
BUDGET PREPARATION CALENDAR FOR FY 2024-25

| Action Item | Due Date |
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| NOTE: Current year-to-date revenue and expenditure data, including capital, is available in Tyler under Financial and Account Inquiry at any time, reflecting latest transactions entered into system. | |
| Full FY 2024/25 Instructions and calendar distributed and available on n drive and intranet | 12/20/2023 |
| "2024 Projected" (23/24 ESTIMATE) available for entry in Tyler under Central Budget Entry. | 12/20/2023 |
| City Manager/Finance distributes Department/division budget targets for discretionary account lines. | 12/22/2023 |
| "2025 Department Level" (DHEAD CORE 2024/25 REQS) is available for entry in Tyler under Central Budget Entry. | 12/22/2023 |
| Beyond Core 2024/25 (BEYOND THE CORE 2023/24) available for entry on Tyler . A Budget Projection Number is clearly Labeled as "Beyond Core 2024/25" | 12/22/2023 |
| Complete Development Forecast | 1/5/2024 |
| Departments submit 2024/25 Personnel Requests for permanent and temporary staff changes requested to Finance Dept. Budget Accountant. This includes additions and deletions of approved staffing levels (Reclassification requests will not be a part of the budget process. See Personnel) Indicate any new positions to be split among budget units. | 1/8/2024 |
| Departments review and update current year staffing splits (on N drive). | 1/9/2024 |
| Complete CPI Increase for Maintenance Districts on Support Services, and Admin Charges and import in Tyler . | 1/17/2024 |
| Departments complete Information Technology (IT) pdf forms for technology-related projects and expenditures and post on N drive. | 1/19/2024 |
| Budget Accountant to send copies of Personnel Requests to HR Manager, Deputy City Manager and City Manager. Set up a meeting to discuss requests. | 1/19/2024 |
| Town Hall Meeting (Location to be determined) | 1/23/2024 |
| Finance enters year-end estimates and 2024/25 carry-over for uncompleted capital projects that were included in 2023/24 budgets (balances as of 12/31/23) | 1/26/2024 |
| Engineering Dept. to receive estimates of new funding available from capital funds for Capital Improvement Projects from Finance | 1/26/2024 |
| Departments contact Engineering Dept. for any assistance needed for new or augmented capital projects and review and revise all existing (carry-over) projects. | 1/26/2024 |
| Note: Departments should not enter new capital projects in Tyler . See page 42 of Budget Instructions for details of Capital Project process. | |

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| Departments complete "2024 Projected" (23/24 ESTIMATE) actuals for revenues in Tyler Central Budget Entry. | 1/26/2024 |
| Departments complete "2025 Department Level" (DHEAD CORE 2023/24 REQST) revenue projections and enter in Tyler under Central Budget Entry. | 1/26/2024 |
| Town Hall Meeting (Location to be determined) | 1/29/2024 |
| Departments complete meetings with Engineering for Capital Improvement Projects | 2/2/2024 |
| Fleet distributes active vehicle/equipment lists to departments. | 2/2/2024 |
| Town Hall Meeting (Location to be determined) | 2/15/2024 |
| Departments verify active vehicle/equipment lists and submit to Fleet. | 2/9/2024 |
| Departments review current year data and submit: 1) proposed 2024/25 Interdepartmental Direct Service Charges; and 2) level of effort estimates for Administrative Expense and Support Service charges. All items will be available for completion/update on the N drive. | 2/9/2024 |
| <i>Note: Level of effort estimates for Administrative Expense only apply to City Council, City Manager, City Attorney, Finance, and Purchasing. Level of effort estimates for Support Service charges only apply to Information Technology and Records.</i> | 2/9/2024 |
| Departments complete "Projected 2024" (23/24 ESTIMATE) actuals for expenditures in Tyler Central Budget Entry. | 2/9/2024 |
| Departments complete "2025 Department Level" (DHEAD CORE 2024/25 REQST) expenses, including acquisitions and enter in Tyler under Central Budget Entry. | 2/9/2024 |
| Departments complete BEYOND THE CORE 2023/24 revenue and expenses, including acquisitions and enter in Tyler under Central Budgeting Entry. A Budget Projection is Clearly Labeled as "Beyond Core 2024/25" Please refer to Tyler budget instructions. | 2/9/2024 |
| Engineering reviews proposed Capital Improvement Projects with the City Manager. | 2/9/2024 |
| City Council and Management Team hold Budget and Goals Planning Session. | 2/24/2024 |
| Fleet provides Finance with updated vehicle/equipment lists. | 2/16/2024 |
| Capital Improvement Group completes review of proposed new and carry-over capital projects. | 2/16/2024 |
| Proposed Capital Improvement Projects and budgets submit to Finance for entry into FY2024-25 budget. | 2/16/2024 |
| Departments review basis for proposed interdepartmental charges--direct services hours and levels of service for administrative and support services (on N drive) | 2/16/2024 |
| Information Technology reviews, prioritizes, and provides recommendations of IT project requests to City Manager | 2/16/2024 |
| Fleet distributes proposed vehicle operations and maintenance (O&M) charges to departments, with description of items covered (and not covered) by O&M amount. | 2/16/2024 |
| Departments draft 1) Mission statements, 2) Goals 3) Objectives and 4) Budget Highlights. (Templates with some prior year information available on n drive.) | 2/16/2024 |
| <i>Note 1: Some of these may need to be revised after the Council-Staff goal setting sessions.</i> | |

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| <i>Note 2: In Budget Highlights, include brief narrative that describes differences, if any, between current year and proposed service levels. If service level remains unchanged, but cost to provide is significantly different, describe reason. This may include personnel changes approved by Council with budget or later during year, following budget approval.</i> | |
| City Council and Management Team finalize goals and priorities | TBD |
| Departments indicate acceptance of vehicle O&M charges, or work with Fleet to finalize. Public Works enters O&M in Tyler . | 2/26/2024 |
| Finance enters Fleet and PC Replacement charges in Tyler . | 2/26/2024 |
| Departments update line item detail descriptions on N drive | 2/26/2024 |
| Finance enters Direct Service Charges | 2/26/2024 |
| Finance enters Insurance. | 3/1/2024 |
| Finance enters Facilities. | 3/6/2024 |
| Finance enters Support Services and Administrative charges | 3/11/2024 |
| Maintenance District budgets prepared with Engineer's Report and submitted to City Council 4/1/24 to set dates to hold Public Meeting on 6/3/24 and Public Hearing on 6/18/24 approving budgets). | 3/15/2024 |
| Finance provides preliminary 2023/24 and 2024/25 revenue and expenditure projections to City Manager (2023/24 Projections, Department Level 2024/25 and BEYOND THE CORE 2024/25) | 3/18/2024 |
| City Manager Office review of Department Head Requests. | 3/18 - 3/22/24 |
| Departmental review sessions (to be scheduled individually) | 3/25 - 3/29/24 |
| IT reviews and updates existing projects and creates new project list per approved Strategic Plan. | 4/1/2024 |
| Prepare draft budget documents, including fund summaries for City Manager review | 4/15/2024 |
| City Manager final review of proposed budget | 4/15 - 4/19/24 |
| Engineering Department complete draft 5-Year Capital Improvements Program | 4/19/2024 |
| Planning Commission meeting packet ready for 5/7/24 review of Capital Improvements Program and budget (Planning Commission Meeting) - need report by 4/30/24 | 4/29/2024 |
| Distribute clearly labelled <u>proposed</u> budget document and post on website with disclaimer statement (MMC Sec. 1102 Council is to receive proposed budget at least 35 days prior to the beginning of the fiscal year.) | 5/10/2023 |
| City Council study session(s) | TBD |
| Revise budget per Council direction | Following study session(s) |
| City Council to Set the Public Hearing. (Admin report to be submitted in Legistar by 5/17/24) | 6/3/2024 |
| City Clerk posts public hearing (at least 10 days before budget hearing.) | 6/4/2024 |
| IT Completes and Publishes Strategic Plan | 6/7/2024 |
| Budget hearing and adoption | 6/17/2024 |
| Distribute final budget document and post budget materials on City website and intranet | 7/2024 |