

## Fiscal Year 2019 Budget and Tax Rate Adoption Schedule

### Schedule for tax rate above lower of effective rate or rollback rate

Wednesday, March 21	Department Personnel workbooks distributed to departments.
Tuesday, April 10	Proposals of FY19 new positions due to Human Resources and new programs to Finance.
Wednesday, April 11	FY19 Departmental Budget Workbooks, 5 Year Budget Workbooks, and supplemental budget information distributed to departments/ACMs.
Wednesday, April 11 - Monday, April 30	Departments develop FY19 and 5 Year proposed budgets.
Wednesday, April 11 - Monday, April 30	Finance develops FY19 fixed costs budgets (existing personnel, department operating utilities), coordinates with departments to prepare revenue estimates and analyzes new program submissions.
Monday, April 30	Completed FY19 Departmental Budget Workbooks, 5 Year Budget Workbooks, and supplemental budget information due to Finance.
Tuesday, May 1	Appraiser sends notice of estimated taxable value to City.
Tuesday, May 1 - Monday, May 14	Finance reviews FY19 department proposed budgets.
Tuesday, May 15	Finance submits completed proposed FY19 department budgets to Interim City Manager.
Monday, May 21 - Friday, May 25	Department meetings with Interim City Manager to discuss budget changes and additions.
Tuesday, May 29 - Friday, June 8	Ongoing discussions between Interim City Manager, departments and Finance to prepare the proposed budget for City Council (as necessary).
Monday, June 11 - Friday, June 29	Finance prepares the proposed budget for City Council.
Friday, June 29	Finance submits the proposed budget to City Council including preliminary property tax rate information.
Sunday, July 1	Deadline to submit the proposed budget to City Council.
Tuesday, July 10 City Council meeting	City Council work session to discuss the budget.
Tuesday, July 24 City Council meeting	City Council work session to discuss the budget.
Wednesday, July 25	Deadline for Chief Appraiser to certify appraisal rolls.
Thursday, July 26	Finance and Budget Committee meeting to discuss proposed budget.
July 26 - August 6	Tax Office calculates effective and rollback tax rates and submits to jurisdictions for approval prior to publication on August 11th.
Saturday, August 11	Publication of effective tax rates, fund balances, and debt schedules, unencumbered fund balance, submitted by Travis County, appears in Austin American-Statesman.

\*Action required due to the Truth-in-Taxation requirements prompted when the proposed tax rate exceeds the lower of the effective rate or rollback rate.

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Tuesday, August 14 City Council meeting	<p>City Council work session to discuss the budget. Discuss and consider the proposed property tax rate for fiscal year 2019.</p> <p><i>* If proposed rate will exceed the lower of the rollback or effective rate, take action and schedule public hearings.</i></p>
Wednesday, August 22	<p>Notice of Proposed Tax Rate and Public Hearings published in Pflugerville Pflag newspaper and posted to City website per the Local Government Code.</p>
Wednesday, August 22	<p><i>* Notice of Proposed Tax Rate and Public Hearings posted on City website. This should run until adoption of the tax rate.</i></p> <p><i>* Notice of Proposed Tax Rate and Public Hearings published on City Access Channel PFTV as a 60-second notice at least five times a day between 7 a.m. and 9 p.m. until adoption of the tax rate.</i></p>
Thursday, August 23	<p>Finance and Budget Committee meeting to discuss proposed budget.</p>
Friday, August 24	<p>Fiscal Year 2019 proposed budget posted to website and provided to City Secretary, 30 days before budget adoption per Local Government Code.</p>
Friday, August 31	<p>Notice of Public Hearing on Budget published in Pflugerville Pflag newspaper, required by Local Government Code.</p>
Friday, August 31	<p>Notice of Public Hearing for budget published on City website, required by City Charter.</p>
Tuesday, September 4 City Council meeting Special Session	<p><i>* First Public Hearing on tax increase.</i></p>
Tuesday, September 11 City Council meeting	<p><i>* Second Public Hearing on tax increase. At the hearing, schedule and announce meeting to adopt a tax rate 3-14 days following the second public hearing.</i></p>
Tuesday, September 25 City Council meeting	<p>Public hearing on budget required by City Charter. Adoption of budget by the City Council by ordinance. Adoption of tax rate by ordinance.</p> <p><i>* Resolution ratifying the property tax increase.</i></p>
Wednesday, September 26	<p>Adopted tax rate provided to Travis County. Adopted tax rate ordinance or required language posted to City website.</p>
Friday, September 28	<p>Adopted FY19 Budget provided to City Secretary. Adopted FY19 Budget posted to City website.</p>