

**FORT BEND COUNTY
BUDGET CALENDAR
FOR FISCAL YEAR 2017**

Month	Stage	Budget Office	Departments	Commissioners Court
January	PRELIMINARY	Jan 4-8: Review and Amend Budget Policy		Jan. 12: 2017 Budget Policy adopted
February		Feb. 15-17: Lawson Budgeting & Planning (LBP) Training	Feb. 15-17: Lawson Budgeting & Planning (LBP) Training	
		Feb. 18-19: Budget Kick-off Meetings	Feb. 18-19: Budget Kick-off Meetings	
March	REQUEST	Feb. 22: Budget Office Releases LBP for users to begin 2017 budget requisitions	Feb. 22: Departments begin entering budget requests into LBP	
April		April 8: Budget Office closes LBP (Budget Requests Due)	April 8: Budget Requests Due	
		April 14: Budget Office distributes budget requests to Commissioners	April 13: Capital Improvement Project Requests are due	April 14: Budget Office distributes budget requests to Commissioners
		April 21: Budget Office meets with Building & Space Committee to review CIP		
May		May 4-6: Preliminary Budget Hearings	May 4-6: Preliminary Budget Hearings	May 4-6: Preliminary Budget Hearings
		May 18-20: CIP Workshops (Special Meeting)	May 18-20: CIP Workshops (Special Meeting)	May 18-20: CIP Workshops (Special Meeting)
June	RECOMMENDED	June: Budget Office analyzes budget requests and prepares a recommended budget		
July		July 7: Recommended Budgets are distributed to Offices and Departments	July 7: Recommended Budgets are distributed to Offices and Departments	
		July 13-19: Budget Meetings	July 13-19: Budget Meetings	
		July 25: Last day for chief appraiser to certify appraisal roll to each taxing unit (Tax Code sec. 26.01)		
		July 25-28: Final Budget Hearings	July 25-28: Final Budget Hearings	July 25-28: Final Budget Hearings
August	PROPOSED	Aug. Budget Office finalizes the Budget for Proposal		Aug. 9: Commissioners Court 1. Propose a Tax Rate (Court must take record vote) 2. Set Public Hearings on a tax increase. Aug. 31 @ 5:30 p.m. and Sept. 6 @ 1:00 p.m. 3. Set Public Hearing on the Proposed Budget for Fort Bend County and Fort Bend County

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September	PROPOSED	Aug. 3: Submit Agenda Request for Aug. 9 Court		Drainage District. Sept. 12 @ 5:30 p.m. and Sept. 13 @ 1:00 p.m.
		Aug. 10: Submit legal Notice of Property Tax Rates, Public Hearing on Proposed Budgets, and Elected Officials Proposed Salaries to the County Clerk's Office.		4. Propose Salaries for Elected Officials 5. Propose positions and salaries for Fort Bend County and Fort Bend County Drainage District.
		Aug. 10: Send out Salary Notification Letters to Elected Officials		
		Aug. 17: Legal Notices published in local newspaper (No later than Aug. 25)		
				Aug. 31: 1st Public Hearing on Proposed Tax Increase for FBC and FBC Drainage @ 5:30 p.m.
				Sept. 6: 2nd Public Hearing on Proposed Tax Increase for FBC and FBC Drainage @ 1:00 p.m.
		Sept. 6: Proposed Budget is filed with County Clerk and County Auditor.		
	ADOPTED	Sept. 7: Submit Agenda request for Sept. 13 Court		
				Sept. 12: 1st Public Hearing on Proposed FBC 2017 Budget and FBC Drainage District 2017 Budget @ 5:30 p.m.
				Sept. 13: Commissioners: 1. Hold 2nd Public Hearing on Proposed FBC 2017 Budget and FBC Drainage District 2017 Budget 2. Adopt Proposed Positions for FBC and FBC Drainage District. 3. Adopt Salaries for FBC Elected Officials 4. Adopt the 2017 Budgets for FBC and FBC Drainage District 5. Adopt the 2016 Tax Rate for FBC and FBC Drainage District