



**MARION COUNTY BOARD OF COUNTY COMMISSIONERS  
ANNUAL BUDGET AND CAPITAL IMPROVEMENT PROGRAM (CIP)  
FISCAL YEAR 2019-20 CALENDAR**



Prepared by: David R. Ellspermann, Clerk of the Circuit Court and Comptroller – Budget Department

**January 2019**

	S	M	T	W	TH	F	S
<b>Jan-16-18 ANNUAL BUDGET and CIP – Budget Department</b> Conduct training sessions on GovMax software.			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
<b>Jan-22 ANNUAL BUDGET – Budget Department</b> Distribute forms and instructions (or enable online access) for use in preparation of budget requests to all Constitutional Officers, departments, and agencies. [129.025, 129.03(3) Florida Statutes]	20	21	22	23	24	25	26
	27	28	29	30	31		

**Jan-22 CIP – Budget Department** Distribute forms and instructions (or enable online access) for use in preparation of Capital Improvement Program requests to Constitutional Officers, departments, and agencies.

**February 2019**

	S	M	T	W	TH	F	S
<b>Feb-25 ANNUAL BUDGET – Directors of Departments</b> Complete department budget requests for fiscal year 2019-20 to the Clerk of the Circuit Court, Budget Department. [129.025, 129.03(3) Florida Statutes]						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
<b>Feb-25 CIP – Directors of Departments, MSTUs, Agencies, and Constitutional Officers</b> Complete and submit Capital Improvement Program requests to the Clerk of the Circuit Court, Budget Department.	24	25	26	27	28		

**March 2019**

	S	M	T	W	TH	F	S
<b>Mar-18 ANNUAL BUDGET – Budget Department</b> Enable online access to budget requests of County Commission Departments to County Administrator for review and adjustment. [129.025, 129.03(3) Florida Statutes]						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
<b>Mar-18 CIP – Budget Department</b> Enable online access to Capital Improvement Program requests of County Commission Departments, Constitutional Officers, and Agency Directors to County Administration for review and adjustment.	24	25	26	27	28	28	30
	31						

**April 2019**

	S	M	T	W	TH	F	S
<b>April-29 ANNUAL BUDGET – County Administrator, MSTUs and Agencies</b> Complete and submit budget requests for fiscal year 2019-20 to the Clerk of the Circuit Court, Budget Department. [129.025, 129.03(3) Florida Statutes]		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
<b>April-29 CIP – County Administrator</b> Complete and submit Capital Improvement Program requests to the Clerk of the Circuit Court, Budget Department	28	29	30				



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**June 2019**

	S	M	T	W	TH	F	S
<b>Jun-1 ANNUAL BUDGET – Property Appraiser</b> Provide an estimate of 2019 total assessed values of nonexempt property for budget planning purposes. [200.065(8) Florida Statutes]							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
<b>Jun-1 ANNUAL BUDGET – Clerk of the Circuit Court, Tax Collector, Sheriff, and Supervisor of Elections</b> Submit proposed budgets for fiscal year 2019-20 to the Board of County Commissioners.[129.03(2) Florida Statutes]; <b>Property Appraiser</b> Submit proposed budget to the Department of Revenue and submit a copy to the Board of County Commissioners. [195.087(1)(a) Florida Statutes]	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
<b>Jun-16 ANNUAL BUDGET – Budget Department</b> Advertise public hearing at Rainbow Lakes Estates to consider tentative adoption of the budget of Rainbow Lakes Estates Municipal Service District. [NOT REQUIRED- Done as public service]							
<b>Jun-18 ANNUAL BUDGET – Budget Department</b> Present the proposed countywide and dependent special districts budgets for fiscal year 2019-20 to the Board of County Commissioners. [129.025 129.03(3) Florida Statutes]							
<b>Jun-18 CIP – Budget Department</b> Present the proposed Capital Improvement Program to the Board of County Commissioners.							
<b>Jun-18 ANNUAL BUDGET – Budget Department</b> Present proposed budget of the Rainbow Lakes Estates Municipal Service District to the Board of County Commissioners. [Chapter 69-1298, Laws of Florida, Section 129.03(3) Florida Statutes, Resolution 79-RLE-1]							
<b>Jun-20 ANNUAL BUDGET – County Commission</b> 10:00 A.M. at Rainbow Lakes Estates: Public hearing to consider tentative adoption of the budget of the Rainbow Lakes Estates Municipal Service District.[Section of Chapter 2001-293, Laws of Florida, Section 129.03(3) Florida Statutes, Marion County Code Chapter 19, Article V]							

**July 2019**

	S	M	T	W	TH	F	S
<b>Jul-1 ANNUAL BUDGET – Property Appraiser</b> Submit 2019 certified taxable values to the Board of County Commissioners.		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
<b>Jul-8-19 (As Board Directs) ANNUAL BUDGET and CIP – County Commission</b> Conduct work sessions to consider the proposed fiscal year 2019-20 budgets and the tentative Capital Improvement Program. [129.03(3)(a) Florida Statutes]	21	22	23	24	25	26	27
	28	29	30	31			
<b>Jul-12 ANNUAL BUDGET – Budget Department</b> Distribute forms for Re-Appropriation (Carry Forward) of Budgeted Funds.							
<b>Jul-15 ANNUAL BUDGET – Department of Revenue (Division of Ad Valorem Tax)</b> Notify the Property Appraiser and the Board of County Commissioners of tentative budget amendments and changes to the proposed budget of the Property Appraiser. [195.087(1)(a) Florida Statutes]							



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**August 2019**

**Aug-2 ANNUAL BUDGET – County Administrator**  
Complete and submit Re-Appropriation (Carry Forward) of Budgeted Funds.

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Aug-4 ANNUAL BUDGET – County Commission** On or before August 4, conclude work sessions and notify the Property appraiser of:

1. The Proposed Millage rates for 2019;
2. The rolled back Millage rates for 2019;
3. The date, time, and place of the public hearings to consider the proposed millage rates and tentative budgets.  
[200.065(2)(b) Florida Statutes]

**Aug-15 ANNUAL BUDGET – County Commission** Prior to this date may submit additional information or testimony to the State of Florida, Department of Revenue, relative to the proposed budget of the Property Appraiser. [195.087(1)(a) Florida Statutes]

**Aug-20 ANNUAL BUDGET – County Commission** Consideration and approval of Re-appropriation (Carry Forward) of Budgeted Funds.

**Aug-20 CIP – County Commission** Adoption of the Capital Improvement Program.

**Aug-24 ANNUAL BUDGET – Property Appraiser** Mail notices of proposed property taxes for 2019 to each taxpayer listed on the current year assessment roll. [200.065(2)(b) and 200.069 Florida Statutes]

**September 2019**

**Sep-8 ANNUAL BUDGET – Budget Department** Advertise public hearings to consider the tentative budgets and proposed millage rates for fiscal year 2019-20. [NOT REQUIRED- Done as a public service]

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Sep-12 ANNUAL BUDGET – County Commission**  
Conduct public hearings to consider adoption of the tentative budgets and proposed millage rates for fiscal year 2019-20. All hearings must begin after 5:00 P.M. [129.03(3)(c), 200.065(2)(c),(e) Florida Statutes]

**Sep-22 ANNUAL BUDGET – Budget Department** Advertise public hearings to consider final adoption of the budgets, increases in property taxes and operation expenditures (if applicable), and adoption of millage rates for fiscal year 2019-20. [129.03(3)(b), 200.065(2)(d), and 200.065(3),(a),(b),(h)-(l) Florida Statutes]

**Sep-26 ANNUAL BUDGET – County Commission** Conduct public hearing to consider final adoption of the budgets and millage rates for fiscal year 2019-20. All hearings must begin after 5:00 P.M. [129.03(3)(c), 200.065(2)(d),(e) Florida Statutes]

**Following final budget adoption ANNUAL BUDGET – County Commission** Notify the sheriff, in writing, of the specific action taken on the proposed fiscal year 2019-20 budget appropriations of the sheriff. [30.49(4) Florida Statutes]