

## Budget Calendar FY 2019-2020

Date	Action / Event	Responsible Party
February 15-16, 2019	City Council Planning Retreat	City Manager's Office
April 8, 2019	<b>Budget Process Kick-off</b>	<b>City Manager's Office</b>
April 15, 2019	Employee re-class requests and new unclassified position requests due to HR Technology Requests to ITS, Radio Requests to PD Submit transfers between activities/funds of existing personnel (last day to submit) Budget manual schedules due from departments	Department Directors Department Directors Department Directors Public Services, ITS, Fire, CMO
May 3, 2019	Revised and base budget payroll information due	Human Resources
May 10, 2019	All revised and base budget "mandated" amounts entered onto system Mid-year actual #s to departments; target number distribution; target number to Arts Council	City Manager's Office City Manager's Office
May 13, 2019	Budget Training Session held 9:00 a.m.	City Manager's Office
May 15, 2019	Budget Training Sessions held 8:00 a.m., 1:00 p.m.	City Manager's Office
May 15, 2019	Departmental entry of SWOTs can begin (based on The Lewisville Way) Departmental entry of revised and base budget data can begin; begin meeting with ITS and HR on action step requests related to personnel requests or technology	Department Directors
May 24, 2019	General and Utility Fund Financial Plan updating begins FY 19-20 Department SWOT due	Finance Department Directors
June 3, 2019	FY 18-19 and 19-20 Revenue projections due Fee schedule review due All Fund/Dept. Budgets/Action Steps due - include budget cover, memo Org charts, make sure to include employee re-class, new or additional positions CIP Water/Sewer 5 Year Plan due Five Year Facilities Plan CIP Street 5 Year Plan due CIP Technology Long Range Plan due Organizational SWOT due Revenue projections due Hotel/Motel requests due	Department Directors Department Directors Department Directors Department Directors Public Services Director Public Services Director Public Services Director Information Technology Director City Manager's Office City Manager's Office Arts Council
June, 2019	Sometime in June - TIF meetings with Boards, including Castle Hills TIF Board	Economic Development, CMO
June 3 - June 14, 2019	Budget Submittal Review with Director of Strategic Services	Department Directors
June 5, 2019	Teen Court Program costs to Flower Mound Action Step review involving new technology, people, vehicles, radios or cell phones	Municipal Court Judge HR/ITS/Pub. Services/CMO/Police
June 19 - July 3, 2019	Budget Submittal Review with City Manager	Department Directors
July 8 - 15, 2019	<b>NO VACATION DAYS APPROVED</b>	<b>Directors</b>
July 9, 2019	Advertise public hearing for Crime Control and Fire Prevention proposed budgets, and public hearing on 4B, if needed Preliminary Water and Sewer Rate Study complete Financial Plans due - last year's actuals updated	Crime Control and Fire Prev Boards, 4B Finance Finance
July 15, 2019	Crime Control and Fire Prevention Proposed Budget meeting and Public Hearings 4B Proposed Budget meeting; set date for public hearing, if one is needed <b>Regular City Council Meeting</b>	Crime Control and Fire Prev Boards 4B Corporation
<i>(must be between July 3 and August 2)</i>	1) Preliminary budget submitted to City Council 2) Preliminary budget filed with City Secretary 3) Preliminary budget copy placed in Library 4) Set date for Budget Public Hearing	City Manager's Office City Manager's Office City Manager's Office City Manager's Office
July 25, 2019	Final Certified Tax Roll received from appraisal districts	Finance Director
July 25 - August 10, 2019	<b>NO VACATION DAYS APPROVED</b>	<b>Directors</b>

August 1, 2019	Castle Hills Police/Fire Agreement updates to Castle Hills	City Manager's Office
August 10, 2019	Budget Special Session/Workshop 1) Supplemental Tax Revenue Memorandum submitted to City Council 2) Take a record vote to consider increasing taxes 3) Set date for tax rate public hearing 4) Submission of Certified Appraisal Rolls 5) Certify anticipated collection rate 6) Present effective tax rate to governing body	City Manager's Office Finance Finance Finance Finance Finance
August 13, 2019	Publish "Notice of Public Hearings on Budget" Publish "Notice of Proposed Tax Rate" Add notice of Public Hearings on web site and cable channel	City Secretary Finance City Manager's Office/Finance
September 3, 2019	Special called City Council Meeting 1) Public Hearing on Budget (includes PID, CC, FS, 4B) 2) Public Hearing on Tax Increase 3) Announce date, time and place of the meeting at which vote on the tax rate will take place	City Manager's Office Finance Finance
September 9, 2019	Regular City Council Meeting 1) 2nd Public Hearing on budget 2) 2nd Public Hearing on tax increase 3) Announce date, time and place of the meeting at which vote on the tax rate will take place	City Manager's Office Finance City Manager's Office
September 10, 2019	Put on website and cable	Finance
September 16, 2019	Regular City Council Meeting 1) Adopt Budget Ordinance 2) Tax Rate Ordinance - vote on tax rate 3) Vote on assessment and adopt proposed budget for Waters Ridge 4) Publish the voted tax rate on web site	City Manager's Office Finance City Manager's Office Finance