

City of Port Lavaca, Texas

Fiscal Year 2014-2015

Budget Calendar

Date	Activity	Responsible Party
April-May	Capital Planning	Public Works Director Finance Director
April-May	Mailing of notices of appraised value	Calhoun County Appraisal District
May 6	Distribute budget package to Division Heads	Finance Director
May 12	Regular Council Meeting	City Council
May 28-30	Capital Planning Review (Five-Year Plan)	City Manager Finance Director Department Heads
May 30	Turn in budget package to Finance Director	Department Heads
June 9	Regular Council Meeting	City Manager City Council
June 13	Submit first draft of budget to City Manager	Finance Director
June 17-19	Budget review with Department Heads	City Manager Finance Director Department Heads
June 23	Budget Workshop- Capital Plan	
July 14	Regular Council Meeting -Approve Capital Plan	City Manager City Council
July 25	Certification of appraisal roll	Chief Appraiser
August 6	Distribute budget package to Division Heads	Finance Director
August 7	Publishes notice of effective and rollback tax rates	Calhoun County Appraisal District
August 7	Budget Workshop 8:30-12:00	City Manager Finance Director Department Heads
August 11	Proposed budget filed with City Secretary	City Manager
August 11	Regular Council Meeting -Approve budgetary policy & fund balance policy -Presentation of proposed budget to City Council -Discuss tax rate - Set Public Hearings on tax rate (if required) -Set Public Hearings on budget	City Manager City Council
August 25	Special Called Meeting- 6:00 -Public Hearings on budget & tax rate (if required)	City Council
August 28	Special Called Meeting- 6:00 -Public Hearing on budget -Public Hearing on tax rate (if required) -First Reading on budget & tax rate ordinance -First Reading on fee ordinance	City Council
September 8	Regular Council Meeting -Second and final reading of budget ordinance -Second and final reading of tax rate ordinance -Second and final reading fee ordinance	City Council
September 26	Distribute budgets	Finance Director
October 1	Budget becomes effective	N/A