

ST. JOHNS COUNTY
FINAL BUDGET CALENDAR - FISCAL YEAR 2016

DATE	PARTICIPANTS	ITEM / ACTIVITIES
January 16, 2015	OMB	13th period reconciliation of carryforward balances reflected in Capital Improvement Projects (CIP).
January 23, 2015	County Admin / OMB / All Departments	Distribution of FY 2016 - 2020 CIP Forms and instructions to departments (via email).
February 17, 2015	County Commissioners / County Admin / OMB	Budget Workshop to Establish Budget Guidelines for FY 2016 Budget.
February 20, 2015	County Admin / OMB / All Departments	Deadline for submission of CIP Requests by departments to OMB.
March 2, 2015	County Admin / OMB / All Departments	Budget kickoff. Distribution of Budget Instructions / Guidelines via email.
March 2, 2015	OMB / All Departments	Budget System opens for entry.
March 27, 2015	County Administration / OMB / Personnel Services	Deadline for evaluation and submission of position upgrades / reclasses effective October 1, 2015.
March 27, 2015	All Departments / Personnel Services	Deadline for requested budgets and new positions to be entered into the budget software.
March 27, 2015	All Departments	Deadline for all FY 2016 Department Narrative Page updates.
March 27, 2015	All Departments	Deadline for all FY 2016 Department Fee Schedule updates.
April 1, 2015	County Admin / OMB / CIP Ranking Team	Evaluation of CIPs by Ranking Team.
April 29, 2015	OMB / All Departments	Complete Preliminary Revenue Projections.
May 12, 13, 14, 15, 2015	County Admin / OMB / All Departments	Administrator's budget hearings with departments and agencies.
June 1, 2015	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, 2015	Property Appraiser	Estimate of assessed property values (F.S. 200.065 [8]).
June 1, 2015	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 5, 2015	County Admin / OMB	Complete Year-end and Mid-year budget review.
June 5, 2015	OMB	Complete compilation, correction, and verification of all departmental requested budget information.

ST. JOHNS COUNTY
FINAL BUDGET CALENDAR - FISCAL YEAR 2016 (continued)

DATE	PARTICIPANTS	ITEM / ACTIVITIES
July 1, 2015	Property Appraiser	Certification of taxable property values (Form DR-420) (F.S. 193.023[1] and 200.065[11]).
July 15, 2015	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 21, 2015	County Commissioners / County Administrator	Submission of "Recommended Budget" and "Recommended CIP's" to the Board of County Commissioners (F.S. 129.03[3]).
July 28, 2015	County Commissioners / County Admin / OMB	Board Special Meeting on "Recommended Budget."
July 28, 2015	County Commissioners / County Admin / OMB	Board sets Tentative Millage Rates for FY 2016 (F.S. 200.065 [2][a][4(b)]).
August 1, 2015	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, 2015	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 14, 2015	OMB / All Departments	Deadline for submission of FY2015 Budget Carry forwards to the FY 2016 Budget from departments and agencies.
August 15, 2015	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 21, 2015	Property Appraiser	Mailing of Notices of Proposed Property Taxes (TRIM) (F.S. 200.065 [2][b]).
September 1, 2015	County Commissioners / County Admin / OMB	Any changes of Non-Ad Valorem Assessment(s), such as Solid Waste Assessments, to BCC for Approval.
September 8, 2015	County Commissioners / County Admin / OMB	First Public Hearing to adopt proposed millage and FY 2016 budget (F.S. 200.065 [2][c]).
September 15, 2015	OMB /All Departments	Updated FY 2016 fee schedule to BCC for approval.
September 21, 2015	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 24, 2015	County Commissioners County Admin / OMB	Second and Final Public Hearing to adopt final millage and FY 2016 budget (F.S. 200.065 [2][d]).
September 25, 2015	OMB	Submit approved final millage and budget resolutions to Property Appraiser and Tax Collector (F.S. 200.065[4]).
October 24, 2015	County Admin / OMB	Submit TRIM Compliance Package to D.O.R. (Form DR-487) (F.S. 200.065 and 200.069).
December 23, 2015	County Admin / OMB	Submit application and four copies of budget for GFOA Distinguished Budget Presentation Award.