



Travis County Commissioners Court Agenda Request

Meeting Date: 07/03/2012, 9:00 AM, Voting Session

Prepared By/Phone Number: Jessica Rio, Planning and Budget Office, 854-4455

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive, 
Planning and Budget

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and take appropriate action on the updated Fiscal Year 2013 budget calendar and schedule, including dates for budget hearings and mark up.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

At the Commissioners Court meeting on July 3rd, the Planning and Budget Office will review the updated calendar for the remaining FY 2013 budget process to ensure that all dates are available on the individual calendars of the Commissioners Court and to help ensure that no further adjustments are needed. Please note that meetings are currently scheduled to occur at 314 West 11th Street. To aid in this discussion, attached are two documents: an updated FY 2013 budget calendar for the months of July, August and September and a copy of the calendar information for these months that was published in the FY 2013 Budget Manual to simply serve as a reference. Staff will also be prepared to update the Court on potential topics that might be discussed in August regarding budget requests from County departments and offices.

STAFF RECOMMENDATIONS:

The Planning and Budget Office seeks input from the Commissioners Court regarding the updated budget calendar as proposed.

ISSUES AND OPPORTUNITIES:

N/A

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Jessica Rio
Cheryl Aker

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca Street, Suite 1560
P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Commissioners Court

FROM: Leslie Browder, County Executive, Planning & Budget 
Jessica Rio, Budget Director 

DATE: June 28, 2012

SUBJECT: Update on FY 2013 Budget Development Calendar and Key Dates

The Planning and Budget Office is currently wrapping up one-on-one meetings with County departments and offices regarding FY 2013 budget matters. We will file our recommendations in the FY 2013 Preliminary Budget on July 23rd. After that time, it has been the practice of the Commissioners Court to hold budget hearings for those departments and offices that have demonstrated a compelling need to further discuss their budget requests with the Commissioners Court in preparation for adoption of the FY 2013 Budget.

The schedule included in the FY 2013 Budget Manual, which is used for planning purposes only, calls for potential budget hearings to be held beginning on Wednesday, August 8th and ending on Friday, August 17th. We do not believe that all of these dates are needed and would like to recommend the following schedule:

Wednesday, August 8 th	1:30 – 4:30
Thursday, August 9 th	1:30 – 4:30
Friday, August 10 th	9:00 – 12:00
Monday, August 13 th	1:30 – 4:30

This modified schedule provides 12 hours available for potential budget hearings. Since 2008, the Court has scheduled between 2 and 19 hours of budget hearings given the needs expressed by departments and offices, as well as the availability of resources. Last year, the Commissioners Court adopted a similar schedule as the one proposed for the FY 2013 budget process with 10.5 hours of hearings scheduled. We will be requesting that departments and offices identifying a

compelling need for a budget hearing with the Commissioners Court submit a list of topics to the Planning and Budget Office by July 20th. We will use this list to begin scheduling such meetings. As a friendly reminder, we will submit back-up for scheduled hearings to the Court one week ahead of the budget hearing. Therefore, we will request that complete information packets from the departments and offices be provided to the Planning and Budget Office at least 3 days before back-up materials are submitted to the Court. This will help ensure that our analysis is also included for Court consideration.

At the Commissioners Court meeting on July 3rd, we would like to review the updated calendar for the remaining FY 2013 budget process to ensure that all dates are available on your individual calendars and that no further adjustments are needed. To aid in this discussion, we have prepared an attachment entitled "FY 2013 Updated Budget Calendar – July, August and September" and have also included relevant calendar information published in the FY 2013 Budget Manual for your review. Finally, PBO has consulted with the County Attorney's Office regarding the upcoming relocation of the Commissioners Courtroom. It is PBO's understanding that the Commissioners Court may, under certain circumstances, be able to hold some meetings at 700 Lavaca in 2012. However, it is our understanding that items that impact the tax rate and the budget may continue to need to be held at 314 West 11th Street until the first regular meeting 2013.

- cc: Elected and Appointed Officials
- Departmental management and financial staff
- Planning and Budget Office staff

Updated Budget Calendar-July 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10 Board of Directors approves Road Districts FY 13 proposed tax rates and budgets. Adoption of both will occur on Sept 25th. (May occur July 17)	11	12	13
16	17	18	19	20
23 Planning and Budget Office files FY 13 Preliminary Budget.	24	25	26	27
30	31 Public hearing on FY 13 elected officials' salaries. (Revised date) Commissioners Court votes to set FY 13 elected officials' salaries. (Revised date)			

Updated Budget Calendar-Aug 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7 FY 13 Preliminary Budget formally presented to Commissioners Court	8 PBO recommends CC hold Budget Hearings from 1:30 PM-4:30 PM.	9 PBO recommends CC hold Budget Hearings from 1:30 PM-4:30 PM.	10 PBO recommends CC hold Budget Hearings from 9 AM to 12 PM.
13 PBO recommends CC hold Budget Hearings from 1:30 PM-4:30 PM.	14	15 CC may hold Budget Hearings from 1 PM to 5 PM. (Not Likely Needed)	16 CC may hold Budget Hearings from 1 PM to 5 PM. (Not Likely Needed)	17 CC may hold Budget Hearings from 9 AM to 12 PM. (Not Likely Needed)
20 CC may hold Budget Hearings from 1 PM to 5 PM. (Not Likely Needed)	21	22	23	24
27	28	29	30	31

Updated Budget Calendar-Sep 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
		Budget Mark-up 9 AM to 12 PM & 2 PM to 5 PM	Budget Mark-up 9 AM to 12 PM & 2 PM to 5 PM Court votes to propose a change in tax rate. Vote must occur by noon on Thursday, Sept 6th. Court votes to set two public hearings on tax rate (9/18 & 9/21).	Budget Mark-up 9 AM to 12 PM & 2 PM to 5 PM
10	11	12	13	14
17	18	19	20	21
	1 st Public Hearing on Tax Rate at 9 AM.			2 nd Public Hearing on Tax Rate at 9 AM. PBO files the Proposed Budget.
24	25	26	27	28
	Court holds public hearing on Proposed FY 13 County Budget. Court adopts the FY 13 County Tax Rate and FY 13 County Budget. Board of Directors holds public hearings, adopts rates and approves FY 13 Road Districts' budgets.			

FY 2013 Planning and Budget Calendar
July – September
Published in March 2012

MONTH	DATE	DAY	EVENT
JULY	3	TUES	Risk Manager presents Risk Management Fund actuarial report to Commissioners Court for discussion and appropriate action.
JULY	3	TUES	PBO submits agenda back-up for Northwest Travis County Road District #3 and Bee Cave Road District #1 (Galleria) Budgets and FY 13 Proposed Tax Rates.
JULY	3 or 5	TUES or THUR	Budget discussion with Commissioners Court either on a Tuesday or a work session regarding revenue and expenditure updates, budget targets and major issues, based on budget submissions and planning discussions. Represents a Preview of the Preliminary Budget.
JULY	4	WED	<i>Fourth of July – County Holiday</i>
JULY	5	THUR	Chief Appraiser provides verbal estimate of tax roll for 3 rd Revenue Estimate.
JULY	10	TUES	Commissioners Court holds public hearing on FY 13 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.
JULY	10	TUES	Board of Directors of the Northwest Travis County Road District #3 approves the proposed tax rate and proposed FY 13 budget for the Northwest Travis County Road District #3. Tax rate & budget to be adopted on September 25.
JULY	10	TUES	Board of Directors of the Bee Cave Road District #1 (Galleria) approves the proposed tax rate and proposed FY 13 budget for the Bee Cave Road District #1 (Galleria). Tax rate & budget to be adopted on September 25.
JULY 16 – AUG 15			Open enrollment period for employee and retiree benefits plan.
JULY	17	TUES	Third Revenue estimate available to PBO for planning purposes. Preliminary Budget to be based on this Revenue Estimate.
JULY	19	THUR	Travis Central Appraisal District provides final estimate of certified tax roll.
JULY	20	FRI	PBO Analysts advise departments about status of budget requests.
JULY	20	FRI	Tax Assessor-Collector provides notice of effective tax rate based on estimated appraisal rolls.
JULY	23	MON	PBO files Preliminary FY 13 County Budget with County Clerk & County Auditor; also, distributes copies to Commissioners Court & departments.
JULY	24	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 18.)
AUG	1	WED	First back-up prepared for First Budget Hearing with Commissioners Court on Wed. August 8. Back-up for subsequent hearings will be distributed one week in advance of scheduled hearing date.
AUG	4	SAT	Tax Assessor-Collector publishes public notices of effective tax rates for the county and road districts.
AUG	7	TUES	PBO formally presents Preliminary Budget to Commissioners Court.

WED AUG 8 – FRI AUG 17			Commissioners Court may hold hearings with departments on FY 13 Preliminary Budget. (Hearings would be scheduled from 1 PM to 5 PM on Mondays, Wednesdays, and Thursdays, & from 9 AM to 12 PM on Fridays) May need a hold on Court calendars for Monday, August 20 in case needed as an 8 th day. Revised Budget Agenda Worksheets distributed on Tuesday, August 21 based on updated from Budget Hearings.
AUG	8	WED	Distribute initial Budget Agenda Worksheet to Court at First Budget Hearing.
Mid August			PBO distributes draft changes to the FY 13 Budget Rules for review.
AUG	13	MON	PBO distributes back-up of draft of ad entitled "Notice of Public Hearing on Tax Increase" for consideration on the August 21 agenda by Commissioners Court.
AUG	17	FRI	Fourth revenue estimate available, including "400 accounts". Mark-up based on this estimate.
AUG	20	MON	Hold on Court members' calendars for possible Budget Hearing.
AUG	20	MON	PBO submits Quarter Page ad in draft form entitled "Notice of Public Hearing on Proposed FY 13 Budget" (in Austin Chronicle on September 6).
AUG	21	TUES	Revised Budget Agenda Worksheets distributed to Court members at a regular Court meeting. These to be used for Mark-up process.
AUG.	21	TUES	Commissioners Court considers draft of ad entitled "Notice of Public Hearing on Tax Increase" to be finalized on Thursday, September 6 and will appear in the Austin American Statesman on September 10. This ad will show the votes of Court members and impact on the average homestead owner.
TUES AUG 21 – TUES AUG 28			Commissioners Court considers Budget Agenda Worksheets and returns them to the Judge's Office. Worksheets are due by 5 PM on Tuesday, August 28.
AUG	28	TUES	All Budget Agenda Worksheets due from Court members by 5:00 PM.
AUG	30	THUR	PBO distributes Consolidated Budget Agenda Worksheet to be used as the agenda for Budget Mark-up.
AUG	31	FRI	PBO submits Quarter Page ads in draft form to Austin American Statesman on the following Public Hearings and Notices: (1) "Notice of Public Hearing on Tax Increase" (Austin American Statesman on Monday, September 10), and (2) "Notice of Tax Rate Increase" (in Austin American Statesman on September 19 and September 22). Ad also shared with TCTV and Webmaster.
Early September			PBO distributes analysis on Capital funding, ending balances on Certificates of Obligation and bond funds.
SEPT	3	MON	<i>Labor Day – County Holiday.</i>
WED., THURS., AND FRI. SEPT. 5, 6, AND 7			Commissioners Court may hold mark-up all day. (Three hours in morning, 9 AM to Noon and three hours in afternoon, 2 PM to 5 PM.)
SEPT	6	THUR	Commissioners Court votes on the second day of Mark-up to propose a change in the tax rate. Vote must occur by 12 PM to make deadline for quarter page ad in Austin American Statesman on Monday September 10. Court also votes to set dates for 2 public hearings on the tax rate, scheduled for Tuesday, September 18 and Friday, September 21.
SEPT	6	THUR	Ad appears in Austin Chronicle containing "Public Hearing on the Proposed FY 13 Travis County Budget." This ad notifies the public when the Commissioners Court will adopt the FY 13 County Budget. (Must not be earlier than the 30 th or later than the 10th day before the date of the hearing.) Hearing scheduled for September 25. Ad must state time, date and location.

SEPT	10	MON	<p>Quarter page ad appears in the Austin American Statesman entitled "Notice of Public Hearing on Tax Increase." Content of this ad is determined by law if the proposed tax rate is above the Effective Tax Rate. This ad must appear at least 7 days before the first public hearing. The content of this ad must also appear on the County's home page web site and on TCTV and must run from at least 7 days before the first public hearing through the second public hearing (from September 10 through September 21). The TCTV ad must be a 60 second notice run 5 times a day between 7 AM and 9 PM (from September 10 through September 21). Only the Tax Rate stated in the ad may be approved. If Tax Rate is changed (above the effective rate), new ads and hearings are required.</p> <p>Note: Ad cannot appear in legal notice or classified ad section of paper.</p>
SEPT	11	TUES	Commissioners Court reviews and may approve FY 13 Budget Rules.
SEPT	11/18	TUES	Commissioners Court discussion and action on any remaining mark-up items.
SEPT	17	MON	Fifth revenue estimate available. Adopted Budget is based on this estimate.
SEPT	18	TUES	Court holds first public hearing on the tax rate at 9 AM. This is 8 days after the first ad runs. Court must announce the date, time and place of meeting at which the vote on the tax rate will be taken (scheduled for September 25).
SEPT	19	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 22). This notice must also appear on the home page of the County's web site from September 19 to September 25. This notice of tax revenue increase must appear on TCTV as a 60 second notice 5 times each day between 7 AM and 9 PM and must run from September 18 to September 25. Ad cannot appear in legal notice or classified ad section of paper.
SEPT	21	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 increase, if there is one. At the meeting, the Court must announce the date, time and place of the meeting at which they will vote on the tax rate, proposed for September 25.
SEPT	21	FRI	PBO files the Proposed FY 13 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.
SEPT	22	SAT	Quarter page ad appears in Austin American Statesman entitled "Notice of Tax Revenue Increase". (This ad is required to run twice and also ran on September 19). This notice must also appear on the home page of the County's web site from September 18 to September 25. This notice of tax revenue increase must appear on TCTV as a 60 second notice 5 times a day between 7 AM and 9 PM and must run September 18 through September 25. Ad cannot appear in legal notice or classified ad section of paper.

SEPT	25	TUES	<p>Commissioners Court adopts county tax rate. The Board of Directors adopts road districts' tax rates. Must be at a 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; and must vote to adopt rate 3-14 days following the second public hearing on the tax rate. This date of September 25 is 4 days after the Second Public Hearing. Must use statutory words in motion if tax rate is more than the effective rate. Can only vote on/approve 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 13 County Budget, amends budget, and then adopts the FY 13 County Budget and budget rules. Must vote at the end of the hearing. Vote must be separate from tax vote.</p> <p>The Board of Directors holds public hearing on the Northwest Travis County Road District #3 FY 13 budget, amends budget and adopts FY 13 budget.</p> <p>The Board of Directors holds public hearing on the Bee Cave Road District #1 (Galleria) FY 13 budget, amends budget and adopts FY 13 budget.</p>
SEPT	25	TUES	If tax rate increases above effective tax rate, post notice on home page of website in accordance with specific statutory language.
SEPT	25	TUES	Court approves order designating Regular Meeting Day during FY 13.
OCT	2	TUES	Court approves order to direct deposit salary fund monies into General Fund.