



City of Kyle, Texas
FY 2014-15 Budget Development Timeline
Adopted By City Council on April 15, 2014
Revised Dates for Department Budget Review Per City Council Direction on July 15, 2014

MARCH 2014

Tuesday, March 18, 2014 Independent Auditor's Report for FY 2013 Issued and Presented to City Council and Ending Fund Balances Confirmed

APRIL 2014

Tuesday, April 15, 2014 Review & Adoption of Budget Development Timeline by City Council
Tuesday, April 15, 2014 2nd Quarter Financial Performance Report Presented to City Council
Monday, April 21, 2014 Distribution of Instructions to Departments for the Development of the City's 5-Year CIP, Equipment, & Personnel Plan for FY 2015 -2019

MAY 2014

Monday, May 5, 2014 Deadline for Departments to Submit Requested Information for the Development of the City's 5-Year CIP, Equipment, & Personnel Plan for FY 2015 - 2019
Tuesday, May 6, 2014 Begin Compilation of the City's 5-Year CIP, Equipment, & Personnel Plan for FY 2015 - 2019
Wednesday, May 7, 2014 Begin Development & Compilation of Current Year Estimates as of April 30, 2014 for FY 2014 to Determine if Budget Amendment is Necessary and to Estimate Beginning Fund Balances for FY 2015
Saturday, May 10, 2014 Elections for City Council
Monday, May 12, 2014 Distribution of FY 2013 CYEs, Fee Schedules, and Instructions to Departments for the Development of FY 2013-14 Operating & Capital Budgets
Friday, May 23, 2014 Complete Compilation of the City's 5-Year CIP, Equipment, & Personnel Plan for FY 2015 - 2019
Monday, May 26, 2014 City Holiday - Memorial Day

JUNE 2014

Monday, June 2, 2014 Deadline for Departments to Submit Proposed Budgets for FY 2014-15 to Financial Services Department for Review & Compilation
Tuesday, June 3, 2014 City Manager Presents City's 5-Year CIP, Equipment, & Personnel Plan for FY 2014 - 2018 to City Council
Tuesday, June 3, 2014 Begin Compilation and Review of Departmental Proposed Operating & Capital Budgets and Fee Schedules for FY 2014-15 by Financial Services Department staff
Wednesday, June 4, 2014 Draft 5-Year CIP, Equipment, & Personnel Plan Posted on City's Website, City Hall, and Public Library

Tuesday, June 24, 2014	Draft 5-Year CIP, Equipment, & Personnel Plan Presented to Planning & Zoning Commission for Recommendations to City Council
Wednesday, June 25, 2014	Completion of Compilation and Review of Departmental Proposed Budgets & Fee Schedules by Financial Services Department staff
Wednesday, June 25, 2014	Draft 5-Year CIP, Equipment, & Personnel Plan Presented to Public Works & Service Committee
Thursday, June 26, 2014	Proposed Budget Review by City Manager (Group #1) <ul style="list-style-type: none"> - Administration - Communications - Human Resources - Parks and Recreation
Thursday, June 26, 2014	Proposed Budget Review by City Manager (Group #2) <ul style="list-style-type: none"> - Economic Development - Public Library - Municipal Court - Police Department
Friday, June 27, 2014	Proposed Budget Review by City Manager (Group #3) <ul style="list-style-type: none"> - Building Inspection - Planning - Financial Services - Information Technology - Engineering - Public Works
Monday, June 30, 2014	Proposed Budget Review by City Manager (Group #4) <ul style="list-style-type: none"> - Revenue Estimates - Personnel Support Costs - Capital Improvement Projects by Fund - Debt Service

JULY 2014

Friday, July 4, 2014	City Holiday - Independence Day
Wednesday, July 16, 2014	City Manager's Review & Discussion on Proposed Budget With Budget Staff
Wednesday, July 16, 2014	Draft 5-Year CIP, Equipment, & Personnel Plan Presented to Strategic Planning & Finance Committee
Friday, July 25, 2014	Last Day for Chief Appraiser to Certify Tax Roll to Taxing Units
Monday, July 28, 2014	City Manager's Final Review of Proposed Budget for FY 2014-15
Wednesday, July 30, 2014	Publish Budget Notice #1: Public Hearing Dates on Budget, Rates, & Fees to be Held by City Council
Thursday, July 31, 2014	City Council Budget Work Session #1
(Special Called Meeting)	City Manager Presents FY 2014-15 Budget to City Council as Required by City Charter (No later than 60 days prior to October 1st) <ul style="list-style-type: none"> Public Hearing #1 - Proposed Budget Public Hearing #2 - Proposed Fees & Charges Public Hearing #3 - Proposed Water/Wastewater Rates Public Hearing #4 - Proposed Property Tax Rates <p>Council Vote on Proposal to Consider Tax Increase (If Necessary)</p>

AUGUST 2014

Wednesday, August 6, 2014	Publish Budget Notice #2: Effective and Rollback Tax Rates, Unencumbered Fund Balances, Debt Obligation Schedule, and Other Applicable Items.
Wednesday, August 6, 2014	Publish Budget Notice #3: Two Required Public Hearings on Tax Increase
Wednesday, August 6, 2014 (Special Called Meeting)	City Council Budget Work Session #2 Public Hearing #5 - Proposed Budget Public Hearing #6 - Proposed Fees & Charges Public Hearing #7 - Proposed Water/Wastewater Rates Public Hearing #8 - Proposed Property Tax Rates Discussion/Action on Proposed Budget: <ul style="list-style-type: none"> - Police Department - Mayor & Council - Office of the City Manager - Office of the Chief of Staff - Information Technology
Wednesday, August 13, 2014 (Special Called Meeting)	City Council Budget Work Session #3 Public Hearing #9 - Proposed Budget Public Hearing #10 - Proposed Fees & Charges Public Hearing #11 - Proposed Water/Wastewater Rates Public Hearing #12 - Proposed Property Tax Rates Discussion/Action on Proposed Budget: <ul style="list-style-type: none"> - Parks & Recreation - Building Inspection - Planning & Zoning - Human Resources
Wednesday, August 20, 2014 (Special Called Meeting)	City Council Budget Work Session #4 Public Hearing #13 - Proposed Budget Public Hearing #14 - Proposed Fees & Charges Public Hearing #15 - Proposed Water/Wastewater Rates Public Hearing #16 - Proposed Property Tax Rates Discussion/Action on Proposed Budget: <ul style="list-style-type: none"> - Public Works - Engineering - Capital Improvement Projects by Fund
Wednesday, August 27, 2014 (Special Called Meeting)	City Council Budget Work Session #5 Public Hearing #17 - Proposed Budget Public Hearing #18 - Proposed Fees & Charges Public Hearing #19 - Proposed Water/Wastewater Rates Public Hearing #20 - Proposed Property Tax Rates Discussion/Action on Proposed Budget: <ul style="list-style-type: none"> - Economic Development - Public Library - Financial Services - Municipal Court - Debt Service - Property Tax Rates - Discussion/Action on All Remaining Budget Items
Wednesday, August 27, 2014	Publish Budget Notice #4: Tax Revenue Increase

SEPTEMBER 2014

Tuesday, September 2, 2014	City Council Budget Work Session #6
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(Regular Meeting)

1st Reading - Budget Adoption Ordinance (Including Fees & Charges, and Water/Wastewater Rates)

1st Reading - Property Tax Rate Adoption Ordinance

Wednesday, September 3, 2014
(Special Called Meeting)

City Council Budget Work Session #7

2nd Reading - Budget Adoption Ordinance (Including Fees & Charges, and Water/Wastewater Rates)

2nd Reading - Property Tax Rate Adoption Ordinance

Thursday, September 18, 2014

Charter Deadline for City Council to Adopt Budget by Ordinance. (No later than 3rd Thursday of September)

Tuesday, September 23, 2014

Last Day for Taxing Units to Adopt 2014 Property Tax Rate or No Later Than 60th Day After the Chief Appraiser Certifies Appraisal Roll to the Taxing Unit.

Wednesday, October 1, 2014

1st Day of Fiscal Year 2014-15