

City of Lake Worth Beach

FY 2024 Budget Calendar

February 22, 2023	Budget kick-off meeting – Online (Zoom) - 11:00 AM – 12:00 PM
February 22, 2023	Budget Module open to Departments
March 16, 2023	<p>The following items are due:</p> <ul style="list-style-type: none"> • Operating Budget line items/ entered into OpenGov by Departments • Enhancement Requests – supplemental schedules provided to Finance Enhancement request are not to be included as a part of Budget and should consist of any new expenditures, and/ or cost increase for the existing contracts. Enhancement requests should be justified and tied to new programs or the improvement of current programs. There should be a direct linkage between enhancement requests and the City’s adopted/ proposed Strategic and Visioning Plan. • Position Control reconciled and entered in OpenGov • Revenue estimates, including recommended fee changes and potential new revenue sources • Supplemental Budget Documents (Fleet and IT expense allocation)
March 30, 2023	Capital Budget requests due
March 30, 2023	<p>The following items are due:</p> <ul style="list-style-type: none"> • Organization Charts • Position Change Forms • Budget Narratives, Goals, Objectives, Achievements • Performance Measurements
April 1 – 19, 2023	City Manager’s Departmental Review with Directors/Finance Staff. <i>Operating Budget, Enhancement Requests, Capital Budget</i>
June 1, 2023	*Property Appraiser provides total assessed value of non-exempt properties (update Budget estimates) – <i>No meeting required</i>
July 1, 2023	*Final certification of taxable property value from Palm Beach County (DR-420) <i>No meeting required</i>
July 10, 2023	Workshop 1 General Overview of all Funds; Operating and CIP
July 18, 2023	<p>City Commission Meeting – Preliminary discussion on millage rates and other Assessments (i.e. Stormwater and Refuse Rates)</p> <ul style="list-style-type: none"> • Discussion relative to the proposed FY 2024 millage rates • Establish date/time of 1st Public Hearing on millage rate
July 20, 2023	Strategic Priorities Plan Work Session
July 24, 2023	Workshop 2 – Governmental Funds, including Stantec modeling
July 25, 2023	*Submit Proposed Millage Rate to Palm Beach County Property Appraiser <i>No meeting required</i>

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August 7, 2023	Workshop 3 – Enterprise Funds; including Stantec modeling
August 22, 2023	Workshop 4 – TBD (providing opportunity to City Commissioners to discuss Budget details)
August 24, 2023	Notice of Proposed Property Taxes (TRIM notice) due from Property Appraiser <i>No meeting required</i>
September 14, 2023	Special City Commission Meeting (*) <ul style="list-style-type: none">• Public Hearing 1<ul style="list-style-type: none">○ Millage Rate○ Debt Service Rate○ Budget <i>(Cannot conflict with the School Board and Palm Beach County Public Budget Hearing scheduled for August 2nd and September 7th)</i>
September 25, 2023	Advertise Notice of proposed tax increase and Operational Budget summary <i>No meeting required</i>
September 28, 2023	Special City Commission Meeting- Budget Adoption and Appropriation (*) <ul style="list-style-type: none">• Public Hearing 2<ul style="list-style-type: none">○ Millage Rate○ Debt Service Rate○ Budget <i>(Cannot conflict with the School Board and Palm Beach County Public Budget Hearing scheduled for September 13th and September 26th)</i>
October 6, 2023	Certification of Final Taxable Value (DR-422) on eTRIM <i>No meeting required</i>

(*) These dates may be modified in accordance with any Palm Beach County and/or PBC School Board Changes)