

FY 2008-09 ANNUAL BUDGET  
CITY OF KYLE CHARTER SECTIONS

SECTIONS 8.04      **ANNUAL BUDGET**

The budget shall provide a complete work and financial plan for the city, including all city funds and activities. A budget message explaining the budget both in fiscal terms and in terms of the work programs shall be submitted with the budget. It shall outline the proposed financial policies of the city for the ensuing fiscal year; describe the important features of the budget; indicate any major changes from the current year in financial policies, expenditures, and revenues with reasons for such changes; summarize the city's debt position and include such other material as the city manager deems desirable or the council requires. The budget shall begin with a clear general summary of its contents; and shall show in detail all estimated revenues, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year.

The proposed budget expenditures shall not exceed the total of estimated funds available from all sources. The budget shall be so arranged as to show comparative figures for estimated revenues and expenditures of the current fiscal year and the actual revenues and expenditures of the preceding two (2) fiscal years, compared to the estimate for the budgeted year. It shall include in separate sections:

- (a) An itemized estimate of the expense of conducting each department, division and office
- (b) Reasons for proposed increase or decrease of such items of expenditure compared with the current fiscal year
- (c) A narrative statement for each department indicating projects to be accomplished by the department. The narrative shall state specifically all capital expenditures proposed during the year, all major projects on which work will be performed and any extraordinary items included in the budget.
- (d) A statement of the total probable revenues of the city from taxes by category for the fiscal year.
- (e) Tax Levies, rates, and collections for the preceding five years.
- (f) An itemization of all anticipated revenue from utilities and all sources other than the taxes.
- (g) The amount required for interest on the City's debts, for sinking fund and for maturing bonds or other obligations.
- (h) The total amount of outstanding city debts and other obligations, with a schedule of payments and maturities.
- (i) The total amount established for addition to reserve funds.
- (j) A capital program, which may be revised and extended each year to indicate capital expenditures pending or in process construction or acquisition.

- (k) A provision regarding health coverage for retired employees. This provision may give consideration to the years of service of each retired employee but shall not obligate the city to any specific continuing level of funding for such benefits.
- (l) Such other information as may be required by the council.

**SECTION 8.05: BUDGET PROCESS AND ADOPTION**

The city manager shall be responsible for the timely preparation and presentation of the budget, and shall present his or her recommended budget to the city council no later than sixty (60) days prior to the October 1<sup>st</sup> of each year. The proposed budget shall become a public document and record when presented to the council. From and after its receipt of the budget, the city council shall:

- (a) At the first council meeting for which timely notice may be given, cause to be posted in city hall and published in a newspaper of general circulation in the city a general summary of the proposed budget and a notice stating the time and places where copies of the budget are available for public inspection; the time and place, not less than fifteen (15) days after such publication, of a public hearing on the budget; and such other public hearings as are necessary
- (b) After the first public hearing the council may adopt the budget with or without amendment. The council may amend the proposed budget to add, increase, decrease or delete any programs or amount, except expenditures required by law or for debt service; provided that no amendment shall increase the authorized expenditures to an amount greater than the total of estimated funds available from all sources.
- (c) The budget shall be finally adopted by ordinance not later than the third Thursday of September; provided that if the council takes no final action on or prior to such day, the budget as submitted by the city manager shall be deemed to have been finally adopted by the council.