



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Wilbur Dean
- 2. **Organization/Title/Telephone:** BOCC/County Coordinator
- 3. **Meeting Date:** Tuesday, March 19, 2024
- 4. **Requested Motion/Action:**
Presentation and approval of the Proposed Budget Calendar for the FY 25 Budget Process.
- 5. **Agenda Presentation:** Yes No N/A
- 6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes
- 7. **Is this Item Budgeted (If Applicable):** Yes No N/A
- 8. **If no, State Action Required:**
 - a. **Budget Action:**
 - b. **Financial Impact Summary Statement:**
 - c. **Detailed Analysis Attached**
 - d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.
- 9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**
- 10. **Recommended Approval**
 - a. **Department Director:** Yes No N/A
 - b. **County Attorney:** Yes No N/A
 - c. **County Coordinator:** Yes No N/A
 - d. **Other:** Yes No N/A

Proposed Budget Calendar - FY 2025 Budget Process

<u>BOARD MEETING?</u>	<u>Date</u>	<u>Time</u>	<u>Description</u>	<u>Limitations and Notes</u>
	Thursday, March 7, 2024	3:00 PM	Finance Holds Training Workshop for Staff	Training Workshop may not be annual if staff turnover is low.
	Thursday, March 14, 2024	3:00 PM	Finance Creates ADG Departmental Budget and Sends out Budget Instruction Email	No later than - Aim for Same Day as Training
	Thursday, April 4, 2024	11:59 PM	Departmental Budget Requests Due	
	Thursday, April 11, 2024	11:59 PM	Finance Summarize Payroll Requests & Prelim Payroll Budget Estimates	Consider Wage Study 2024 Update
	Tuesday, April 23, 2024	2:00 PM	Coordinator & Budget Officer Finalize List of Approved Options	For Inclusion in Preliminary Staff Budget
YES	Tuesday, May 7, 2024	2:00 PM	Budget Workshop - Preliminary Staff Budget	Overview of Economic Environment, Payroll Data, and Major Funds. Start Departmental Budget Review and Option Considerations
YES	Tuesday, May 21, 2024	2:00 PM	Preliminary Assessment Updates (EMS, Fire, SW, Road MSBUs)	Finance portion from 5/7 Meeting may need to delay to here if not ready, otherwise, will be light
	Saturday, June 1, 2024	5:00 PM	Clerk, Sheriff, Supervisor of Elections, and Property Appraiser submit Budget	Following Monday - Hopefully turned in Friday
YES	Tuesday, June 18, 2024	2:00 PM	Budget Workshop Constitutional Officers & Outside Agencies	Could Also Deal with Misc BOCC Options
	Monday, July 1, 2024	12:00 PM	Property Appraiser Certifies the Taxable Value on Certification of Taxable Value (Form DR-420)	
YES	Tuesday, July 16, 2024	2:00 PM	Budget Workshop - Municipal Fire Updates and Final Capital and Miscellaneous Options	Fire Requests Must be submitted by June 20th.
YES	Tuesday, July 30, 2024	2:00 PM	Final Budget Workshop for BOCC to Determine Proposed Millage and For Budget Officer to Present Tentative Budget to BOCC	Will need special meeting just for Tentative Budget Presentation and to Set Proposed Millage: We cannot get balanced before 7/16 meeting, but are required to certify the Millage, Budget Hearing Date, and some other info to PA by Aug 4.
YES	Tuesday, September 3, 2024	5:01 PM	Tentative Millage Hearing and Tentative Budget Hearing.	Must be 5:01 or later. Cannot be combined with other business. Cannot conflict with School Board.
YES		5:15 PM	Public Hearing to adopt Annual Assessment Resolution	Consult with NGN On This Date
YES	Tuesday, September 17, 2024	5:01 PM	Final Hearing to Adopt Millage and Final Budget for Fiscal Year 2025.	Must be 5:01 or later. Cannot be combined with other business.

Proposed Budget Calendar - FY 2025 Budget Process

Date	Time	Description
Tuesday, May 7, 2024	2:00 PM	Budget Workshop - Preliminary Staff Budget
Tuesday, May 21, 2024	2:00 PM	Preliminary Assessment Updates (EMS, Fire, SW, Road MSBUs)
Tuesday, June 11, 2024	2:00 PM	Budget Workshop - Constitutional
Tuesday, June 18, 2024	2:00 PM	Budget Workshop Constitutional Officers & Outside Agencies
Tuesday, July 16, 2024	2:00 PM	Budget Workshop - Municipal Fire Updates and Final Capital and Miscellaneous Options
Need to Schedule this meeting not on a regular meeting day.		Final Budget Workshop for BOCC to Determine Proposed Millage and For Budget Officer to Present Tentative Budget to BOCC
Tuesday, July 30, 2024	2:00 PM	
Tuesday, September 3, 2024	5:01 PM	Tentative Millage Hearing and Tentative Budget Hearing.
	5:15 PM	Public Hearing to adopt Annual Assessment Resolution
Tuesday, September 17, 2024	5:01 PM	Final Hearing to Adopt Millage and Final Budget for Fiscal Year 2025.