

ST. JOHNS COUNTY
TENTATIVE BUDGET CALENDAR - FISCAL YEAR 2020

DATE	PARTICIPANTS	ITEM / ACTIVITIES
January 18, 2019	OMB	13th period reconciliation of carryforward balances reflected in Capital Improvement Projects (CIP).
February 11, 2019	County Admin / OMB / All Departments	Distribution of FY 2020 - 2024 CIP Forms and instructions to departments (via email).
February 19, 2019	County Commissioners / County Admin / OMB	Commission agenda to establish FY 2020 budget guidelines
March 15, 2019	County Admin / OMB / All Departments	Deadline for submission of CIP Requests by departments to OMB.
March 19, 2019	County Admin / OMB / All Departments	Budget kickoff. Distribution of Budget Instructions / Guidelines via email.
March 19, 2019	OMB / All Departments	Budget System opens for entry.
April 4, 2019	County Admin / OMB / CIP Ranking Team	Evaluation of CIPs by Ranking Team.
April 19, 2019	County Administration / OMB / Personnel Services	Deadline for evaluation and submission of position upgrades / reclasses effective October 1, 2019.
April 19, 2019	All Departments / Personnel Services	Deadline for requested budgets and new positions to be entered into the budget software.
April 19, 2019	All Departments	Deadline for all FY 2020 Department Fee Schedule updates.
May 10, 2019	OMB / All Departments	Complete Preliminary Revenue Projections.
May 22, 23 & 24, 2019	County Admin / OMB / All Departments	Administrator's budget hearings with departments and agencies.
June 1, 2019	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, 2019	Property Appraiser	Estimate of assessed property values (F.S. 200.065 [8]).
June 1, 2019	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 7, 2019	County Admin / OMB	Complete Year-end and Mid-year budget review.
June 7, 2019	OMB	Complete compilation, correction, and verification of all departmental requested budget information.
July 1, 2019	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 2020 (continued)

DATE	PARTICIPANTS	ITEM / ACTIVITIES
July 15, 2019	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 16, 2019	County Commissioners / County Administrator	Submission of "Recommended Budget" and "Recommended CIP's" to the Board of County Commissioners (F.S. 129.03[3]).
July 30, 2019	County Commissioners / County Admin / OMB	Board Special Meeting on "Recommended Budget."
July 30, 2019	County Commissioners / County Admin / OMB	Board sets Tentative Millage Rates for FY 2020 (F.S. 200.065 [2][a][4(b)]).
July 30, 2019	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, 2019	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 9, 2019	OMB / All Departments	Deadline for submission of FY 2019 Budget Carry forwards to the FY 2020 Budget from departments and agencies.
August 15, 2019	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 23, 2019	Property Appraiser	Mailing of Notices of Proposed Property Taxes (TRIM) (F.S. 200.065 [2][b]).
August 23, 2019	All Departments	Deadline for all FY 2020 Department Narrative Page updates.
September 3, 2019	County Commissioners / County Admin / OMB	Any changes of Non-Ad Valorem Assessment(s), such as Solid Waste Assessments, to BCC for Approval.
September 3, 2019	County Commissioners / County Admin / OMB	First Public Hearing to adopt proposed millage and FY 2020 budget (F.S. 200.065 [2][c]).
September 13, 2019	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 17, 2019	OMB / All Departments	Updated FY 2020 fee schedule to BCC for approval.
September 17, 2019	County Commissioners County Admin / OMB	Second and Final Public Hearing to adopt final millage and FY 2020 budget (F.S. 200.065 [2][d]).
September 20, 2019	OMB	Submit approved final millage and budget resolutions to Property Appraiser and Tax Collector (F.S. 200.065[4]).
October 16, 2019	County Admin / OMB	Submit TRIM Compliance Package to D.O.R. (Form DR-487) (F.S. 200.065 and 200.069).
December 16, 2019	County Admin / OMB	Submit application and four copies of budget for GFOA Distinguished Budget Presentation Award.