

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 2024-2025
Date: January 17, 2024

The following schedule shows the recommended meeting dates, times, and topics to be discussed during the Fiscal Year 2024-2025 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 13	Regularly scheduled City Council meeting. Approval of Fiscal Year 2024-2025 budget Calendar.
Monday, March 04	Distribute budget packages to Department Heads.
Monday, April 08	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 03	Finance Director to submit preliminary budget to City Manager for review.
May 20 – May 24	City Manager and Finance Director meet with Department Heads to discuss departmental budget requests.
Monday, June 03	Notification by Volusia County Property Appraiser of the pre-preliminary tax roll.
Monday, July 01	Notification by Volusia County Property Appraiser of the preliminary tax roll and FY 2024-2025 rolled-back millage rate.
Monday, July 08	Finance Director to submit final preliminary budget to City Manager.

<u>DATE</u>	<u>ACTIVITY</u>
July 11 - July 23	City Manager and Finance Director present FY 2024-2025 budget PowerPoint presentation to individual council members.
Tuesday, July 23	Regularly scheduled City Council meeting Presentation of the City Manager's FY 2024-2025 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 24	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 13	BUDGET WORKSHOP - 5:00P.M. Followed immediately by the regularly scheduled City Council meeting.
Monday, September 09	Regularly scheduled City Council meeting. First reading and Public Hearing of FY 2024-2025 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 10th).
Tuesday, September 24	Regularly scheduled City Council meeting. Second reading and Public Hearing of FY 2024-2025 budget resolution and adoption of final millage rate millage resolution.
Wednesday, September 25	Notification to Department of Revenue of the final adopted budget and millage assessment and posting of adopted budget on city website.