

12. **CITY MANAGER**

- a. Informational Items
- ii. Budget Calendar

**CITY OF SANIBEL  
TENTATIVE BUDGET CALENDAR  
FISCAL YEAR 2010**

Week of: April 13th - 17th	Training Updates on HTE Budget Module
Month of: April 20th-May 15th	Departments prepare Expenditure Requests using HTE Budget Module
Friday May 15th	Departments return FY 2010 HTE Budget Reports reflecting Department Expenditure Requests to Finance Director
Mon - Fri May 18th - 22nd	Individual department meetings with City Manager and Finance Director to discuss proposed budget requests
Month of: June 2009	Finance matches Departmental Expenditure Requests, after any City Manager changes, with projected revenue
Wed July 1st (*)	Property Appraiser certifies Tax Roll and Finance calculates Proposed Millage Rate based on actual taxable valuation
Wed July 15th	Finance Department provides Proposed FY 2010 Budget Document to City Clerk for distribution to Council for July 21st meeting
Tuesday July 21st (*)	<b>REGULAR COUNCIL MEETING</b> - Staff presents Proposed FY 2010 Budget and introduction of the Resolution to set the Proposed Tax (calendar) Year 2009 Millage Rate and Date of First Public Hearing ( <b>Aug 3rd is the LAST DAY to do this</b> )
By Tuesday August 4th (*)	Finance advises Property Appraiser of Proposed Millage Rate; Rolled-back Rate and date, time and place of First Public Hearing
Monday August 24th (*)	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 5th (*)	<b>9:00 a.m. - COUNCIL'S FIRST PUBLIC HEARING</b> - Discussion and adoption of Tentative Millage Rate and Tentative FY 2010 Budget
Saturday September 12th (*)	City advertises second and Final Public Hearing in News Press
Tuesday September 15th (*)	<b>5:01 p.m. - COUNCIL'S SECOND AND FINAL PUBLIC HEARING</b> - Discussion and adoption of Final Millage Rate and Fiscal Year 2010 Budget
(*) Dates mandated by State Truth In Millage (T.R.I.M.) Legislation	