

Revised Jan 10, 2012

FORT BEND COUNTY
BUDGET CALENDAR
FOR FISCAL YEAR 2013

AGENDA ITEM
10A

Month	Stage	Budget Office	Departments	Commissioners Court
January	PRELIMINARY	Jan 1 - 13: Review and Amend Budget Policy		Jan. 24: 2013 Budget Policy adopted
February		Feb. 20-22: Lawson Budgeting & Planning (LBP) Training	Feb. 20-22: Lawson Budgeting & Planning (LBP) Training	
		Feb. 23-24: Budget Kick-off Meetings	Feb. 23-24: Budget Kick-off Meetings	
March	REQUEST	Feb. 27: Budget Office Releases LBP for users to begin 2013 budget requisitions	Feb. 27: Departments begin entering budget requests into LBP	
April		April 13: Budget Office closes LBP (Budget Requests Due)	April 13: Budget Requests Due	
		April 19: Budget Office distributes budget requests to Commissioners	April 18: Capital Improvement Project Requests are due	April 19: Budget Office distributes budget requests to Commissioners
		April 26: Budget Office meets with Building & Space Committee to review CIP		
May		May 9-11: Preliminary Budget Hearings	May 9-11: Preliminary Budget Hearings	May 9-11: Preliminary Budget Hearings
		May 23-25: CIP Workshops	May 23-25: CIP Workshops	May 23-25: CIP Workshops
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 10-13: Budget Meetings	July 10-13: Budget Meetings	
		July 16-20: Final Budget Hearings	July 16-20: Final Budget Hearings	July 16-20: Final Budget Hearings
		July 25: Last day for chief appraiser to certify appraisal roll to each taxing unit (Tax Code sec. 26.01)		
August	PROPOSED	Aug. Budget Office finalizes the Budget for Proposal		Aug. 14: Commissioners Court 1. Propose a Tax Rate (Court must take record vote) 2. Set Public Hearings on a tax increase. Aug. 23 @ 5:30 p.m. and Aug. 28 @ 1:00 p.m. 3. Set Public Hearing on the Proposed Budget for Fort Bend
		Aug. 8: Effective Tax Rate for Fort Bend County and Fort Bend County Drainage District published in local paper		
		Aug. 8: Submit Agenda Request for Aug. 14 Court		

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September	PROPOSED	Aug. 14: Submit legal notices for the Public Hearing on Tax Increase, Public Hearing on Proposed Budgets, and Elected Officials Proposed Salaries to Sherry Fisk in the County Clerk's Office.		County and Fort Bend County Drainage District. Sept. 10 @ 5:30 p.m. and Sept. 11 @ 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.
		Aug. 15: Send out Salary Notification Letters to Elected Officials		
		Aug. 16: Legal Notices published in local newspaper		
				Aug. 23: 1st Public Hearing on Proposed Tax Increase for FBC and FBC Drainage @ 5:30 p.m.
				Aug. 28: 2nd Public Hearing on Proposed Tax Increase for FBC and FBC Drainage @ 1:00 p.m.
		Aug. 29-Sept. 4: Notice of Tax Revenue Increase is Published in local newspaper (Tax Office)		
		Sept. 4: Proposed Budget is filed with County Clerk and County Auditor.		
	ADOPTED	Sept. 5: Submit Agenda request for Sept. 11 Court		
				Sept. 10: 1st Public Hearing on Proposed FBC 2013 Budget and FBC Drainage District 2013 Budget @ 5:30 p.m.
				Sept. 11: Commissioners: 1. Hold 2nd Public Hearing on Proposed FBC 2013 Budget and FBC Drainage District 2013 Budget 2. Adopt Proposed Positions for FBC and FBC Drainage District. 3. Adopt Salaries for FBC Elected Officials 4. Adopt the 2013 Budgets for FBC and FBC Drainage District 5. Adopt the 2013 Tax Rate for FBC and FBC Drainage District