

Lake County Fiscal Year 2019 Budget Calendar

January 23, 2018	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2018 fund balances and other adjustments
January 29, 2018	Human Resources, Facilities, IT	All internal service charges due to Budget: Risk allocations, Health Insurance rate, Facilities chargeback, IT chargeback
January 31, 2018	Human Resources	HR Loads Baseline Payrolls in Munis (with Overtime). Departments prepare Form 9's for personnel changes
February 2, 2018	County Manager, Department/Office Directors, All Fiscal Contacts	Budget Kickoff
February 2, 2018	Departments/Offices	Personnel change requests are due in Human Resources. All requests must be entered on a Form 9 and submitted with attachments as appropriate. Form 9 changes will be tracked/approved by CM separately.
February 26, 2018	Departments/Offices	Deadline for departmental budget requests into MUNIS, revenues and expenditures including CIP requests. Fixed Asset Request Forms, Fee Schedules and Budget Impact Statements are due to Budget.
February 27-March 16, 2018	Budget	Analyze departmental requests and prepare recommendations
March 19-March 30, 2018	Departments/Offices	Budget Meetings with County Manager
March 29, 2018	Board of County Commissioners	BCC Priorities Workshop
April 10, 2018	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2018 audited fund balances and other adjustments
April 24, 2018	Board of County Commissioners	Budget Workshop: Parks & Trails
May 8, 2018	Board of County Commissioners	Budget Workshop: Building Services, Code Enforcement, Communications, Community Services, Extension Services, IT, Library Services, Planning & Zoning
May 22, 2018	Board of County Commissioners	Budget Workshop: Agency for Economic Prosperity, Animal Services, Emergency Management, Facilities Management, Fire Rescue, Fleet Management, Procurement Services, Public Safety Support
June 1, 2018	Constitutional Offices, Judicial	Budgets due from Constitutional Offices (excluding Tax Collector) and Judicial
June 1, 2018	Property Appraiser	Preliminary estimate of property tax value due from Property Appraiser (F.S. 129.03)
June 5, 2018	Board of County Commissioners	Budget Workshop: Human Resources and Risk Management, Public Works, Solid Waste
June 15, 2018	Departments/Offices	Program Descriptions, Performance Measures, and Pictures due to Budget
June 15, 2018	Departments/Offices	Deadline for CIP electronic submission
June 19, 2018	Board of County Commissioners	Budget Workshop: Budget Summary
June 29 – July 6, 2018	Budget	Develop FY 2019 Recommended Budget
July 1, 2018	Property Appraiser	Certification of Taxable Value by Property Appraiser
July 10, 2018	Board of County Commissioners	Budget Workshop - Presentation and Adoption of Trim Rates
August 1, 2018	Tax Collector, Departments/Offices	Budget due from Tax Collector. Project Rebudget Requests due to Budget.
August 4, 2018	Budget	Statutory deadline to notify Property Appraiser of proposed TRIM rates and the date, time and place of the first public hearing to adopt the budget (F.S. 200.065)
August 7, 2018	Board of County Commissioners	Public Hearing (Infrastructure Sales Tax Capital Improvement Plan)
August 24, 2018	Property Appraiser	Last day to mail TRIM notices
September 11, 2018 (Cannot conflict with School Board date)	Board of County Commissioners	Statutory Public Hearing – adopt tentative budget and millage rates, set final public hearing date, time and place. TRIM provides the public hearing advertisement requirement. (F.S. 200.065) Board Chambers, 5:05 p.m.
September 21, 2018	Budget	Advertise final budget and millage hearing
September 25, 2018 (Cannot conflict with School Board date)	Board of County Commissioners	Final Public Hearing to adopt the FY 2019 millage rates and budget (F.S. 200.065) Board Chambers, 5:05 p.m.
September 28, 2018	Budget	Deadline to send copy of adopted Millage Resolution to Property Appraiser, Tax Collector and Florida Department of Revenue
October 1, 2018		FY 2019 Adopted Budget goes into effect
Typically after Value Adjustment Board	Property Appraiser	Issue Certification of Final Taxable Value (DR 422's)
Within 3 days receipt of Final Taxable Value	Budget	Complete Certification of Final Taxable Value and return to Property Appraiser
October 25, 2018	Budget	Within 30 Days of adopting final budget certify to the Department of Revenue compliance with TRIM (F.S. Chapter 200.068)
October 25, 2018	Budget	FY 2019 Adopted Budget Book completed and published on the County Website