

### Jefferson County - FY 24-25 Budget Schedule

Date	Participant(s)	Topics and Times	Time of Day	F.S. & F.A.C. Reference
Thursday, February 1, 2024	County Manager's Office, Board of County Commissioners	Presentation of the FY 24-25 Budget Schedule	6:00 P.M.	
Wednesday, February 28, 2024	Department Heads	Deadline to submit Operational Budgets, Strategic Initiative and Non-recurring requests to County Manager.	5:00 P.M.	
Thursday, March 7, 2024	County Manager's Office, Department Heads, Board of County Commissioners	BOCC Workshop - Building, Recreation, Library, Debt Services, & Mosquito Control	9:00 A.M.	
Thursday, April 4, 2024	County Manager's Office, Department Heads, Board of County Commissioners	BOCC Workshop - Road, Capital Projects, Solid Waste, Fire, EMS, Solid Waste, Animal Control, & Code Enforcement	9:00 A.M.	
Thursday, May 2, 2024	County Manager's Office, Department Heads, Board of County Commissioners	BOCC Workshop - Extension, County Manager, Planning, County Buildings, Tourism, Economic Development, Veteran Affairs, Medical Services, & Grants	9:00 A.M.	
Saturday, June 1, 2024	Constitutional Officers	Submission of budget requests to the County Manager	5:00 PM	F.S. 129.03(2)
Thursday, June 6, 2024	County Manager's Office, Board of County Commissioners, Constitutional Officers	BOCC Workshop - Clerk of The Court & Judicial Services ( <i>Circuit &amp; County</i> ), Property Appraiser, Supervisor of Elections, Tax Collector & Sheriff's Office ( <i>JSCO, Jail, 911, &amp; Emergency Management</i> )	9:00 A.M.	
Monday, July 1, 2024	Property Appraiser	No later than July 1, the Property Appraiser certifies, to each taxing authority, the taxable value within the jurisdiction of the taxing authority on Form DR-420.	5:00 PM	F.S. 129.03(1)
Thursday, July 11, 2024	County Manager, Board of County Commissioners	BOCC Workshop - The Board of County Commissioners' County Manager's Office delivers a tentative budget to the board. 5 PM	5:00 PM	F.S. 129.03(3)
Thursday, July 18, 2024	Board of County Commissioners	BOCC Workshop - Discussion of Budget. 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.	5:10 P.M.	F.S. 129.03(3)(a), F.S. 200.065(2)(b)
Sunday, August 4, 2024	County Manager's Office	Last day to advise the Property Appraiser of the Proposed Millage Rates, current year rolled-back rate and the date, times to advertise.	5:00 P.M.	F.S. 200.065(2)(b)
Friday, August 23, 2024	Property Appraiser	Property Appraiser mails out the Notice of Proposed Property Taxes to each taxpayer listed on the current year assessment roll. (TRIM Notices)	5:00 P.M.	F.S. 200.065(2)(b), F.S. 200.069
Friday, September 6, 2024	County Manager's Office	Advertisement published in newspaper for First budget hearing.	12:00 P.M.	
<b>Thursday, September 12, 2024</b>	<b>Board of County Commissioners, County Manager's Office</b>	<b>First Public Hearing for Adoption of Tentative Budget and Millage Rate. 5:01 PM</b>	<b>5:01 P.M.</b>	<b>F.S. 129.03(3)(c), 200.065(2)(c) and 200.065(2)(e)</b>
Friday, September 20, 2024	County Manager's Office	Advertisement published in newspaper for final budget hearing.	12:00 P.M.	F.S. 200.065(2)(d)
<b>Wednesday, September 25, 2024</b>	<b>Board of County Commissioners, County Manager's Office</b>	<b>Final Public Hearing for Adoption of Final Budget and Millage Rate. 5:01 PM</b>	<b>5:01 P.M.</b>	<b>F.S. 129.03(3)(c), 200.065(2)(d) and 200.065(2)(e)</b>
Wednesday, September 25, 2024	County Manager's Office	Notification of adopted budget to the Sheriff - Notify the Sheriff, in writing, of the proposed fiscal year 2024-2025 budget appropriations of the Sheriff. Shortly after final public hearing.	5:01 P.M.	F.S. 30.49(4)
Friday, September 27, 2024	County Manager's Office	Notification of adopted budget to constitutional officers - Within 3 days of Final Hearing, the Resolution adopting final millage and budget to Property Appraiser, Tax Collector, Supervisor of Elections and Clerk of the Court.	8:01 A.M.	F.A.C. 12D-17.003(f)
Friday, September 27, 2024	County Manager's Office	Notification of Millage Resolution to the Property Appraiser, Tax Collector and the Florida Department of Revenue.	8:01 A.M.	
Friday, September 27, 2024	County Manager's Office, Clerk of the Court	Clerk of the Court provide final budget ledger to County Manager.	5:00 P.M.	
Tuesday, October 15, 2024	County Manager's Office	Electronically submit the following information regarding the final budget and the county's economic status to the Office of Economic and Demographic Research. *	8:01 A.M.	
Friday, October 25, 2024	County Manager's Office	Notification to the Florida Department of Revenue - Within 30 days of adoption of final millage and budget, submit TRIM package (DR-487) to the Florida Department of Revenue. Certify final millages to Property Appraiser via DR-422 and DR-422DEBT (if any debt). Post summary budget on website.	12:00 P.M.	F.S. 129.03(3), F.A.C. 12D-173.003(h)
Friday, October 25, 2024	County Manager's Office	Post adopted budget to website.	12:00 P.M.	

\* F.S. 129.03(3)(d) - "By each October 15, the county budget officer shall electronically submit the following information regarding the final budget and the county's economic status to the Office of Economic and Demographic Research in the format specified by the office..."