

**MONROE COUNTY BOARD OF COUNTY COMMISSIONERS
BUDGET CALENDAR, FISCAL YEAR 2021**

Adopted Timetable

Date 2020,	Day	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
February 19,	Wednesday	Board of County Commissioners	Approval of the FY21 Budget Timetable. Regular BOCC meeting Key West	
March 23,	Monday	County Administrator, Senior Management Team	Budget instructions to departments.	Section 129.025 Florida Statutes
April 24,	Friday	Senior Management Team, TDC Executive Director	OMB deadline for submission- <u>budget</u> requests for all Internal Service Funds, Capital and departments including TDC, GAL and Medical Examiner.	
May 6-8,	Wednesday-Friday	County Administrator, Senior Management Team, OMB	County Administrator's internal budget review with Departments and OMB. Capital Planning will be scheduled with Project Management. Deadline for County Administrator change.	
May 15,	Friday	TDC Executive Director, State Attorney, Housing Authority, Judicial, and Health Department	Deadline for other agencies budgets to OMB.	
May 17-22,	Sunday-Friday		Governor's Hurricane Conference www.flghc.org	
May 21,	Thursday	Human Service Advisory Board	This is the last date to receive input from the Human Service Advisory Board.	
On or before June 1,	Saturday	Constitutional Officers	Submission of budget requests to the County Administrator.	Section 129.03(2) Florida Statutes
June 9-June 12,	Tuesday-Friday		FAC 2020 Annual Conference & Exposition	
July 1,	Wednesday	Property Appraiser	The Property Appraiser certifies, to each taxing authority, the taxable value within the jurisdiction of the taxing authority on Form DR-420.	Section 129.03(1) Florida Statutes
On or before July 7,	Tuesday	Board of County Commissioners	Tentative budget to be delivered to BOCC. No Meeting Required	Section 129.03(3) Florida Statutes
July 17-20,	Friday-Monday		National Association of Counties (Naco) Annual Conference www.naco.org	
July 27,	Monday	Board of County Commissioners	Special Meeting for discussion of Budget and Capital Improvement Plan. Announcement of Proposed Millage Rates and selection of dates, times and places for public hearings. Approval to advise the Property Appraiser of proposed millage rates. 10 A.M. Key West	Sections 129.03(3)(a) and 200.065(2)(b) Florida Statutes
August 4,	Tuesday	Office of Management and Budget	Last day to advise the Property Appraiser of the Proposed Millage Rates, current year rolled-back rate and the date, times and place of the Tentative Budget Hearing.	Section 200.065(2)(b) Florida Statutes
No later than August 24,	Monday	Property Appraiser	Property Appraiser mails out the Notice of Proposed Property Taxes to each taxpayer listed on the current year assessment roll. (TRIM Notices)	Sections 200.065(2)(b) and 200.069 Florida Statutes
September 3,	Thursday	Board of County Commissioners	First Public Hearing Adoption of Tentative Budget and Millage Rate 5:05 P.M. Key West	Sections 129.03(3)(c), 200.065(2c) and 200.065(2)(e), Florida Statutes
September 8,	Tuesday	Board of County Commissioners	Special Budget Meeting 5:05 P.M. Marathon	Not Required- Done as a public service.
September 14,	Monday	Office of Management and Budget	Budget Ad to be published in newspaper for final budget hearing.	Section 200.065(2)(d), Florida Statutes
September 16,	Wednesday	Board of County Commissioners	Final Public Hearing Adoption of Final Budget and Millage Rate 5:05 P.M. Key Largo	Sections 129.03(3)(c), 200.065(2)(d) and 200.065(2)(e), Florida Statutes
Following final budget adoption		Board of County Commissioners	Notify the Sheriff, in writing, of the specific action taken on the proposed fiscal year 2020-2021 budget appropriations of the Sheriff.	Section 30.49(4), Florida Statutes
September 19,	Saturday	Office of Management and Budget	Within 3 days of Final Hearing, the Resolution adopting final millage and budget to Property Appraiser, Tax Collector and the Dept. of Revenue.	FL Administrative Code 12D-17.003(f)
October 16,	Friday	Office of Management and Budget	Within 30 days of adoption of final millage and budget, submit TRIM package (DR-487) to Dept. of Revenue. Certify final millage to Property Appraiser via DR-422 and DR-422DEBT (if any debt). Post summary budget on website.	Section 129.03(3) Florida Statutes FL Administrative Code 12D-17.003(h)