

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 2022-2023

Date: January 19, 2022

The following schedule shows the recommended meeting dates, times, and topics to be discussed during the Fiscal Year 2022-2023 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 8	Regularly scheduled City Council meeting. Approval of Fiscal Year 2022-2023 budget calendar.
Wednesday, March 9	Distribute budget packages to Department Heads.
Monday, April 11	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 6	Finance Director to submit preliminary budget to City Manager for review.
May 16 – May 27	City Manager and Finance Director meet with Department Heads to discuss departmental budget requests.
Monday, May 30	Notification by Volusia County Property Appraiser of the pre-preliminary tax roll.
Friday, July 1	Notification by Volusia County Property Appraiser of the preliminary tax roll and FY 2022-2023 rolled-back millage rate.

<u>DATE</u>	<u>ACTIVITY</u>
Monday, July 11	Finance Director to submit final preliminary budget to City Manager.
July 18- July 19	City Manager and Finance Director present FY 2022-2023 budget PowerPoint presentation to individual council members.
Tuesday, July 26	Regularly scheduled City Council meeting –Presentation of the City Manager’s FY 2022-2023 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 27	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 9	BUDGET WORKSHOP - 5:00P.M. Followed immediately by regularly scheduled City Council meeting.
Monday, September 12	Regularly scheduled City Council meeting. First reading and Public Hearing of FY 2022-2023 budget resolution and adoption of tentative millage rate resolution (Meeting moved to Monday due to scheduled Volusia County School Board final public hearing on school millage on Tuesday, September 13th).
Tuesday, September 27	Regularly scheduled City Council meeting. Second reading and Public Hearing of FY 2022-2023 budget resolution and adoption of final millage rate millage resolution.
Wednesday, September 28	Notification to Department of Revenue of the final adopted budget and millage assessment and posting of adopted budget on city website.