

**FORT BEND COUNTY
BUDGET CALENDAR
FOR FISCAL YEAR 2025**

Month	Stage	Budget Office	Departments	Commissioners Court
January	PRELIMINARY	Jan 2-4: Review and Amend Budget Policy		Jan. 23: 2025 Budget Policy adopted
		Feb. 5-8: Power Plan Training	Feb. 5-8: Power Plan Training	
February		Feb. 9: Budget Kick-off Meetings	Feb. 9: Budget Kick-off Meetings	
March	REQUEST	Feb. 12: Budget Office Releases Power Plan for users to begin 2025 budget requisitions	Feb. 12: Departments begin entering budget requests into Power Plan	
			Feb. 19: JEQ forms to HR are due (New Positions only) Email to: NaTasha.McCoy2@fbctx.gov	
			March 8: IT Expenditure & IT Renewal(s) Forms due to IT department Email forms to: ITApprovals@fortbendcountytx.gov	
			March 8: New Position Forms due to Facilities Email forms to Leah.Gibson@fortbendcountytx.gov	
		March 27: Budget Office closes Power Plan (Budget Requests Due)	March 27: Budget Requests Due	
	April	April 15: Budget Office distributes budget requests to Commissioners	April 8: Capital Improvement Project Requests are due	April 15: Budget Office distributes budget requests to Commissioners
	May	May 6-8: Preliminary Budget Workshop	May 6-8: Preliminary Budget Workshop	May 6-8: Preliminary Budget Workshop
		May 9-10: CIP Workshop	May 9-10: CIP Workshop	May 9-10: CIP Workshop
June	RECOMMENDED	June: Budget Office analyzes budget requests and prepares a recommended budget		
July		July 5: Recommended Budgets are distributed to Offices and Departments	July 5: Recommended Budgets are distributed to Offices and Departments	
		July 9-12: Budget Meetings	July 9-12: Budget Meetings	
		July 25: Last day for chief appraiser to certify appraisal roll to each taxing unit (Tax Code sec. 26.01)		
		July 29-31: Final Budget Hearings	July 29-31: Final Budget Hearings	July 29-31: Final Budget Hearings

Month	Stage	Budget Office	Departments	Commissioners Court
August	PROPOSED	Aug. Budget Office finalizes the Budget for Proposal		
		Aug. 5: Submit Agenda Request for Aug. 13		Aug. 13: Commissioners Court 1. Propose a Tax Rate (Court must take record vote)
				2. Set Public Hearings on a tax increase Sept. 10 @ 1:00 p.m.
				3. Set Public Hearing on the Proposed Budget for Fort Bend County and Fort Bend County Drainage District. Sept. 09 @ 5:30 p.m. and Sept. 10 @ 1:00 p.m.
August	PROPOSED	Aug.14: Submit legal Notice of Property Tax Rates, and Public Hearing on Proposed Budgets, to the County Clerk's Office for newspaper publication.		
		Aug. 14: Send out Salary Notification Letters to Elected Officials		
		Aug. 20: Legal Notices published in local newspaper (No later than Aug 30)		
		Sept. 3: Proposed Budget is filed with County Clerk and County Auditor.		
September				
September	ADOPTED	Sept. 3: Submit Agenda request for Sept.10 Court		Sept. 9: Hold 1st Public Hearing on the Proposed FBC and Drainage District 2025 Budget.
				Sept. 10: Commissioners Court: 1. Hold 2nd Public Hearing on Proposed FBC 2025 Budget and FBC Drainage District 2025 Budget 2. Hold Public Hearing on the Tax Increase for FBC and FBC Drainage District 3. Adopt Proposed Positions for FBC and FBC Drainage District. 4. Adopt Salaries for FBC Elected Officials 5. Approve 2025 Fleet Management for FBC and FBC Drainage 6. Approve 2025 Take Home Vehicles for FBC and FBC Drainage District 7. Adopt the 2024 Tax Rate for FBC and FBC Drainage District 8. Adopt the 2025 Budgets for FBC and FBC Drainage District