

2008-Pay-2009 Assessment/Tax Billing Cycle - Jefferson County - Updated Tue 10/20/09

ID	Task Complete?	Task Name	Actual/Projected Start Date	Actual/Projected Finish Date	Task Deadline	On Time Status	2008												2009												2010					
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M			
0		2008-Pay-2009 Assessment/Tax Billing Cycle - Jefferson Co	NA	NA	NA		[Gantt chart bars for 2008-2010]																													
1	✓	Submit 2007-pay-2008 real and personal property data to DLGF/LSA	Mon 5/5/08	Mon 5/5/08	Mon 10/1/07	Red																														
2	✓	Validate all 2007 sales disclosures and submit data to DLGF/LSA	Fri 2/29/08	Fri 2/29/08	Fri 2/29/08	Green	2/29																													
3	✓	Prepare ratio study and submit workbook and ratio study to DLGF	Mon 3/3/08	Mon 9/29/08	Fri 5/23/08		[Gantt bar]																													
4	✓	Review and approve county ratio study	Mon 9/29/08	Thu 10/30/08	Fri 5/30/08		[Gantt bar]																													
5	✓	Apply trending factors, review assessed values, and deliver final AV t	Fri 10/31/08	Mon 12/1/08	Tue 7/1/08	Red	7/1																													
6	✓	Apply deductions and exemptions	Tue 12/2/08	Mon 12/29/08	Tue 7/29/08		[Gantt bar]																													
7	✓	Submit TIF Neutralization forms (if applicable)	Tue 12/2/08	Fri 1/2/09	Tue 7/29/08		[Gantt bar]																													
8	✓	Review and approve TIF Neutralization	Fri 1/2/09	Mon 1/5/09	Thu 7/31/08		[Gantt bar]																													
9	✓	Certify net assessed values to DLGF	Mon 1/5/09	Thu 1/8/09	Fri 8/1/08	Red	8/1																													
10	✓	Prepare Form 15 data and submit to DLGF	Mon 10/27/08	Mon 10/27/08	Fri 10/31/08	Green	10/31																													
11	✓	Prepare data extract files and submit 2008-pay-2009 real and persona	Tue 12/2/08	Fri 12/12/08	Mon 12/1/08	Yellow	12/1																													
12	✓	Adopt budgets, levies and rates	Fri 10/31/08	Mon 12/1/08	Mon 12/1/08	Green	12/1																													
13	✓	File budgets with County Auditor	Tue 12/2/08	Wed 12/3/08	Wed 12/3/08	Green	12/3																													
14	✓	Advertises adopted rates (TAB Rate Chart)	Thu 12/4/08	Mon 12/15/08	Mon 12/15/08	Green	12/15																													
15	✓	Work unit budgets, levies, rates, and certify county budget order	Mon 2/16/09	Mon 2/16/09	Mon 2/16/09	Green	2/16																													
16	✓	Prepare abstract and tax duplicate, and submit 2008-pay-2009 tax billi	Tue 2/17/09	Mon 5/4/09	Mon 3/16/09	Yellow	3/16																													
17	✓	Prepare and mail tax bills	Tue 5/5/09	Fri 5/22/09	Fri 4/24/09	Yellow	4/24																													
18	✓	Publish tax rates - 1st advertisement	Fri 5/22/09	Fri 5/22/09	Fri 4/24/09		5/22																													
19	✓	Publish tax rates - 2nd advertisement	Mon 5/25/09	Fri 5/29/09	Fri 5/1/09		[Gantt bar]																													
20	✓	Publish tax rates - 3rd advertisement	Mon 6/1/09	Fri 6/5/09	Fri 5/8/09		[Gantt bar]																													
21	✓	Tax billing lead time - spring installment	Fri 6/5/09	Mon 6/8/09	Mon 5/11/09		[Gantt bar]																													
22	✓	Tax bills due - spring installment	Fri 6/12/09	Fri 6/12/09	Mon 5/11/09	Yellow	5/11																													
23	✓	Make spring property tax distribution	Mon 6/15/09	Mon 8/3/09	Tue 6/30/09	Yellow	6/30																													
24		Tax billing lead time - fall installment	Mon 8/3/09	Sat 10/31/09	Tue 11/10/09		[Gantt bar]																													
25		Tax bills due - fall installment	Mon 11/2/09	Tue 11/10/09	Tue 11/10/09	Green	11/10																													
26		Make fall property tax distribution	Wed 11/11/09	Thu 12/31/09	Thu 12/31/09	Green	12/31																													

<p>On Time Status: Green = On Time or early Yellow = 1-90 days late Red = 91+ days late</p>	<p>Task </p> <p>Progress </p> <p>Baseline </p> <p>Milestone </p> <p>Baseline Milestone </p>	<p>Summary </p> <p>Rolled Up Task </p> <p>Rolled Up Milestone </p> <p>Baseline Summary </p> <p>Rolled Up Baseline </p>	<p>Rolled Up Baseline Milestone </p> <p>Rolled Up Progress </p> <p>Split </p> <p>Baseline Split </p> <p>External Tasks </p>	<p>Project Summary </p> <p>Group By Summary </p> <p>Deadline </p>
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