

FY 2002/2003 Leon County Budget Calendar

DATE	ACTIVITY	PARTICIPANTS
Monday, December 10, 2001	Board Retreat	BOCC Executive Staff
Tuesday, January 8	Tentative Budget Calendar to Board	BOCC County Administrator OMB
Friday, January 11	Management Services distributes request forms to Dept/Divisions for items that impact Facilities, Fleet, HR and MIS	Management Services Administration
Friday, February 1	Management Services submission of all schedules to OMB for inclusion in Budget Development Manual	Facilities, Fleet, HR, MIS, Purchasing
Friday, February 1	Submission of Management Services Forms	Departments/Divisions Constitutionals Officers Judicial Officers
Tuesday, February 12	Possible Policy Issue Agenda Item to BOCC	BOCC County Administrator OMB
Friday, February 22	Distribute Budget Development Manual and Associated Forms	OMB
Friday, February 22 & Monday, February 25	OMB conducts training on budget forms	OMB Departments/Divisions Constitutionals Officers Judicial Officers
Friday, February 22	County Administrator, Facilities Management and OMB review CIP request to Facilities	County Administrator Facilities Management OMB
Friday, March 1	Management Services responds to Department/Division request	Management Services
Monday, March 25	Submission of budget request to OMB	Departments/Divisions Constitutionals Officers Judicial Officers
Tuesday, March 26 - Friday, April 26	OMB reviews budget submissions and determines initial recommendations	OMB
Monday, April 29 - Friday, May 3	Meetings to discuss budget submissions and OMB recommendations	OMB Group Directors Departments/Divisions
Tuesday, April 30	Mid-Year Financial Report to Board	BOCC OMB

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Wednesday, May 15 - Friday, May 17	County Administrator Executive Hearings to review operating and capital budget	County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers
Monday, June 3	Estimate of assessed property value (FS 200.065 [7])	Property Appraiser
Monday, June 3	Submission of Property Appraiser's budget to DOR (FS 195.087[1][a])	Property Appraiser
Tuesday, June 11	Workshop with BOCC to review tentative budget balancing strategies and provide policy guidance	BOCC County Administrator OMB
Wednesday, June 12 - Monday, July 8	OMB completes Tentative Budget/5-Year Plan and CIP	OMB
Tuesday, June 18	BOCC ratifies actions of June 11, 2002 workshop	BOCC OMB
Monday, July 1	Property Appraiser certifies property values to BOCC (FS 200.065 [1] & 200.065 [11])	Property Appraiser
Monday, July 9	Submission of Tentative Budget/5-Year Plan and CIP to BOCC (FS 129.03[3])	BOCC County Administrator OMB
Tuesday, July 23 - Thursday, July 25	Board Workshops and Public Hearing on Tentative Budget/5-Year Plan and CIP *Public Hearing will start at 6:00 PM on 7/23	BOCC County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers
Tuesday, June 30	BOCC authorizes maximum millage rates to certified to Property Appraiser	BOCC County Administrator OMB
Wednesday, July 31	Submission of Tax Collector's Budget request to State Dept. of Revenue and BOCC (FS 195.087 [2])	Tax Collector
Monday, August 5	Notification of Property Appraiser of proposed millage rates, rolled back rates, date, time, and place of First Public Hearing (FS 200.065 [2] [b])	OMB

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Thursday, August 15	Property Appraiser's Budget - BCC comment period ends and final budget amendments from Dept of Revenue (FS 195.087)	BOCC OMB Property Appraiser Dept. of Revenue
DATE	ACTIVITY	PARTICIPANTS
Friday, August 23 (Tentative)	Property Appraiser mails Truth In Millage (TRIM) notices (FS 200.065 [2] [b])	Property Appraiser
Tuesday, September 17	First Public Hearing to adopt proposed millages and budgets (FS 200.0265 [2][c] & 129.03[3][c])	BOCC County Administrator OMB
Saturday, September 21	Publish notice for Final Public Hearing in newspaper (FS 200.065[2][d])	OMB
Tuesday, September 24	Second and Final Public Hearing to adopt final millages and budgets (FS 200.065[2][d]) & 129.03[3][c])	BOCC County Administrator OMB
Friday, September 27	Submit resolutions to Property Appraiser and Tax Collector (FS 200.065[4])	OMB
Tuesday, October 1	Beginning of New Fiscal Year	
N/A	Certification of final taxable values (FS 200.065[5])	Property Appraiser
N/A	Adjustment to adopted millage rates (if greater than +/- 1% for General Fund, +/- 3% for MSTUs) (FS 200.065 [5])	County Administrator OMB
Fri. Oct. 25	Certificate of Compliance submitted to Dept. of Revenue (FS 200.065 & 200.068)	OMB