



Budget and Tax Rate Calendar Fiscal Year 2021-2022

| Responsible Party | Date | Action |
|--------------------------|--|---|
| Regular Council Meeting | Wednesday, May 19 | Vote to approve proposed budget and tax rate calendar |
| Finance | Friday, May 21 | Distribute budget worksheets to staff |
| Finance/Staff | Thursday, June 3 - Wednesday, June 9 | Week to meet with staff on their budgets |
| Regular Council Meeting | Wednesday, June 16 | Budget Workshop – Present base budget of the General Fund to the City Council. Open period to receive exceptional items from the City Council. |
| Council Members | Monday, July 5 | Exceptional items for General Fund are due from City Council. |
| Regular Council Meeting | Wednesday, July 21 | Budget Workshop – Exceptional items from General Fund are presented and reviewed. Present base budgets for all other Funds. Open period to receive exceptional items from the City Council. Vote to set date for Budget Public Hearing. Vote to set a date for a public hearing on the proposed tax rate. |
| Finance | Friday, July 23 | Receive certified estimate from TCAD |
| Finance | Monday, July 26 | Communicate to Travis County that we will be using the certified estimate |
| Finance / Admin | Friday, August 6 | Website notice 50-212 Submit no new revenue and voter approval tax rates to City Council. |
| Council Members | Monday, August 9 | Exceptional items for all other funds are due from City Council. |
| Finance | Monday, August 16 | File draft budget with City Secretary |
| Finance | Wednesday, August 25 | Send notice of public hearings to Picayune |
| Regular Council Meeting | Wednesday, August 25 (Regular meeting moved due to the first day of school) | Budget Workshop – Discuss impact of different tax rates and present the amount of money for exceptional items. Hold public hearing on the budget. Hold public hearing on the tax rate Vote to postpone the final vote on the Budget to 9/15 Vote on the proposed tax rate Vote to postpone the final vote on the tax rate to 9/15. |
| Newspaper | Thursday, September 2 | Ad for Public Hearings to run in the Picayune |
| Regular Council Meeting | Wednesday, September 15 | Budget Workshop – Present final decision document and vote on exceptional items. Vote to amend the 2020-2021 budget (if necessary). Hold Public Hearing on Proposed Budget Vote to adopt Proposed Budget Hold Public Hearing on the Tax Rate Vote to adopt the Tax Rate |