

**Citizen Bond Advisory Committee (CBAC)**  
**2017 Travis County Bond Program Proposed Timeline**

Meeting Location: 700 Lavaca, MFR-B All meetings are open to the public. All CBAC Meetings will begin at 5:30 PM  
 Each agenda will have a place for "Citizen Communications and Comment" at the beginning of each General Session.

Commissioner's Court Meeting       Bond process legal deadlines

<u><b>Tentative Date in 2017</b></u>	<u><b>Agenda Item Content or Other Milestone</b></u>
Thursday, November 20, 2016	<b>Work Session with PBO – Bond Schedule and potential projects</b>
Tuesday, December 20, 2016	<b>Commissioners Court Meeting</b> <ul style="list-style-type: none"> <li>Approve new CIP process; "safety" definition; CBAC; prep for 2017 Bond</li> </ul>
Tuesday, January 10	<b>Commissioners Court Meeting</b> <ul style="list-style-type: none"> <li>Establishment of a CBAC for the 2017 Bond Referendum as follows:                             <ol style="list-style-type: none"> <li>Committee Charter;</li> <li>Proposed Timeline;</li> <li>Qualifications and Application</li> <li>Notification to Interested Citizens and Potential Committee Members</li> </ol> </li> </ul>
Tuesday, February 14	<b>CBAC Applications due to Intergovernmental Relations Office</b>
Tuesday, February 28	<b>Commissioners Court Meeting</b> <ul style="list-style-type: none"> <li>Appoints 15-member CBAC</li> </ul>
Tuesday, March 7	<b>Commissioners Court Meeting</b> <ul style="list-style-type: none"> <li>Receive charge from Commissioners Court (Same as Charter)</li> </ul>
Thursday, March 9	<b>CBAC Kick-off Meeting – 700 Lavaca, MFR-B</b> <ul style="list-style-type: none"> <li>Committee and Staff Introductions, Review Charter, By-laws, Timeline</li> <li>Discuss Roles of Committee, Chairman Duties, Potential Committees</li> <li>Decide Meeting Schedule, Times</li> </ul>
Week of March 13	<b>Spring Break</b>
Thursday, March 23	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Elect Chairman</li> <li>Presentation on Fiscal Policies and Debt Capacity</li> <li>Presentation by Legal Counsel on Responsibilities</li> <li>Adopt Operations, Bylaws and Other Procedural Items</li> </ul>
Thursday, April 6	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Status and Management of Past and Current Bond Projects</li> <li>Need for Capital Projects (Transportation, Parks, Drainage)</li> </ul>
Thursday, April 20	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Present Preliminary List of Projects</li> <li>Discuss Project Selection Criteria</li> </ul>
Thursday, April 27	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Present Preliminary List of Projects</li> <li>Discuss Project Selection Criteria <i>con't</i></li> </ul>
Thursday, May 4	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Present Project List with Staff Rankings (Candidate Projects)</li> <li>Development of Subcommittees</li> </ul>
Saturday, May 6	<b>Tour of Projects - 9:00 a.m. to 5:00 p.m. (tentative)</b>

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Thursday, May 11	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Subcommittee Meetings with County Staff (Review And Discuss Potential Projects and Estimated Costs)</li> <li>Determine locations of Public Outreach Meetings</li> </ul>
Thursday, May 18	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Subcommittee Meetings with County Staff (Review And Discuss Potential Projects and Estimated Costs)</li> </ul>
Thursday, May 25	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Subcommittees Present Recommendations</li> <li>Discusses Recommendations</li> <li>CBAC and Staff Development of First Status Report</li> </ul>
Thursday, June 1	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Discuss and Take Appropriate Action on Subcommittee Recommendations</li> <li>CBAC and Staff Development of First Status Report</li> </ul>
Saturday, June 3 Sunday, June 4	<b>Tours of Projects</b> <ul style="list-style-type: none"> <li>Selected Parks and Transportation projects</li> </ul>
Tuesday, June 6	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Discuss and Take Appropriate Action on Subcommittee Recommendations</li> <li>CBAC and Staff Development of First Status Report</li> </ul>
Thursday, June 8	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Finalize First Status Report to Commissioners Court</li> </ul>
Thursday, June 15	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Prepare for Public Outreach Meetings</li> </ul>
Tuesday, June 20	<b>Commissioners Court Meeting - First Status Report</b> <ul style="list-style-type: none"> <li>Preliminary Candidate Project List is presented to Commissioners Court</li> </ul>
Weeks of June 19-23 & June 26-30	<b>CBAC Public Outreach Meetings</b> <ul style="list-style-type: none"> <li>Receive Comments on the Proposed Project List 6 meetings Geographically Dispersed – Downtown, Precincts 1,2,3,4 DATE &amp; LOCATIONS TBD 6:30/7:00 p.m.</li> </ul>
Thursday, July 6	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Discuss public meetings and progress to date</li> <li>Discuss and take appropriate action on subcommittee recommendations (i.e. changes based on the public meeting input)</li> <li>CBAC and staff development of final proposed project list for Commissioners Court</li> </ul>
Tuesday, July 11 <i>(if needed)</i>	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Discuss and take appropriate action on the subcommittee recommendations (basically a continuation of 07/06, if needed)</li> <li>Prepare the Second Status Report (really the final report to CC) and proposed candidate list</li> </ul>

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Commissioner's Court Meeting      Bond process legal deadlines

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Thursday, July 13	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Finalize the report to CC</li> <li>Prepare for presentation to CC on final report and project list</li> </ul>
Tuesday, July 18	<b>Commissioners Court Meeting - Final Status Report</b> <ul style="list-style-type: none"> <li>Second Status Report and Proposed Candidate Project List presented to Commissioners Court</li> </ul>
Thursday, July 20	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li>Prepare for a brief summary of the report and project list as an intro to the public Prepare for Public Hearing</li> </ul>
Tuesday, July 25	<b>Commissioners Court Meeting</b> <ul style="list-style-type: none"> <li>Commissioners Court holds Public Hearing on the Proposed Final Candidate Project List</li> </ul>
Thursday, July 27	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li><i>No CBAC meeting needed</i></li> </ul>
Tuesday, August 1 <i>(if needed)</i>	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li><i>No CBAC meeting needed</i></li> </ul>
Thursday, August 3	<b>CBAC Meeting</b> <ul style="list-style-type: none"> <li><i>No CBAC meeting needed</i></li> </ul>
Tuesday, August 8	<b>Commissioners Court Meeting</b> <ul style="list-style-type: none"> <li>Commissioners Court receives report from Public Hearings</li> <li>Commissioners Court approves Final Candidate Project List</li> <li>Election Schedule</li> <li>Instructs Bond Counsel to prepare Election Order</li> </ul>
<i>Tuesday, August 8</i>	<b>Deadline:</b> Notify Election Division of intent to contract with County Clerk for election services for November 8 <sup>th</sup> election
<i>Approximately August 15</i>	<b>Deadline:</b> Commissioners Court Adoption of Order Calling the Election <b><i>(No earlier than 90 days/no less that 62 days before election)</i></b>
<i>Approximately September 5</i>	<b>Deadline:</b> Commissioners Court Issues Notice of Election to State of Texas <b><i>(61 days before election)</i></b>
<i>Approximately September 12</i>	<b>Deadline:</b> Commissioners Court Certifies the Ballot with County Clerk <b><i>(50 days before election)</i></b>
<i>Approximately September 19</i>	<b>Deadline:</b> Commissioners Court Issues Notice of Election to County residents <b><i>(45 days before election)</i></b>
Tuesday, September 19	<b>Commissioner's Court Meeting</b> <ul style="list-style-type: none"> <li>Approval of informational materials</li> </ul>

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September 20 - November 6	<b>CABC Community Outreach</b>
Fridays, October 20, 27	Publication of notice containing a substantial copy of the election order in a newspaper of general circulation in the county. <i>(c) The notice must be published on the same day in each of two consecutive weeks. The first publication must be at least 14 days before the election.</i>
<b>Tuesday, November 7</b>	<b>Election Day 2017</b>
Tuesday, November 14	<b>Commissioner's Court Meeting</b> <ul style="list-style-type: none"> <li>• Canvassing of election results</li> </ul>

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