

## Summary of Key Dates - FY 2010 Budget Calendar

MONTH	DATE	DAY	EVENT
MARCH	16	MON	Planning and Budget Manual published on County Intranet. Hard copies available upon request.
MARCH	23 & 26	MON THUR	PBO meets with departments on Planning & Budget Manual and process at 3 PM (MON) and 10 AM (THUR) in the Commissioners Courtroom.
<b>APRIL</b>	<b>27</b>	<b>MON</b>	<b>DEADLINE FOR ALL DEPARTMENTS TO SUBMIT BUDGET TO PBO.</b>
MAY	12	TUES	Court approves parcel rate as proposed by the Tax Assessor-Collector.
MAY	14	THUR	Work session on Employee Benefit Committee report on Proposed Plan and contribution rate changes to Employee Health Benefits Fund.
MAY	26	TUES	County Auditor presents first revenue estimate for General Fund-only to Commissioners Court. (Estimate to be available for review by May 18.)
MAY	26	TUES	HRMD presents FY 10 major compensation issues to Commissioners Court and secures guidance.
JUNE	9	TUES	HRMD has follow-up discussion with Commissioners Court on major FY 09 Compensation Issues to receive additional Court guidance on compensation assumptions in Preliminary Budget
JUNE	9	TUES	Risk Manager presents Risk Management Fund actuarial report to Commissioners Court for discussion and appropriate action.
JUNE	9	TUES	Commissioners Court approves assumptions on fund balances, debt service schedules, exemptions, and collection rate.
JUNE	17	WED	Employee public hearing to receive input on compensation and benefits issues. Start time has traditionally been at 5 PM or 6 PM.
JUNE	23	TUES	Commissioners Court approves changes to Employee Health Insurance Plan and contributions (Open enrollment to be July 20 through August 21).
JUNE	23	TUES	Court votes on proposed ad for elected officials' salaries and sets public hearing. Ad to appear on July 2.
JUNE	30	TUES	County Auditor formally presents second revenue estimate, with all line items, and all funds to Commissioners Court. Available on June 22.
JULY	2	THUR	Ad in Chronicle on proposed elected officials' salaries and public hearing.
JULY	14	TUES	Commissioners Court holds public hearing on FY 10 elected officials' salaries and allowances and sets the elected officials' salaries and allowances.
JULY	14	TUES	Board of Directors of the Northwest Travis County Road District #3 approve the proposed tax rate and proposed FY 10 budget for the Northwest Travis County Road District #3. Tax rate & budget to be adopted on Sept. 29
JULY	14	TUES	Board of Directors of the Bee Cave Road District #1 (Galleria) approve the proposed tax rate and proposed FY 10 budget for the Bee Cave Road District #1 (Galleria). Tax rate & budget to be adopted on Sept. 29.
JULY	23	THUR	Travis Central Appraisal District provides final estimate of certified tax roll, which must be finalized by July 25.
JULY	24	FRI	Tax Assessor-Collector provides notice of effective tax rate based on final certified appraisal rolls.
JULY	27	MON	PBO files Preliminary FY 10 County Budget with County Clerk & County Auditor; also, distributes copies to Commissioners Court & departments.
JULY	28	TUES	County Auditor formally presents third revenue estimate with all line items to Commissioners Court. Preliminary Budget based on this estimate. (Final estimate provided by Wednesday, July 22.)
AUG	8	SAT	Tax Assessor-Collector publishes public notices of effective tax rates for the county and road districts.

MONTH	DATE	DAY	EVENT
AUG	11	TUES	PBO formally presents Preliminary Budget to Commissioners Court.
<b>AUG</b>			<b>The Commissioners Court will not hold formal budget hearings for the FY 10 Budget Process. Only critical issues may be posted and discussed with Commissioners Court on a Tuesday in August or already designated Thursday worksession. Any critical requests should be forwarded to the Executive Manager of PBO for consideration.</b>
AUG	12	WED	Distribute initial Budget Agenda Worksheet to Court at First Budget Hearing.
AUG	24	MON	Hold on Court members' calendars in case needed for Budget Hearing.
AUG	25	TUE	County Auditor presents fourth revenue estimate to Commissioners Court. Mark-up to be based on this estimate.
AUG	25	TUES	Revised Budget Agenda Worksheets distributed to Court members at a regular Court meeting. These to be used for Mark-up process.
AUG.	25	TUES	Commissioners Courts considers draft of ad entitled "Notice of Public Hearing on Tax Increase" to be finalized on Thursday, Sept. 10 and will appear in the Austin American Statesman on September 14. This ad will show the votes of Court members and impact on the average homestead owner.
TUES AUG 25 – TUES SEPT 1			Commissioners Court considers Budget Agenda Worksheets and returns them to PBO. Worksheets are due by 5 PM on Tuesday, September 1.
SEPT	1	TUES	All Budget Agenda Worksheets due from Court members by 5:00 PM.
SEPT	3	THUR	PBO distributes Consolidated Budget Agenda Worksheet to be used as the agenda for Budget Mark-up.
WED SEP 9 & (OPTIONAL THURS SEPT 10)			Commissioners Court holds mark-up all day. (Three hours in morning, 9 AM to Noon and three hours in afternoon, 2 PM to 5 PM.)
SEPT	9 (10)	WED	Court votes during Mark-up on proposed tax rate.
SEPT	10	THUR	Ad appears in Austin Chronicle containing "Public Hearing on the Proposed FY 10 Travis County Budget."
SEPT	14	MON	Quarter page ad appears in the Austin American Statesman (AAS) entitled "Notice of Public Hearing on Tax Increase."
SEPT	15	TUES	Commissioners Court reviews and may approve FY 10 Budget Rules.
SEPT	15 & 22	TUES	Commissioners Court discussion and action on any remaining mark-up items.
SEPT	22	TUES	Court holds 1 <sup>st</sup> public hearing on the tax rate at 9 AM.
SEPT	23	WED	Quarter Page ad appears in AAS entitled "Notice of Tax Revenue Increase".
SEPT	25	FRI	Commissioners Court holds 2 <sup>nd</sup> public hearing at 9 AM on the County tax rate.
SEPT	25	FRI	PBO files the Proposed FY 10 County Budget with the County Clerk and the County Auditor. Budget available for inspection.
SEPT	26	SAT	Quarter page ad appears in AAS entitled "Notice of Tax Revenue Increase".
SEPT	29	TUES	Commissioners Court adopts county tax rate. Board of Directors adopts road district tax rate. Commissioners Court holds public hearing on Proposed FY 10 County Budget, amends budget, and then adopts the FY 10 County Budget and budget rules. Board of Directors holds public hearing on the Northwest Travis County Road District #3 FY 10 budget, amends budget and adopts the FY 10 budget. Board of Directors holds public hearing on the Bee Cave Road District #1 (Galleria) FY 10 budget, amends budget and adopts the FY 10 budget.
SEPT	29	TUES	If tax rate increases above effective tax rate, post notice on home page of website in accordance with specific statutory language.
SEPT	29	TUES	Commissioners Court approves order designating FY 10 Regular Meeting Day.
OCT	6	TUES	Court approves order to direct deposit salary fund moneys into General Fund.