

## 2009-Pay-2010 Assessment/Tax Billing Cycle - Jefferson County - Updated Thu 3/25/10

ID	Date Type	Task Name	Actual/Projected Start Date	Actual/Projected Finish Date	Required Finish Date	Resource Name	On Time Status	2008												2009												2010												2011											
								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	A	M	J	J	A	S	O	N	D	J	F	M	A	M							
0		<b>2009-Pay-2010 Assessment/Tax Billing Cycle - Jefferson County</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>																																																		
1	Actual	Submit 2008-pay-2009 real and personal property data to DLGF/LSA	Wed 10/1/08	Fri 12/12/08	Wed 10/1/08	Assessor	Yellow																																																
2	Actual	Validate all 2008 sales disclosures and submit data to DLGF/LSA	Mon 12/15/08	Wed 6/17/09	Mon 3/2/09	Assessor	Red																																																
3	Actual	County submits workbook and ratio study	Thu 5/14/09	Mon 6/15/09	Mon 5/18/09																																																		
4	Actual	Conduct and approve county ratio study	Tue 6/16/09	Wed 7/1/09	Mon 6/1/09	DLGF																																																	
5	Actual	<b>Apply trending factors, review assessed values, and deliver final AV to Auditor</b>	<b>Thu 7/2/09</b>	<b>Mon 8/3/09</b>	<b>Wed 7/1/09</b>	Assessor	Yellow																																																
6	Actual	Apply deductions and exemptions	Mon 8/3/09	Thu 8/13/09	Wed 7/29/09	Auditor																																																	
7	Actual	Submit TIF Neutralization forms (if applicable)	Mon 8/3/09	Tue 8/18/09	Wed 7/29/09	Auditor																																																	
8	Actual	Review and approve TIF Neutralization	Tue 8/18/09	Tue 8/18/09	Fri 7/31/09	DLGF																																																	
9	Actual	<b>Certify net assessed values to DLGF</b>	<b>Wed 8/19/09</b>	<b>Tue 8/25/09</b>	<b>Mon 8/3/09</b>	Auditor	Yellow																																																
10	Actual	<b>Prepare data extract files and submit 2009-pay-2010 real and personal property t</b>	<b>Tue 7/14/09</b>	<b>Wed 3/24/10</b>	<b>Thu 10/1/09</b>	Assessor	Red																																																
11	Actual	Prepare Form 15 data and submit to DLGF	Tue 1/12/10	Tue 1/12/10	Mon 11/2/09	Assessor	Yellow																																																
12	Actual	Adopt budgets, levies and rates	Tue 6/2/09	Mon 11/2/09	Mon 11/2/09	Local Units	Green																																																
13	Actual	File budgets with County Auditor	Tue 11/3/09	Wed 11/4/09	Wed 11/4/09	Local Units	Green																																																
14	Actual	Advertise adopted rates (TAB Rate Chart)	Thu 11/5/09	Thu 11/19/09	Thu 11/19/09	Auditor	Green																																																
15	Actual	Work unit budgets, levies, rates, and certify county budget order	Mon 11/9/09	Fri 12/4/09	Mon 2/15/10	DLGF	Green																																																
16	Actual	Prepare abstract and tax duplicate, and submits 2009-pay-2010 tax billing data tc	Mon 12/7/09	Tue 3/16/10	Mon 3/15/10	Auditor	Yellow																																																
17	Projected	Publish tax rates - 1st advertisement	Wed 3/17/10	Tue 3/23/10	Mon 3/22/10	Treasurer																																																	
18	Projected	Publish tax rates - 2nd advertisement	Wed 3/24/10	Tue 3/30/10	Mon 3/29/10	Treasurer																																																	
19	Projected	Publish tax rates - 3rd advertisement	Wed 3/31/10	Tue 4/6/10	Mon 4/5/10	Treasurer																																																	
20	Projected	<b>Prepare and mail tax bills</b>	<b>Wed 4/7/10</b>	<b>Mon 4/26/10</b>	<b>Fri 4/23/10</b>	Treasurer	Yellow																																																
21	Projected	Tax billing lead time - spring installment	Mon 4/26/10	Thu 5/13/10	Mon 5/10/10																																																		
22	Projected	<b>Tax bills due - spring installment</b>	<b>Thu 5/13/10</b>	<b>Thu 5/13/10</b>	<b>Mon 5/10/10</b>		Yellow																																																
23	Projected	<b>Make spring property tax distribution</b>	<b>Fri 5/14/10</b>	<b>Mon 7/5/10</b>	<b>Wed 6/30/10</b>	Auditor	Yellow																																																
24	Projected	Tax billing lead time - fall installment	Mon 7/5/10	Mon 11/15/10	Wed 11/10/10																																																		
25	Projected	<b>Tax bills due - fall installment</b>	<b>Mon 11/15/10</b>	<b>Mon 11/15/10</b>	<b>Wed 11/10/10</b>		Yellow																																																
26	Projected	<b>Make fall property tax distribution</b>	<b>Tue 11/16/10</b>	<b>Wed 1/5/11</b>	<b>Fri 12/31/10</b>	Auditor	Yellow																																																

On time symbols: Green = On time or early Yellow = 1-90 days late Red = 91+ days late	Task		Summary		Rolled Up Baseline Milestone		Project Summary	
	Progress		Rolled Up Task		Rolled Up Progress		Group By Summary	
	Baseline		Rolled Up Milestone		Split		Deadline	
	Milestone		Baseline Summary		Baseline Split			
	Baseline Milestone		Rolled Up Baseline		External Tasks			