## Pinellas County FY2013 Budget Calendar

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>PARTICIPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEBRUARY</strong></td>
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| 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  
*Pinellas County Community Outreach*  
*Safety Harbor City Hall* | BCC & County Administrator  
OMB  
Supervisor of Elections/ Tax Collector  
Clerk of the Circuit Court  
Citizens  
BCC & County Administrator |
| Tuesday, May 15    | Financial Forecast Summary Update  
Constitutional Officers  
Capital Improvement Program  
Review of Rates and Fees  
*Pinellas County Community Outreach*  
*St. Petersburg City Hall*  
*Sheriff* | BCC & County Administrator  
OMB / Judiciary/Public Defender/ State Attorney  
Property Appraiser  
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 |
# PINELLAS COUNTY FY2013 BUDGET CALENDAR

## AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Responsible Parties</th>
</tr>
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<tbody>
<tr>
<td>Friday, August 3</td>
<td>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.]</td>
<td>County Administrator Property Appraiser</td>
</tr>
<tr>
<td>Monday, August 20</td>
<td>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.)]</td>
<td>Property Appraiser</td>
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## SEPTEMBER

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| 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

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<tr>
<td>Monday, October 1</td>
<td><strong>Beginning of New Fiscal Year</strong></td>
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| 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 |