

**City of Richmond**  
**Budget Calendar**  
**FY2025**

<b>Major Tasks</b>	<b>Dates</b>	<b>Description</b>
Budget Planning	1/1/2024 - 4/7/2024	Fiscal Impact Modeling
	4/4/2024	Spring City Commission Retreat
	5/6/2024	City Manager Delivers Annual Budget Message (Staff Meeting)
Budget Preparation	5/6/2024	FY2024 Budget Kick Off Meeting - Budget instructions & training are provided
	5/07/2024-5/31/2024	Departmental Budget work including updating narratives and goals
	5/31/2024	Department budget request & line item detail adjustments due to Finance
	5/07/2024-5/31/2024	Finance staff works with departments on budget
	6/1/2024 - 6/9/2024	Budget Meetings with City Manager and Finance
	6/30/2024	Update budget narrative and goals updates are due
	7/5/2024	Finalize CIP with City Manager & Assistant City Manager
Budget Filing	7/22/2024	File Budget and Budget Message presented to City Commission, Set Date of Public Hearing
	7/23/2024	Send Notice of Budget Availability to Newspaper (one week in advance)
	7/25/2024	FB Herald must run Notice in newspaper of Budget Availability (Must Publish within 10 days of Filing) (FB Herald runs Tuesday, Thursday and Sunday)
	7/25/2024	Tax Roll Certification by Chief Appraiser (official date 7/25)
Budget Workshops	8/5/2024	Budget Workshop #1 - Special Meeting / Revenues and Expenditures presented
	8/8/2024	Deliver to governing body no later than 8/7, or soon thereafter the No-New-Revenue Tax Rate and Voter-Approval tax rate and post on home page to website
	8/8/2024	Certification 50-882 Additional Sales Tax (If Required)
	8/9/2024	Notify Fort Bend Herald to Run Public Hearing on the Budget on August 24th, Ensure Fort Bend Herald is running Notice on Tax Rate on Sept 12th
	8/19/2024	Budget Workshop #2 - Special Meeting / Tax Rate & Overview of changes during process
	8/21/2024	Comply with Tax Code 26.18 Posting of Tax Rate and Budget Information by Taxing Unit on Website
	8/23/2024	Notice of Public Hearing on the Budget Must run on this Day <i>Notice must be published at least 10 days prior to hearing, not more than 30 days</i>
Public Hearings & Adopti	9/10/2024	Public Hearing - on Budget (must be at least one day before Tax Rate Adoption 102.006 (b)
	9/10/2024	At Conclusion of the Budget take action on proposed Budget (102.007 LCG). Staff recommends setting date for Adoption as 09/18/2023
	9/10/2024	Tax Rate Notice must Run in the Newspaper on this day
	9/9/2024	(Post Prominently on Website continuously for 7 days & 7 days continuously before the vote)
	9/16/2024	Adopt Budget, Public Hearing on Tax Rate, Adopt Tax Rate, Ratify Tax Increase <i>If not adopted at the public hearing, the tax rate increase must occur within 7 days of the public hearing</i>
	9/16/2024	Adopt Fee Ordinance
	9/20/2024	Send Notice of Availability of Adopted Budget to Newspaper
	9/20/2024	Send Notice to MUDs of Adopted Fees
	9/24/2024	Newspaper Runs Notice of Public Availability on this date