



# FY 2024-25 BUDGET CALENDAR

## DEADLINE

## ACTION

## RESPONSIBILITY

<b>December 31, 2023</b>	Assessment Day	Oakland County Equalization Division
<b>January 8, 2024</b>	Approve budget preparation calendar; schedule village council goal setting work sessions; determine if water and/or sewer rate analyses need to be completed; commence bidding and special assessment processes for next year's capital improvement projects, if needed	Village Council
<b>January 11, 2024</b>	Distribute budget preparation instructions to department heads	Village Manager
<b>January 9 – 31, 2024</b>	Conduct village council goal setting work sessions	Village Council
<b>February 29, 2024</b>	Submit preliminary property assessments to Clerk/Treasurer	Oakland County Equalization Division
<b>February 29, 2024</b>	Submit departmental budget requests, fee schedules, CIP schedules, proposed water and sewer rates, proposed special assessment schedules, and supporting documentation to Village Manager	Department Directors
<b>February 29, 2024</b>	Submit preliminary revenue estimates to Village Manager	Clerk/Treasurer



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<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
<b>March 4 – 7, 2024</b>	Meet with department directors to review departmental budget requests	Village Manager and Clerk/Treasurer
<b>March 22, 2024</b>	Submit final Board of Review property assessment figures to Clerk/Treasurer	Oakland County Equalization Division
<b>March 25, 2024</b>	Schedule budget work sessions	Village Council
<b>March 25 – March 28, 2024</b>	Meet with department directors to review necessary adjustments to departmental budget requests	Village Manager and Clerk/Treasurer
<b>March 25 – April 4, 2024</b>	Prepare Village Manager’s final proposed budget	Village Manager and Management Team
<b>April 1, 2024</b>	Planning Commission review and approval of Capital Improvement Program	Village Manager, Planning Commission, and Planning and Zoning Coordinator
<b>April 8, 2024</b>	Present proposed budget to Village Council; schedule council budget work sessions; schedule budget and Truth-in-Taxation (if necessary) public hearing	Village Manager and Village Council
<b>April 9 – 16, 2024</b>	Conduct council budget work sessions	Village Council and Village Staff
<b>April 17 – 26, 2024</b>	Prepare final proposed budget	Village Manager and Management Team



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<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
<b>April 29, 2024</b>	Publish public notice of budget and Truth-in-Taxation public hearing (15 days prior to adoption of budget)	Clerk/Treasurer
<b>May 6, 2024</b>	File and make available copy of proposed budget at Office of Clerk/Treasurer (one week prior to adoption of budget)	Clerk/Treasurer
<b>May 13, 2024</b>	Hold public hearing on proposed budget and Truth-in-Taxation (if required); adopt resolution approving budget, CIP, millage rates	Village Council
<b>May 13, 2024</b>	Certify delinquent utility bills to Clerk/Treasurer for placement on tax roll (Village Code Sec. 43.08(F)(2))	Village Council
<b>May 16, 2024</b>	Certification of tax levy to Assessor/County Equalization (within 3 days after adoption of budget)	Clerk/Treasurer
<b>May 28, 2024</b>	Introduce Water and Sewer Rates resolution (if necessary) and schedule public hearing (Village Code Secs. 51.28 and 53.08)	Village Council
<b>May 28, 2024</b>	Introduce annual comprehensive village fee schedule resolution	Village Council
<b>June 10, 2024</b>	Hold public hearing on Water and Sewer Rates resolution; adopt rates	Village Council



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<b>June 10, 2024</b>	Adopt annual comprehensive village fee schedule	Village Council
<b>June 11 – 13, 2024</b>	Assessor to certify tax roll; Village President to affix warrant to tax roll; Clerk/Treasurer directed to collect taxes	Assessor and Village President
<b>June 17 – 27, 2024</b>	Prepare and mail out tax bills	Clerk/Treasurer
<b>June 17, 2024</b>	Publish notice in newspaper of time when taxes are due and collectable	Clerk/Treasurer
<b>July 1, 2024</b>	Budget takes effect	
<b>August 31, 2024</b>	Taxes due and payable without penalty or interest	
<b>February 28, 2025</b>	Last day to pay delinquent real and personal taxes to the village	
<b>March 1, 2025</b>	Unpaid real property taxes turned over to Oakland County Treasurer for collection	Clerk/Treasurer