

FY 2024-2025 PROPOSED BUDGET SCHEDULE

- April 23 Council Meeting- Review Schedule/ Budget Directions at Council Meeting.
- April 29 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 2024 - 25.
- May 24 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.
- June 1 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 4 - 6 City Manager / Finance Director meet with each Department to review budget and priorities. Times & Dates TBD
Michelle Perez Lupe Valdez Jason Crews Martha Eighme
Colleen Martin Megan Mainer Jason Hubbell Chloe Campbell
Hector Renteria Otis Spriggs Neal Morton Jamie Praslicka
Phill Conner
- June 28 City Manager submits copies of the proposed budget to the City Secretary for distribution to all interested persons.
- 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.
- July 19 Strategic Planning meeting with City Council
- July 27 First Budget Workshop with City Council.
Chris Whittaker / Phill Conner – General Overview, Revenues, Tax Rate, Personnel & Benefits. Utility Billing as part of Water.
Hector Renteria – Public Works, Water, Sewer, and Plant Operations.
Megan Mainer – Parks Department, ABLC, Angleton Recreation Center, Keep Angleton Beautiful (KAB) Events, Street / Park ROW, Angleton Recreation Division.
Neal Morton – Fire Department, Angleton Emergency Services District #3
Lupe Valdez – Police Department, Animal Services, Police Donations, Animal Control Donations, Police Drug Confiscation.
Lucille Maes – Angleton Area Emergency Medical Corp.

End of July	Certified values received from Appraisal District.
August 6	<p>Council Meeting – Second Budget Workshop with City Council.</p> <p>Otis Spriggs – Development Services Department</p> <p>Martha Eighme – Economic Development, Community Events, Hotel/Motel, Downtown Revitalization.</p> <p>Michelle Perez – City Secretary, City Council, Municipal Court, Municipal Court Technology, Municipal Court Security, Child Safety</p> <p>Colleen Martin – HR Department</p> <p>Jamie Praslicksa – Emergency Management</p> <p>Department Jason Crews – IT Department</p> <p>Phill Conner – Grant Administration Current and Future Projects</p> <p>Chris Whittaker – Administration, Capital Projects Fund</p> <p>Phill Conner – Finance Department, Debt Service, Capital Expense Revolving, Capital Replacement funds, Unemployment fund, City Employee fund, TIRZ No. 1 & 2, Tax.</p>
August 13	<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> <p>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>
August 18	<p>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).</p>
August 22	<p>Council Meeting. Must announce time and location that tax rate will be approved.</p>
September 10	<p>Council Meeting – Public hearing on the budget. Public hearing on tax rate. Council considers adopting the Budget and Tax Rate. Take a record vote to adopt a tax rate. 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>