

**ST. JOHNS COUNTY**  
**TENTATIVE BUDGET CALENDAR - FISCAL YEAR 2019**

<b>DATE</b>	<b>PARTICIPANTS</b>	<b>ITEM / ACTIVITIES</b>
January 19, 2018	OMB	13th period reconciliation of carryforward balances reflected in Capital Improvement Projects (CIP).
February 2, 2018	County Admin / OMB / All Departments	Distribution of FY 2019 - 2023 CIP Forms and instructions to departments (via email).
March 2, 2018	County Admin / OMB / All Departments	Deadline for submission of CIP Requests by departments to OMB.
March 13, 2018	County Commissioners / County Admin / OMB	Budget Workshop to Establish Budget Guidelines for FY 2019 Budget.
March 20, 2018	County Admin / OMB / All Departments	Budget kickoff. Distribution of Budget Instructions / Guidelines via email.
March 20, 2018	OMB / All Departments	Budget System opens for entry.
April 18, 2018	County Admin / OMB / CIP Ranking Team	Evaluation of CIPs by Ranking Team.
April 20, 2018	County Administration / OMB / Personnel Services	Deadline for evaluation and submission of position upgrades / reclasses effective October 1, 2018.
April 20, 2018	All Departments / Personnel Services	Deadline for requested budgets and new positions to be entered into the budget software.
April 20, 2018	All Departments	Deadline for all FY 2019 Department Fee Schedule updates.
May 11, 2018	OMB / All Departments	Complete Preliminary Revenue Projections.
May 23,24,25, 2018	County Admin / OMB / All Departments	Administrator's budget hearings with departments and agencies.
June 1, 2018	Sheriff Clerk of Court Supervisor of Elections	Deadline for submission of Constitutional Officers Budget requests unless set for May 1 by BCC (F.S. 129.03 [2]).
June 1, 2018	Property Appraiser	Estimate of assessed property values (F.S. 200.065 [8]).
June 1, 2018	Property Appraiser	Submission of Property Appraiser's budget request - to Florida Department of Revenue (D.O.R.) - to BCC (F.S. 195.087 [1][a]).
June 8, 2018	County Admin / OMB	Complete Year-end and Mid-year budget review.
June 8, 2018	OMB	Complete compilation, correction, and verification of all departmental requested budget information.
July 1, 2018	Property Appraiser	Certification of taxable property values (Form DR-420) (F.S. 193.023[1] and 200.065[11]).

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**TENTATIVE BUDGET CALENDAR - FISCAL YEAR 2019 (continued)**

<b>DATE</b>	<b>PARTICIPANTS</b>	<b>ITEM / ACTIVITIES</b>
July 15, 2018	Dept. of Revenue	Submission of budget amendments to Property Appraiser's budget from Florida Dept. of Revenue (D.O.R.) - to Property Appraiser - to BCC (F.S. 195.087 [1][a]).
July 17, 2018	County Commissioners / County Administrator	Submission of "Recommended Budget" and "Recommended CIP's" to the Board of County Commissioners (F.S. 129.03[3]).
July 24, 2018	County Commissioners / County Admin / OMB	Board Special Meeting on "Recommended Budget."
July 24, 2018	County Commissioners / County Admin / OMB	Board sets Tentative Millage Rates for FY 2019 (F.S. 200.065 [2][a][4(b)]).
August 1, 2018	Tax Collector	Submission of Tax Collector's Budget request - to Florida Dept. of Revenue (D.O.R.) - to BCC (F.S. 195.087 [2]).
August 3, 2018	County Administrator / OMB / Finance	Notification to Property Appraiser of proposed millage rate, rolled back rate, date, time and place of First Public Hearing (Form DR-420) (F.S. 200.065 [2][b]).
August 10, 2018	OMB / All Departments	Deadline for submission of FY 2018 Budget Carry forwards to the FY 2019 Budget from departments and agencies.
August 15, 2018	County Commissioners / Property Appraiser / Dept. of Revenue	Property Appraiser's budget -BCC comment period ends -Final budget amendments from D.O.R. (F.S. 195.087 [1] [a]).
August 18, 2018	Property Appraiser	Mailing of Notices of Proposed Property Taxes (TRIM) (F.S. 200.065 [2][b]).
August 24, 2018	All Departments	Deadline for all FY 2019 Department Narrative Page updates.
September 6, 2018	County Commissioners / County Admin / OMB	Any changes of Non-Ad Valorem Assessment(s), such as Solid Waste Assessments, to BCC for Approval.
September 11, 2018	County Commissioners / County Admin / OMB	First Public Hearing to adopt proposed millage and FY 2019 budget (F.S. 200.065 [2][c]).
September 21, 2018	OMB	Newspaper advertisement of Second Public Hearing & Budget Summary Statement (F.S. 129.03 [3][b] and 200.065 [2][d] and [3][1]).
September 25, 2018	OMB / All Departments	Updated FY 2019 fee schedule to BCC for approval.
September 25, 2018	County Commissioners County Admin / OMB	Second and Final Public Hearing to adopt final millage and FY 2019 budget (F.S. 200.065 [2][d]).
September 28, 2018	OMB	Submit approved final millage and budget resolutions to Property Appraiser and Tax Collector (F.S. 200.065[4]).
October 25, 2018	County Admin / OMB	Submit TRIM Compliance Package to D.O.R. (Form DR-487) (F.S. 200.065 and 200.069).
December 7, 2018	County Admin / OMB	Submit application and four copies of budget for GFOA Distinguished Budget Presentation Award.