

# City of South Daytona

## Office of the City Manager

1672 S. Ridgewood Avenue • South Daytona, FL 32119 • 386/322-3014



### MEMORANDUM

To: James L. Gillis Jr., City Manager  
From: Jason E. Oliva, Finance Director  
Re: Consideration of Approving the Budget Calendar for FY 2025-2026  
Date: January 23, 2025

The following schedule shows the recommended meeting dates, times, and topics to be discussed during the Fiscal Year 2025-2026 budget adoption process. This schedule is intended to allow adequate time to discuss and review each budget category as well as departmental operations, including capital projects, while also meeting the Truth in Millage [TRIM] requirements.

<u>DATE</u>	<u>ACTIVITY</u>
Tuesday, February 11	Regularly scheduled City Council meeting. Approval of Fiscal Year 2025-2026 budget Calendar.
Wednesday, March 05	Distribute budget packages to Department Heads.
Monday, April 07	Deadline for departments to submit budget requests with justifications for budget increases, additional personnel, capital equipment, capital projects, minor equipment, and new programs.
Friday, May 09	Finance Director to submit preliminary budget to City Manager for review.
May 19 – May 21	City Manager and Finance Director meet with Department Heads to discuss departmental budget requests.
Thursday, May 29	Notification by Volusia County Property Appraiser of the pre-preliminary tax roll.
Monday, June 30	Notification by Volusia County Property Appraiser of the preliminary tax roll and FY 2025-2026 rolled-back millage rate.
Thursday, July 10	Finance Director to submit final preliminary budget to the City Manager.

<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>
July 17- July 21	City Manager and Finance Director present FY 2025-2026 budget PowerPoint presentation to individual council members.
Tuesday, July 22	<b>Regularly scheduled City Council meeting</b> Presentation of the City Manager's FY 2025-2026 Preliminary Operating and Capital Budget. City Council adoption of the preliminary millage rate under the "TRIM" statutory requirement. Once established, the millage rate cannot be <b><u>increased</u></b> without providing individual notice to each property owner via first class mail.
Wednesday, July 23	Notification to the Volusia County Property Appraiser, Tax Assessor, and the Department of Revenue of the preliminary millage rate for tax bill notification purposes.
Tuesday, August 12	<b>BUDGET WORKSHOP - 5:00P.M.</b> <b>Followed immediately by a regularly scheduled City Council meeting.</b>
Monday, September 8	<b>Regularly scheduled City Council meeting.</b> First reading and Public Hearing of FY 2025-2026 budget resolution and adoption of tentative millage rate resolution <b>(Meeting moved to Monday due to scheduled Volusia County School Board final public hearing on school millage on Tuesday, September 9th).</b>
Tuesday, September 23	<b>Regularly scheduled City Council meeting.</b> Second reading and Public Hearing of FY 2025-2026 budget resolution and adoption of final millage rate millage resolution.
Wednesday, September 24	Notification to Department of Revenue of the final adopted budget and millage assessment and posting of adopted budget on city website.