

**CITY OF LEESBURG, FLORIDA
BUDGET CALENDAR
FISCAL YEAR 2013-14**

2013 DATE DAY	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
February 25, Monday	City Commission	Adopt budget calendar for the fiscal year 2013-14 budget	
February 28, Monday	City Commission	Conduct Budget Workshop/Kickoff Session	
March 4, Monday	Department Directors	Deadline for submission to the Budget Manager of Personnel Requests for fiscal year 2013-14	
March 5, Tuesday	Finance Department	Distribute forms and instructions for use in preparation of the fiscal year 2013-14 budget requests to all departments and agencies funded by the City	
March 18, Monday	Department Directors	Deadline for submission to the Budget Manager of Utility Revenue projections	
March 22, Friday	Interim City Manager	Distribute civic funding request forms	
April 15, Monday	Department Directors	Deadline for submission to the Budget Manager of budget requests for fiscal year 2013-14	
April 29, Monday	City Commission	Conduct Budget Workshop/Preliminary FY13-14 Budget Information	
May 1-21 Wednesday-Tuesday	Interim City Manager	Meet with governmental fund departments to discuss fiscal year 2013-14 budget requests, including goals and objectives	
May 28-June 4, Tuesday-Tuesday	Interim City Manager	Meet with Utility funds to discuss fiscal year 2013-14 budget requests, including goals and objectives	
May 31, Friday (On or before June 1)	Property Appraiser	Provide an estimate of 2013 total assessed values of nonexempt property for budget planning purposes	Section 200.065(7), Florida Statutes,
June 17, Monday	Finance Department	Present the draft budget for fiscal year 2013-14 to the Interim City Manager for review and analysis	
June 20, Thursday	Interim City Manager	Present the draft budget for fiscal year 2013-14 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, Monday	Property Appraiser	Submit 2013 certified taxable values to the City Commission	Section 193.023(1), Florida Statutes, Section 200.065 (1), Florida Statutes
Tentative July 15, Monday	City Commission	Conduct budget/capital improvement work session regarding the proposed budget for fiscal year 2013-14	
July 22, Monday	City Commission	Establish the maximum millage rate for fiscal year 2013-14	

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Tentative, July 23 & 25, Tuesday, Thursday	City Commission	Conduct budget/capital improvement work session regarding the proposed budget for fiscal year 2013-14	
On or before July 29, Monday	City Commission	Notify the Property Appraiser of: 1. The Proposed millage rates for 2013; 2. The rolled back millage rates for 2013; 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,
Tentative July 29 & August 1 Monday, Thursday	City Commission	Conduct budget/capital improvement work session regarding the proposed budget for fiscal year 2013-14	
On or before August 19, Monday	Property Appraiser	Mail notices of proposed property taxes for 2013 to each taxpayer listed on the current year assessment roll	Section 200.065(2)(b), Florida Statutes, Section 200.069, Florida Statutes
September 9, Monday	CRA Board	Establish budget for Community Redevelopment Agencies	
September 12, Thursday	City Commission	Conduct public hearings to consider adoption of the tentative budgets and proposed millage rate for fiscal year 2013-14. 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 19, 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 2013-14	Section 200.065(2)(d), Florida Statutes, Sections 200.065(3),(a),(b), and (h)-(l), Florida Statutes
September 23, Monday	City Commission	Conduct public hearings to consider final adoption of the budget/capital improvement plan, and millage rate for fiscal year 2013-14. 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	