



Town of Lake Park

Proposed Budget Calendar

Fiscal Year 2026-2027

Calendar Subject to Change

Date	Responsible Party	Budget Action
Tuesday, February 24, 2026	Finance	Issue CIP Plan proforma for review; make known changes to costs, timeframe or funding, add new projects with expected funding
Wednesday, February 25, 2026	Finance	Issue requests for New Personnel/Personnel Reclassification (provide justification, main responsibilities, proposed pay grade, salary & benefits cost)
Friday, March 6, 2026	Department Heads	CIP Plan due back from Dept. Heads
Tuesday, March 10, 2026	Department Heads	Personnel requests due back from Dept. Heads
Thursday, March 12, 2026	Town Manager	Budget Direction for Dept. Heads during monthly budget training
Tuesday, March 17, 2026	Finance	Complete draft CIP Plan & Personnel Section of budget for TM review
Wednesday, March 18, 2026	Finance, Public Works	Non-Ad-Valorem (NAV) Training
Thursday, March 19, 2026	Town Manager	Review & approve proposed CIP plan/Personnel requests
Monday, March 23, 2026	Finance	Provide CIP blurb to Janet Perry for TM announcements
Tuesday, March 24, 2026	Finance	Update CIP Plan & Personnel Section of budget with TM approved changes
Thursday, March 26, 2026	Finance	Provide budget worksheets to Dept. Heads
Wednesday, April 1, 2026	Town Manager	Request Town Commission Priorities (Programs, Events & Capital Projects/Equipment) to be emailed to Town Manager no later than April 16, 2026
Wednesday, April 1, 2026	Human Resources	Deadline to Submit Tuition Reimbursement Requests
Wednesday, April 1, 2026	Finance	Request Preliminary Budget Cover from Communications & Grants (for May 15th)
Thursday, April 9, 2026	Finance	CIP Reviewed by Finance with Comments to Department Heads for Clarifications/Changes
Wednesday, April 15, 2026	Finance	Preliminary Revenue Budget (Based Upon Available Information)
Wednesday, April 15, 2026	Department Heads	Submit Department Operating Budgets to Finance
Wednesday, April 15, 2026	Town Commission	Present FY 2026 CIP Plan (Current Year) Update/Status
Thursday, April 16, 2026	Town Commission	Receive Town Commission Priorities (Programs, Events & Capital Projects/Equipment)
Tuesday, April 21, 2026	Department Heads	Submit Finalized CIP Plans to Finance

Monday, April 27, 2026	Department Heads	Submit Finalized CIP Plans to Finance
Monday, April 27, 2026	Department Heads	Submit Draft FY 2027 Budget to Finance
May 10 - 15, 2026	-----	Annual Governor's Hurricane Conference
Wednesday, May 20, 2026	Town Commission	Approve FY 2027 CIP Plan
May 11 -22, 2026	Department Heads	One on One with Department Heads (First Review) in Conference Room
May 26 - 29, 2026	Department Heads, Finance	Revise Budgets As Needed
May 28 -31, 2026	-----	Florida City and County Management Association Conference (FCCMA)
Friday, May 29, 2026	PBC BOCC	Release of NAV file for taxing authorities
Tuesday, June 2, 2026	Finance	Estimate of Taxable Value from Property Appraiser
Tuesday, June 2, 2026	Finance	Update Revenue Section of Budget
Wednesday, June 3, 2026	Communications & Grants	Provide Preliminary Budget Cover to Finance
June 3 - 12, 2026	Town Manager	Town Manager Review of Proposed FY 2027 Budget
June 22 - 26 2026	Finance	Follow up meetings with Dept. Head on any issues
Thursday, June 25, 2026	Finance	State of Florida's Office of Economic & Demographic Research expected to release adjusted population estimates and fiscal impacts to state & local revenues from enacted legislation
Wednesday, July 1, 2026	Property Appraiser	Property Appraiser Submits Certificate of Taxable Value (DR420)
Wednesday, July 1, 2026	-----	Trim Process Begins (July 1 or date of certification, whichever is later)
Thursday, July 9, 2026	Town Manager, Finance	Provide Proposed FY 2027 Town of Lake Park Budget to Commission (Electronic Version Only)
Wednesday, July 15, 2026	Town Commission	Establish Tentative Millage Rate and Set the Date, Time and Place of the 1st Public Hearing for FY 2027 Budget (Sanitation & Stormwater Rates Not Required to be Approved Until New Study is Completed)
July 20 - July 24, 2026	Town Commission, CRA Board, Town Manager, Finance	One on One Meetings with Town Commission
July 20 - July 24, 2026	Town Commission, CRA Board, Town Manager, Finance	One on One Meetings with CRA Board
Monday, July 27, 2026	Finance	State of Florida's Office of Economic & Demographic Research expected to release revenue estimates for 2026-2027
Wednesday, August 5, 2026	Finance	Submit to Florida Department of Revenue - Complete Requisite TRIM Form(s) (TRIM Prior Year Millage Rate, Current Year Proposed Millage Rate, Current Year Rolled-Back Rate and Date, Time & Meeting Place of the 1st Budget Hearing)
Wednesday, August 5, 2026 - 5:00 P.M. (Town Commission Chambers)	Town Commission, Town Manager, Finance, Department Heads	Town Manager to Present Final Budget, Town Commission to Hold 1st Budget Workshop (Non-General Fund), CRA Board to Tentatively Hold Budget Workshop

Tentative - Wednesday, August 5, 2026 - 6:30 P.M. (Town Commission Chambers)	CRA Board, Executive Director, Finance, Department Heads	CRA Board to Tentatively Hold Budget Workshop
August 13 - 15, 2026	-----	Florida League of Cities (FLC) Annual Conference
Tentative - Wednesday, August 10, 2026 - 5:00 P.M. (Town Commission Chambers)	Town Commission, Town Manager, Finance, Department Heads	Town Commission to Hold 2nd Budget Workshop (General Fund), if needed
Tentative - Wednesday, August 19, 2026 - 5:00 P.M. (Town Commission Chambers)	Town Commission, Town Manager, Finance, Department Heads	Town Commission to Hold 3rd Budget Workshop (General Fund), if needed
Wednesday, August 19, 2026	CRA Board	CRA Board meeting to review and approve FY 2027 Budget
Monday, August 24, 2026	PBC BOCC	Last Date for Property Appraiser to Mail Notice of Proposed Property Taxes
Wednesday, September 2, 2026	Town Commission	Approve Updated Town Fee Schedule with Effective Date of October 1, 2026
Tuesday, September 8, 2026	Public Works	Submit NAV 2025 Tax Roll Certification in ISS to Palm Beach County
Tuesday, September 8, 2026 - 6:30 P.M. (Town Commission Chambers)	Town Commission	1st Public Hearing on FY 2027 Budget; Adoption of Tentative Millage Rate and Proposed Operating Budget. *State Law Requires the Town Meeting not be Held at the Same Time as PBC Board of County Commission (9/3/2026 and 9/15/2026) or PBC School District (7/29/2026 & 9/9/2026)
Tuesday, September 15, 2026	Public Works	Send NAV Certification of Data form to Tax Collector
Monday, September 14, 2026	Finance	Publish TRIM FY 2027 Budget Ad in Newspaper of General Circulation
Wednesday, September 16, 2026 - 6:30 P.M. (Town Commission Chambers)	Town Commission	2nd & Final Public Hearing on FY 2027 Budget; Adoption of Millage Rate and Proposed Operating Budget *State Law Requires the Town Meeting not be Held at the Same Time as PBC Board of County Commission (9/3/2026 and 9/15/2026) or PBC School District (7/29/2026 & 9/9/2026)
Tuesday, September 22, 2026	Finance	Forward Resolution Adopting Final Millage Rate to Property Appraiser, Tax Collector & Dept of Revenue
ASAP after 9/22/2026	Finance	Submit to Florida Department of Revenue - Proof of Publication (newspaper certifies) and entire page(s) from all newspaper FY 2027 Budget ads, Ordinance of Final Millage, Ordinance Adopting FY 2027 Budget
ASAP after 9/22/2026	Finance	Certify Budget & Millage Rate to PBC Tax Collector and Taxing Authorities
ASAP after 9/22/2026	Finance	Submit CRA Budget to Palm Beach County and other agencies
ASAP after 9/22/2027	Finance	Post FY 2027 Budget on Town Website in Accordance with State Law

PBC BOCC

PBC School Board

Tentative Budget Meeting - 9/3/2026 & Final Budget Meeting- 9/15/2026

Tentative Budget Meeting - 7/29/2026 & Final Budget Meeting - 9/9/2026