

**Leon County Government  
 Fiscal Year 2007/2008 Budget Calendar**

<b>DECEMBER</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Monday, December 11, 2006	Board Retreat	Board of County Commissioners (BOCC) Executive Staff

<b>JANUARY</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Friday, January 5, 2007	Management Services distributes the Management Services Matrix	Management Services Administration
Tuesday, January 9, 2007	Tentative Budget Calendar to Board	BOCC County Administrator Office of Management & Budget (OMB)
Friday, January 26, 2007	Submission of Management Services Matrix and forms to Management Services	Departments/Divisions, Constitutional Officers, Judicial Officer
Wednesday, January 31, 2007	Management Services submission of all schedules to OMB for inclusion in Budget Development Manual	Facilities, Fleet, Human Resources, Management Information Systems, Purchasing

<b>FEBRUARY</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Monday, February 5, 2007	New CIP Project Forms submitted to Departments	OMB
Tuesday, February 13, 2007	Policy Issue Agenda Item to BOCC including Board Approval of FY2007/2008 Permanent Line Item Funded Agencies and Additional Appropriation Requests (Per Leon County Ordinance 2006-34, deadline is February 28, 2007)	BOCC County Administrator OMB
Friday, February 16, 2007	New CIP Requests due to OMB	OMB
Wednesday, February 21, 2007	Distribute Budget Development Manual and Associated Forms	OMB
Wednesday, February 21, 2007	GovMax - Budget System goes "LIVE" - Departments begin budget development	OMB
Wednesday, February 21, 2007 - Friday, February 23, 2007	OMB conducts GovMax Budget/CIP Training	OMB Departments/Divisions Constitutionals Officers Judicial Officers
Monday, February 26, 2007	County Administrator, Facilities Management and OMB review Capital Improvement Program (CIP) requests to Facilities	County Administrator Facilities Management OMB
Monday, February 26, 2007	Management Services responds to Department/Division requests	Management Services

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<b>MARCH</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Friday, March 9, 2007	Final CIP Submissions due to OMB	All Departments
Friday, March 23, 2007	Departmental Budget Submissions Complete	Departments/Division Constitutional Officers Judicial Officers

<b>APRIL</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Monday, March 26, 007 – Friday, April 20, 2007	OMB reviews budget submissions and determines initial recommendations	OMB
Monday, April 23, 2007 – Friday, April 27, 2007	Meetings to discuss budget submissions and OMB recommendations	OMB Group Directors Departments/Divisions
Tuesday, April 24, 2007	Mid-Year Financial Report to Board	BOCC OMB

<b>MAY</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Wednesday, May 9, 2007 – Thursday, May 10, 2007	County Administrator Executive Hearings to review operating and capital budget	County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers

<b>JUNE</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Friday, June 1, 2007	Estimate of assessed property value (FS 200.065 [7])	Property Appraiser
Friday, June 1, 2007	Submission of Property Appraiser's budget to Department of Revenue (FS 195.087[1][a])	Property Appraiser
Tuesday, June 19, 2006	Workshop with BOCC to review tentative budget balancing strategies and provide policy guidance	BOCC County Administrator OMB
Tuesday, June 26, 2007 (if necessary)	Workshop with BOCC to review tentative budget balancing strategies and provide policy guidance	BOCC County Administrator OMB
Tuesday, June 26, 2007	BOCC ratifies actions of June 19 and 26, 2007 workshops	BOCC County Administrator OMB

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<b>JULY</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Sunday, July 1, 2007	Property Appraiser certifies property values to BOCC (FS 200.065 [1] & 200.065 [11])	Property Appraiser
Tuesday, July 10, 2007	County Administrator submits tentative budget to the Board of County Commissioners	County Administrator OMB
Wednesday, July 11, 2007 – Friday, July 13, 2007	Workshops with BOCC to review tentative budget (if necessary)	BOCC County Administrator OMB Departments/Divisions Constitutional/Judicial Officers

<b>AUGUST</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Wednesday, August 1, 2007	Submission of Tax Collector's Budget request to State Dept. of Revenue and BOCC (FS 195.087 [2])	Tax Collector
Friday, August 3, 2007	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
Thursday, August 23, 2007 (Tentative)	Property Appraiser mails Truth In Millage (TRIM) notices (FS 200.065 [2] [b])	Property Appraiser

<b>SEPTEMBER</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Tuesday, September 4, 2007	First Public Hearing to adopt proposed millage and budgets (FS 200.0265 [2][c] & 129.03[3][c])	BOCC County Administrator OMB
Saturday, September 15, 2007	Publish notice for Final Public Hearing in newspaper (FS 200.065[2][d])	OMB
Tuesday, September 18, 2007	Second and Final Public Hearing to adopt final millage and budgets (FS 200.065[2][d]) & 129.03[3][c])	BOCC County Administrator OMB
Thursday, September 27, 2007	Submit resolutions to Property Appraiser and Tax Collector (FS 200.065[4])	OMB

<b>OCTOBER</b>		
<b>DATE</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS</b>
Monday, October 1, 2007	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 MSTU) (FS 200.065 [5])	County Administrator OMB
Thursday, October 18, 2007	Certificate of Compliance submitted to Dept. of Revenue (FS 200.065 & 200.068)	OMB