

## FY 2022-2023 PROPOSED BUDGET SCHEDULE

Tuesday, April 26	Council Meeting – Review Schedule / Budget Direction at Council Meeting.																				
Monday, May 2	Budget Kick-Off memo sent out to Departments regarding the budget process. Finance Department will provide Departments with general information on how the budget process will proceed for FY 2022-23.																				
Wednesday, May 25	Department heads submit budgets. All budget requests must be submitted to the Director of Finance by COB (Close of Business).																				
End of May	Preliminary Values Received from the Appraisal District.																				
Thursday, June 2	Director of Finance presents draft budget to City Manager. Director of Finance briefs the City Manager on departments’ requests in comparison to revenues and provides the City Manager with a draft budget for review.																				
June 6-17	<p>City Manager meets with each Department to review budget and priorities. Times &amp; Dates TBD</p> <table><tr><td>Frances Aguilar</td><td>Walter Reeves</td><td>Lindsay Koskiniemi</td><td>Megan Mainer</td></tr><tr><td>Assist P&amp;R Dir</td><td>Finance Director</td><td>Tenecha Williams</td><td>Jeff Sifford</td></tr><tr><td>Hector Renteria</td><td>Colleen Martin</td><td>Martha Eighme</td><td>Lupe Valdez</td></tr><tr><td>Chris Dahlstrom</td><td>Scott Myers</td><td>Glenn LaMont</td><td>Patty Swords</td></tr><tr><td>Chloe Campbell</td><td>Jason Crews</td><td></td><td></td></tr></table>	Frances Aguilar	Walter Reeves	Lindsay Koskiniemi	Megan Mainer	Assist P&R Dir	Finance Director	Tenecha Williams	Jeff Sifford	Hector Renteria	Colleen Martin	Martha Eighme	Lupe Valdez	Chris Dahlstrom	Scott Myers	Glenn LaMont	Patty Swords	Chloe Campbell	Jason Crews		
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Friday, July 1	City Manager submits copies of the proposed budget to the City Secretary for distribution to all interested persons.																				
Friday, July 1	City Council receives draft budget for review. The City Charter requires the City Manager, between 60 and 90 days prior (July 1-August 1) to the beginning of each fiscal year, or as soon as practicable after all necessary information is obtained from the county appraisal and taxing authorities to present council a proposed budget.																				
Saturday, July 9	<p>First Budget Workshop with City Council.</p> <p>Chris Whittaker / Finance Director – General Overview, Revenues, Tax Rate, Personnel &amp; Benefits. Utility Billing as part of Water.</p> <p>Walter Reeves – Development Services Department.</p> <p>Megan Mainer – Parks Department, ABLC, Angleton Recreation Center, Keep Angleton Beautiful (KAB) Events, Street / Park ROW.</p> <p>Scott Myers – Fire Department, Angleton Emergency Services District #3</p> <p>Jeff Sifford – Public Works, Water, Sewer, and Plant Operations.</p> <p>Lupe Valdez – Police Department, Animal Services, Police Donations, Animal Control Donations, Police Drug Confiscation.</p>																				

Saturday, July 9	Martha Eighme – Economic Development, Community Events, Hotel/Motel, Downtown Revitalization.
Tuesday, July 12	<p>Council Meeting – Second Budget Workshop with City Council.</p> <p>Frances Aguilar – City Secretary, City Council, Municipal Court, Municipal Court Technology, Municipal Court Security, Child Safety.</p> <p>Colleen Martin – HR Department.</p> <p>Glenn LaMont – Emergency Management Department.</p> <p>Jason Crews – I.T. Department.</p> <p>Chris Whittaker – Administration, Capital Projects Fund.</p> <p>Finance Director– Finance Department, Debt Service, Capital Expense Revolving, Capital Replacement funds, Unemployment fund, City Employee fund, TIRZ No. 1 &amp; 2, Tax, Non-dept.</p> <p>Council Meeting – Discuss tax rate. Take a record vote to propose a tax rate. Governing body must schedule and announce date, time, and location of public hearing on tax rate.</p>
End of July	Certified values received from Appraisal District.
Tuesday, August 9	<p>Council Meeting – Third and Final Budget Workshop with City Council.</p> <p>Follow-up on any outstanding items and revisit departments, as necessary.</p>
Tuesday, August 16	The notice must appear at least five days before the meeting or public hearing. In addition, the governing body of a taxing unit may not hold a public hearing on a tax rate or hold a meeting to adopt a tax rate until the 5th day after the Appraisal District has complied with Texas Property Tax Code Section 26.05(d-1).
Tuesday, August 23	Council Meeting/Public hearing on the tax rate. Must announce time and location that tax rate will be approved.
Tues, September 13	<p>Council Meeting – Council considers adopting the Budget and Tax Rate. Take a record vote to propose a tax rate.</p> <p>City Secretary files copy of the budget with Brazoria County Clerk. Finance Department sends a copy of the approved budget to each department.</p> <p>Martha Uploads Adopted Budget to City Website.</p>