

**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 1, 2018   | County Admin / OMB / All Departments                 | Distribution of FY 2019 - 2023 CIP Forms and instructions to departments (via email).   |
| February 20, 2018  | County Commissioners / County Admin / OMB            | Commission agenda to establish FY 2019 budget guidelines  |
| March 2, 2018      | County Admin / OMB / All Departments                 | Deadline for submission of CIP Requests by departments to OMB.  |
| 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 5, 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<br>Clerk of Court<br>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<br>- to Florida Department of Revenue (D.O.R.)<br>- 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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| <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.)<br>- to Property Appraiser<br>- 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<br>- to Florida Dept. of Revenue (D.O.R.)<br>- 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<br>-BCC comment period ends<br>-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.  |