

Meeting Date: January 10, 2017



Agenda Item #: 3A

CITY COUNCIL AGENDA ITEM

Contact Name: Devlin Moore *(signature)*

Department Director: Christine Davis *(signature)*

Department/Contact #: Finance Department / 775-5427

City Manager: Dale Arrington *(signature)*

- Type of Item:
- Public Hearing
 - Ordinance First Reading
 - Ordinance Second Reading
 - Workshop
 - Resolution
 - Discussion & Action
 - Consent Agenda
 - Council Approval

Subject: **FY 2017/18 Budget Development Calendar**

BACKGROUND:

The Budget Development Calendar for FY 2017/18 is submitted for your review and consideration. The calendar is prepared each year to serve as a tool to ensure the production of a balanced budget within the statutory timeframe and to comply with TRIM requirements. The proposed calendar includes Council workshops and public hearings; events and milestones for City departments; and other statutory deadlines. The outlined work plan serves as a means for preparing a budget that coincides with Council direction and the City's strategic plan.

Staff would like to propose department presentations be given during the two Council meetings in February. The objective is for each department to provide a brief presentation outlining current conditions in preparation for the strategic planning and budget development process. The proposed schedule is as follows:

- February 7th
- City Clerk
 - Administration
 - Finance Department
 - Police Department

- February 21st
- Development Services
 - Public Works/Utilities
 - Fire Department

Additional discussion is recommended in reference to the strategic planning and goal setting workshop(s) proposed in March.

COUNCIL DISTRICT:

Citywide

RECOMMENDATIONS:

Staff recommends that Council accept the proposed FY 2017/18 Budget Development Calendar.

ATTACHMENTS:

FY 2017/18 Budget Development Calendar

FINANCIAL IMPACT:

None

STRATEGIC PLAN:

Reviewed by City Attorney:

Reviewed by Finance Dept.:

Reviewed by:

1st Discussion Date:

2nd Discussion Date:

3rd Discussion Date:

Other Discussion Date:



BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2017/18

STRATEGIC PLANNING

[FEBRUARY - MARCH]

February	Department Head Presentations to City Council.
March	Strategic Planning and Goal Setting Workshop with City Council.

BUDGET DEVELOPMENT

[MARCH - MAY]

March 6 (Monday)	Release budget preparation materials to Departments. Budget input begins.
April 10 (Monday)	Deadline: Departments submit proposed FY 2017/18 operating budgets and updated 5-year capital improvement plans to Finance. Submissions will include FY 2016/17 expenditure forecasts.
May 1 - May 5 (Monday - Friday)	Department meetings with City Manager to present and discuss preliminary operating budgets and capital improvement plans.
May 15 (Monday)	Deadline: Departments submit proposed FY 2017/18 performance profiles including: program descriptions; goals and objectives; and performance measures to Finance.
May 23 (Tuesday)	Citizen Budget Input Session as per City Charter (in Council Chambers prior to regular Council meeting).

BUDGET FINALIZATION

[JUNE - JULY]

June 1 (Thursday)	First preliminary estimates of taxable properties published by the Property Appraiser.
June 5-9 (Monday - Friday)	Department meetings with City Manager to present and finalize FY 2017/18 operating budgets and capital improvement plans.
July 1 (Saturday)	TRIM: Preliminary certification of taxable property value published by the Property Appraiser.
July 3-7 (Monday - Friday)	Finalize revenue assumptions and proposed budget documents.
July 11 (Tuesday)	TRIM: City Council sets tentative millage rate.

BUDGET ADOPTION

[AUGUST - SEPTEMBER]

August 1 (Tuesday)	Deadline: Finance releases tentative budget to City Council as per City Charter and submits the tentative CRA budget to Volusia County.
August 4 (Friday)	TRIM: DR 420 Due to Property Appraiser.
August 9-11 (Wednesday - Friday)	One-on-one budget meetings with Council members. Possible Alternate: August 16-18 (Wednesday - Friday)
August 14 (Monday)	Council Workshop and Department Presentations (6:00 p.m. in Council Chambers). Possible Alternate: August 21 (Monday)
September 13 (Wednesday)	Community Redevelopment Agency (CRA) adopts proposed CRA budget. TRIM: First Public Hearing / reading to adopt millage rate and budget. (Per State law, the hearings cannot begin before 5 p.m.)
September 24 (Sunday)	TRIM: City publishes TRIM ads (Daytona Beach News Journal).
September 26 (Tuesday)	TRIM: Second Public Hearing to adopt millage rate and budget. (Per State law, the hearings cannot begin before 5 p.m.)

POST ADOPTION

[OCTOBER - DECEMBER]

October	TRIM: City files TRIM compliance.
December	Publish Final Budget Document