

ST. JOHNS COUNTY
TENTATIVE BUDGET CALENDAR - FISCAL YEAR 2013

DATE	PARTICIPANTS	ITEM / ACTIVITIES
January 9, 2012	County Admin / OMB / All Departments	Distribution of FY 2013 - 2017 CIP Forms and instructions to departments (via email).
January 9, 2012	OMB	13th period reconciliation of carryforward balances reflected in Capital Improvement Projects (CIP).
February 6, 2012	County Admin / OMB / All Departments	Deadline for submission of CIP Requests by departments to OMB.
February 21, 2012	County Commissioners / County Admin / OMB	Budget Workshop to Establish Budget Guidelines for FY 2013 Budget.
February 23, 2012	County Admin / OMB / CIP Ranking Team	Evaluation of CIPs by Ranking Team.
March 5, 2012	County Admin / OMB / All Departments	Budget kickoff. Distribution of Budget Instructions / Guidelines via email.
March 6, 2012	OMB / All Departments	Budget System opens for entry.
March 30, 2012	County Administration / OMB / Personnel Services	Deadline for evaluation and submission of position upgrades / reclasses effective October 1, 2012 (Condrey Study).
March 30, 2012	All Departments / Personnel Services	Deadline for requested budgets and new positions to be entered into the budget software.
March 30, 2012	All Departments	Deadline for all FY 2013 Department Narrative Page updates.
March 30, 2012	All Departments	Deadline for all FY 2013 Department Fee Schedule updates.
April 17, 2012	County Commissioners (BCC)	Ranked FY 2013 – 2017 CIP requests submitted to BCC.
April 30, 2012	OMB / All Departments	Complete Preliminary Revenue Projections.
May 7, 8, 9, 10 2012	County Admin / OMB / All Departments	Administrator's budget hearings with departments and agencies.
May 31, 2012	County Admin / OMB	Complete Year-end and Mid-year budget review.
June 1, 2012	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, 2012	Property Appraiser	Estimate of assessed property values (F.S. 200.065 [7]).
June 1, 2012	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, 2012	OMB	Complete compilation, correction, and verification of all departmental requested budget information.

ST. JOHNS COUNTY
TENTATIVE BUDGET CALENDAR - FISCAL YEAR 2013 (continued)

DATE	PARTICIPANTS	ITEM / ACTIVITIES
July 2, 2012	Property Appraiser	Certification of taxable property values (Form DR-420) (F.S. 193.023[1] and 200.065[11]).
July 10, 2012	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, 2012	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, 2012	County Commissioners / County Admin / OMB	Board Workshop on "Recommended Budget."
July 17, 2012	County Commissioners / County Admin / OMB	Board sets Tentative Millage Rates for FY 2013 (F.S. 200.065 [2][a][4(b)]).
August 1, 2012	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, 2012	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, 2012	OMB / All Departments	Deadline for submission of FY2012 Budget Carry forwards to the FY 2013 Budget from departments and agencies.
August 13, 2012	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 24, 2012	Property Appraiser	Mailing of Notices of Proposed Property Taxes (TRIM) (F.S. 200.065 [2][b]).
September 4, 2012	County Commissioners / County Admin / OMB	Any changes of Non-Ad Valorem Assessment(s), such as Solid Waste Assessments, to BCC for Approval.
September 4, 2012	County Commissioners / County Admin / OMB	First Public Hearing to adopt proposed millage and FY 2013 budget (F.S. 200.065 [2][c]).
September 14, 2012	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 18, 2012	OMB /All Departments	Updated FY 2012 fee schedule to BCC for approval.
September 18, 2012	County Commissioners County Admin / OMB	Second and Final Public Hearing to adopt final millage and FY 2012 budget (F.S. 200.065 [2][d]).
September 21, 2012	OMB	Submit approved final millage and budget resolutions to Property Appraiser and Tax Collector (F.S. 200.065[4]).
October 18, 2012	County Admin / OMB	Submit TRIM Compliance Package to D.O.R. (Form DR-487) (F.S. 200.065 and 200.069).
December 17, 2012	County Admin / OMB	Submit application and four copies of budget for GFOA Distinguished Budget Presentation Award.