

**CITY OF SANIBEL  
BUDGET CALENDAR  
FISCAL YEAR 2013**

Week of:	April 16 - 20, 2012	Training on the Tyler budget module
Month of:	April 23-May 18, 2012	Departments prepare expenditure requests using the Tyler budget module
Friday, by Noon	May 18, 2012	Departments complete FY 2013 budgets reflecting department expenditure requests
Mon - Fri	June 4 - 8, 2012	Individual department meetings with city manager and finance director to discuss budget requests
Month of:	June 2012	Finance aligns departmental expenditure requests, after any city manager changes, with projected revenue
Monday	July 2, 2012(*)	Property appraiser certifies tax roll and finance calculates proposed millage rate based on actual taxable valuation
Friday	July 13, 2012	Finance department provides proposed FY 2013 budget document to city clerk for distribution to council for July 17th meeting
Tuesday	July 17, 2012(*)	<b>REGULAR COUNCIL MEETING</b> - Staff presents proposed FY 2013 budget and introduction of the resolution to set the proposed tax (calendar) year 2012 millage rate and date of first public hearing ( <b>Aug 3rd is the last day to do this</b> )
By Friday	August 3, 2012(*)	Finance advises property appraiser of proposed millage rate; rolled-back rate and date, time and place of first public hearing
By Friday	August 24, 2012(*)	Property appraiser mails notices of proposed property taxes and advertises the date, time and place of the first public hearing for all taxing authorities
Saturday	September 8, 2012(*)	<b>9:00 a.m. - COUNCIL'S FIRST PUBLIC HEARING</b> - Discussion and adoption of tentative millage rate and tentative FY 2013 budget
Saturday	September 15, 2012(*)	City advertises second and final public hearing in News-Press
Tuesday	September 18, 2012(*)	<b>5:01 p.m. - COUNCIL'S SECOND AND FINAL PUBLIC HEARING</b> - Discussion and adoption of final millage rate and fiscal year 2013 budget
Friday	September 21, 2012(*)	<b>Within 3 days of final adoption submit resolution to DOR, property appraiser and tax collector</b>
(*) Dates mandated by state Truth In Millage (T.R.I.M.) legislation		