

FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: January 06, 2010

Submitted By: Pamela Gubbels

Department: Budget Office

Court Agenda Date: January 12, 2010

Phone Number: 281.344.3938

SUMMARY OF ITEM:

Record into the Commissioners Court minutes the Budget Calendar for FY2011.

RENEWAL AGREEMENT/APPOINTMENT

YES

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NO

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REVIEWED BY COUNTY ATTORNEY'S OFFICE:

YES

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NO

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List Supporting Documents Attached: **FY2011 Budget Calendar**

FINANCIAL SUMMARY: N/A

BUDGETED ITEM: YES ☐

NO ☐

FUNDNG SOURCE: Accounting Unit:

Account Number:

Activity (If Applicable):

DESCRIPTION OF LAWSOM ACCOUNT: _____

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office ☐ (✓ when completed)

If by E-Mail to ospindon@co.fort-bend.tx.us

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

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Auditor

(281-341-3774)

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Comm. Pct. 1

(281-342-0587)

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Budget Officer

(281-344-3954)

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Comm. Pct. 2

(281-403-8009)

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Facilities/Planning

(281-633-7022)

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Comm. Pct. 3

(281-242-9060)

☒

Purchasing Agent

(281-341-8642)

☒

Comm. Pct. 4

(281-980-9077)

☒

Information Technology (281-341-4526)

☒

County Clerk

(281-341-8697)

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Other: Tax Assessor/Collector

☒

County Atty

(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

FORT BEND COUNTY BUDGET CALENDAR FISCAL YEAR 2011

<i>Date</i>	<i>Activity</i>
January 26	Fort Bend County 2011 Budget Policy adopted
February 15-19	Lawson Budgeting & Planning (LBP) Training
February 25-26	Budget Kick-Off Meetings
March 1	Budget Office releases LBP for users to begin 2011 budget requisitions.
April 16	Budget Office closes Phase 1 of Budget Process (Dept. Requests Due)
April 19-23	Capital Improvement Project requests are submitted to the Building & Space Committee.
May 12-14	Budget Office conducts Preliminary Budget Hearings with Commissioners' Court and department heads
May 26-28	Budget Office conducts Capital Improvement Project Budget Hearings
July 8	Budget Office distributes recommended budgets to offices and departments.
July 13-16	Budget Office holds meetings with elected officials and department heads regarding the recommended budget.
July 19-23	Budget Office conducts final budget hearings with Commissioners Court and department heads
July 24	Last day for chief appraiser to certify appraisal roll to each taxing unit (sec. 26.01)
July 26	Effective tax rate for Fort Bend County General fund and Fort Bend County Drainage District published in the local paper.
(Last day August 3)	Budget Office submits agenda requests to:
July 26	<ol style="list-style-type: none"> 1. Propose a tax rate. The Court must take a record vote. 2. Set Public Hearings on a tax increase. (The Public Hearings may not be held before the seventh day after the date the notice of public hearing on the proposed tax increase is given.) August 20 @ 5:30 p.m. and August 24 @ 1:00 p.m. 3. Set Public Hearings on the Proposed Budget for Fort Bend County and Fort Bend County Drainage District. September 13 @ 5:30 p.m. and September 14 @ 1:00 p.m. 4. Propose salaries for Elected Officials. 5. Propose positions and salaries for Fort Bend County and Fort Bend County Drainage District.
August 3	<ol style="list-style-type: none"> 1. Commissioners Court proposes a tax rate and takes record vote. (Tax Code §26.05) 2. Commissioners Court sets Public Hearing on Tax Increase for Fort Bend County and Fort Bend County Drainage District for August 20 @ 5:30 p.m. and August 24 @ 1:00 p.m. (Tax Code §26.06) 3. Commissioners Court sets Public Hearing on the Proposed Budget for Fort Bend County and Fort Bend County Drainage District for September 13 @ 5:30 p.m. and September 14 @ 1:00 p.m. (TxLGC §111.067) 4. Commissioners Court proposes salaries for Elected Officials (TxLGC §152.013) 5. Commissioners Court proposes positions and salaries for Fort Bend County and Fort Bend County Drainage District.

<i>Date</i>	<i>Activity</i>
August 3 (cont.)	6. Submit legal notices for Public Hearing on Tax Increase, Public Hearing on Proposed Budgets, and Elected Officials Proposed Salaries to Sherry Fisk in the County Clerk's Office. Make sure the Texas Comptroller's form for Notice of Public Hearing on Tax Increase is used. Truth-In-Taxation can be found at http://www.window.state.tx.us/taxinfo/proptax/tnt08/
August 4	Budget Office Sends out Salary Notification Letters to elected officials of Fort Bend County. (TxLGC §152.013c)
August 10	<ol style="list-style-type: none"> 1. Notice of Public Hearing for Proposed Tax Increase for Fort Bend County and Fort Bend County Drainage District published in local paper. (Tax Code §26.06) 2. Notice of Public Hearing on Proposed 2011 Budget published in local paper (TxLGC §111.0675) 3. Proposed 2010 annual salaries of Fort Bend County elected officials published in local paper. (TxLGC §152.013b)
August 20	Commissioners Court holds 1 st Public Hearing on Proposed Tax Increase for Fort Bend County and Fort Bend County Drainage District. (Tax Code §26.06)
August 24	Commissioners Court holds 2 nd Public Hearing on Proposed Tax Increase for Fort Bend County and Fort Bend County Drainage District. (Tax Code §26.06)
September 7	Budget Office files 2011 Proposed Budget with County Clerk and County Auditor. (Public Hearing shall be held within 10 calendar days after the date the proposed budget is filed TxLGC §111.067)
September 8	Notice of Vote on Tax Rate is published in local newspaper. (Tax Code §26.06) (Tax Office)
September 8	<p>Budget Office submits agenda request forms to:</p> <ol style="list-style-type: none"> 1. Hold Public Hearings on Proposed Fort Bend County 2011 Budget and Fort Bend County Drainage District 2011 Budget 2. Adopt Proposed Positions for Fort Bend County and Fort Bend County Drainage District. 3. Adopt salaries for Fort Bend County Elected Officials. 4. Adopt the 2011 budgets for Fort Bend County and the Fort Bend County Drainage District. 5. Adopt the 2010 Tax Rate for Fort Bend County & Fort Bend County Drainage District.
September 13	Commissioners Court holds 1 st Public Hearing on Proposed Fort Bend County 2011 Budget and Fort Bend County Drainage District 2011 Budget. (TxLGC §111.067)
September 14	<ol style="list-style-type: none"> 1. Commissioners Court holds 2nd Public Hearing on Proposed Fort Bend County 2011 Budget and Fort Bend County Drainage District 2011 Budget (TxLGC §111.067) 2. Commissioners Court adopts Proposed Positions for Fort Bend County and Fort Bend County Drainage District. 3. Commissioners Court adopts salaries for Fort Bend County Elected Officials. (TxLGC §152.013) 4. Commissioners Court adopts the 2011 Budgets for Fort Bend County and the Fort Bend County Drainage District. (TxLGC §111.068) 5. Commissioners Court adopts the 2010 Tax Rate for Fort Bend County & Fort Bend County Drainage District