

**Fiscal Year**

2 0 1 4

**Budget  
Calendar**

*City of San Antonio*

*Prepared by Office of Management & Budget  
May 29, 2013*

# **FY 2014 Budget Development Strategy**

## ***May 29, 2013***

Each year, the City of San Antonio develops a balanced Operating and Capital Budget. The City operates in a fiscal year that begins on October 1, and ends on September 30.

The process of developing the City of San Antonio Annual Operating and Capital Budget is a comprehensive effort that involves input from the Mayor and City Council, residents and City staff.

There are several major components to the process including the development of a Five-Year Financial Forecast. After the presentation of the Five-Year Financial Forecast, the City will hold a series of Community Budget Input Hearings to obtain input for the development of the Proposed Budget. Following the Community Budget Input Hearings, a budget policy and goal setting session with the Mayor and City Council will be held to provide input on Council priorities for the budget development process. The City Manager presents the Proposed Budget to the Mayor and City Council in August.

City Council Budget worksessions will take place after the budget is proposed. At these sessions City staff will review the budget proposals with the Mayor and City Council in detail.

Additional Community Budget Input Hearings will be held following the presentation of the Proposed Budget. Two citywide public hearings also will be scheduled after the budget is proposed to allow for Community feedback on the Proposed Budget. After considering all the recommendations and receiving input from the residents and community groups, City Council will adopt a balanced budget for Fiscal Year 2014.

## January 2013 - 3 Plus 9 Financial Report

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February 2013 - 3 Plus 9 Financial Report

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13 "B" Session: A) 3+9 Financial Report, Budget Initiatives, Performance Measures B) FY 2014 Budget Calendar	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 No Council Meeting		

## March 2013 - Forecast, 6 Plus 6, Mid-Year Adjustment Development

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 No Council Meeting	15	16
17	18	19	20	21	22	23
24	25	26	27	28 No Council Meeting	29	30
31						

## April 2013 - Forecast, 6 Plus 6, Mid-Year Adjustment Development

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 No Council Meeting	26 <b>City Holiday:</b> Fiesta San Jacinto	27
28	29 <b>Election—Early</b> Voting Begins	30				

# May 2013 - Forecast, 6 Plus 6, Mid-Year Adjustment

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 General Election—Early Voting Ends	8	9	10	11 General Election Day
12	13	14	15	16 "A" Session Canvassing of Election Results	17	18
19	20	21	22	23 No Council Meeting	24	25
26	27 City Holiday: Memorial Day	28	29 "B" Session A) Six Plus Six B) 5-Year Forecast C) Mid-Year Budget Adj.	30 "A" Session FY 2013 Mid-Year Budget Adj. Ordinance	31	

# June 2013 - City Council Goal Setting Session & Community Input

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Run-Off Election—Early Voting Begins	4	5	6	7	8
9	10	11 Run-Off Election—Early Voting Ends	12	13	14	15 Run-Off Election (If Necessary)
- Pre-Proposed Community Budget Input Hearings -						
16	17	18 Pre-Proposed Community Budget Input Hearing	19	20	21	22
23	24	25 "Special" Session City Council Budget Goal Setting Session	26	27 No Council Meeting	28	29
30						

# July 2013 - Budget Development with City Manager

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 City Holiday: Independence Day	5	6
7	8	9	10	11 No Council Meeting	12	13
- Meetings with City Manager and Departments on Proposed Budget -						
14	15	16	17	18 No Council Meeting	19	20
- Meetings with City Manager and Departments on Proposed Budget -						
21	22	23	24	25 No Council Meeting	26	27
28	29	30	31			

# August 2013 - Budget Presentation and Worksessions with City Council

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 "A" Session FY 2014 Proposed Budget Presentation	9	10
11	12	13 "Special" Session Budget Worksession (2:00-5:00 pm)	14 "B" Session Budget Worksession (2:00-5:00 pm)	15	16	17
- Post-Proposed Community Budget Input Hearings -						
18	19	20 "Special" Session Budget Worksession (2:00-5:00 pm)	21 "Special" Session Budget Worksession (2:00-5:00 pm)	22 No Council Meeting	23	24
25	26	27 "Special" Session Budget Worksession (2:00-5:00 pm)	28 "B" Session A) Worksession (2:00-5:00 pm) B) Public Tax Rate and Budget Hearings in CC Chamber (6pm)	29	30	31

# September 2013 - Budget Adoption

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 City Holiday: Labor Day	3 "Special" Session Budget Worksession (2:00-5:00 pm)	4 "B" Session A) Worksession (2:00-5:00 pm) B) Public Tax Rate and Budget Hearings in CC Chamber (6pm)	5	6	7
8	9	10 "Special" Session Budget Worksession (2:00-5:00 pm)	11 "B" Session Budget Worksession (2:00-5:00 pm)	12 "A" Session A) Budget Adoption B) Tax Rate Adoption C) Revenue Adj. D) Closing Ord.	13	14
15	16	17	18	19	20	21
22	23	24	25	26 No Council Meeting	27	28
29	30					

# October 2013 - Budget Implementation

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Fiscal Year 2014 Begins	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 No Council Meeting	25	26
27	28	29	30	31		



## CITY OF SAN ANTONIO BUDGET CALENDAR FY 2014

<b>Wednesday, February 13</b>	City Council "B" Session: Briefing to City Council on FY 2013 Three Plus Nine Financial Report and Recommended FY 2014 Budget Calendar
<b>March - September</b>	Community and Employee Budget Input (March-September)
<b>Wednesday, May 29</b>	City Council "B" Session: 1) FY 2013 Six Plus Six Financial Report 2) FY 2013 Mid-Year Budget Adjustment, 3) Five Year Financial Forecast and 4) 2 <sup>nd</sup> Quarter Budget Initiatives and Performance Report
<b>Thursday, May 30</b>	City Council "A" Session: Mid-Year FY 2013 Budget Adjustment Ordinance
<b>Monday, June 10 to Thursday June 13 and Tuesday, June 18 Tuesday, June 25</b>	Pre-Proposed Community Budget Input Hearings  "Special" Session: City Council Budget Goal Setting Session for the FY 2014 Budget and FY 2015 Budget Plan (potentially covering the hours of 9:00 AM to 5:00 PM). Summary report of issues discussed at the City Council Community Budget Input Hearings will be presented.
<b>Month of July</b>	Meetings with City Manager and necessary staff to review budget recommendations and service delivery plans utilizing identified City Council Goals and Service Delivery priorities (meeting dates and times to be scheduled).
<b>Thursday, August 8</b>	City Council "A" Session: City Manager presents FY 2014 Proposed Operating and Capital Budget to City Council and City Council considers the FY 2013 Proposed Ad Valorem Tax Rate and sets date, time and place for two (2) tax rate public hearings (if necessary) and two (2) budget public hearings.
<b>Monday, August 12 to Thursday, August 15 Tuesday, August 13</b>	Post-Proposed Community Budget Input Hearings  "Special" Session: Budget Worksession (2:00 PM to 5:00 PM)
<b>Wednesday, August 14</b>	City Council "B" Session: Budget Worksession (2:00 PM to 5:00 PM)
<b>Tuesday, August 20</b>	"Special" Session: Budget Worksession (2:00 PM to 5:00 PM)
<b>Wednesday, August 21</b>	"Special" Session: Budget Worksession (2:00 PM to 5:00 PM)
<b>Tuesday, August 27</b>	"Special" Session: Budget Worksession (2:00 PM to 5:00 PM)
<b>Wednesday, August 28</b>	City Council "B" Session: Budget Worksession (2:00 PM to 5:00 PM) First FY 2013 Ad Valorem Tax Rate Public Hearing (6:00 PM) First Public Hearing on the FY 2014 Proposed Budget—Immediately after
<b>Tuesday, September 3</b>	"Special" Session: Budget Worksession (2:00 PM to 5:00 PM)
<b>Wednesday, September 4</b>	City Council "B" Session: Budget Worksession (2:00 PM to 5:00 PM) Second FY 2013 Ad Valorem Tax Rate Public Hearing (6:00 PM) Second Public Hearing on the FY 2014 Proposed Budget—Immediately after
<b>Tuesday, September 10</b>	"Special" Session: Budget Worksession (2:00 PM to 5:00 PM)
<b>Wednesday, September 11</b>	City Council "B" Session: Budget Worksession (2:00 PM to 5:00 PM)
<b>Thursday, September 12</b>	City Council "A" Session: 1) City Council considers FY 2014 Annual Operating and Capital Budget and Ad Valorem Tax Rate Ordinances, 2) Revenue Adjustments Ordinance, and 3) FY 2013 Closing Ordinance