

Budget Calendar FY 2025-2026

February 21 - 22, 2025

City Council Planning Retreat	City Manager's Office
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March 10, 2025

BUDGET PROCESS KICK-OFF	City Manager's Office
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March 14, 2025

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 21, 2025

All revised and proposed payroll and utility amounts entered onto system	City Manager's Office
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March 24, 2025

Mid-year actual #s to departments; target number distribution	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
Update of 380 economic development agreement liabilities spreadsheet begins	Economic Development
General and Utility Fund Financial Plan updates begin	Finance
Budget Training Session held at 9:00am (City Hall LL Training Rooms), 2:00pm (City Hall LL Training Rooms)	City Manager's Office

March 25, 2025

Budget Training Session held at 9:00am (City Hall LL Training Rooms), 2:00pm (City Hall LL Training Rooms)	City Manager's Office
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March 31 - 18, 2025

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
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April 18, 2025

Entire budget submission is due (Budget Cover, Transmittal Memo, Current and Proposed Org Charts, FY 2025 Revised Budget, FY 2026 Proposed Budget, Action Steps, and Business Plan)	Department Directors
FY 2025 revised and FY 2026 proposed revenue projections due	City Manager's Office
Fee Schedule review & memo due	Department Directors
5-Year CIP Plans due (Water & Sewer, Facilities, Streets & Drainage, Traffic, Alleys, Technology, etc.)	Public Services Director ITS Director

Spreadsheet of 380 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 28 - May 16, 2025	
Budget Submittal Review with Budget Manager	Department Directors
May 21 - June 6, 2025	
Budget Submittal Review with City Manager and ACMs	Department Directors
June 9 - 20, 2025	
Action Step funding decisions made by City Manager's Office; Proposed budget preparation for City Council begins	City Manager's Office
July 1, 2025	
Teen Court Program costs to Flower Mound	Municipal Court Judge
July 23, 2025	
Advertise public hearing for Crime Control and Fire Prevention proposed budgets, and public hearing on 4B, if needed	City Manager's Office
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, 2025	
Final Certified Tax Roll (or certified estimate) received from appraisal districts	Finance
July 27, 2025	
Rolls to county for verification	Finance
July 28 - August 4, 2025	
TIRZ meetings with Boards	Economic Development & Boards
August 4, 2025	
Crime Control and Fire Control Proposed Budget meeting and Public Hearings	City Manager's Office & Boards
4B Proposed Budget meeting; set date for public hearing, if one is needed	City Manager's Office & Board
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) Set date for Budget Public Hearing	City Manager's Office
August 4 - 7, 2025	
One-on-one meetings with City Council	City Manager's Office
August 9, 2025	
Special Session/Budget Workshop	
1) Supplemental Tax Revenue Memorandum submitted to City Council	Finance
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, 2025	
Publish "Notice of Public Hearing on Budget" - contact by August 26	City Secretary & City Manager's Office
Add notice of Public Hearing on Tax Rate on web site and cable channel	Finance
September 8, 2025	
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, 2025	
Publish "Notice of Proposed Tax Rate" - Contact paper by September 8	Finance
September 15, 2025	
Regular City Council Meeting	
Public Hearing on tax rate	Finance
Vote on tax rate	Finance