

**CITY OF LEESBURG, FLORIDA  
BUDGET CALENDAR  
FISCAL YEAR 2014-15**

<b>2014 DATE DAY</b>	<b>RESPONSIBLE PARTY</b>	<b>REQUIRED ACTIVITY</b>	<b>REQUIREMENT REFERENCE</b>
January 27, Monday	City Commission	Adopt budget calendar for the fiscal year 2014-15 budget	
March 3, Monday	City Commission	Conduct Budget Workshop/Kickoff Session	
March 3, Monday	Department Directors	Deadline for submission to the Budget Manager of Personnel Requests for fiscal year 2014-15	
March 4, Tuesday	Finance Department	Distribute forms and instructions for use in preparation of the fiscal year 2014-15 budget requests to all departments and agencies funded by the City	
March 17, Monday	Department Directors	Deadline for submission to the Budget Manager of Utility Revenue projections	
March 21, Friday	City Manager	Distribute civic funding request forms	
April 14, Monday	Department Directors	Deadline for submission to the Budget Manager of budget requests for fiscal year 2014-15	
April 29, Tuesday	City Commission	Conduct Budget Workshop/Preliminary FY14-15 Budget Information	
May 5-23 Monday-Friday	City Manager	Meet with governmental fund departments to discuss fiscal year 2014-15 budget requests, including goals and objectives	
May 27-June 5, Tuesday-Thursday	City Manager	Meet with Utility funds to discuss fiscal year 2014-15 budget requests, including goals and objectives	
May 30, Friday (On or before June 1)	Property Appraiser	Provide an estimate of 2014 total assessed values of nonexempt property for budget planning purposes	Section 200.065(7), Florida Statutes,
June 12, Thursday	City Commission	Conduct Budget Workshop	
June 16, Monday	Finance Department	Present the draft budget for fiscal year 2014-15 to the City Manager for review and analysis	
June 19, Thursday	City Manager	Present the draft budget for fiscal year 2014-15 to the City Commission for review and analysis	Section 200.065(2)(a)2, Florida Statutes, Section 28, Leesburg City Charter
On or before July 1, Tuesday	Property Appraiser	Submit 2014 certified taxable values to the City Commission	Section 193.023(1), Florida Statutes, Section 200.065 (1), Florida Statutes
July 15, Tuesday	City Commission	Conduct budget/capital improvement work session regarding the proposed budget for fiscal year 2014-15	
July 28, Monday	City Commission	Establish the maximum millage rate for fiscal year 2014-15	

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July 24, Thursday	City Commission	Conduct budget/capital improvement work session regarding the proposed budget for fiscal year 2014-15	
On or before July 29, Tuesday	City Commission	Notify the Property Appraiser of: 1. The Proposed millage rates for 2014; 2. The rolled back millage rates for 2014; 3. The date, time, and place of the public hearings to consider the proposed millage rates and tentative budgets	Section 200.065(2)(b), Florida Statutes,
July 29 & 31, Tuesday, Thursday	City Commission	Conduct budget/capital improvement work session regarding the proposed budget for fiscal year 2014-15	
August 4, Monday	City Commission	Conduct budget/capital improvement work session regarding the proposed budget for fiscal year 2014-15	
On or before August 19, Tuesday	Property Appraiser	Mail notices of proposed property taxes for 2014 to each taxpayer listed on the current year assessment roll	Section 200.065(2)(b), Florida Statutes, Section 200.069, Florida Statutes
September 8, Monday	CRA Board	Establish budget for Community Redevelopment Agencies	
September 11, Thursday	City Commission	Conduct public hearings to consider adoption of the tentative budgets and proposed millage rate for fiscal year 2014-15. All hearings <u>must</u> begin after 5:00 P.M	Section 166.241(3), Florida Statutes, Section 200.065(2)(c)-(e), Florida Statutes
September 18, Thursday	Finance Director/ City Clerk	Advertise public hearings to consider final adoption of the budgets, increases in property taxes and operating expenditures (if applicable), and adoption of millage rate for fiscal year 2014-15	Section 200.065(2)(d), Florida Statutes, Sections 200.065(3),(a),(b), and (h)-(l), Florida Statutes
September 22, Monday	City Commission	Conduct public hearings to consider final adoption of the budget/capital improvement plan, and millage rate for fiscal year 2014-15. All hearings <u>must</u> begin after 5:00 P.M	Section 166.241(3), Florida Statutes, Section 200.065(2)(d), (e), Florida Statutes
November	Finance Director	Begin distribution of final budget documents	