

**BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: February 20, 2008

Division: Budget and Finance

Bulk Item: Yes X No     

Department: OMB

Department Contact: Penny Kipp x4470

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**AGENDA ITEM WORDING:** Approval of the Fiscal Year 2009 Budget Timetable.

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**ITEM BACKGROUND:** N/A

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**PREVIOUS RELEVANT BOCC ACTION:** N/A

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**CONTRACT/AGREEMENT CHANGES:** N/A

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**STAFF RECOMMENDATIONS:** Approval

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**TOTAL COST:** N/A

**BUDGETED:** Yes      No     

**COST TO COUNTY:** N/A

**SOURCE OF FUNDS:** N/A

**REVENUE PRODUCING:** Yes      No      **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty. SA OMB/Purchasing      Risk Management     

**DOCUMENTATION:** Included X To Follow      Not Required     

**DISPOSITION:**     

**AGENDA ITEM #**     

Revised 8/06

**MONROE COUNTY BOARD OF COUNTY COMMISSIONERS  
BUDGET CALENDAR  
FISCAL YEAR 2009**

Proposed Tentative Timeline Pending Confirmations

2008 DATE, DAY	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
February 20, Wednesday	Board of County Commissioners	Approval of the FY09 Budget Timetable. Agenda item to discuss FY09 budget funding for HSAB and non-profit organizations. Regular BOCC meeting Key Largo	
April 10, Thursday	Acting County Administrator, Division Directors	Acting County Administrator will give Division Directors their budget instructions during the monthly Division Director's meeting. 9 A.M.-12 Noon	Section 129.025 Florida Statutes
April 10, Thursday	Acting County Administrator, Engineering, Public Works, OMB	Acting County Administrator will review the Capital Improvement Plan. 1-3 P.M.	Section 129.025 Florida Statutes
April 24, Thursday	Division Directors, Department Directors, TDC Executive Director	OMB deadline for submission- budget requests for all Internal Service Funds and departments including TDC.	
April 25-May 2, Friday - Friday	Office of Management and Budget	OMB bottom line review.	Section 129.025 Florida Statutes
May 2, Friday	Acting County Administrator, Engineering, Public Works, OMB	2nd Capital Improvement Plan Review	Section 129.025 Florida Statutes
May 5-6 and May 8-9, Mon., Tues., Thurs. & Friday	Acting County Administrator, Division and Department Directors, OMB	Acting County Administrator's internal budget review with Divisions/Departments and OMB	Section 129.025 Florida Statutes
May 12-16		Governor's Hurricane Conference	
May 13, Tuesday	Division Directors, Department Directors, TDC Executive Director	Deadline for <i>final submission</i> of budgets to OMB from departments.	
May 30, Friday	Human Service Advisory Board	This is the last date to receive input from the Human Service Advisory Board.	
On or before June 1, Sunday	Constitutional Officers, State Attorney, Housing Authority, Judicial, and Health Dept.	Submission of budget requests to the Acting County Administrator.	Section 129.03(2) Florida Statutes
July 1, Tuesday	Property Appraiser	Property Appraiser certifies Assessment of all property values on DR-420.	Section 129.03(1) Florida Statutes

**MONROE COUNTY BOARD OF COUNTY COMMISSIONERS  
BUDGET CALENDAR  
FISCAL YEAR 2009**

Proposed Tentative Timeline Pending Confirmations

2008 DATE, DAY	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
July 11-15		National Association of Counties (Naco) Annual Conference	
July 14, Monday	Board of County Commissioners	Tentative budget to be delivered at a Special Meeting 2 P.M. Key West	Section 129.03(3) Florida Statutes
July 28, Monday	Board of County Commissioners	Special Meeting for discussion of Budget and Capital Improvement Plan. Announcement of Proposed Millage Rates and selection of dates, times and places for public hearings. Approval to advise the Property Appraiser of proposed millage rates. 10 A.M. Marathon EOC	Sections 129.03(3)(a) and 200.065(2)(b) Florida Statutes
No later than August 4, Monday	Office of Management and Budget	Last day to advise the Property Appraiser of the Proposed Millage Rates, current year rolled-back rate and the date, times and place of the Tentative Budget Hearing.	Section 200.065(2)(b), Florida Statutes
No later than August 24, Sunday	Property Appraiser	Property Appraiser to mail out the Notice of Proposed Property Taxes to each taxpayer listed on the current year assessment roll. (TRIM Notices)	Sections 200.065(2)(b) and 200.069 Florida Statutes
September 10, Wednesday	Board of County Commissioners	First Public Hearing Adoption of Tentative Budget and Millage Rate 5:05 P.M. Key Largo	Sections 129.03(3)(c), 200.065(2)(c) and 200.065(2)(e), Florida Statutes
September 17, Wednesday	Board of County Commissioners	Second Public Hearing 5:05 P.M. Marathon	Not Required- Done as a public service.
September 24, Wednesday	Board of County Commissioners	Final Public hearing Adoption of Final Budget and Millage Rate 5:05 P.M. KW	Sections 129.03(3)(c), 200.065(2)(d) and 200.065(2)(e), Florida Statutes
Following final budget adoption	Board of County Commissioners	Notify the Sheriff, in writing, of the specific action taken on the proposed fiscal year 2008-2009 budget appropriations of the Sheriff.	Section 30.49(4), Florida Statutes