



## FY 2025 Budget Calendar

DATES	REQUIRED ACTIVITY	RESPONSIBILITY
April 15, 2024	Department Gravity Training Sessions	Finance/Depts
April 17, 2024-May 14, 2024	Departments Enter their Budget Request in Gravity	All Depts
May 14, 2024	Advertise public input budget meeting @ 5:00 PM on 5/28/2024	City Clerk
May 15, 2024-May 20, 2024	City Manager Reviews budget requests with each department	City Manager/All Departments
May 28, 2024	Public Input Budget Meeting @ 5:00 PM	CM/Finance
May 28, 2024	Advertise Commission Budget input workshop @ 5:30 PM on June 11, 2024	City Clerk
May 29-June 4, 2024	Final Department Budget meetings with City Manager	All Depts/CM/Finance
June 1, 2024	City receives Estimate of Taxable Property Values from Broward County	Property Appraiser's office (BCPA)
June 11, 2024	Commission Budget input workshop @ 5:30 PM	City Commission/Finance/CM
June 14, 2024 -June 21, 2024	City Manager's Budget Review Begins	CM/Finance
July 1, 2024	City receives Final Certification of Taxable Property Values from Broward County	Property Appraiser's office (BCPA)
July 2, 2024	Revenue numbers in budget for State and County Updated	Finance
July 9, 2024	Advertise -Budget Workshop for July 23, 2024 at 2:30 PM	City Clerk
July 12, 2024	Preliminary budget sent to Commission for review	CM/Finance
July 23, 2024	Budget Workshop Before Commission meeting-2:30 PM	All Dept Heads,CM, Commission
July 23, 2024 Must be before 8/3	Fire Assessment Preliminary Rate Resolution adoption	Commission/CM
August 5, 2024	Property Appraiser MUST receive Preliminary Assessment Rate to be on TRIM Notices	City Clerk/Finance

August 24, 2024	Property Appraiser sends out TRIM Notices	BCPA
August 27, 2024	Notice of the Public Hearing Advertisement	City Clerk/Finance
Sept 5, 2024	Broward County Commission First Public Meeting	Broward County
Sept 10, 2024	Broward County School Board Meeting	BCSB
Sept 10, 2024	Advertise Special Meeting-Second and Final public hearing on Millage Rate and Budget Adoption on 9/24/2024	City Clerk
Sept 11, 2024	Public hearing on Tentative Budget and Millage Rate and adoption of Fire Rescue Assessment - MUST BE after 5pm	CC/CM/All Depts/Finance
Sept 15, 2024	Adopted Assessment MUST be delivered to Appraiser/Broward County Division of Finance	City Clerk/Finance
Sept 20,2024	Budget Advertisement in the newspaper per TRIM requirements	Finance/City Clerk
Sept 24, 2024	Special Meeting (5:30-6:30 PM) Second and Final public hearing on Millage Rate and Budget Adoption	City Commission
Within 30 days of adoption	Certify adopted Millage Rate and statute compliance and send TRIM package to the State	Finance/City Clerk
Oct 1, 2024	FY25 Adopted Budget becomes effective	City wide