

## Fiscal Year 2024-25 Budget Calendar

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**January 22** –Finance and City Manager review and approve calendar for distribution.

**February 5** – Additional certifications and other payroll adjustments due to Budget.

**February 12** – *New position* personnel changes/requests submitted to HR.

**March 19** – Commission Workshop – Assumptions, Projections and Priorities for Budget Development.

**March** – One on one meetings between department directors and their Assistant City Manager or City Manager, as applicable. Departments responsible for coordinating these meetings.

**April 8** – First submission budget requests due. **Make sure that your submission includes your current year projections for review as well.** Please label all electronic files with: Department and/or division, FY 25 Budget First Submission (e.g. Public Works, R&D, FY 25 Budget First Submission). **All items below in order, in one file.**

- a. Budget transmittal letter (including mission statement)
- b. Organizational Chart
- c. Performance measures
- d. Revenue projections (if applicable)
- e. GovMax worksheet to include projections
- f. Budget proposals (including all Fleet requests)
- g. All CIP detail sheets

**Electronic submission via Sharepoint only.**

**April 16**– CIP Presentation 2025-29 (new projects and existing projects if adding funding) following CIP status meeting.

**April 16** – Virtual Community Input Budget Meeting 1:30 PM

**April 18** – Virtual Community Input Budget Meeting 6:00 PM

**April 26** – Budget Office requested revisions due.

**April 30** – Virtual Community Input Budget Meetings 9:00 AM

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**April 29 – May 10** – CM Recommended budget meetings: Departments meet with CM to discuss departmental budgets.

**May 7** – Community Input Budget Meeting 9:00 AM and 6:00 PM, City Commission Chambers

**May 17** – CM requested revisions due to Budget Office.

**June 3** – Information requested for CM recommended budget for Commission due to Budget office for review and approval.

**June 24 - 25** – Commission workshops – City Manager Recommended Budget. Schedule to be approved and included with agenda item.

**June 25** – Special Commission meetings to approve Districts’ Not To Exceed Rate resolutions. 5 PM, City Hall Chambers.

**July 1** – Receive Certificate of Taxable Value, Form DR – 420 from Property Appraiser’s Office. The time periods specified herein are determined by using the date of certification of value or July 1, whichever date is later, as Day 1.

**July 24** – Commission workshop – City Manager Proposed Budget. Schedule to be approved and included in agenda item.

**July 24** – Special Commission meeting to include an item establishing a tentative millage rate to be submitted on Form DR-420 by August 4. 5 PM, City Hall Chambers.

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## Fiscal Year 2024-25 Budget Calendar

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**August 4** – Within 35 days of certification of value, the City shall advise the Property Appraiser of the following via the completed DR-420 form:

1. Proposed millage rate.
2. Current year rolled back rate.
3. Date, time and place of the tentative budget hearing.

If the City fails to return the completed DR-420 form within 35 days, as indicated above, the City shall be prohibited from levying a millage rate greater than the rolled back rate for the upcoming year. In this instance, the rolled back rate shall be computed by the Property Appraiser.

**August 24** – Not later than 55 days after the certification of value, the Property Appraiser shall mail out the Notice of Proposed Property Taxes (TRIM notice).

**September 11** – 5:01 PM, City Hall Chambers Within 80 days of certification of value (September 18), but not earlier than 65 days after certification (September 3), the Commission shall hold a public hearing on the tentative budget adoption and millage rate resolutions to include levying a tax and appropriating sums of money. This hearing is publicized via the TRIM notice mailed by the Property Appraiser. Date must not conflict with those of the School Board or Sarasota County. Special District meetings for the tentative budget adoptions and approval of assessment rates will also be held.

**September 20 - 23** - Within 15 days following the tentative budget adoption hearing, the City shall advertise its intent to adopt a final millage and budget. The advertisement is to be published not less than 2 days or more than 5 days from the date of the final public hearing.

**September 25** – 5:01 PM, City Hall Chambers Public Hearing to adopt the final budget and millage rate. Special District meetings for the final adoption of budget resolutions will also be held.

**September 28** – Within 3 days of the final hearing the resolutions adopting the final millage rate shall be forwarded to the Property Appraiser, the Tax Collector and State Department of Revenue.

**October 25** – Not later than 30 days following the adoption of the budget and millage resolutions, the City shall certify its compliance with provisions of Chapter 200, F.S. to the Division of Ad Valorem Tax and the Department of Revenue. This is to be completed via the Certification of Compliance, Form DR-487 and required attachments.