

**RUTHERFORD COUNTY  
2019-2020 BUDGET CALENDAR**

<b>DATE</b>	<b>MILESTONE</b>	<b>DEPARTMENT OF PRIMARY RESPONSIBILITY</b>
January 7, 2019	Presentation of Budget Calendar to Board of Commissioners	
January 2019	Begin Information Technology Strategic Plan Review	IT/Strategic Plan Committees
January 31, 2019	Have Preliminary Payroll Budget Schedule Completed	Finance
January 31, 2019	Distribute Budget Packages/Special Appropriation Agency Letters	County Manager/Finance
February 2019	Complete Information Technology Strategic Plan Review	IT/Strategic Plan Committees
February 11, 2019	Building Maintenance/Vehicle Requirements to Public Works & Planning Director	Department Heads
February 11, 2019	Information Technology Requirements to IT Director	Department Heads
February 11, 2019	Communications Requirements to E911/Communications Director (Public Safety Depts) & IT Director (Non-Public Safety Depts)	Department Heads
February 11, 2019	Certification Increases, New Positions, Reclassification Requests, and Retirements to Human Resources Director	Department Heads
February 25, 2019	Salary Information Due to Finance From Human Resources (with certification increases, new position requests, reclassifications, and retirements)	Human Resources
March 2019	Meeting with DSS	County Manager/Finance/DSS
March 4, 2019	Have Salary/Benefits and Debt Service Complete	Finance
March 4, 2019	Budget Requests due from Departments and Special Appropriation Agencies	Departments/Agencies
March 4, 2019	Property Valuation Estimates	Revenue Dept
March 13-21, 2019	Meet Individually with Department Heads	County Manager/Finance/Depts
March 22, 2019	Distribute Special District Budget Packages	Finance/Fire Marshal
March 29, 2019	Departments Notify Finance of Changes in Budget Computer Sheets	Finance/Department Heads
TBD - April 15-18, 2019	Meeting of Board of Commissioners and Board of Education	
TBD - April 15-18, 2019	Meeting of Board of Commissioners and ICC Board	
April 15, 2019	County Service District Budgets Due to Fire Marshal	Fire Departments
April 17, 2019	County Service District Budgets Due to Finance	Fire Marshal
May 6, 2019	Budget Presentation to Commissioners	Commissioners/County Manager/Finance
June 3, 2019	Public Hearing - Budget	Commissioners/County Manager
June 6, 2019	Budget Adoption Meeting	Commissioners