

## BUDGET TIMELINE

### FY2025 – 2029 BUDGET PROCESS

Fri, Oct 27 Budget Office distributes instructions to ISF Departments  
Budget System is opened to ISF Department personnel who have completed training

Fri, Nov 17 ISF budget submittals due

Mon, Nov 20 – Wed, Dec 6 Budget Office reviews the ISF budget submittals

Thu Dec 7-Fri, Dec 8 Executive Team and City Manager review the ISF budget submittals

Wed, Dec 20 Budget Office distributes instructions to Operating Departments  
Budget System is opened to Operating Department personnel who have completed training  
Capital project instructions distributed  
Fee instructions distributed

Mon, Jan 8 Capital project requests due

Fri, Jan 19 Operating budget submittals due  
Fee information due

Mon, Jan 22 – Fri, Feb 9 Budget Office reviews the Operating Department budget submittals

Tue, Feb 27 Executive Team and City Manager review the capital project requests

Tue, Feb 13 – Fri, Mar 11 Executive Team and City Manager review the Operating Department budget submittals

Mon, Mar 11 – Fri, Mar 15 Executive Team deliberates the budget submittals and City Manager makes final decisions

Mon, Mar 18 – Fri, Apr 19 Budget Office prepares and produces Preliminary Fiscal Plan

Tue, April 23 City Manager presents Preliminary Fiscal Plan to City Commission  
City Commission Budget Review Workshop

Tue, April 30 City Commission Budget Review Workshop  
Set Public Hearing for consideration of Fee Omnibus  
Set Public Hearing for proposed Millage and Budget

Tue, May 7

Tue, May 14 City Commission Budget Review Workshops

Tue, May 21

Tue, May 14 Hold Public Hearing for proposed Millage and Budget  
Hold Public Hearing for proposed Fee Omnibus

Tue, May 21 Resolution to Adopt Millage and Budget (Fiscal Year begins July 1)  
Resolution to Adopt Fee Omnibus