

SCHEDULE FOR FY2021-22 BUDGET DEVELOPMENT

JANUARY 2021

January 1-31

Calculation of cash forward from FY19/20 into FY20/21

Wednesday, January 20

FY19/20-Quarter 4 (Jul-Sep 2020) Variance Analysis presentation to the BOCC

Project updates - Drainage Projects (Stormwater); Buccaneer Trail Roundabout (Engineering)

Tributary workshop (park, transportation, fire station)

Friday, January 29

1.) Budget kick-off meeting with BOCC depts (group activity)

2.) Distribution of budget workbooks to BOCC depts (after meeting)

FEBRUARY 2021

February 1-28

1.) Calculation of cash forward from FY19/20 into FY20/21

2.) Preparation of documents for cash forward public hearing (on 3/22)

Monday, February 1

Mail letters to Not-for-Profit agencies as notification to prepare their funding requests for BOCC consideration

Thursday, February 11

Budget 101 and FY 2021-22 Budget Philosophy presentation to Board

Monday, February 22 (During Regular Board Meeting)

CARES act update

Friday, February 26

Budget books due back to OMB

SCHEDULE FOR FY2021-22 BUDGET DEVELOPMENT

MARCH 2021

Monday, March 1

Funding requests from Not-for-Profit agencies due to OMB

Complete CIP Book (3/1 - 3/31)

Workshop with Bailey Group (4-6PM)

*Wed, March 17, 9:00 a.m. (TBD) Regular Meeting

Purvis Gray audit presentation to County Commission

Property Appraiser - Appraisal Basics

Monday, March 8 (Special meeting prior to regular BOCC meeting)

PEO Project Update

Wednesday, March 10

Revenue/expenditure model & benchmarking study due to Taco for review

Friday, March 12

1 on 1 commissioner meetings - revenue & expenditure model, benchmarking study

Monday, March 15 (Special meeting)

Presentations - Parks and recreation (Doug)
Chip Seal including 5 year plan/Level & Overlay plan (20 year outlook/roadbotics); Dirt road enhancements (Cameron/Robert)

Draft CIP book to Taco for review

SCHEDULE FOR FY2021-22 BUDGET DEVELOPMENT

APRIL 2021

April 5-23

Meetings with BOCC depts to discuss budget requests (individual activity)

Thursday, April 1

1 on 1 Commissioner Meetings - Mobility Plan Update

Monday, April 5

Completed CIP book

Power Point Template to Departments

Friday, April 9

1 on 1 w/BOCC to review CIP and candidate projects

Monday, April 12, 6:00 p.m. Regular Meeting/Special meeting prior

Presentations - Beach Security; Solid Waste; facilities maintenance methodology & Dude Solutions (special meeting)

Public hearing & BOCC approval of FY19/20 cash forward into FY20/21

Monday, April 15

County Manager's budget workshop book draft due

Not for profit book draft due

MAY 2021

Monday, May 3

Departmental presentations due to OMB

Friday, May 7

Finalized Fleet Replacement Plan (FRP) due for inclusion in the budget

Monday, May 10 (Workshop prior to regular BOCC meeting)

Presentations - Fleet management and FY 2021-22 Fleet Replacement Plan (Doug/OMB)

Monday, May 17 (Workshop)

Drainage projects update

Wednesday, May 19, 9:00 a.m. Regular Meeting

FY20/21-Quarter 1 (Oct-Dec 2020) and Quarter 2 (Jan-Mar 2021) Variance Analysis presentation to the BOCC

Thursday, May 20, All Day Public Forum

Presentations by Not-for-Profit agencies requesting County funding and Round 1 of Department Presentations

Friday, May 21, All Day Public Forum

Presentations by Not-for-Profit agencies requesting County funding and Round 2 of Department Presentations

SCHEDULE FOR FY2021-22 BUDGET DEVELOPMENT

JUNE 2021

On or Before June 1 (TRIM)

Tentative budgets due from Clerk of Court, Property Appraiser, Sheriff, Supervisor of Elections

Tuesday, June 1 (TRIM)

Estimated preliminary taxable values due from Property Appraiser

Monday, June 14 (Workshop)

Presentation - CIP projects update

Monday, June 28, 6:00 p.m.

Regular Meeting

Capital Improvement Plan (CIP) - FY2021/22-FY2025/26 meeting for project determination.

JULY 2021

Thursday, July 1 (TRIM)

Certified taxable values due from Property Appraiser (DR-420)

Monday, July 26, 6:00 p.m.

Regular Meeting (TRIM)

Presentation of Tentative Budget BOCC to set a tentative millage, date/time of first public hearing, & authorize electronic submission of TRIM forms (DR-420s, DR-420MM-Ps, DR-420TIF) BOCC informs PA no later than August 4th.

AUGUST 2021

On or Before August 1 (TRIM)

Tentative budget due from Tax Collector

Wednesday, August 18, 9:00 a.m.

Regular Meeting

FY20/21-Quarter 3 (Apr-Jun 2021) Variance Analysis presentation to the BOCC

Beginning of August until November 30

BOCC Departments to notify OMB of all carry forward requests from FY20/21 for inclusion in the FY21/22 budget (purchase orders, projects, contracts, capital, etc.)

SCHEDULE FOR FY2021-22 BUDGET DEVELOPMENT

SEPTEMBER 2021

Monday, September 13, 6:00 p.m.

Regular Meeting (TRIM)

SCHOOL BOARD HAS FIRST PRIORITY OF A HEARING DATE... SUBJECT TO CHANGE BASED UPON SCHOOL BOARD'S SCHEDULING

Hold first public hearing on the tentative budget and proposed millage rates

Friday, September 24 (TRIM)

Advertise intent to adopt millage rates & a budget in the newspaper, must be within 15 days after the first public hearing

Monday, September 27, 6:00 p.m.

Regular Meeting (TRIM)

SCHOOL BOARD HAS FIRST PRIORITY OF A HEARING DATE... SUBJECT TO CHANGE BASED UPON SCHOOL BOARD'S SCHEDULING

1.) Hold final public hearing, within two to five days of advertisement appearing in newspaper, to adopt final millage rates & budget

2.) Presentation & approval of a Resolution updating the Board's Financial Policies

3.) Adoption of annual Capital Improvement Plan (CIP) - FY2021/22 - FY2025/26

September 28-30 (TRIM)

1.) Send Resolution adopting final millage rates & budget to the Property Appraiser, Tax Collector, & Dept of Revenue within 3 days after final public hearing

2.) Electronically submit DR-420MMs & DR-487Vs

September 28-October 27 (TRIM)

1.) Certify final millage(s) (DR-422s) within 3 days after receipt from the Property Appraiser

2.) Send completed Certification of Compliance (DR-487) to the Property Tax Oversight Program within 30 days after final public hearing

3.) Post final adopted budget on official County website

October - December 2021

1.) Per F.S.129.06, the BOCC is allowed the first 60 days of the new fiscal year for review & adjustments to the prior year. Accounts will be reviewed for accuracy and sufficient budget, as part of the year-end close out process, October-November 2021.

2.) Calculation of cash forward, from the previous fiscal, into the new fiscal year begins October 2021 and is a continuing process until approval approximately March 2022.