

HIDALGO COUNTY

2013 BUDGET PROCESS CALENDAR

The County of Hidalgo budget process consist of several months of presentations, hearings, and deliberations. The 2013 Budget Process Calendar is as follows:

BEGIN DATE	DUE DATE	ACTION/ACTIVITY	RESPONSIBLE DEPARTMENT/S	STATUS
21-May	29-Jun	2013 BUDGET PROCESS DBM PROJECTED REVENUES AND EXPENDITURES ANALYSIS	DEPARTMENT OF BUDGET AND MANAGEMENT	
25-Jul	25-Jul	CERTIFIED TAX ROLLS DELIVERED TO COUNTY	APPRAISAL DISTRICT/TAX ASSESSOR COLLECTOR	
1-Aug	2-Sep	DEPARTMENTAL BUDGET ANALYSIS AND PRELIMINARY BUDGET	DEPARTMENT OF BUDGET & MANAGEMENT	
3-Aug	3-Aug	2013 BUDGET PROCESS INSTRUCTIONS TO ALL DEPARTMENTS AND OFFICIALS	DEPARTMENT OF BUDGET AND MANAGEMENT	
6-Aug	14-Sep	MEETING WITH EACH COURT MEMBER TO DISCUSS BUDGET PROCESS	DEPARTMENT OF BUDGET AND MANAGEMENT	
9-Aug	17-Aug	DEPARTMENTAL BUDGET ALLOCATION - DATA ENTRY	DEPARTMENT OF BUDGET AND MANAGEMENT / ALL DEPARTMENTS	
7-Aug	7-Aug	CERTIFICATION OF ANTICIPATED COLLECTION RATE BY TAX ASSESSOR AND CALCULATION OF EFFECTIVE AND ROLLBACK RATES	TAX ASSESSOR COLLECTOR	
14-Aug	14-Aug	PUBLICATION OF EFFECTIVE AND ROLLBACK RATES, STATEMENTS AND SCHEDULES	TAX ASSESSOR COLLECTOR	
17-Aug	17-Aug	LAST DAY TO SUBMIT 2013 POSITION RECLASSIFICATION REQUEST WITH PROPER DOCUMENTATION ATTACHED (JOB AUDITS)	HUMAN RESOURCES	
21-Aug	21-Aug	DURING REGULAR COMMISSIONERS' COURT MEETING, DISCUSS TAX RATE; IF PROPOSED TAX RATE WILL EXCEED THE ROLLBACK RATE OR THE EFFECTIVE TAX RATE (WHICHEVER IS LOWER) TAKE RECORD VOTE AND SCHEDULE PUBLIC HEARING.	COMMISSIONER'S COURT	
24-Aug	24-Aug	2012 ESTIMATED REVENUES TO BUDGET OFFICE	COUNTY AUDITOR	
25-Aug	25-Aug	NOTICE OF PUBLIC HEARING- 1ST QUARTER PAGE NOTICE IN NEWSPAPER PUBLISHED AT LEAST SEVEN (7) DAYS BEFORE PUBLIC HEARING [TC 25.06 (a)]	TAX ASSESSOR COLLECTOR	
28-Aug	28-Aug	WRITTEN NOTICE TO ELECTED OFFICIALS PROPOSED COMPENSATION [LGC 152.013 (c)]	BUDGET OFFICER	

HIDALGO COUNTY

2013 BUDGET PROCESS CALENDAR

The County of Hidalgo budget process consist of several months of presentations, hearings, and deliberations. The 2013 Budget Process Calendar is as follows:

BEGIN DATE	DUE DATE	ACTION/ACTIVITY	RESPONSIBLE DEPARTMENT/S	STATUS
6-Sep	6-Sep	FIRST PUBLIC HEARING - CONSIDERATION OF TAX RATE [TC 26.05 (d)]	COMMISSIONER'S COURT	
8-Sep	8-Sep	NOTICE OF PUBLIC HEARING ON PROPOSED COUNTY BUDGET PUBLISHED IN NEWSPAPER - THE MONITOR [LGC 111.067 (c) & 111.0675]	BUDGET OFFICER	
15-Sep	15-Sep	NOTICE OF PROPOSED SALARIES FOR ELECTED OFFICIALS THE MONITOR NEWSPAPER [LGC 152.013 (b)]	BUDGET OFFICER	
15-Sep	15-Sep	NOTICE OF VOTE ON TAX RATE - PUBLISHED BEFORE MEETING TO ADOPT TAX RATE - AT LEAST SEVEN (7) DAYS BEFORE MEETING. SECOND QUARTER PAGE NOTICE. [TC 26.06 (d & e)]	BUDGET OFFICER	
18-Sep	18-Sep	FILE 2013 PROPOSED BUDGET WITH THE COUNTY CLERK AND COUNTY AUDITOR [LGC 111.066]	BUDGET OFFICER	
18-Sep	18-Sep	SECOND PUBLIC HEARING - CONSIDERATION OF TAX RATE - SCHEDULE AND ANNOUNCE MEETING TO ADOPT TAX RATE [TC 26.06 (a)]	COMMISSIONER'S COURT	
25-Sep	25-Sep	ADOPT TAX RATE FOR 2012, HOLD PUBLIC HEARING AND ADOPT 2013 BUDGET [LGC 111.067 (b) & 111.068], SET SALARY, EXPENSES AND ALLOWANCES FOR ELECTED OFFICIALS AND COUNTY EMPLOYEES [LGC 152.001 & 152.013 (a)]	COMMISSIONER'S COURT	