

Budget Calendar FY 2024-2025

March 11, 2024

BUDGET PROCESS KICK-OFF

City Manager's Office

March 18, 2024

Technology Requests to ITS, Radio Requests to PD, Vehicle Updates to PS

Department Directors

Departmental review of budgetary and reporting org charts

Department Directors

Submit transfers between activities/funds of existing personnel

Department Directors

Budget manual schedules due from identified departments

Public Services, ITS, Fire, CMO, HR

March 20, 2024

All revised and base budget salaries and utility amounts entered onto system

City Manager's Office

March 22-23, 2024

City Council Planning Retreat

City Manager's Office

March 25, 2024

Mid-year actual #'s to departments; target number distribution; target number to Arts Advisory Board

City Manager's Office

Departmental entry of base budget data can begin; begin meeting with HR and ITS on Action Step requests related to personnel or technology

Department Directors

Departmental entry of SWOTs can begin (based on the Lewisville Way)

Department Directors

Update of economic development agreement liabilities spreadsheet can begin

Economic Development

General and Utility Fund Financial Plan updating begins

Director of Finance

Budget Training Session held at 9:00am (City Hall LL Training Room B), 2:00pm (City Hall LL Training Room B)

City Manager's Office

March 26, 2024

Budget Training Session held at 9:00am (City Hall LL Training Room B), 2:00pm (City Hall LL Training Room B)

City Manager's Office

April 1 - 19, 2024

Open Lab (opportunity for staff to work on departmental budgets with Budget Office staff present); Departmental Q&A meetings with Budget Office staff (voluntary)

Department Directors

April 19, 2024	
All Fund/Dept. Budgets/Action Steps due - include budget cover, memo, org charts (Include employee re-class and new or additional positions expected to occur in FY 2024-25)	Department Directors
FY 23-24 revised and FY 24-25 proposed revenue projections due	Department Directors/CMO
Fee schedule review due	Department Directors
FY 24-25 Department SWOT due	Department Directors
5-Year CIP Plans due (Water & Sewer, Facilities, Streets & Drainage, Traffic, Alleys, Technology, etc.)	Public Services Director ITS Director
Spreadsheet of economic development liabilities due	Economic Development
Hotel/Motel grant requests due to Director of Community Relations and Tourism from Arts Advisory Board	Arts Advisory Board
April 29 - May 17, 2024	
Budget Submittal Review with Budget Manager	Department Directors
May 27 - June 7, 2024	
Budget Submittal Review with City Manager and ACMs	Department Directors
June 1, 2024	
Teen Court Program costs to Flower Mound	Municipal Court Judge
July 3, 2024	
Advertise public hearing for Crime Control and Fire Prevention proposed budgets, and public hearing on 4B, if needed	Crime Control and Fire Prev Boards, 4B
Preliminary Water and Sewer Rate Study complete; Drainage Fund Rate Study complete	Finance/NewGen
Financial Plans due - last year's actuals updated	Finance
July 25, 2024	
Final Certified Tax Roll (or certified estimate) received from appraisal districts	Finance Director
July 27, 2024	
Rolls to county for verification	Finance
July 25, 2024 - August 5, 2024	
TIRZ meetings with Boards	Economic Development, CMO
August 5, 2024	

Crime Control and Fire Control Proposed Budget meeting and Public Hearings	Crime Control and Fire Prev Boards
4B Proposed Budget meeting; set date for public hearing, if one is needed	4B Corporation
Regular City Council Meeting	
1) Preliminary budget submitted to City Council	City Manager's Office
2) Preliminary budget filed with City Secretary	City Manager's Office
3) Preliminary budget copy placed in Library	City Manager's Office
4) Set date for Budget Public Hearing	City Manager's Office
August 5 - 8, 2024	
One on one meetings with City Council	City Manager's Office
August 10, 2024	
Special Session/Budget Workshop	
1) Supplemental Tax Revenue Memorandum submitted to City Council	City Manager's Office
2) Vote to consider increasing taxes	Finance
3) Set date for tax rate public hearing	Finance
4) Submission of Certified Appraisal Rolls	Finance
5) Certify anticipated collection rate	Finance
6) Present effective tax rate to governing body	Finance
August 28, 2024	
Publish "Notice of Public Hearing on Budget" - contact by August 26	City Secretary
Add notice of Public Hearings on web site and cable channel	City Manager's Office/Finance
September 9, 2024	
Regular City Council Meeting	
1) Public Hearing on Budget (includes TIRZ, CC, FC, 4B)	City Manager's Office
Vote on Budget	City Manager's Office
2) Announce date, time and place of the meeting at which vote on the tax rate will take place	

September 11, 2024

Publish "Notice of Proposed Tax Rate" - Contact paper by September 9 Finance

September 16, 2024

Regular City Council Meeting

Public Hearing on tax rate Finance

Vote on tax rate Finance