

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 2023-2024
Date: January 19, 2023

The following schedule shows the recommended meeting dates, times, and topics to be discussed during the Fiscal Year 2023-2024 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 14	Regularly scheduled City Council meeting. Approval of Fiscal Year 2023-2024 budget Calendar.
Wednesday, March 01	Distribute budget packages to Department Heads.
Monday, April 03	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 05	Finance Director to submit preliminary budget to City Manager for review.
May 22 – May 26	City Manager and Finance Director meet with Department Heads to discuss departmental budget requests.
Monday, May 29	Notification by Volusia County Property Appraiser of the pre-preliminary tax roll.
Monday, July 03	Notification by Volusia County Property Appraiser of the preliminary tax roll and FY 2023-2024 rolled-back millage rate.
Monday, July 10	Finance Director to submit final preliminary budget to City Manager.

<u>DATE</u>	<u>ACTIVITY</u>
July 17- July 25	City Manager and Finance Director present FY 2023-2024 budget presentation to individual council members.
Tuesday, July 25	Regularly scheduled City Council meeting Presentation of the City Manager's FY 2023-2024 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 26	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 08	BUDGET WORKSHOP - 5:00P.M. Followed immediately by regularly scheduled City Council meeting.
Monday, September 11	Regularly scheduled City Council meeting. First reading and Public Hearing of FY 2023-2024 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 12th).
Tuesday, September 26	Regularly scheduled City Council meeting. Second reading and Public Hearing of FY 2023-2024 budget resolution and adoption of final millage rate millage resolution.
Wednesday, September 27	Notification to Department of Revenue of the final adopted budget and millage assessment and posting of adopted budget on city website.