

**RUTHERFORD COUNTY  
2020-2021 BUDGET CALENDAR**

<b>DATE</b>	<b>MILESTONE</b>	<b>DEPARTMENT OF PRIMARY RESPONSIBILITY</b>
January 6, 2020	Presentation of Budget Calendar to Board of Commissioners	
January 2020	Begin Information Technology Strategic Plan Review	IT/Strategic Plan Committees
January 31, 2020	Have Preliminary Payroll Budget Schedule Completed	Finance
January 31, 2020	Distribute Budget Packages/Special Appropriation Agency Letters	County Manager/Finance
February 2020	Complete Information Technology Strategic Plan Review	IT/Strategic Plan Committees
February 10, 2020	Building Maintenance/Vehicle Requirements to Public Works & Planning Director	Department Heads
February 10, 2020	Information Technology Requirements to IT Director	Department Heads
February 10, 2020	Communications Requirements to E911/Communications Director (Public	Department Heads
February 10, 2020	Safety Depts) & IT Director (Non-Public Safety Depts)	
February 10, 2020	Certification Increases, New Positions, Reclassification	Department Heads
	Requests, and Retirements to Human Resources Director	
February 24, 2020	Salary Information Due to Finance From Human Resources (with certification increases, new position requests, reclassifications, and retirements)	Human Resources
March 2020	Meeting with DSS	County Manager/Finance/DSS
March 2, 2020	Have Salary/Benefits and Debt Service Complete	Finance
March 2, 2020	Budget Requests due from Departments and Special Appropriation Agencies	Departments/Agencies
March 2, 2020	Property Valuation Estimates	Revenue Dept
March 16-31, 2020	Meet Individually with Department Heads	County Manager/Finance/Depts
March 20, 2020	Distribute Special District Budget Packages	Finance/Fire Marshal
April 3, 2020	Departments Notify Finance of Changes in Budget Computer Sheets	Finance/Department Heads
TBD - April 6-9, 2020	Meeting of Board of Commissioners and Board of Education	
TBD - April 6-9, 2020	Meeting of Board of Commissioners and ICC Board	
April 17, 2020	County Service District Budgets Due to Fire Marshal	Fire Departments
April 17, 2020	County Service District Budgets Due to Finance	Fire Marshal
May 4, 2020	Budget Presentation to Commissioners	Commissioners/County Manager/ Finance
June 1, 2020	Public Hearing - Budget	Commissioners/County Manager
June 4, 2020	Budget Adoption Meeting	Commissioners