

## Summary of Key Dates - FY 2011 Budget Calendar

MONTH	DATE	DAY	EVENT
MARCH	15	MON	Planning and Budget Manual published on County Intranet. Hard copies available upon request.
MARCH	22 & 25	MON THUR	PBO meets with departments on Planning & Budget Manual and process at 3 PM (MON) and 10 AM (THUR) in the Commissioners Courtroom.
MARCH	26	FRI	Deadline for all non-County requests to be submitted to relevant County departments.
<b>APRIL</b>	<b>26</b>	<b>MON</b>	<b>DEADLINE (5:00 PM) FOR ALL DEPARTMENTS TO SUBMIT BUDGET REQUESTS TO PBO.</b>
MAY	11	TUES	Court approves parcel rate as proposed by the Tax Assessor-Collector.
MAY	20	THUR	Work session on Employee Benefits Committee report on Proposed Plan and contribution rate changes for Employee Health Benefits.
MAY	25	TUES	County Auditor presents first revenue estimate for General Fund-only to Commissioners Court. Estimate to be available by May 17.
MAY/ JUNE	25/1	TUES	Follow-up with the Commissioners Court on employee health plan, if needed.
JUNE	3	THUR	Budget Work Session-status report on budget submissions & major issues. If Work Session date not available, then this discussion will occur on a Tuesday.
JUNE	8	TUES	Commissioners Court approves assumptions on fund balances, debt service schedules, exemptions, and collection rate.
JUNE	8 and 15	TUES	Risk Manager presents Risk Management Fund actuarial report to Commissioners Court for discussion and appropriate action.
JUNE	16	WED	Employee public hearing to receive input on compensation and benefits issues. Start time has traditionally been at 5 PM or 6 PM.
JUNE	22	TUES	Commissioners Court approves changes to Employee Health Benefits Plan and contributions. Open enrollment to be July 19 through August 19.
JUNE	22	TUES	Court votes on proposed ad for elected officials' salaries and sets public hearing. Ad to appear on July 1.
JUNE	29	TUES	County Auditor formally presents second revenue estimate, with all line items, and all funds to Commissioners Court. Available on June 21.
JULY	1	THUR	Ad in Chronicle on proposed elected officials' salaries and public hearing.
JULY	13	TUES	Commissioners Court holds public hearing on FY 11 elected officials' salaries and allowances and sets the elected officials' salaries and allowances.
JULY	13	TUES	Board of Directors of the Northwest Travis County Road District #3 approves the proposed tax rate and proposed FY 11 budget for the Northwest Travis County Road District #3. Tax rate & budget to be adopted on September 28.
JULY	13	TUES	Board of Directors of the Bee Cave Road District #1 (Galleria) approves the proposed tax rate and proposed FY 11 budget for the Bee Cave Road District #1 (Galleria). Tax rate & budget to be adopted on September 28.
JULY	23	FRI	Tax Assessor-Collector provides notice of effective tax rate based on estimated appraisal rolls.
JULY	26	MON	PBO files Preliminary FY 11 County Budget with County Clerk & County Auditor; also, distributes copies to Commissioners Court & departments.
JULY	27	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 21.)

AUG	4	WED	First back-up prepared for First Budget Hearing with Commissioners Court on Wed. August 11. Back-up for subsequent hearings will be distributed one week in advance of scheduled hearing date.
AUG	7	SAT	Tax Assessor-Collector publishes public notices of effective tax rates for the county and road districts.
AUG	10	TUES	PBO formally presents Preliminary Budget to Commissioners Court.
WED AUG 11– FRI AUG 20	1 PM to 5 PM on MWTH, & from 9 AM to noon on FRI		Commissioners Court may hold hearings with departments on FY 11 Preliminary Budget. May need a hold on Court calendars for Monday, August 23 in case needed as an 8 <sup>th</sup> day.
AUG	11	WED	Distribute initial Budget Agenda Worksheet to Court at 1 <sup>st</sup> Budget Hearing.
AUG	23	MON	Hold on Court members' calendars for possible Budget Hearing.
AUG	24	TUES	Auditor presents 4 <sup>th</sup> revenue estimate to Court. Mark-up based on this est.
AUG	24	TUES	Revised Budget Agenda Worksheets distributed to Court members at a regular Court meeting. These to be used for Mark-up process.
AUG.	24	TUES	Commissioners Court considers draft of ad entitled "Notice of Public Hearing on Tax Increase" to be finalized on Thursday, September 9 and appearing in the AAS on September 13. This ad will show the votes of Court members and impact on the average homestead owner.
TUES AUG 24 – TUES AUG 31			Court considers Budget Agenda Worksheets and returns to PBO. Worksheets due 5 PM on Aug. 31.
AUG	31	TUES	All Budget Agenda Worksheets due from Court members by 5:00 PM.
SEPT	2	THUR	PBO distributes Consolidated Budget Agenda Worksheet to be used as the agenda for Budget Mark-up.
SEPT	14	TUES	Commissioners Court reviews FY 11 Budget Rules
W,TH,F	SEPT. 8,9, AND 10		Commissioners Court holds mark-up all day. (9 AM to 12 PM & 2 PM to 5 PM.)
SEPT	9	THUR	Commissioners Court votes during Mark-up on proposed change in tax rate.
SEPT	9	THUR	Ad appears in Austin Chronicle containing "Public Hearing on the Proposed FY 11 Travis County Budget."
SEPT	13	MON	Ad appears in the AAS entitled "Notice of Public Hearing on Tax Increase."
SEPT	14	TUES	Commissioners Court reviews and may approve FY 11 Budget Rules.
SEPT	14 & 21	TUES	Commissioners Court discussion and action on any remaining mark-up items.
SEPT	21	TUES	Court holds first public hearing on the tax rate at 9 AM.
SEPT	22	WED	Quarter Page ad appears in AAS entitled "Notice of Tax Revenue Increase".
SEPT	24	FRI	Commissioners Court holds 2 <sup>nd</sup> public hearing at 9 AM on the County tax rate.
SEPT	24	FRI	PBO files the Proposed FY 11 County Budget with the County Clerk and the County Auditor. Budget available for inspection.
SEPT	25	SAT	Quarter page ad appears in AAS entitled "Notice of Tax Revenue Increase".
SEPT	28	TUES	Court adopts county tax rate. Board of Directors adopts road district tax rate. Commissioners Court holds public hearing on Proposed FY 11 County Budget, amends budget, and then adopts the FY 11 County Budget and budget rules. The Board of Directors holds public hearing on the Northwest Travis County Road District #3 FY 11 budget, amends budget, and adopts the FY 11 budget. The Board of Directors holds public hearing on the Bee Cave Road District #1 (Galleria) FY 11 budget, amends budget and adopts the FY 11 budget.
SEPT	28	TUES	If tax rate increases above effective tax rate, post notice on home page of website in accordance with specific statutory language.
SEPT	28	TUES	Commissioners Court approves order designating FY 11 Regular Meeting Day.
OCT	5	TUES	Court approves order to direct deposit salary fund moneys into General Fund.