Jefferson County Commission
FY20 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues

- **December 1, 2018:** More accurate property valuations are available. Finance Director to adjust projected revenues

- **December 6, 2018:** Budget Charge from Commissioners

- **Mid December 2018:** Preliminary health insurance renewal rates available

- **Mid December 2018:** Budget reports distributed to departments (per auditor’s office should be done no later than the 1st week of February)

- **January 16, 2019:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2nd)

- **January 22, 2019:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2nd)

- **February 1, 2019:** Budget Binders distributed to Commissioners

- **February 5, 2019:** Tuesday evening Budget 101 (7PM)

- **February 11 – 15:** Need to schedule two to three full days of individual department budget presentations to the Commissioners

- **March 1, 2019:** Assessor to certify value of real and personal property (per regulation must be done by March 3rd)

- **March 7 – 15:** Schedule community forum for public hearing of budget (per regulation must be done between March 7th and March 28th)

- **Mid March 2019:** Final health insurance renewal rates obtained

- **March 21, 2019:** Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29th) or Special Session on March 28, 2019.

- **March 28, 2019:** Budget must be published by March 28th each year in the local paper of record.

- **April 2019:** Health insurance renewal rates/options presented to Commissioners

- **April 16, 2019:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 16th, the 3rd Tuesday of April) – Normally a 9:30 meeting.

- **April 19, 2019:** Finance Director to forward the levy order to the State Auditor’s Office (per regulation must be done within 3 days of the 3rd Tuesday in April)