



City of Punta Gorda, FL  
Financial Planning Calendar  
For Fiscal Year 2017

**2015**

**October**

Review FY 2015 Revenues and Expenditures for rollover authorization to FY 2016

**November**

Final Adjustments / Payments and Close out of FY 2015

**December**

City Council Reappropriation of FY 2015 incomplete projects for carryover authorization into FY 2016

**2016**

**January**

- 9** Notice of Long Range Plan for FY 2016-2020 presentation at City Council meeting on January 20 in City Weekly Highlights Report
- 16** Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of Long Range Plan for FY 2016-2020 in City Weekly Highlights Report
- 20** Presentation and City Council discussion of Long Range Financial Plan
- 23** City Manager provided overview of Long Range Financial Plan discussion and approved items in City Weekly Highlights Report along with reminder notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of Long Range Plan for FY 2016-2020
- 29** Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of FY 2016 Strategic Plan Progress report in City Weekly Highlights Report
- 29** Department budget instructions and worksheets distributed for requesting FY 2017 Operating Budget and 5 year replacement plan for capital outlay (due by Feb 29) and Five-Year Capital Improvement Program – FY 2017-2021 (due by Mar 31)

## **February**

- 9** Burnt Store Isles Canal Advisory Committee – Presentation of Long Range Financial Plan
- 16** Punta Gorda Isles Canal Advisory Committee – Presentation of Long Range Financial Plan
- 22** Utility Advisory Board – Presentation of Long Range Financial Plan
- 24 6:30 PM** Community Budget Conversation – PGI Civic Assoc. Building
- 29** Departments submit FY 2017 Operating Budget including detail in comments, Budget Narratives, Service Costs, Performance Measures and 5 year Replacement Plan for Capital Outlay. Update key performance measures for “actual” FY 2015 and “projected actual” FY 2016.

## **March**

- 1-18** Staff developing budget alternatives proposal for April 6th City Council discussion
- 3 6:30 PM** Community Budget Conversation – New Operation Cooper St. Recreation Center
- 10 6:30 PM** Community Budget Conversation – Burnt Store Presbyterian Church Reception Hall
- 31** FY 2017-2021 Capital Improvement Program (CIP) final sheets with backup due to Finance

## **April**

- 1** Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of April 6th FY 2017 Budget Alternatives
- 6** Presentation and City Council discussion of FY 2017 Budget Alternatives
- 6** City Council FY 2015 Comprehensive Annual Financial Report (CAFR) Presentation
- 8** Pertinent information by fund from FY 2017 Budget Alternatives summarized in City Weekly Highlights Report
- 25** Presentation and Utility Advisory Board discussion of FY 2017-2021 Utilities Capital Improvement Program

## **May**

- Departments review Budget Summary and update Service Costs.

**May**

- 10** Burnt Store Isles Canal Advisory Committee – FY 2017 operating budget and assessment presentation and discussion
- 14** CHNEP Policy committee review and approval of proposed FY 2017 operating budget
- 16** Punta Gorda Isles Canal Advisory Committee – FY 2017 operating budget and assessment presentation and discussion
- 20** Notice of Capital Improvements Program for FY 2017-2021 presentation at City Council meeting on June 1 in City Weekly Highlights Report
- 23** Presentation and Utility Advisory Board discussion of FY 2017 operating budget
- 27** Notice of Capital Improvements and Capital Outlay Program for FY 2017-2021 presentation, Paving Program, at City Council meeting on June 1 in City Weekly Highlights Report and viewing availability on City website [www.pgorda.us](http://www.pgorda.us)
- 27** Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of FY 2016 Strategic Plan Progress report in City Weekly Highlights Report

**June**

- 1** Property Appraiser provides preliminary taxable value
- 1** Presentation and City Council discussion of All Funds FY 2017-2021 Capital Improvement Plan, Capital Outlay Replacement Plan, 5 Year Paving Plan
- 10** Notice of Budget updates for Enterprise, Gas Tax, and Canal Maintenance Funds at City Council meeting on June 15 in City Weekly Highlights Report and viewing availability on City website [www.pgorda.us](http://www.pgorda.us)
- 15** City Council presentation of FY 2017 Operating Budget Status for Enterprise Funds, Gas Tax Funds and Canal Maintenance Funds
- 15** Departments submit updated CIP, Capital Outlay and Paving documentation
- 17** Summary of City Council FY 2017 Operating Budget Status Report for Enterprise Funds, Gas Tax Funds and Canal Maintenance Funds in City Weekly Highlights Report

## June

- 17 Requested input/recommendations for development of the strategic objectives for the upcoming FY 2017 Strategic Plan in City Weekly Highlights Report
- 24 Overview and notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the FY 2017 General Fund Budget Update to be discussed on July 6th.

## July

- 1 Property Appraiser certifies taxable value (DR-420)
- 6 City Council review and approval of 5 year Community Development Block Grant consolidated plan and FY 2016 action plan
- 6 City Council presentation of FY 2017 General Fund Budget Update
- 6 Overview of the FY 2017 of tentative millage rate and assessment rates to be discussed on July 13th City Council meeting in City Weekly Highlights Report
- 13 City Council Public Hearing regarding millage rate, setting budget hearing dates, and tentative proposed assessments for PGI and BSI Canal Maintenance Districts and Lot Mowing District.
- 13 Second Public Hearing and adoption of 5 year Community Development Block Grant consolidated plan and FY 2016 action plan
- 15 DR-420 completed and submitted to Property Appraiser
- 15 City Weekly Highlights Report provided overview of outcome of July 13<sup>th</sup> City Council actions on millage rate, budget hearing dates, canal maintenance assessments and lot mowing assessment. Also provided notice of first public hearing scheduled for Sept 7th at 5:01 pm.
- 22 Request for input for the FY 2017 Strategic Pan in City Weekly Highlights Report
- 29 Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the proposed FY 2017 Budget Message in the City Weekly Highlights Report.

## August

- 5 Overview and notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the FY 2017 Budget Message
- 12 Overview and notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the FY 2017 Budget Document

## **August**

- 19** Charlotte County Property Appraiser mails notifications of proposed property taxes, assessments and the date, time and place of Public Hearing on tentative budget and proposed millage rate per the Truth In Millage Act (TRIM)
- 19** Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the proposed FY 2017 Strategic Plan in the City Weekly Highlights Report

## **September**

- 2** Notice in newspaper regarding Punta Gorda Isles and Burnt Store Isles canal maintenance assessments and Lot Mowing district assessments and related public hearings
- 2** Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the proposed FY 2017 Budget and the FY 2017 Strategic Plan in the City Weekly Highlights Report and notice of first public hearing on September 7th
- 7** City Council review of FY 2017 Strategic Plan action items
- 7 5:01PM** City Council first Public Hearing regarding millage rate and proposed FY 2017 City budget  
Resolution adopting a special assessment fee for Punta Gorda Isles Canal Maintenance District  
Resolution adopting a special assessment fee for Burnt Store Isles Canal Maintenance District  
Resolution adopting a special assessment fee for Lot Mowing District
- 9 & 16** Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the proposed FY 2017 Budget in the City Weekly Highlights Report and notice of 2<sup>nd</sup> and final public hearing on September 21st

## **September**

- 16** Notice in newspaper of Public Hearings regarding final millage rate and FY 2017 Budget, and summary of FY 2017 Budget
- 21** City Council adoption of FY 2017 Strategic Plan
- 21 5:01PM** City Council second Public Hearing regarding millage rate and proposed FY 2017 budget  
Resolution adopting a final millage rate  
Ordinance adopting a final budget
- 23** Ordinances and Resolutions submitted to County and State

## **October**

- 1** DR422 and TRIM package -sent within 30 days of final hearing  
Effective date of second Utilities rate changes approved October 21, 2015 for FY 2017