

ST. JOHNS COUNTY
DRAFT BUDGET CALENDAR - FISCAL YEAR 2026

DATE	PARTICIPANTS	ITEM / ACTIVITIES
January 10, 2025	OMB	13th period reconciliation of carryforward balances reflected in Capital Improvement Projects (CIP).
February 18, 2025	County Commissioners / County Admin / OMB	Commission agenda to establish FY 2026 budget guidelines
February 24, 2025	County Admin / OMB / All Departments	Distribution of FY 2026 - 2030 CIP Forms and instructions to departments (via email).
February 25, 2025	County Admin / OMB / All Departments	Draft Budget Instructions / Guidelines.
March 3, 2025	OMB	Budget System opens for initial OMB entry.
March 17, 2025	OMB / All Departments	Budget System opens for entry for Departments.
March 21, 2025	County Admin / OMB / All Departments	Deadline for submission of CIP Requests by departments to OMB.
March 27, 2025	County Admin / OMB / CIP Ranking Team	Evaluation of CIPs by Ranking Team.
April 25, 2025	All Departments / Personnel Services	Deadline for requested budgets and new positions to be entered into the budget software.
April 25, 2025	All Departments	Deadline for all FY 2026 Department Fee Schedule updates.
May 2, 2025	OMB / All Departments	Complete Preliminary Revenue Projections.
May 8,9,12,13	County Admin / OMB / All Departments	Administrator's budget workshop with departments and agencies.
June 1, 2025	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, 2025	Property Appraiser	Estimate of assessed property values (F.S. 200.065 [8]).
June 1, 2025	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]).
May 30, 2025	OMB	Complete compilation, correction, and verification of all departmental requested budget information.
July 1, 2025	Property Appraiser	Certification of taxable property values (Form DR-420) (F.S. 193.023[1] and 200.065[11]).

ST. JOHNS COUNTY
TENTATIVE BUDGET CALENDAR - FISCAL YEAR 2026 (continued)

DATE	PARTICIPANTS	ITEM / ACTIVITIES
July 15, 2025	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 15, 2025	County Commissioners / County Administrator	Submission of "Recommended Budget" and "Recommended CIP's" to the Board of County Commissioners (F.S. 129.03[3]).
July 15, 2025	County Commissioners / County Admin / OMB	Board sets Tentative Millage Rates for FY 2026 (F.S. 200.065 [2][a][4(b)]).
July 18, 2025	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 1, 2025	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 8, 2025	OMB / All Departments	Deadline for submission of FY 2025 Budget Carry forwards to the FY 2026 Budget from departments and agencies.
August 15, 2025	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 22, 2025	Property Appraiser	Mailing of Notices of Proposed Property Taxes (TRIM) (F.S. 200.065 [2][b]).
August 22, 2025	All Departments	Deadline for all FY 2026 Department Narrative Page updates.
September 2, 2025	County Commissioners / County Admin / OMB	Any changes of Non-Ad Valorem Assessment(s), such as Solid Waste Assessments, to BCC for Approval.
September 3, 2025	County Commissioners / County Admin / OMB	First Public Hearing to adopt proposed millage and FY 2026 budget (F.S. 200.065 [2][c]).
September 12, 2025	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 16, 2025	OMB /All Departments	Updated FY 2026 fee schedule to BCC for approval.
September 16, 2025	County Commissioners County Admin / OMB	Second and Final Public Hearing to adopt final millage and FY 2026 budget (F.S. 200.065 [2][d]).
September 19, 2025	OMB	Submit approved final millage and budget resolutions to Property Appraiser and Tax Collector (F.S. 200.065[4]).
October 16, 2025	County Admin / OMB	Submit TRIM Compliance Package to D.O.R. (Form DR-487) (F.S. 200.065 and 200.069).
December 12, 2025	County Admin / OMB	Submit application and four copies of budget for GFOA Distinguished Budget Presentation Award.