



FY 2026-27 BUDGET CALENDAR

<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
December 31, 2026	Assessment Day	Oakland County Equalization Division
January 12, 2026	Distribute budget preparation instructions to department heads	Village Manager
January 26, 2026	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
January 13 – February 8, 2026	Conduct Village council goal setting work sessions	Village Council
February 27, 2026	Submit preliminary property assessments to Clerk/Treasurer	Oakland County Equalization Division
February 27, 2026	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
February 27, 2026	Submit preliminary revenue estimates to Village Manager	Clerk/Treasurer



FY 2026-27 BUDGET CALENDAR

<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
March 9 - 12, 2026	Meet with department directors to review departmental budget requests	Village Manager and Clerk/Treasurer
March 20, 2026	Submit final Board of Review property assessment figures to Clerk/Treasurer	Oakland County Equalization Division
March 23, 2026	Schedule budget, capital improvement plan, water and sewer rates, & fee schedule work sessions	Village Council
March 23 - 26, 2026	Meet with department directors to review necessary adjustments to departmental budget requests	Village Manager and Clerk/Treasurer
March 23 – April 2, 2026	Prepare Village Manager’s final proposed budget	Village Manager and Management Team
April 6, 2026	Planning Commission review and comment on Capital Improvement Program	Village Manager, Planning Commission, and Planning and Zoning Coordinator
April 13, 2026	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
April 14 - 22, 2026	Conduct council budget, capital improvement plan, water and sewer rates, & fee schedule work sessions	Village Council and Village Staff



FY 2026-27 BUDGET CALENDAR

DEADLINE

ACTION

RESPONSIBILITY

<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
April 15 – May 7, 2026	Prepare final proposed budget	Village Manager and Management Team
April 23, 2026	Publish public notice of budget and Truth-in-Taxation public hearing (15 days prior to adoption of budget)	Clerk/Treasurer
May 4, 2026	File and make available copy of proposed budget at Office of Clerk/Treasurer (one week prior to adoption of budget)	Clerk/Treasurer
May 11, 2026	Hold public hearing on proposed budget and Truth-in-Taxation (if required); adopt resolution approving budget, CIP, millage rates	Village Council
May 11, 2026	Certify delinquent utility bills to Clerk/Treasurer for placement on tax roll (Village Code Sec. 43.08(F)(2))	Village Council
May 14, 2026	Certification of tax levy (Form L-4029) to Assessor/County Equalization (within 3 days after adoption of budget)	Clerk/Treasurer
May 25, 2026	Introduce Water and Sewer Rates resolution (if necessary) and schedule public hearing (Village Code Secs. 51.28 and 53.08)	Village Council
May 25, 2026	Introduce annual comprehensive Village fee schedule resolution	Village Council



FY 2026-27 BUDGET CALENDAR

DEADLINE

ACTION

RESPONSIBILITY

May 28, 2026	File Tax Rate Request Form (Form L-4029) with Oakland County Clerk, Oakland County Equalization, and Township Clerk	Village Manager/Clerk/President
June 8, 2026	Hold public hearing on Water and Sewer Rates resolution; adopt rates	Village Council
June 8, 2026	Adopt annual comprehensive Village fee schedule	Village Council
June 9 - 11, 2026	Assessor to certify tax roll; Village President to affix warrant to tax roll; Clerk/Treasurer directed to collect taxes	Assessor and Village President
June 15 - 25, 2026	Prepare and mail out tax bills	Clerk/Treasurer
June 16, 2026	Publish notice in newspaper of time when taxes are due and collectable (at least 10 days prior to July 1)	Clerk/Treasurer
July 1, 2026	Budget takes effect	
August 31, 2026	Taxes due and payable without penalty or interest	
February 28, 2027	Last day to pay delinquent real and personal taxes to the Village	



FY 2026-27 BUDGET CALENDAR

DEADLINE

ACTION

RESPONSIBILITY

March 1, 2027

Unpaid real property taxes turned over to
Oakland County Treasurer for collection

Clerk/Treasurer