

**FORT BEND COUNTY  
BUDGET CALENDAR  
FOR FISCAL YEAR 2018**

Month	Stage	Budget Office	Departments	Commissioners Court
January	<b>PRELIMINARY</b>	<b>Jan 3-6:</b> Review and Amend Budget Policy		<b>Jan. 10:</b> 2018 Budget Policy adopted
February		<b>Feb. 13-21:</b> Power Plan Training	<b>Feb. 13-21:</b> Power Plan Training	
		<b>Feb. 17:</b> Budget Kick-off Meetings	<b>Feb. 17:</b> Budget Kick-off Meetings	
March	<b>REQUEST</b>	<b>Feb. 20:</b> Budget Office Releases Power Plan for users to begin 2018 budget requisitions	<b>Feb. 20:</b> Departments begin entering budget requests into Power Plan	
April		<b>April 7:</b> Budget Office closes Power Plan (Budget Requests Due)	<b>April 7:</b> Budget Requests Due	
		<b>April 14:</b> Budget Office distributes budget requests to Commissioners	<b>April 13:</b> Capital Improvement Project Requests are due	<b>April 14:</b> Budget Office distributes budget requests to Commissioners
		<b>April 24:</b> Budget Office meets with Building & Space Committee to review CIP		
May		<b>May 3-5:</b> Preliminary Budget Hearings	<b>May 3-5:</b> Preliminary Budget Hearings	<b>May 3-5:</b> Preliminary Budget Hearings
		<b>May 17-19:</b> CIP Workshops (Special Meeting)	<b>May 17-19:</b> CIP Workshops (Special Meeting)	<b>May 17-19:</b> CIP Workshops (Special Meeting)
June		<b>June:</b> Budget Office analyzes budget requests and prepares a recommended budget		
July	<b>RECOMMENDED</b>	<b>July 6:</b> Recommended Budgets are distributed to Offices and Departments	<b>July 6:</b> Recommended Budgets are distributed to Offices and Departments	
		<b>July 12-18:</b> Budget Meetings	<b>July 12-18:</b> Budget Meetings	
		<b>July 25:</b> Last day for chief appraiser to certify appraisal roll to each taxing unit (Tax Code sec. 26.01)		
		<b>July 24-27:</b> Final Budget Hearings	<b>July 24-27:</b> Final Budget Hearings	<b>July 24-27:</b> Final Budget Hearings
August		<b>Aug.</b> Budget Office finalizes the Budget for Proposal		<b>Aug. 22</b> Commissioners Court 1. Propose a Tax Rate (Court must take record vote) 2. Set Public Hearings on a tax increase. Sep. 13 @ 5:30 p.m. and Sept. 26 @ 1:00 p.m. 3. Set Public Hearing on the Proposed Budget for Fort Bend County and Fort Bend County
	<b>PROPOSED</b>			

Month	Stage	Budget Office	Departments	Commissioners Court
	PROPOSED	<b>Aug. 2:</b> Submit Agenda Request for Aug. 8 Court		Drainage District. Sept. 25 @ 5:30 p.m. and Sept. 26 @ 1:00 p.m.
		<b>Aug. 23:</b> 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.
		<b>Aug. 23:</b> Send out Salary Notification Letters to Elected Officials		
		<b>Aug. 30:</b> Legal Notices published in local newspaper (No later than Aug. 25)		
				<b>Sep. 13:</b> 1st Public Hearing on Proposed Tax Increase for FBC and FBC Drainage @ 5:30 p.m.
September		<b>Sept. 12:</b> Proposed Budget is filed with County Clerk and County Auditor.		<b>Sept. 25:</b> 1st Public Hearing on Proposed FBC 2018 Budget and FBC Drainage District 2018 Budget @ 5:30 p.m.
		<b>Sept. 20:</b> Submit Agenda request for Sept. 26 Court		<b>Sept. 26:</b> Commissioners: 1. Hold 2nd Public Hearing on Proposed Tax Increase for FBC and FBC Drainage @ 1:00 p.m. 2. Hold 2nd Public Hearing on Proposed FBC 2018 Budget and FBC Drainage District 2018 Budget 3. Adopt Proposed Positions for FBC and FBC Drainage District. 4. Adopt Salaries for FBC Elected Officials 5. Adopt the 2018 Budgets for FBC and FBC Drainage District 6. Adopt the 2017 Tax Rate for FBC and FBC Drainage District