

PINELLAS COUNTY FY2013 BUDGET CALENDAR

DATE	ACTIVITY	PARTICIPANTS
FEBRUARY		
Tuesday, February 7	County Administrator presents FY13-FY22 Budget Forecast to Board of County Commissioners and Capital Improvement Program Project Status Update	County Administrator Board of County Commissioners (BCC) OMB
Friday, February 24	FY13 Budget development process begins with a Budget Kickoff Meeting, activation of the Budget Software and budget instructions sent to departments and agencies.	Office of Management and Budget (OMB) Departments Constitutional Officers
MARCH		
Friday, March 16	FY13 department budget requests are due to the Office of Management and Budget, except for Constitutional Officers.	Departments Independent Agencies
Friday, March 30	FY13 Capital Improvement Program (CIP) Budget submissions are due to the Office of Management and Budget.	Departments
APRIL		
Tuesday, April 10	Pinellas County Community Forum Open House and eTownHall St. Petersburg College, Seminole Campus	Citizens County Administrator Board of County Commissioners (BCC)
MAY		
Tuesday, May 1	Tentative Budgets of Constitutionals due [129.03 (2) requires submission by 5/1 if a resolution to this effect has been adopted by the BCC.].	OMB Constitutional Officers
Thursday, May 10	Financial Forecast Summary Update Constitutional Officers	BCC & County Administrator OMB Supervisor of Elections/ Tax Collector Clerk of the Circuit Court
	<i>Pinellas County Community Outreach Safety Harbor City Hall</i>	Citizens BCC & County Administrator
Tuesday, May 15	Financial Forecast Summary Update Constitutional Officers Capital Improvement Program Review of Rates and Fees	BCC & County Administrator OMB / Judiciary/Public Defender/ State Attorney Property Appraiser
	<i>Pinellas County Community Outreach St. Petersburg City Hall Sheriff</i>	Citizens BCC & County Administrator Sheriff
Thursday, May 24	Independent Agencies	BCC & County Administrator OMB Independent Agencies
JUNE		
Friday, June 1	Property Appraiser Delivers Preliminary Estimates of Taxable Values	BCC OMB Property Appraiser
JULY		
Sunday, July 1	Property Appraiser certifies taxable values to the Board of County Commissioners. [200.065 (1); 200.065 (11)]	BCC OMB Property Appraiser
Tuesday, July 10	County Administrator transmits FY13 Proposed Budget including proposed millage rates to the Board of County Commissioners. [129.03 (3) No later than 15 days after certification.]	BCC County Administrator OMB

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AUGUST

Friday, August 3	County Administrator notifies Property Appraiser of proposed millage rates, rolled-back rates, date / time / place of First Public Hearing. [200.065 (2)b Must be done within 35 days of certification.]	County Administrator Property Appraiser
Monday, August 20	Property Appraiser mails Notice of Proposed Property Taxes (TRIM Notices) [200.065 (2)b and 200.065 (11) Deadline for mailing is 55 days after certification or after July 1, whichever date is later, as day 1. (Note: According to the Department of Revenue, taxing authorities have the option at any point in the process of using either date as the starting point, which could allow for later hearing dates.)]	Property Appraiser

SEPTEMBER

Thursday, September 6	First Public Hearing on tentative budget. [200.065 (2)c Within 80 days of certification, but not earlier than 65 days, the Board of County Commissioners shall hold a Public Hearing on the tentative budget and proposed millage rate. 200.065 (11)a No public hearing preceded by a mailed notice shall occur earlier than 10 days following the mailing. See also 129.03 (3)c]	BCC & County Administrator OMB Departments Constitutional Officers Public
Saturday, September 15	BCC advertisement of intent to adopt final millage rates and budgets at second public hearing [200.065 (2)d Within 15 days of the first public hearing the notice must be published. See also 129.03 (3)b]	BCC OMB
Tuesday, September 18	Final Public Hearing on tentative budget. [200.065 (2)d Not less than 2 days or more than 5 days after the TRIM advertisement is published, the Board of County Commissioners shall hold a Public Hearing to finalize the budget and adopt a millage rate. See also 129.03 (3)c]	BCC & County Administrator OMB Departments Constitutional Officers Public
Thursday, September 20	Distribution of resolution or ordinance shall be forwarded to the Property Appraiser and Tax Collector within 3 days of final hearing [200.065(4)]	BCC County Administrator OMB Property Appraiser Tax Collector

OCTOBER

Monday, October 1	Beginning of New Fiscal Year	
Friday, October 12	Certification of final taxable values. [200.065 (5) allows administrative adjustment if the change from the June certification is greater than 1%]	Property Appraiser County Administrator OMB
Monday, October 15	County Administrator certifies compliance with 200.065 and 200.068, Florida Statutes, to the Department of Revenue within 30 days of final millage and budget adoption.	County Administrator OMB