

FY 2017 Planning and Budget Calendar

MONTH	DATE	DAY	EVENT
FEBRUARY	8	MON	Back-up deadline for FY 2017 Budget Guidelines Presentation.
FEBRUARY	11	THUR	FY 2017 Budget Guidelines Presentation.
FEBRUARY	22	MON	Finalize Budget Forms.
FEBRUARY	23	TUES	Commissioners Court approves FY 2017 Budget Guidelines.
FEBRUARY	24	WED	Draft budget manual, including performance measurement guide finalized.
FEBRUARY	26	FRI	Final budget manual sent to printer with a return deadline of Thursday, March 3 rd .
MARCH	7	MON	PBO meets with departments on Budget Preparation Manual and budget process at 1:30PM in the Commissioners Courtroom.
MARCH	7	MON	Budget Preparation Manual and forms published at http://traviscentral/resources/budget. Hard copies of the manual available at the department budget meetings on March 7 and March 10.
MARCH	10	THU	PBO meets with departments on Budget Preparation Manual and budget process at 10:00AM in the Commissioners Courtroom.
MARCH 7 - APRIL 29			Departments work with administrative support departments (HRMD, Facilities Management, RMCR, TNR, ITS, and Purchasing Office) for assistance and consulting in developing their FY 2017 Budget Submission.
MARCH 14-18			Spring break for A.I.S.D.
MARCH	18	FRI	Annual meeting of Risk Management Fund Risk Reserve Review Committee.
MARCH	21	MON	Receive initial proposed FY 2017 health plan and contribution rate changes from Actuary. (Based on data as of end of Feb.)
MARCH	23	WED	Performance Measurement Workshop. – Bring specific PB-3 forms and draft budget request packages for review. 10:00 AM-Noon; repeated at 1:30PM-3:30PM.
MARCH	24	THUR	Post Issuance Compliance Training. 10:00 AM-Noon. Required training for departments with existing debt funded projects or large capital budgets.
APRIL - MAY			Benefits Committee meets to review actuary reports (initial and final) on proposed FY 2017 health care rates and votes on recommended changes.
APRIL	1	FRI	Deadline for all non-County requests to be submitted to relevant County departments.
APRIL	1	FRI	Departments submit technology-related budget requests to ITS for review. Departments must also submit Technology Equipment Inventory & Replacement Forms to ITS.
APRIL	1	FRI	Departments submit information regarding proposed budget requests for new FTE or programmatic changes that may require new or renovated space, stand-alone space renovations, furniture and fixtures, cabling or other technology infrastructure to FMD and ITS.
APRIL	1	FRI	Departments submit RM-1 Copier replacement/upgrade/new equipment requests to Records Management

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APRIL	6	WED	Review all rebate and abatement agreements with Auditor's Office.
APRIL	25	MON	Final Risk Management Fund data sent to Actuary.
APRIL	29	FRI	Deadline for department submission of FY 2017 ad hoc reclassification requests with complete back-up to HRMD.
MAY – JUNE			PBO staff conducts analyses for development of the Preliminary Budget.
MAY	2	MON	BUDGET SUBMISSION DEADLINE (5:00 PM).
MAY	17/19	TUE/ THU	Employee Benefits Committee report on Proposed Plan and contribution rate changes for Employee Health Benefits presented to Commissioners Court during a Voting Session or Work Session.
MAY	24	TUE	Discussion with the Commissioners Court on employee health plan. HRMD will request direction to release benefit information to employees in preparation for the employee public hearing.
MAY	24	TUE	HRMD (in consultation with PBO) distributes notice regarding employee hearing on compensation, benefits, working conditions and any budget issues, given Court direction. Hearing set for Thursday, June 16. Open enrollment to be Monday, August 1 through Wednesday, August 31.
MAY	26	THU	PBO meets with administrative support departments to discuss any budget requests requiring additional information from their departments.
MAY	27	FRI	Receive draft Risk Management Fund Actuarial Report.
MAY	30	MON	Memorial Day – County Holiday.
MAY	31	TUE	Commissioners Court votes on whether to have nine public members or the elected officials named in the Local Government Code to serve as the Grievance Committee for Elected Officials' salaries. Commissioners Court selects members of Grievance Committee for Elected Officials' salaries.
MAY	31	TUE	If needed, HRMD holds follow-up discussion with the Commissioners Court on the employee health plan and (in consultation with PBO) distributes notice regarding employee hearing on compensation, benefits, working conditions and any budget issues. Hearing set for Thursday, June 16. Open enrollment to be Monday, August 1 through Wednesday, August 31.
MAY	31	TUE	Commissioners Court approves assumptions on fund balances, debt service schedules, exemptions, and collection rate. Commissioners Court also approves parcel rate as proposed by the Tax Assessor-Collector.
JUNE 8 – JULY 1			PBO staff holds budget review meetings with departments. All draft recommendations distributed to departments for comment no less than three working days before review meeting.
JUNE	10	FRI	Receipt of final actuarial report on Risk Management Fund (target date).

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JUNE	14	TUE	If increases are proposed for elected officials' salaries, an advertisement and public hearing are needed. Court votes on proposed ad stating maximum for elected officials' salaries and sets date of public hearing. Ad to appear on or before June 24 only if an increase is proposed or Court decides to advertise anyway.
JUNE	23	THU	Employee public hearing to receive input on compensation and benefits issues. (Start time is 4:30 PM.)
JUNE	23	THU	Deadline for administrative support departments to submit to PBO any costs of new requests that impact their departments as well as any associated supplemental budget requests.
JUNE	23	THU	If needed, ad appears in Austin Chronicle on proposed maximum for elected officials' salaries and announcing public hearing on July 5 (Ad must appear before the 10th day before the meeting in which the salaries are set).
JUNE	28	TUE	Commissioners Court approves changes to Employee Health Benefits Plan and contributions. Open enrollment to be August 1-31.
Mid JULY			PBO finalizes Preliminary Budget based on Auditor's third revenue estimate.
JULY	4	MON	Independence Day – County Holiday.
JULY	5	TUE	Risk Manager distributes Risk Management Fund executive summary report to Commissioners Court for review.
JULY	5	TUE	If needed, Commissioners Court holds public hearing on FY 2017 elected officials' salaries and allowances and sets the elected officials' salaries and allowances. (This must be done during a regular meeting of the Commissioners Court.) County Judge's Office provides written notice of same to each elected county and precinct officer and district clerk. Notice to officials must be given before the budget is filed with the County Clerk.
JULY	11	MON	If notice of salaries are sent to elected officials on July 6, last day for elected officials to submit a request for a hearing to grieve the salary (five days after notice is received).
JULY	18	MON	Received certified tax roll from Travis Central Appraisal District
JULY	22	FRI	PBO submitted FY 2017 Preliminary Budget to County Clerk and County Auditor; distributes copies to Commissioners Court and departments.
JULY	25	MON	If Grievance Committee is selected in June and request for hearing is received on July 11, last day for public hearing to consider grievance (ten days after request for hearing is received).
JUL-SEP			Court must receive report of grievance committee before budget is approved and act on committee's recommendation.
AUG	1	MON	Open Enrollment period starts for employee and retiree health benefits plan.
AUG	1-31	MON-WED	Open enrollment period for employee and retiree benefits plan.

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AUG	5	FRI	Back-up for First Budget Hearing with Commissioners Court sent to member of the Commissioners Court. Back-up for hearings will be distributed one week in advance of scheduled hearing date.
<p style="text-align: center;">THURS AUG 18 FRI AUG 19</p>			<p>Commissioners Court may hold very limited hearings with departments on select budget items. PBO will formally present FY 2017 Preliminary Budget to Commissioners Court at the start of the first hearing.</p> <p>(Hearings will begin at 1:30 each day).</p> <p>Backup from departments due to PBO 10 days before hearing and provided to the Commissioners Court seven days before the hearing date.</p>
AUG	15	MON	Distribute initial Budget Agenda Worksheet to Court at First Budget Hearing if hearings are held.
AUG	23	TUE	With receipt of certified values, PBO distributes back-up of quarter page ad entitled, "Notice of 2016 Tax Year Proposed Property Tax Rate for Travis County, Texas" (LGC Ad on tax ad) for Commissioners Court consideration on the August 23 agenda. Ad to be finalized on Thursday, August 27 before noon and appear in the Austin American Statesman on Thursday, September 1. The public hearings are scheduled for Tuesday, September 20 and Friday, September 23 at 9 AM.
AUG	23	TUE	Commissioners Court considers quarter page ad in draft form entitled "Public Hearing on the Proposed FY 2017 Travis County Budget, Fiscal Year 2017" (for publication in Austin Chronicle on Thursday, September 15). Back-up submitted August 16.
AUG.	23	TUE	Commissioners Court considers draft ad entitled "Notice of Tax Revenue Increase." This ad will run on Wednesday, September 21 and Saturday, September 24 in the Austin American Statesman. Back-up submitted August 16.
AUG.	23	TUE	Commissioners Court considers draft ad "Notice of Public Hearing on Tax Increase" (Tax ad) to be finalized on Thursday, September 8 before noon and will appear in the Austin American Statesman on Monday, September 12. This ad will show the votes of Court members and impact on the average homestead owner. Back-up submitted August 16.
Mid August			PBO distributes draft changes to the FY 2017 Budget Rules for review.
AUG	23	TUE	Revised Budget Agenda Worksheets distributed to Court members at a regular Court meeting. These will be used for the budget mark-up process.
AUG	23-31	TUE-WED	Commissioners Court considers Budget Agenda Worksheets and returns them to the Judge's Office by 5 P.M on August 31.
AUG	31	WED	Last day of open enrollment.
Late AUG/Early SEPT		TUE	PBO submits agenda back-up for Bee Cave Road District #1 Budget and FY 2017 Proposed Tax Rate.

MONTH	DATE	DAY	EVENT
Early September			PBO distributes analysis on capital funding, ending balances on Certificates of Obligation and bond funds, and CAR rebudgeting.
SEPT	1	THUR	Quarter page ad appears in the Austin American Statesman entitled "Notice of 2016 Tax Year Proposed Property Tax Rate for Travis County, Texas". This could include a maximum tax rate for Travis County that may lowered during markup.
SEPT	5	MON	Labor Day – County Holiday
Mid SEP		TUE	Board of Directors of the Bee Cave Road District #1 approves the proposed tax rate and proposed FY 2017 budget for the Bee Cave Road District #1. Tax rate & budget to be adopted on September 27.
SEPT	7-9	WED - FRI	Commissioners Court holds mark-up from 9 AM to Noon and 1:30 PM until work is complete.
SEPT	8	THU	Commissioners Court votes on the second day of budget mark-up to propose a change in the tax rate. Vote must occur by 12 PM to make deadline for quarter page ad entitled, "Notice of Public Hearing on Tax Increase" in Austin American Statesman on Monday, September 12. Court also votes to set dates for two public hearings on the tax rate, scheduled for Tuesday, September 20 and Friday, September 23.
SEPT	9	FRI	Deadline for Austin Chronicle to submit ad entitled "Public Hearing on the Proposed Travis County Budget, Fiscal Year 2017."
SEPT	12	MON	<p>Quarter page ad "Notice of Public Hearing on Tax Increase" appears in Austin American Statesman. Content of this ad is determined by law (if the proposed tax rate is not above the Effective Tax Rate, no ad or hearing is legally required). This ad must appear at least seven days before the first public hearing. The content of this ad must also appear on the County's home page website and on TCTV and must run from the earlier of the date on which it is published in the paper or at least seven days before the first public hearing until the end of the second public hearing (from September 12 through the end of the hearing on September 27). The TCTV ad must be a 60 second notice run five times a day between 7 AM and 9 PM, from September 12 through September 27. Only the Tax Rate stated in the ad may be approved. If the Tax Rate is changed from what is stated in the ad, new ads and hearings are required.</p> <p>Note: Ad cannot appear in legal notice or classified ad section of paper. (Legal deadline for this is September 12 based on a September 20 first hearing date.)</p>
SEPT	13, 20	TUE	Commissioners Court discussion and action on any remaining mark-up items.
SEPT	15	THUR	Ad in Austin Chronicle for ad entitled "Public Hearing on the Proposed Travis County Budget, Fiscal Year 2017". The hearing is scheduled for September 27. Ad must state time, date and location of public hearing. Language about budget requiring more revenue must be in Ad if applicable.

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SEPT	20	TUE	Court holds first public hearing on the tax rate at 9 AM. This is required at least 7 days after the first ad appears in the newspaper. Court must announce the date, time and place of the meeting at which the vote on the tax rate will be taken during the hearing scheduled for September 27.
SEPT	21	WED	Quarter page ad appears in Austin American Statesman entitled “Notice of Tax Revenue Increase.” (This ad is required to run twice and will run again on Saturday, September 24.) This notice must also appear on the home page of the County’s web site from September 21 to September 27. This notice of tax revenue increase must appear on TCTV as a 60 second notice five times each day between 7 AM and 9 PM and must run from September 21 to September 27. Ad cannot appear in legal notice or classified ad section of paper. (If the proposed tax rate is <u>not</u> above the Effective Tax Rate, this ad is <u>not</u> legally required; legal deadline for this ad is “after” the first hearing.)
SEPT	23	FRI	Commissioners Court holds second public hearing at 9 AM on the County tax rate. <u>PLEASE NOTE: THIS PUBLIC HEARING IS ON A FRIDAY MORNING AND IS REQUIRED IF TAX RATE IS ABOVE EFFECTIVE TAX RATE.</u> A quorum must be present and taxpayers must have the opportunity to express their views on the proposed tax rate. At the meeting, during the hearing the Court must announce the date, time and place of the meeting at which they will vote on the tax rate, proposed for September 27.
SEPT	23	FRI	PBO files the Proposed FY 2017 County Budget with the County Clerk and the County Auditor. (This must be filed within 10 days of the vote on the budget.) Budget available for inspection. Include cover page on Proposed Budget
SEPT	24	SAT	Second Publication: Quarter page ad appears in Austin American Statesman entitled “Notice of Tax Revenue Increase” — first publication on September 21. Ad cannot appear in legal notice or classified ad section of paper.

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SEPT	27	TUE	<p>Commissioners Court adopts county tax rate. Must be at regular meeting and must have a separate item on the agenda; at least three must vote for the rate; must be separate votes for the Maintenance and Operations Rate and the Debt Service Rate; must vote to adopt rate more than three and less than 14 days following the second public hearing on the tax rate.</p> <p>September 27 is four days after the Second Public Hearing. Must use statutory language in motion if tax rate is more than the effective rate. Can only vote on/approve the rate stated in tax ad. Vote must be separate from budget vote.</p> <p>Four members of Commissioners Court must be present. Each motion for vote on the tax rate that is an increase in the effective rate must be made with specific words required by law. The order must also include certain language regarding the tax rate and tax increase if it is above the effective rate.</p> <p>Commissioners Court holds public hearing on Proposed FY 2017 County Budget and may amend budget if the increase does not exceed balances in funds plus anticipated revenue and desired by Court, and then adopts the FY 2017 County Budget which must include the budget rules for them to be enforceable related to elected officials. Court must vote at the end of the hearing. Vote must be separate from tax vote.</p> <p>Budget must include cover page with statutory language about whether more or less or the same revenue is needed for the budget and other financial information and the results of the vote.</p> <p>The Board of Directors holds public hearing on the Bee Cave Road District #1 FY 2017 budget, amends budget and adopts FY 2017 budget.</p>
SEPT	27	TUE	<p>If tax rate increases above effective tax rate, post the two statutorily required sentences on home page of website in accordance with specific statutory language. (Duration of posting not stated but should be until new tax rate is set to be safe). May also be posted on September 28.</p>
SEPT	27	TUE	<p>Court approves order designating Regular Meeting Day during FY 2017.</p>
SEPT	28 or after	WED	<p>Copy of adopted budget filed with County Clerk and County Auditor. Adopted budget must include cover page with statutory language about whether more or less or the same revenue is needed for the budget and other financial information and the results of the record vote.</p> <p>Copy of adopted budget, including cover page, must be posted on the county website until the anniversary of its adoption. (Statute is not specific about how soon after adoption it must be posted.)</p>

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OCT	4	TUE	Court approves order to direct deposit salary fund monies into General Fund.