

FY 2024-25 BUDGET CALENDAR

<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
December 31, 2023	Assessment Day	Oakland County Equalization Division
January 8, 2024	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 11, 2024	Distribute budget preparation instructions to department heads	Village Manager
January 9 – 31, 2024	Conduct village council goal setting work sessions	Village Council
February 29, 2024	Submit preliminary property assessments to Clerk/Treasurer	Oakland County Equalization Division
February 29, 2024	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 29, 2024	Submit preliminary revenue estimates to Village Manager	Clerk/Treasurer

FY 2024-25 BUDGET CALENDAR

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

FY 2024-25 BUDGET CALENDAR

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

FY 2024-25 BUDGET CALENDAR

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