

20

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Review and approve a preliminary Hays County budget calendar for FY 2014.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-MISCELLANEOUS	April 2, 2013	N/A

LINE ITEM NUMBER
N/A

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A **AUDITOR REVIEW:** N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Bill Herzog	COBB	N/A

SUMMARY
See attached calendar.

Hays County
 FY 2014
 BUDGET CALENDAR

April 5th	Budget notification sent to all departments
April 8th - May 3rd	Departments meet with IT for all data equipment requests & HR for all personnel changes as needed
May 6th	Deadline for entering Requested Budget into NWS financial software
June 14th	Notification sent to County Judge and Commissioners that requested budgets are completed
June 17th - July 19th	County Judge prepares budget proposal and meets with department heads as needed
July 25th	Chief appraiser certifies approved appraisal roll
July 30th	County Judge presents proposed budget to Commissioners' Court and files a copy with the County Clerk and on website
August 1st - 16th	Budget workshops begin - TBD
August 20th	Vote on proposed tax rate and schedule public hearings on the tax rate and budget
August 22nd	Publish notice of public hearings on tax increase; budget notices emailed to Elected Officials'; Publish Elected Officials' salaries and summary of budget; Publish notice of hearing on budget
September 3rd	Public hearing on tax rate (at least 7 days after public notice) - 1:30 p.m.
September 10th	Second public hearing on tax rate (at least 3 days after the 1st tax rate hearing) - 6:00 p.m.
September 13th	Publish 2nd notice for tax rate increase
September 17th	Public Hearing on the FY2013 budget - 1:30 p.m.
	Set salaries of Elected Officials
	Adopt budget after making final changes
	Set tax rate and levy taxes
September 30th	File final approved budget with County Clerk