

City of South Daytona

Office of the City Manager / Department of Finance

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MEMORANDUM

To: James L. Gillis, Jr., City Manager
From: Jason E. Oliva, Finance Director
Re: Consideration of Approving the Budget Calendar for FY 2021-2022
Date: January 28, 2021

AGENDA ITEM

C14 DATE 2/9/2021

The following schedule shows the recommended meeting dates, times and topics to be discussed during the Fiscal Year 2021-2022 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 09	Regularly scheduled City Council meeting. Approval of Fiscal Year 2021-2022 budget calendar.
Wednesday, March 10	Distribute budget packages to Department Heads.
Monday, April 12	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 7	Finance Director to submit preliminary budget to City Manager for review.
May 17 – May 31	City Manager and Finance Director meet with Department Heads to discuss departmental budget requests.
Monday, May 31	Notification by Volusia County Property Appraiser of the pre-preliminary tax roll.
Thursday, July 1	Notification by Volusia County Property Appraiser of the preliminary tax roll and FY 2020-2021 rolled-back millage rate.

<u>DATE</u>	<u>ACTIVITY</u>
Monday, July 12	Finance Director to submit final preliminary budget to City Manager.
July 20- July 21	City Manager and Finance Director present FY 2019-2020 budget PowerPoint presentation to individual council members.
Tuesday, July 27	Regularly scheduled City Council meeting –Presentation of the City Manager’s FY 2020-2021 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 <u>increased</u> without providing individual notice to each property owner via first class mail.
Wednesday, July 28	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 10	BUDGET WORKSHOP - 5:00P.M. Followed immediately by regularly scheduled City Council meeting.
Monday, September 13	Regularly scheduled City Council meeting. First reading and Public Hearing of FY 2021-2022 budget resolution and adoption of tentative millage rate resolution (Meeting moved to Monday due to anticipated Volusia County School Board final public hearing on school millage on Tuesday, September 14th).
Tuesday, September 28	Regularly scheduled City Council meeting. Second reading and Public Hearing of FY 2021-2022 budget resolution and adoption of final millage rate millage resolution.
Wednesday, September 29	Notification to Department of Revenue of the final adopted budget and millage assessment and posting of adopted budget on city website.