



FISCAL YEAR 2024-2025 BUDGET CALENDAR

Tuesday, May 9 th 10:00 a.m.	Staff Meeting with Department Heads to discuss budget process for the new year.
May 10 - 24	Department Heads confer with Finance Department staff for assistance with budget preparation requests.
May 25 - 31	Department Heads schedule meetings with Town Manager to review draft of departmental budget submissions, and any non-typical requests.
June 1 – June 14	Town Manager and Finance Department review budget requests and compile budget documents.
Tuesday, June 18 th 12:00 p.m.	Preliminary Budget Presentation
Thursday, July 1 st	Certification of Valuation received from Property Appraiser
Thursday, June 27 th 11:30 a.m. (tentative)	Financial Advisory Board (FAB) Meeting – Preliminary Budget Presentation
Tuesday, July 23 rd 1:30 p.m.	Town Commission Special Meeting- First reading of levy & setting the tentative maximum millage rate
August 1 - August 31	Town Commission holds Special Budget Meetings as necessary: August 27, 2023 12:00 p.m. Topics: Budget/Health Care Insurance/Adjustments/Presentation
Tuesday, September 3 rd 5:01 p.m. (tentative)	Town Commission Public Hearing to tentatively adopt proposed millage and proposed budget.
Thurs., September 12 th	Finance Department sends required quarter page ad to newspaper.
Sunday, September 14 th	Quarter page ad appears in newspaper regarding budget adoption meeting.
Wednesday, September 18 th 5:01 p.m. (tentative)	Town Commission special meeting to adopt final millage and final budget ordinances.

As of February 13, 2024