Jefferson County Commission
FY21 Budget Process Calendar

- **November**: Finance Director to compile estimate of revenues
- **December 1, 2019**: More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 5, 2019**: Budget Charge from Commissioners
- **Mid December 2019**: Preliminary health insurance renewal rates available
- **Mid December 2019**: Budget reports distributed to departments (per auditor’s office should be done no later than the 1st week of February)
- **January 15, 2020**: Department Heads to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 21, 2020**: Elected Officials to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 31, 2020**: Budget Binders distributed to Commissioners
- **February 4, 2020**: Tuesday evening Budget 101 (7PM)
- **February 10 – 14**: Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 2, 2020**: Assessor to certify value or real and personal property (per regulation must be done by March 3rd)
- **March 9 – 13**: Schedule community forum for public hearing of budget (per regulation must be done between March 7th and March 28th)
- **Mid March 2020**: Final health insurance renewal rates obtained
- **March 19, 2020**: Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29th) or Special Session on Tuesday, March 26, 2020.
- **March 28, 2020**: Budget must be published by March 28th each year in the local paper of record.
- **April 2020**: Health insurance renewal rates/options presented to Commissioners
- **April 21, 2020**: Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 21st, the 3rd Tuesday of April) – Normally a 9:30 meeting.
- **April 24, 2020**: 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)