

## FY 2021-2022 PROPOSED BUDGET SCHEDULE

March 23	Council Meeting – Review Proposed Budget Schedule.																
April 13	Council Meeting – Budget Direction at Council Meeting.																
April 20	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 2021-22.																
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 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 7-18	City Manager meets with each Department to review budget and priorities. Times & Dates TBD <table><tr><td>Frances Aguilar</td><td>Aaron Ausmus</td><td>Jason Crews</td><td>Martha Eighme</td></tr><tr><td>Colleen Martin</td><td>Angelia Hayes</td><td>Chris Hill</td><td>Glenn LaMont</td></tr><tr><td>Megan Mainer</td><td>Patty Swords</td><td>Scott Myers</td><td>Jeff Sifford</td></tr><tr><td>Walter Reeves</td><td>Lindsay Koskiniemi</td><td>Kyle Reynolds</td><td>Chloe Campbell</td></tr></table>	Frances Aguilar	Aaron Ausmus	Jason Crews	Martha Eighme	Colleen Martin	Angelia Hayes	Chris Hill	Glenn LaMont	Megan Mainer	Patty Swords	Scott Myers	Jeff Sifford	Walter Reeves	Lindsay Koskiniemi	Kyle Reynolds	Chloe Campbell
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July 1	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.																
Saturday, July 10	First Budget Workshop with City Council. Chris Whittaker – General Overview, Revenues, Tax Rate, Personnel & Benefits. Jeff Sifford – Public Works, Water, Sewer, and Plant Operations. Scott Myers – Fire Department, Angleton Emergency Services District #3 Aaron Ausmus – Police Department, Animal Control, Police Donations, Animal Control Donations, Police Drug Confiscation. Megan Mainer – Parks Department, ABLC, Angleton Rec. Center, KAB Events, Street Right of Way/Park ROW.																

July 13

Council Meeting – Second Budget Workshop with City Council.  
Lindsay Koskiniemi – Development Services Department, Maintenance.  
Martha Eighme – Economic Development, Community Events, Hotel/Motel Tax Fund, Downtown Revitalization.  
Frances Aguilar – City Secretary, City Council.  
Colleen Martin – HR Department.  
Glenn LaMont – Emergency Management Department.  
Angelia Hayes – Municipal Court, Municipal Court Technology, Municipal Court Security, Child Safety.  
Jason Crews – IT Department.  
Patty Swords – Grant Administration Current and Future Projects.  
Chris Whittaker – Administration, Capital Projects Fund, Non-Dept.  
Chris Hill – Finance Department, Debt Service, Capital Expense Revolving, Capital Replacement funds, Unemployment fund, City Employee fund, TIRZ No. 1, Tax.  
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.

July 27

Council Meeting – Third and Final Budget Workshop with City Council.  
Follow-up on any outstanding items and revisit departments, as necessary.

End of July

Certified values received from Appraisal District.

August 10

Council Meeting – Discuss any necessary follow-up at council meeting.

August 17

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).

August 24

Council Meeting/Public hearing on the tax rate. Must announce time and location that tax rate will be approved.

September 14

Council Meeting – Council considers adopting the Budget and Tax Rate. Take a record vote to propose 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.  
Martha Uploads Adopted Budget to City Website.