

2015 PLANNING CALENDAR
CITY OF FALFURRIAS

- Schedule - Meet with department heads to discuss budget process.
- Schedule - Review budget packet / instruction with department heads.
- Schedule - Distribute budget packets and detailed instructions to departments, including calculation of CORE Budget with City Administrator Budget Guide Memo.
- Schedule - Departments finalize and enter annual revenue and expenditure estimates for FY15.
- Schedule - Departments finalize and enter annual revenue estimates and core budget request for FY16.
- Schedule - Departments finalize and submit supplemental capital, expenditure and personnel requests for FY16 to Finance.
- Schedule - HR finalize and submit recommended internal equity pay adjustments for FY16.
- Schedule - HR & Payroll provide FY16 compensation and benefits spreadsheets w/FY16 scheduled step
- Schedule - Finance finalize and enter Certificate of Obligation expenditures , debt service, capital projects, transfers and other non-departmental and special budget accounts.
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- Monday, July 27, 2015** - **Appraisal District Chief Appraiser to deliver certified tax rolls to all taxing entities. (see August 12, 2015)**
- Wednesday, July 29, 2015** - **Budget Workshops - City Administrator and Director presentations to the City Council.**
- Friday, July 31, 2015** - **Calculate effective and rollback tax rates and and related ad valorem tax revenues. (Maybe calculate 7/29/15 with Terri ///// need to provide Terri:**
 - Projected General Fund Unencumbered Fund Balance for 12/31/15
 - Sales Tax - last 4 quarters
 - Sales Tax - FY 2014
 - Debt Service Schedules
- Schedule - Finance provide City Administrator with FY16 Budget Review Packet including Fund Balance
- Schedule - projections for FY15 & FY16.
- Schedule - City Administrator completes review and provides final changes to Finance for entry into budget.
- Schedule - Finance Director provides City Administrator with final Proposed Annual Budget including charts, graphs, and other supplemental materials.
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- Monday, August 10, 2015** - **Finance staff to give (Teresa Silva) P.O. # for the newspaper to publish the debt service schedule and statements on Wednesday 8/12/15.**
- Schedule - City Administrator finalizes budget message for inclusion in FY16 Proposed Annual Budget.
- Schedule - City Administrator forwards final budget message to Finance.
- Schedule - Distribute City Administrator's FY16 Proposed Annual Budget to Mayor and City Council.
- Schedule - **Last day to post the agenda for the 08/12/15 Regular Council Meeting.**
- Schedule - **Submission of effective and tax roll back rates to the governing body.**
- Wednesday, August 12, 2015** - **Budget Workshops - City Administrator and Director presentations to the City Council.**
- Wednesday, August 12, 2015** - **Accept certified tax rolls from chief appraiser.**
- Accept certification of anticipated collection rate by tax collection.**
- Discuss tax rate,if proposed tax rate will exceed the roll back rate or the effective**

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- tax rate whichever is lower, take record vote and schedule public hearings (8/26/15 and 9/2/15).
- Thursday, August 13, 2015
- Finance staff to give [Teresa Silva] P.O. # for the newspaper to publish the Notice of Public Hearing on Tax Increase - tax and budget hearings.
 - (Teresa Silva) Deliver to the newspaper on Thursday, 8/13/15, for Sunday, 8/16/15.
- Friday, August 14, 2015
- (City Administrator & City Secretary) Put notice of tax revenue increase, if any, on city web site before 5:00 p.m.
- Thursday, August 20, 2015
- [Note: The notice of public hearings on the tax rate MUST stay on the City's website from the day publication of the 1st notice of public hearing until the second public hearing is conducted].
- Wednesday, August 19, 2015
- Publish Notice of Public Hearing on City Administrator's FY16 Proposed Annual Budget (as amended) in newspaper.
- Monday, August 17, 2015
- Finance Staff to provide (Teresa Silva) P.O. # for the newspaper to publish the Notice of Public Hearing on Tax Rates.
- Monday, August 17, 2015
Tuesday, August 19, 2014
- Deliver debt service statement and schedules to the newspaper Thursday, 8/20/15, to be published Wednesday, 8/19/14.
- Wednesday, August 19, 2015
- Publish Notice of Public Hearing on Tax Rates - second 1/4 page notice in newspaper. [do before meeting to adopt tax rate].
 - Deliver to the newspaper on Thursday, 8/20/14, for Sunday 8/23/14.
- Wednesday, August 26, 2015
- **First (1st) public hearing on tax rate.**
 - Introduce ordinance (if any) for increase to user fees, rates and customer charges.
- Wednesday, August 26, 2015
- Budget Workshops - City Administrator and Director presentations to the City Council.
- Friday, August 28, 2015
- Last day to post agenda for 9/2/15 Regular Council Meeting.
 - Put notice of tax revenue increase, if any, on city web site.
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- Sunday, August 30, 2015
- Last Day (before September 1) for Cities and Counties to provide notice of their proposed Tax rate.
- Wednesday, September 2, 2015
- **Second (2nd) public hearing on tax rate. [may not be earlier than 3 days after first public hearing on tax rate].**
 - Schedule and announce meeting to adopt tax rate 3-14 days from this date.
 - public hearing on City Administrator's FY16 Proposed Annual Budget (as amended). [at least 7 days before vote on tax rate increase].
- Wednesday, September 2, 2015
- Budget Workshops - City Administrator and Director presentations to the City Council.
- Wednesday, September 9, 2015
No Public Access Channel
- Notice of Tax Revenue Increase published before meeting * to adopt tax rate is the second 1/4 page notice in the newspaper before meeting and publish on TV and website (if available, at least seven days before meeting).
- Wednesday, September 9, 2015
- **First Reading of City Administrator's FY16 Proposed Annual Budget (as amended) and tax rate.**

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Wednesday, September 16, 2015

- **Second Reading of City Administrator's FY16 Proposed Annual Budget (as amended).**
- **Adopt final passage of City Administrator's FY16 Proposed Annual Budget. (meeting is 3-14 days after second public hearing; must adopt tax rate by Oct 1st or 60 days after receiving certified tax appraisal roll, whichever is later). [Steps; 1) roll call vote on budget; 2) action item to ratify tax increase; and 3) roll call vote on tax increase].**
- **Introduce the end-of fiscal year 2014-2015 budget amendments.**
- **Adopt final passage of ordinances (if any) for utility rate or permit increases.**

Wednesday, September 23, 2015

- **Final passage of the end-of-fiscal year 2014-2015 budget amendments.**

Friday, September 25, 2015

- **File a FY16 Adopted Annual Budget with City Secretary.**
- **File a FY16 Adopted Annual Budget with County Clerk.**
- **Post File a FY16 Adopted Annual Budget on city website.**
- **File all FY 2014-2015 budget amendments with County Clerk.**

Wednesday, September 30, 2015

- **Taxing Units (other than water districts) must adopt their tax rate by this date or 60 days after receiving the appraisal roll, whichever date is later.**

October

- **Tax Assessor prepares and mail tax bills**