

**FORT BEND COUNTY  
BUDGET CALENDAR  
FOR FISCAL YEAR 2016**

Month	Stage	Budget Office	Departments	Commissioners Court
January	PRELIMINARY	Jan 2-16: Review and Amend Budget Policy		Jan. 27: 2016 Budget Policy adopted
February		Feb. 16-18: Lawson Budgeting & Planning (LBP) Training	Feb. 16-18: Lawson Budgeting & Planning (LBP) Training	
		Feb. 19-20: Budget Kick-off Meetings	Feb. 19-20: Budget Kick-off Meetings	
March	REQUEST	Feb. 23: Budget Office Releases LBP for users to begin 2016 budget requisitions	Feb. 23: Departments begin entering budget requests into LBP	
April		April 10: Budget Office closes LBP (Budget Requests Due)	April 10: Budget Requests Due	
May		April 16: Budget Office distributes budget requests to Commissioners	April 15: Capital Improvement Project Requests are due	April 16: Budget Office distributes budget requests to Commissioners
		April 23: Budget Office meets with Building & Space Committee to review CIP		
		May 6-8: Preliminary Budget Hearings	May 6-8: Preliminary Budget Hearings	May 6-8: Preliminary Budget Hearings
		May 19-22: CIP Workshops (Special Meeting)	May 19-22: CIP Workshops (Special Meeting)	May 19-22: 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 13-17: Budget Meetings	July 13-17: Budget Meetings	
		July 25: Last day for chief appraiser to certify appraisal roll to each taxing unit (Tax Code sec. 26.01)		
		July 27-30: Final Budget Hearings	July 27-30: Final Budget Hearings	July 27-30: Final Budget Hearings
August	PROPOSED	Aug. Budget Office finalizes the Budget for Proposal		Aug. 11: Commissioners Court 1. Propose a Tax Rate (Court must take record vote) 2. Set Public Hearings on a tax increase. Sept. 3 @ 5:30 p.m. and Sept. 8 @ 1:00 p.m. 3. Set Public Hearing on the Proposed Budget for Fort Bend County and Fort Bend County
		Aug. 5: Effective Tax Rate for Fort Bend County and Fort Bend County Drainage District published in local paper		

Month	Stage	Budget Office	Departments	Commissioners Court
September	PROPOSED	<b>Aug. 5:</b> Submit Agenda Request for Aug. 11 Court		Drainage District. Sept. 21 @ 5:30 p.m. and Sept. 22 @ 1:00 p.m.
		<b>Aug. 12:</b> Submit legal notices for the Public Hearing on Tax Increase, 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. 12:</b> Send out Salary Notification Letters to Elected		
		<b>Aug. 19:</b> Legal Notices published in local newspaper (No later than Aug. 27)		
				<b>Sept. 3:</b> 1st Public Hearing on Proposed Tax Increase for FBC and FBC Drainage @ 5:30 p.m.
				<b>Sept. 8:</b> 2nd Public Hearing on Proposed Tax Increase for FBC and FBC Drainage @ 1:00 p.m.
		<b>Sept. 9-15:</b> Notice of Tax Revenue Increase is Published in local newspaper (Tax Office)		
		<b>Sept. 14:</b> Proposed Budget is filed with County Clerk and County Auditor.		
	ADOPTED	<b>Sept. 16:</b> Submit Agenda request for Sept. 22 Court		
				<b>Sept. 21:</b> 1st Public Hearing on Proposed FBC 2016 Budget and FBC Drainage District 2016 Budget @ 5:30 p.m.
				<b>Sept. 22:</b> Commissioners: 1. Hold 2nd Public Hearing on Proposed FBC 2016 Budget and FBC Drainage District 2016 Budget 2. Adopt Proposed Positions for FBC and FBC Drainage District. 3. Adopt Salaries for FBC Elected Officials 4. Adopt the 2016 Budgets for FBC and FBC Drainage District 5. Adopt the 2016 Tax Rate for FBC and FBC Drainage District