

**ST. JOHNS COUNTY**  
**TENTATIVE BUDGET CALENDAR - FISCAL YEAR 2021**

<b>DATE</b>	<b>PARTICIPANTS</b>	<b>ITEM / ACTIVITIES</b>
January 17, 2020	OMB	13th period reconciliation of carryforward balances reflected in Capital Improvement Projects (CIP).
February 18, 2020	County Commissioners / County Admin / OMB	Commission agenda to establish FY 2021 budget guidelines
February 26, 2020	County Admin / OMB / All Departments	Distribution of FY 2021 - 2025 CIP Forms and instructions to departments (via email).
February 28, 2020	County Administration / OMB / Personnel Services	Deadline for evaluation and submission of position upgrades / reclasses effective October 1, 2020.
March 4, 2020	County Admin / OMB / All Departments	Budget kickoff. Distribution of Budget Instructions / Guidelines via email.
March 9, 2020	OMB / All Departments	Budget System opens for entry.
March 20, 2020	County Admin / OMB / All Departments	Deadline for submission of CIP Requests by departments to OMB.
April 9, 2020	County Admin / OMB / CIP Ranking Team	Evaluation of CIPs by Ranking Team.
April 24, 2020	All Departments / Personnel Services	Deadline for requested budgets and new positions to be entered into the budget software.
April 24, 2020	All Departments	Deadline for all FY 2021 Department Fee Schedule updates.
May 8, 2020	OMB / All Departments	Complete Preliminary Revenue Projections.
May 20, 21 & 22, 2020	County Admin / OMB / All Departments	Administrator's budget workshop with departments and agencies.
June 1, 2020	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, 2020	Property Appraiser	Estimate of assessed property values (F.S. 200.065 [8]).
June 1, 2020	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, 2020	County Admin / OMB	Complete Year-end and Mid-year budget review.
June 5, 2020	OMB	Complete compilation, correction, and verification of all departmental requested budget information.
July 1, 2020	Property Appraiser	Certification of taxable property values (Form DR-420) (F.S. 193.023[1] and 200.065[11]).

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**TENTATIVE BUDGET CALENDAR - FISCAL YEAR 2021 (continued)**

<b>DATE</b>	<b>PARTICIPANTS</b>	<b>ITEM / ACTIVITIES</b>
July 7, 2020	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, 2020	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]).
August 1, 2020	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 4, 2020	County Commissioners / County Admin / OMB	Board Special Meeting on "Recommended Budget."
August 4, 2020	County Commissioners / County Admin / OMB	Board sets Tentative Millage Rates for FY 2021 (F.S. 200.065 [2][a][4(b)]).
August 4, 2020	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, 2020	OMB / All Departments	Deadline for submission of FY 2020 Budget Carry forwards to the FY 2021 Budget from departments and agencies.
August 15, 2020	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, 2020	Property Appraiser	Mailing of Notices of Proposed Property Taxes (TRIM) (F.S. 200.065 [2][b]).
August 28, 2020	All Departments	Deadline for all FY 2021 Department Narrative Page updates.
September 8, 2020	County Commissioners / County Admin / OMB	Any changes of Non-Ad Valorem Assessment(s), such as Solid Waste Assessments, to BCC for Approval.
September 8, 2020	County Commissioners / County Admin / OMB	First Public Hearing to adopt proposed millage and FY 2021 budget (F.S. 200.065 [2][c]).
September 18, 2020	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 22, 2020	OMB /All Departments	Updated FY 2021 fee schedule to BCC for approval.
September 22, 2020	County Commissioners County Admin / OMB	Second and Final Public Hearing to adopt final millage and FY 2021 budget (F.S. 200.065 [2][d]).
September 25, 2020	OMB	Submit approved final millage and budget resolutions to Property Appraiser and Tax Collector (F.S. 200.065[4]).
October 21, 2020	County Admin / OMB	Submit TRIM Compliance Package to D.O.R. (Form DR-487) (F.S. 200.065 and 200.069).
December 18, 2020	County Admin / OMB	Submit application and four copies of budget for GFOA Distinguished Budget Presentation Award.