

**RUTHERFORD COUNTY  
2016-2017 BUDGET CALENDAR**

<b>DATE</b>	<b>MILESTONE</b>	<b>DEPARTMENT OF PRIMARY RESPONSIBILITY</b>
January 4, 2016	Presentation of Budget Calendar to Board of Commissioners	
January 2016	Begin Information Technology Strategic Plan Review	IT/Strategic Plan Committees
January 20, 2016	Have Preliminary Payroll Budget Schedule Completed	Finance
January 29, 2016	Distribute Budget Packages/Special Appropriation Agency Letters	County Manager/Finance
February 2016	Complete Information Technology Strategic Plan Review	IT/Strategic Plan Committees
February 8, 2016	Building Maintenance/Vehicle Requirements to Public Works & Planning Director	Department Heads
February 8, 2016	Information Technology Requirements to IT Director	Department Heads
February 8, 2016	Communications Requirements to E911/Communications Director (Public Safety Depts) & IT Director (Non-Public Safety Depts)	Department Heads
February 8, 2016	Certification Increases, New Positions, Reclassification Requests, and Retirements to Human Resources Director	Department Heads
February 26, 2016	Salary Information Due to Finance From Human Resources (with certification increases, new position requests, reclassifications, and retirements)	Human Resources
March 2016	Meeting with DSS	County Manager/Finance/DSS
March 7, 2016	Have Salary/Benefits and Debt Service Complete	Finance
March 7, 2016	Budget Requests due from Departments and Special Appropriation Agencies	Departments/Agencies
March 7, 2016	Property Valuation Estimates	Revenue Dept
March 16-25, 2016	Meet Individually with Department Heads	County Manager/Finance/Depts
March 14, 2016	Distribute Special District Budget Packages	Finance/Fire Marshal
March 31, 2016	Departments Notify Finance of Changes in Budget Computer Sheets	Finance/Department Heads
TBD - April 2016	Meeting of Board of Commissioners and Board of Education	
TBD - April 2016	Meeting of Board of Commissioners and ICC Board	
April 8, 2016	County Service District Budgets Due to Fire Marshal	Fire Departments
April 15, 2016	County Service District Budgets Due to Finance	Fire Marshal
May 2, 2016	Budget Presentation to Commissioners	Commissioners/County Manager/Finance
June 6, 2016	Public Hearing - Budget	Commissioners/County Manager
June 9, 2016	Budget Adoption Meeting	Commissioners