

Meeting Date: January 9, 2018



Agenda Item #: 8B

CITY COUNCIL AGENDA ITEM

Contact Information:

Contact Name: Devlin Moore *DM*

Dept. Director: Christine Davis *Christine Davis*

Contact Number: 775-5427

City Manager: Dale Arrington *Dale Arrington*

Type of Item:

<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Ordinance First Reading	<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Council Approval	<input type="checkbox"/>	Ordinance Second Reading	<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	Discussion & Action	<input type="checkbox"/>	Presentation	<input type="checkbox"/>	Workshop

SUBJECT: FY 2018/19 Budget Development Calendar

BACKGROUND:

The Budget Development Calendar for FY 2018/19 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 13

- City Clerk
- Administration
- Finance Department
- Police Department

February 27

- 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:

City Wide

RECOMMENDATIONS:

Staff recommends that Council accept the proposed FY 2018/19 Budget Development Calendar.

ATTACHMENTS:

FY 2018/19 Budget Development Calendar

FINANCIAL IMPACT:

None

STRATEGIC PLAN:



BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2018/19

STRATEGIC PLANNING

[FEBRUARY - MARCH]

February 13 & 27 (Tuesdays)	Department Head Presentations to City Council.
March (Date TBD)	Strategic Planning and Goal Setting Workshop with City Council.

BUDGET DEVELOPMENT

[MARCH - MAY]

March 5 (Monday)	Release budget preparation materials to Departments. Budget input begins.
April 9 (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.
April 30 - May 4 (Monday - Friday)	Department meetings with City Manager to present and discuss preliminary operating budgets and capital improvement plans.
May 21 (Monday)	Deadline: Departments submit proposed FY 2017/18 performance profiles including: program descriptions; goals and objectives; and performance measures to Finance.
May 22 (Tuesday)	Citizen Budget Input Session as per City Charter (in Council Chambers prior to regular Council meeting).

BUDGET FINALIZATION

[JUNE - JULY]

June 1 (Friday)	First preliminary estimates of taxable properties published by the Property Appraiser.
June 4-8 (Monday - Friday)	Department meetings with City Manager to present and finalize FY 2017/18 operating budgets and capital improvement plans.
July 1 (Sunday)	TRIM: Preliminary certification of taxable property value published by the Property Appraiser.
July 2-6 (Monday - Friday)	Finalize revenue assumptions and proposed budget documents.
July 10 (Tuesday)	Millage Workshop (6:30 p.m. in Council Chambers).
July 24 (Tuesday)	TRIM: City Council sets tentative millage rate.

BUDGET ADOPTION

[AUGUST - SEPTEMBER]

August 1 (Wednesday)	Deadline: Finance releases tentative budget to City Council as per City Charter and submits the tentative CRA budget to Volusia County.
August 3 (Friday)	TRIM: DR 420 Due to Property Appraiser.
August 8-10 (Wednesday - Friday)	One-on-one budget meetings with Council members. Possible Alternate: August 16-18 (Wednesday - Friday)
August 13 (Monday)	Budget Workshop (6:30 p.m. in Council Chambers). Possible Alternate/2nd Workshop: August 20 (Monday)
September 12 (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 23 (Sunday)	TRIM: City publishes TRIM ads (Daytona Beach News Journal).
September 25 (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.