

## **FY 2025-2026 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 2025 - 26.  |
| May 23       | 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 9       | 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 10      | Strategic Planning meeting with City Council  |
| June 10 - 20 | City Manager / Finance Director meet with each Department to review budget and priorities   |
| June 24      | 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 26      | <p>First Budget Workshop with City Council.</p> <p>City Manager / Susie Hernandez – General Overview, Revenues, Tax Rate, Personnel &amp; Benefits. Utility Billing as part of Water.</p> <p>Hector Renteria – Public Works, Water, Sewer, and Plant Operations.</p> <p>Jason O'Mara – Parks Department, ABLC, Angleton Recreation Center, Keep Angleton Beautiful (KAB) Events, Street / Park ROW, Angleton Recreation Division.</p> <p>Neal Morton – Fire Department, Angleton Emergency Services District #3</p> <p>Lupe Valdez – Police Department, Animal Services, Police Donations, Animal Control Donations, Police Drug Confiscation.</p> <p>Loyd Ayers, Angleton Area Emergency Medical Corp.</p> |
| End of July  | Certified values received from Appraisal District.  |

|              |  |
|--------------|--|
| August 12    | <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>Laura Morman – Emergency Management</p> <p>Department Jason Crews – IT Department</p> <p>Susie J Hernandez – Grant Administration Current and Future Projects</p> <p>City Manager– Administration, Capital Projects Fund</p> <p>Susie J Hernandez – Finance Department, Debt Service, Capital Expense Revolving, Capital Replacement funds, Unemployment fund, City Employee fund, TIRZ No. 1 &amp; 2, Tax.</p> |
| August 12    | <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 21    | <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 26    | <p>Council Meeting. Must announce time and location that tax rate will be approved.</p>  |
| September 09 | <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>  |

