



**MARION COUNTY BOARD OF COUNTY COMMISSIONERS  
ANNUAL BUDGET AND CAPITAL IMPROVEMENT PROGRAM (CIP)  
FISCAL YEAR 2022-23 CALENDAR**



Prepared by: Gregory C. Harrell, Marion County Clerk of Court and Comptroller – Budget Department

**January 2022**

	S	M	T	W	TH	F	S
<b>Jan-24 and 25 ANNUAL BUDGET and CIP – Budget Department</b> Conduct budget process training sessions.							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
<b>Jan-26 ANNUAL BUDGET and CIP – Budget Department</b> Enable online access for budget requests and entry to County Commission Departments.	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
<b>Jan-27 STRATEGIC PLANNING – County Commission</b> Conduct session to identify budgetary priorities for fiscal year 2022-23.							

**March 2022**

	S	M	T	W	TH	F	S
<b>Mar-2 ANNUAL BUDGET – Directors of Departments</b> Complete department budget requests for fiscal year 2022-23 to the Clerk of Court and Comptroller, 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
<b>Mar-2 CIP – Directors of Departments and Facilities</b> Complete and submit Capital Improvement Program requests in Munis to the Clerk of Court and Comptroller, Budget Department.	27	28	29	30	31		
<b>Mar-28 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]							
<b>Mar-28 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.							

**May 2022**

	S	M	T	W	TH	F	S
<b>May-4 ANNUAL BUDGET – County Administrator, MSTUs and Agencies</b> Complete and submit budget requests for fiscal year 2022-23 to the Clerk of Court and Comptroller, 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	28
<b>May-4 CIP – County Administrator</b> Complete and submit Capital Improvement Program requests in Munis to the Clerk of Court and Comptroller, Budget Department	29	30	31				
<b>May-4 ANNUAL BUDGET – Sub Organization Boards (Medical Examiner, Silver Springs CRA, TDC, TPO, etc.)</b> Complete and submit Sub Organization Board's Proposed budget requests for fiscal year 2022-23 in Munis to Clerk of Court and Comptroller, Budget Department							



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**June 2022**

		S	M	T	W	TH	F	S
<b>Jun-1</b>	<b>ANNUAL BUDGET – Property Appraiser</b> Provide an estimate of 2022 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	16	17	18
<b>Jun-1</b>	<b>ANNUAL BUDGET – Clerk of Court, Tax Collector, Sheriff, and Supervisor of Elections</b> Submit proposed budgets for fiscal year 2022-23 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]	19	20	21	22	23	24	25
		26	27	28	29	30		
<b>Jun-12</b>	<b>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-16</b>	<b>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]							
<b>Jun-21</b>	<b>ANNUAL BUDGET – Budget Department</b> Present the proposed countywide and dependent special districts budgets for fiscal year 2022-23 to the Board of County Commissioners. [129.025 129.03(3) Florida Statutes]							
<b>Jun-21</b>	<b>CIP – Budget Department</b> Present the proposed Capital Improvement Program to the Board of County Commissioners.							
<b>Jun-21</b>	<b>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]							



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**July 2022**

**Jul-1 ANNUAL BUDGET – Property Appraiser** Submit 2021 certified taxable values to the Board of County Commissioners.

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						

**Jul-8 ANNUAL BUDGET – Budget Department** Distribute forms for Re-Appropriation (Carry Forward) of Budgeted Funds.

**Jul-11-15; 18&20 (As Board Directs) ANNUAL BUDGET and CIP – County Commission** Conduct work sessions to consider the proposed fiscal year 2022-23 budgets and the tentative Capital Improvement Program. [129.03(3)(a) Florida Statutes]

**Jul-15 ANNUAL BUDGET – Department of Revenue (Division of Ad Valorem Tax)** 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]

**Jul-29 ANNUAL BUDGET – County Administrator** Complete and submit Re-Appropriation (Carry Forward) of Budgeted Funds.

**August 2022**

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

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			

1. The Proposed Millage rates for 2022;
2. The rolled back Millage rates for 2022;
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-16 ANNUAL BUDGET – County Commission** Consideration and approval of Re-appropriation (Carry Forward) of Budgeted Funds.

**Aug-18 ANNUAL BUDGET and CIP – County Commission** Conduct final work session to consider the proposed fiscal year 2022-23 budgets and the tentative Capital Improvement Program. [129.03(3)(a) Florida Statutes]

**Aug-24 ANNUAL BUDGET – Property Appraiser** Mail notices of proposed property taxes for 2022 to each taxpayer listed on the current year assessment roll. [200.065(2)(b) and 200.069 Florida Statutes]

**Aug-25 ANNUAL BUDGET – Sub Organization Boards (Medical Examiner, Silver Springs CRA, TDC, TPO, etc.)** Notify Clerk of Court and Comptroller, Budget Department of Sub Organization Board’s adjustments to the proposed budget request for fiscal year 2022-23 to be included in the Marion County Board of County Commissioner’s tentative and final adopted budgets.



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**September 2022**

		S	M	T	W	TH	F	S
<b>Sep-4 ANNUAL BUDGET – Budget Department</b> Advertise public hearings to consider the tentative budgets and proposed millage rates for fiscal year 2022-23. [NOT REQUIRED- Done as a public service]						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	
<b>Sep-8 ANNUAL BUDGET – County Commission</b> Conduct public hearings to consider adoption of the tentative budgets and proposed millage rates for fiscal year 2022-23. All hearings <u>must</u> begin after 5:00 P.M. [129.03(3)(c), 200.065(2)(c),(e) Florida Statutes]								
<b>Sep-18 ANNUAL BUDGET – Budget Department</b> 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 2022-23. [129.03(3)(b), 200.065(2)(d), and 200.065(3),(a),(b),(h)-(l) Florida Statutes]								
<b>Sep-20 CIP – County Commission</b> Adoption of the Capital Improvement Program.								
<b>Sep-22 ANNUAL BUDGET – County Commission</b> Conduct public hearing to consider final adoption of the budgets and millage rates for fiscal year 2022-23. All hearings <u>must</u> begin after 5:00 P.M. [129.03(3)(c), 200.065(2)(d),(e) Florida Statutes]								
<b>Following final budget adoption ANNUAL BUDGET – County Commission</b> Notify the sheriff, in writing, of the specific action taken on the proposed fiscal year 2022-23 budget appropriations of the sheriff. [30.49(4) Florida Statutes]								