Fire Officer's Meeting	Fire
7 (T)	- City Council Workshop – CM Eval	City Manager
9 (T)	- City Wide Garage Sale	City Secretary
9 (T)	- City Wide Picnic (Martin Marietta Materials)	N/A
10	- Road Runner Articles Due	City Secretary
10	- New Septic Application Report for April	Public Works
10	- TCEQ Quarterly CL2 Disinfectant Report	Public Works
10	- Water Advisory Committee Meeting	Public Works
11	- FY17 Budget WAC (FY 16/17 Goals / Objs)	Finance
13-17	- Texas Police Chiefs Conference (Galveston)	Police
13	- EAA Critical Period Report	Public Works

**18 Month Master Event Calendar  
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**As of 11-Jul-16**

13 (T)	- FY17 Budget Workshop with Council	Finance
13(T)	- 941 Report to IRS & TWC Quarterly Report	Finance
13 (T)	- Annual fire inspection for Brookdale Senior Living	Fire
14	- Good Friday	N/A
15-30 (T)	- Receive Preliminary Property Tax Report; Pass to Council	Finance / CM
16	- Easter Holiday	N/A
15-30	- Community Home Annual Inspections	Fire / Code / Med
18	- City Council Agenda Posted	City Secretary
20	- Office of Court Administration Report Due	Court
20	- Municipal Court	Court
22	- Earth Day (Designated Nationally)	N/A
22	- Battle of the Flower Parade Holiday	N/A
22 (T)	- City-Wide Earth Day or Arbor Day Celebration	City Manager
24-May 2(T)	- Early Voting	City Secretary
24	- City Council Meeting	City Manager
25 (T)	- Quarterly Investment Report to Council	Finance
27	- AACOG Board of Directors Meeting	City Manager
29	- Arbor Day (Designated Nationally)	N/A
30(T)	- Quarterly Transfers	Finance
30	- Quarterly Report	Court

**MAY 2017**

1	- Submit approved ASR lease documents	Public Works
1 (T)	- Water Meter Calibration	Public Works
1	- Planning & Zoning Agenda Posted	City Secretary
1	- Water Advisory Agenda Posted	City Secretary
2	- Fire Hydrant Testing	Fire
3	- Planning and Zoning Commission Meeting	Public Works
7	- General Election	City Secretary
8	- Water Advisory Committee Meeting	Public Works
10	- New Septic Application Report for May	Public Works
10	- Road Runner Articles Due	City Secretary
13	- EAA Critical Period Report	Public Works
13	- Monthly Fire Officer's Meeting	Fire
14	- Mother's Day	N/A
15	- City Council Agenda Posted	City Secretary
17-20	- Department budgets meetings (Goals, Objs, Unfunded Req's)	Finance
18	- Municipal Court	Court
19	- TCMA Region 8 Lunch	City Manager
20	- Office of Court Administration Report Due	Court
20 (T)	- Police Recognition / Appreciation Banquet	Police Chief
22 (T)	- City Council Meeting	City Manager
22 (T)	- Reappoint Higher Education Facilities Corporation Board	City Secretary



**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

22 (T)	- Reappoint Medical Services Board	City Secretary
25	- ACOG Board of Directors Meeting	City Manager
29	- <b>Memorial Day Holiday</b>	N/A
31 (T)	- Finalize Revenues and Department budgets for FY17	Finance
31 (T)	- Receive Preliminary Property Tax Report	Finance

**JUNE 2017**

1	- Review Water Leases and propose to WAC which ones to renew	Public Works
1 (T)	- Computer Cleaning	Planner/IT
1	- Planning and Zoning Commission Meeting	City Secretary
1	- STRAC Meeting (Southwest Texas Regional Advisory Council)	Fire
2	- NISD Last Day of School	N/A
6	- FY17 Budget Workshop (Goals, Objs, Guidance)	Finance
6	- Special City Council Meeting	City Manager
6 (T)	- Reappoint Higher Education Facilities Corporation Board	City Secretary
7	- Water Advisory Agenda Posted	City Secretary
9-12	- TCMA Annual Conference (South Padre Island) - City Manager and Secretary out of office while attending	City Manager
10	- Road Runner Articles Due	City Secretary
10	- New Septic Application Report for June	Public Works
10	- Monthly Fire Officer's Meeting	Fire
13	- Water Advisory Committee Meeting	Public Works
15	- Public Works Employee Appreciation Luncheon	Public Works
15 (T)	- Create revenues and pages for straw-man budget	Finance
15	- Coffee with a Cop – Starbucks	Police Chief
16	- Municipal Court	Court
17	- TCMA Region 8 Lunch	City Manager
19	- <b>Father's Day</b>	N/A
20	- City Council Agenda Posted	City Secretary
20	- Office of Court Administration Report Due	Court
25-26	- San Antonio Radio Club Field Day 2015	City Manager
27	- CC Workshop – Budget Basics	Finance
27	- City Council Meeting	City Manager
27 (T)	- Reappoint Medical Services Board	City Secretary
29	- ACOG Board of Directors Meeting	City Manager
30	- Planning & Zoning Agenda Posted	City Secretary
30	- TCEQ – Consumer Confidence Report (CCR)	Public Works

----- 12 MONTHS OUT-----

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

**JULY 2017**

1	- Committee Membership Applications Open	City Secretary
1	- Planning and Zoning Commission Meeting	Public Works
4	- Independence Day Holiday	
4	- City Wide Independence Day Celebration Event	City Manager
5	- Planning and Zoning Commission Meeting	Public Works
6	- Water Committee Agenda Posted	City Secretary
8	- Monthly Fire Officer's Meeting	Fire
10	- Road Runner Articles Due	City Secretary
10	- New Septic Application Report for July	Public Works
10	- TCEQ Quarterly CL2 Disinfectant Report	Public Works
10	- Water Advisory Committee Meeting	Public Works
14	- EAA Critical Period Report	Public Works
14	- TEEEX Annual Fire School	Fire
15	- 941 Report to IRS	Finance
15 (T)	- Budget Work Shop	Finance
17	- City Council Agenda Posted	City Secretary
20	- Office of Court Administration Report Due	Court
21	- Municipal Court	Court
21	- TCMA Region 8 Lunch	City Manager
22	- AACOG Board of Directors Meeting	City Manager
24	- City Council Meeting	City Manager
24	- City Council Policy Book Review	City Manager
25 (T)	- Receive certified tax roll	Finance
27	- Denton Community Update to Council	City Manager
27	- Quarterly Investment Report to Council	Finance
31 (T)	- Prepare tax rate advertising	Finance
31	- Planning & Zoning Agenda Posted	City Secretary
31	- Quarterly Report	Court

**AUGUST 2017**

1	- Submit paperwork for Leases that will be renewed	Public Works
1 (T)	- Computer Cleaning	Planner/IT
2	- Planning and Zoning Commission Meeting	City Manager
2	- Denton Community Update to P&Z	City Manager
5 (T)	- Prepare tax rate calculations (BCTAC)	Finance
6 (T)	- City Council Budget Workshop – Receive Tax Calculation	Finance
6 (T)	- Official Submission of the City Manager Proposed Budget and Receive Effective and Rollback Tax Calculation	Finance
6 (T)	- STRAC Meeting (Southwest Texas Regional Advisory Council)	Fire
9	- Water Advisory Committee Agenda Posted	City Secretary
10	- Road Runner Articles Due	City Secretary

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

10	- New Septic Application Report for August	Public Works
12 (T)	- Budget Workshop	Finance
12	- Monthly Fire Officer's Meeting	Fire
13 (T)	- Council Special Meeting - Budget Work Shop (Discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective rate (whichever is lower), take a record vote and Schedule Public Hearings)	Finance
13 (T)	- Fire Department Awards Picnic	Fire
14	- Water Advisory Committee Meeting	City Secretary
14 (T)	- Submission to Newspaper on Notice of Public Hearings (BTAC)	Finance
14	- EAA Critical Period Report	Public Works
15 (T)	- Debt Service Payments	Finance
16 (T)	- 1 <sup>st</sup> Budget Hearing	Finance
17 (T)	- Health Insurance Bid opening	City Manager
18	- Municipal Court	Court
18	- TCMA Region 8 Lunch	City Manager
19 (T)	- Publication of notice of 2016 proposed tax rate	Finance
19 (T)	- Council Budget Workshop	City Manager
20	- Office of Court Administration Report Due	Court
21	- City Council Agenda Posted	City Secretary
21 (T)	- NISD First Day of School	N/A
22 (T)	- Water Committee Budget Presentation to Council	Public Works
26	- AACOG Board of Directors Meeting	City Manager
26 (T)	- Council Budget Workshop – 1 <sup>st</sup> Public Hearing on Tax Rate	City Manager
28	- City Council Meeting	City Manager
28	- Denton Community Update to CC	City Manager
29	- Committee Membership Applications Close	City Secretary
30	- Planning & Zoning Agenda Posted	City Secretary

**SEPTEMBER 2017**

2	- Publication Notice of 1 <sup>st</sup> and 2 <sup>nd</sup> Budget Reading	City Secretary
4	- Labor Day Holiday	
6	- Planning and Zoning Commission Meeting	Public Works
7	- Water Advisory Committee Agenda Posted	City Secretary
9	- Monthly Fire Officer's Meeting	Fire
10	- Road Runner Articles Due	City Secretary
10	- New Septic Application Report for September	Public Works
11	- Patriot's Day	N/A
11	- Water Advisory Committee Meeting	Public Works
12 (T)	- Special Council Meeting – 1 <sup>st</sup> Reading of Budget and 2 <sup>nd</sup> Hearing on Tax Rate – Schedule and announce meeting to Adopt Tax rate 3-14 days from this date.	City Manager
12 (T)	- Committee Membership Applications Close	City Secretary

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

14	- EAA Critical Period Report	Public Works
15 (T)	- Police tactical firearms training	Police
15	- TCMA Region 8 Lunch	City Manager
18	- City Council Agenda Posted	City Secretary
19 (T)	- 2 <sup>nd</sup> Final Budget Reading and approval of Budget	Finance
19	- Council selects / approves Committee Membership	City Secretary
19 (T)	- Special City Council Meeting – 2 <sup>nd</sup> Reading of Budget – Adopt Budget & Tax Rate	City Manager
20	- Office of Court Administration Report Due	Court
21	- Municipal Court	Court
25	- City Council Meeting	City Manager
25	- Organizational Chart Review	City Manager
27	- Planning & Zoning Agenda Posted	City Secretary
28(T)	- Publish new budget	Finance
28	- AACOG Board of Directors Meeting	City Manager
30(T)	- Run all year end INCODE reports (leave year end open)	Finance
TBD	- Texas Municipal League Conference	City Secretary

---New Fiscal Year---

**OCTOBER 2017**

1 (T)	- Computer Cleaning	Planner/IT
TBD	- STRAC Meeting (Southwest Texas Regional Advisory Council)	Fire
3	- National Night Out (NNO)	Police Chief
4	- Planning and Zoning Commission Meeting	Public Works
5	- Water Advisory Agenda Posted	City Secretary
9 (T)	- Water Advisory Committee Meeting	Public Works
10	- Road Runner Articles due	City Secretary
10	- New Septic Application Report for October	Public Works
10	- TCEQ Quarterly CL2 Disinfectant Report	Public Works
10	- Columbus Day (not holiday)	N/A
10-14 (T)	- Brush Pick Up (Republic Services)	City Secretary
14	- EAA Critical Period Report	Public Works
14	- Monthly Fire Officer's Meeting	Fire
15(T)	- Prepare for end of year soft budget close	Finance
15	- 941 Reports to IRS & TWC Quarterly Report	Finance
17	- City Council Agenda Posted	City Secretary
20	- Municipal Court	Court
20	- Office of Court Administration Report Due	Court
20	- TCMA Region 8 Lunch	City Manager
23	- City Council Meeting	City Manager
23	- Employee Handbook Annual Review	City Manager
23	- City Council Policy Book Review	City Manager

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

24	- Newspaper of Record, Audit, Holiday Schedule Review	City Manager
26	- Quarterly Investment Report to Council	Finance
26	- Planning & Zoning Agenda Posted	City Secretary
26	- AACOG Board of Directors Meeting	City Manager
28-30	- GFOAT Fall Conference / Committee Meetings	Finance
31	- Quarterly Report	Court

**NOVEMBER 2017**

1 (T)	- Fire Hydrant Testing	Fire
1	- Planning and Zoning Commission Meeting	Public Works
9	- Water Advisory Committee Agenda Posted	City Secretary
10	- Road Runner Articles Due	City Secretary
10	- New Septic Application Report for November	Public Works
10	- Veterans Day Holiday	N/A
11	- Monthly Fire Officer's Meeting	Fire
13	- Water Advisory Committee Meeting	Public Works
14	- EAA Critical Period Report	Public Works
13 (T)	- Close previous and open new fiscal year in INCODE	Finance
13 (T)	- Order forms from INCODE for 1099's and W-2's	Finance
17	- Municipal Court	Court
17	- TCMA Region 8 Lunch	City Manager
18	- Office of Court Administration Report Due	Court
20 (T)	- City Council Agenda Posted	City Secretary
TBD	- Texas EMS Conference	Fire
23	- Records Retention and Fund Balance Policy Review	City Manager
23(T)	- Approve Certified Tax Roll by Council	City Manager
23 (T)	- Prepare provided by client list for auditors	Finance
23	- Thanksgiving	N/A
24	- City Holiday	N/A
27 (T)	- City Council Meeting	City Manager
29	- Planning & Zoning Agenda Posted	City Secretary
TBD	- AACOG Board of Directors Meeting	City Manager

**DECEMBER 2017**

1 (T)	- Computer Cleaning	Planner/IT
2 (T)	- City of Shavano Park Family Holiday Event	City Secretary
3	- STRAC Meeting (Southwest Texas Regional Advisory Council)	Fire
3	- Alamo Area Police Chief's Meeting	Police Chief
6	- Planning and Zoning Commission Meeting	Public Works
6	- Water Advisory Committee Agenda Posted	City Secretary
9	- Monthly Fire Officer's Meeting	Fire
10	- Road Runner Articles Due	City Secretary

**18 Month Master Event Calendar  
City of Shavano Park**

**As of 11-Jul-16**

11 (T)	- City Council Meeting Posted	City Secretary
10	- New Septic Application Report for December	Public Works
14	- EAA Critical Period Report	Public Works
(TBDed)	- Water Advisory Committee Meeting	Public Works
15	- Municipal Court	Court
15	- TCMA Region 8 Lunch	City Manager
16 (T)	- Investment Committee Meeting	Finance
16 (T)	- Auditors Begin Field Work	Finance
16 (T)	- Auditors Meet with Selected Council Members	Finance
17 (T)	- City Staff and Council Christmas Lunch	City Manager
18	- Office of Court Administration Report Due	Court
19 (T)	- City Council Meeting	City Manager
23	- AACOG Board of Directors Meeting	City Manager
22	- Christmas Eve Holiday	N/A
25	- Christmas Holiday	N/A
26-31	- City Manager on Vacation	City Manager
27	- Planning & Zoning Agenda Posted	City Secretary
31(T)	- Run audit reports for 1099's and W-2's verify forms	Finance
31	- Quarterly Report	Court