

**CITY OF SANIBEL  
DRAFT - BUDGET CALENDAR  
FISCAL YEAR 2014**

Mon and Fri	April 15 and 19, 2013	Training on the Tyler budget module
Month of:	April 22-May 17, 2013	Departments prepare expenditure requests using the Tyler budget module
Friday, by Noon	May 17, 2013	Departments complete FY 2014 budgets reflecting department expenditure requests
Mon - Fri	June 3 - 7, 2013	Individual department meetings with city manager and finance director to discuss budget requests
Month of:	June 2013	Finance aligns departmental expenditure requests, after any city manager changes, with projected revenue
Monday	July 1, 2013(*)	Property appraiser certifies tax roll and finance calculates proposed millage rate based on actual taxable valuation
Friday	July 12, 2013	Finance department provides proposed FY 2014 budget document to city clerk for distribution to council for July 16th meeting
Tuesday	July 16, 2013(*)	<b>REGULAR COUNCIL MEETING - Staff presents proposed FY 2014 budget and introduction of the resolution to set the proposed tax (calendar) year 2013 millage rate and date of first public hearing (Aug 2nd is the last day to do this)</b>
By Friday	August 2, 2013(*)	Finance advises property appraiser of proposed millage rate; rolled-back rate and date, time and place of first public hearing
By Friday	August 23, 2013(*)	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 7, 2013(*)	<b>9:00 a.m. - COUNCIL'S FIRST PUBLIC HEARING</b> - Discussion and adoption of tentative millage rate and tentative FY 2014 budget
Saturday	September 14, 2013(*)	City advertises second and final public hearing in News-Press
Tuesday	September 17, 2013(*)	<b>5:01 p.m. - COUNCIL'S SECOND AND FINAL PUBLIC HEARING</b> - Discussion and adoption of final millage rate and fiscal year 2014 budget
Friday	September 20, 2013(*)	<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		