


## MEMORANDUM

JUL 07 2009

**TO:** Honorable Mayor and City Council Members

**FROM:** Christine Davis, Finance Director 

**DATE:** July 14, 2009

**SUBJECT:** Adoption of Fiscal Year 2009/2010 Budget

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### PURPOSE

To set the dates for workshops and public hearings required for adoption of the FY 09/10 budget.

### BACKGROUND

The City Charter provides guidelines for adoption of the operating budget for the upcoming fiscal year. The Charter requires that a public meeting to hear citizen input on spending priorities be held prior to June 1<sup>st</sup> of each year in advance of the development of the budget. Two meetings were held that fulfilled this requirement (April 13, 2009 and May 28, 2009).

The next Charter requirement is to provide the City Council with a copy of the proposed budget by August 1<sup>st</sup> of each year. The budget must be fully adopted by September 30<sup>th</sup>.

Historically, two workshop meetings are scheduled in August and if it is deemed the second meeting is not necessary, it is cancelled.

In addition to our Charter requirements regarding the budget, there are statutory requirements. One of these requirements is to hold two public hearings to provide citizens ample opportunity to make their comments on the budget prior to final adoption. These public hearings are held in conjunction with first and second reading of the ordinance adopting the annual budget.

### RECOMMENDATION

Keeping in mind that Florida Statutes require that the City's budget hearings not be held on the same day as the public hearings conducted by the School Board or the County of Volusia, staff is recommending the following dates for action on the FY 09/10 budget:

August 10	(Special meeting)	6:30pm Budget Workshop - <b>Council and Staff</b>
August 25	(Prior to regular meeting)	6:00pm Budget Workshop - Adjustments to tentative budget, if necessary.
September 8	(First order of business during regular meeting)	1 <sup>st</sup> Reading/1 <sup>st</sup> Public Hearing on the Millage then the Budget - <b>Public input</b>
September 22	(First order of business during regular meeting)	2 <sup>nd</sup> Reading/2 <sup>nd</sup> Public Hearing on the Millage then the Budget - <b>Public input</b>

**BUDGET CALENDAR  
CITY OF ORANGE CITY  
FISCAL YEAR 2009/10**

DATE (S)	ACTIVITY
April 13, 2009 - Completed	Citizen and Council Goals Workshop
April 15, 2009 - Completed	City Council Goals Workshop
May 28, 2009 - Completed	Citizen Budget Workshop (Per City Charter Sec. 7.01, must be prior to June 1 <sup>st</sup> of each year)
June 1, 2009 - Completed	First pre-preliminary estimates of taxable property value
June 22, 2009 - Completed	Departments submit current year expenditure estimates (FY 08-09), status of 08-09 goals and objectives and FY 09-10 budget request (including CIP) to Finance Director
June 24, 2009	Departments submit Performance Indicators to City Manager and Finance Director
July 1, 2009	Preliminary certification of taxable property value by the Property Appraiser (Form DR-420)
July 13-15, 2009	City Manager FY 09-10 operating budget meetings with Departments (Tentative) Jul 13- 9:00 City Clerk & City Council Jul 13- 1:30 Public Works & Parks & Rec.- Utilities Jul 14 - 10:30 Building and Development Services Jul 14 - 1:30 Fire Jul 14 - 2:30 Police Jul 15 - 9:00 Finance Jul 15 - 1:30 Administration
July 2009	Finalize Operating, CIP Budget and Performance Indicators for submission based on results of the department budget meetings.
July 21-24, 2009	Final Draft of Operating, CIP budget and Performance Indicators reviewed by the City Manager and Finance Director and tentative budget is produced for distribution
July 28, 2009	City Council sets tentative millage rate
July 30, 2009	Revenue Assumptions are finalized by the City Manager and the Finance Director
<b>August 1, 2009 (per current law)</b>	Submission of tentative budget to City Council
August 3, 2009	DR 420 due to Property Appraiser
August 10, 2009** <b>Monday</b>	6:30 pm Citizen Budget Workshop
August 25, 2009** <b>Tuesday</b>	6:00 pm Council Workshop- adjustments to tentative budget, <b>if necessary.</b>
September 8, 2009 <b>Tuesday</b>	First public hearing / reading to adopt millage rate and budget
September 22, 2009 <b>Tuesday</b>	Second public hearing to adopt millage rate and budget
December 2009	Publish Final Budget Document
<b>** Proposed Dates</b>	

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## Christine Davis

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**From:** Gary Stephan [gstephan@co.volusia.fl.us]  
**Sent:** Monday, July 06, 2009 1:47 PM  
**To:** donfindell@aol.com; louise.gagnon@bertfish.com; Stephen Whitmer;  
jmckinney@CITYOFEDGEWATER.ORG; kdoyle@cityofflaglerbeach.com; cerogers@cityofnsb.com;  
jseelbinder@debary.org; klewis@deland.org; rclinger@deltonafl.gov; dgoodall@drtcpa.com;  
denise.bollenback@halifax.org; eric.peburn@halifax.org; kswartzlander@hollyhillfl.org;  
laurag@mail.oakhillfl.com; mcquire@ormondbeach.org; Christine Davis; Jeaneen Clauss;  
jshelley@port-orange.org; ccampbell@southdaytona.org; pierson@usa2net.net  
**Subject:** Dates for County & School Board

The following dates cannot be used for your first hearing.

Volusia County Sept 3 and 17  
School Board Sept 15

Gary Stephan  
386-822-5725