



City of Punta Gorda, FL  
Financial Planning Calendar  
Fiscal Year 2016

**2014**

**October**

Review FY 2014 Revenues and Expenditures for rollover authorization to FY 2015

**November**

Final Adjustments / Payments and Close out of FY 2014

**December**

City Council Reappropriation of FY 2014 incomplete projects for carryover authorization into FY 2015

**2015**

**January**

- 9** Notice of Long Range Plan for FY 2015-2019 presentation at City Council meeting on January 21 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 2015-2019 in City Weekly Highlights Report
- 21** 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 2015-2019
- 23** Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of FY 2015 Strategic Plan Progress report in City Weekly Highlights Report
- 30** Department budget instructions and worksheets distributed for requesting FY 2016 Operating Budget and 5 year replacement plan for capital outlay (due by Feb 28) and Five-Year Capital Improvement Program – FY 2016-2020 (due by Mar 28)

## **February**

- 10** Burnt Store Isles Canal Advisory Committee – Presentation of Long Range Financial Plan
- 17** Punta Gorda Isles Canal Advisory Committee – Presentation of Long Range Financial Plan
- 23** Utility Advisory Board – Presentation of Long Range Financial Plan
- 28** Departments submit FY 2016 Operating Budget, Budget Narratives, Service Costs, Performance Measures and 5 year Replacement Plan for Capital Outlay. Include updated to actual key performance measures for FY 2014 and projected actual for FY 2015.

## **March**

- 1-20** Staff developing budget alternatives proposal for April 1st City Council discussion
- 27** Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of April 1st FY 2016 Budget Alternatives
- 28** FY 2016-2020 Capital Improvement Program (CIP) final sheets with backup due to Finance

## **April**

- 1** Presentation and City Council discussion of FY 2016 Budget Alternatives
- 1** City Council FY 2014 Comprehensive Annual Financial Report (CAFR) Presentation
- 3** Pertinent information by fund from FY 2016 Budget Alternatives summarized in City Weekly Highlights Report
- 14** Burnt Store Isles Canal Advisory Committee – Reorganization proposal, perimeter canal dredging project, FY 2016 operating budget and assessment presentation and discussion
- 20** Punta Gorda Isles Canal Advisory Committee – Reorganization proposal

## **May**

- Departments review Budget Summary and update Service Costs.
- 4** Burnt Store Isles Canal Advisory Committee – Perimeter canal dredging project, FY 2016 operating budget and assessment presentation and discussion

## **May**

- 14** CHNEP Policy committee review and approval of proposed FY 2016 operating budget
- 15** Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of FY 2015 Strategic Plan Progress report in City Weekly Highlights Report
- 18** Punta Gorda Isles Canal Advisory Committee – FY 2016 operating budget and assessment presentation and discussion
- 18** Presentation and Utility Advisory Board discussion of FY 2016-2020 Utilities Capital Improvement Program and FY 2016 operating budget
- 22** Notice of Capital Improvements Program for FY 2016-2020 presentation at City Council meeting on June 3 in City Weekly Highlights Report
- 29** Notice of Capital Improvements and Capital Outlay Program for FY 2016-2020 presentation, Paving Program, Budget updates for Enterprise, Gas Tax, and Canal Maintenance Funds at City Council meeting on June 3 in City Weekly Highlights Report and viewing availability on City website [www.pgorda.us](http://www.pgorda.us)

## **June**

- 1** Property Appraiser provides preliminary taxable value
- 3** Presentation and City Council discussion of All Funds FY 2016-2020 Capital Improvement Plan, Capital Outlay Replacement Plan, 5 Year Paving Plan
- 3** FY 2016 Operating Budget Status Report for Enterprise, Gas Tax and Canal Maintenance Funds
- 5** Summary City Council approvals and directions on Paving Plan, Operating Budget Status Report for Enterprise, Gas Tax and Canal Maintenance Funds and information related to Property Appraiser's preliminary taxable values
- 12** Notice of Recycling Contract and Sanitation Rate Changes to be on June 17 City Council agenda in City Weekly Highlights Report
- 12** Requested input/recommendations for development of the strategic objectives for the upcoming FY 2016 Strategic Pan in City Weekly Highlights Report

## June

- 17 Burnt Store Isles Canal Advisory Committee – Proposed FY 2016 Budget discussion; Propose perimeter canal dredging project; and Proposed assessment increase at City Council Meeting
- 17 City Council discussion on Recycling Contract and Sanitation Rates
- 19 Summary of City Council discussions of Burnt Store Isles Canal Advisory Committee recommendations and Sanitation Recycling Contract in City Weekly Highlights Report
- 26 Overview and notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the FY 2016 General Fund Budget Update to be discussed on July 1<sup>st</sup>.

## July

- 1 Property Appraiser certifies taxable value (DR-420)
- 1 City Council review and approval of 5 year Community Development Block Grant consolidated plan and FY 2015 action plan
- 1 City Council presentation of FY 2016 General Fund Budget Update
- 3 Overview of the FY 2016 of tentative millage rate and assessment rates to be discussed on July 8<sup>th</sup> City Council meeting in City Weekly Highlights Report
- 8 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.
- 8 Second Public Hearing and adoption of 5 year Community Development Block Grant consolidated plan and FY 2015 action plan
- 10 DR-420 completed and submitted to Property Appraiser
- 10 City Weekly Highlights Report provided overview of outcome of July 8<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 2<sup>nd</sup> at 5:01 pm.
- 24 Request for input for the FY 2016 Strategic Pan in City Weekly Highlights Report
- 27 Utilities Advisory Board presentation and discussion of utilities rate sufficiency study

## July

31 Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the proposed FY 2016 Budget Message in the City Weekly Highlights Report.

## August

- 7 Overview and notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the FY 2016 Budget Message
- 14 Overview and notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the utilities rate sufficiency study
- 19 City Council presentation and discussion of utilities rate sufficiency study
- 20 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)
- 21 Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the proposed FY 2016 Strategic Plan in the City Weekly Highlights Report ; also provided summary of outcome of City Council discussion of utilities rate sufficiency study
- 28 Notice in newspaper regarding Punta Gorda Isles and Burnt Store Isles canal maintenance assessments and Lot Mowing district assessments and related public hearings
- 28 Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the proposed FY 2016 Budget and the FY 2016 Strategic Plan in the City Weekly Highlights Report and notice of first public hearing on September 2<sup>nd</sup>

## September

- 2 City Council review of FY 2016 Strategic Plan action items
- 2 City Council first Public Hearing regarding millage rate and proposed FY 2016 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
- 4 & 11 Notice of City website [www.pgorda.us](http://www.pgorda.us) viewing availability of the proposed FY 2016 Budget in the City Weekly Highlights Report and notice of 2<sup>nd</sup> and final public hearing on September 16<sup>th</sup>

## **September**

- 11** Notice in newspaper of Public Hearings regarding final millage rate and FY 2016 Budget, and summary of FY 2016 Budget
- 16** City Council second Public Hearing regarding millage rate and proposed FY 2016 budget  
Resolution adopting a final millage rate  
Ordinance adopting a final budget
- 18** Ordinances and Resolutions submitted to Property Appraiser, Tax Collector and Department Of Revenue (DOR).

## **October**

- DR422 and TRIM package -sent within 30 days of final hearing
- 7** City Council first Public Hearing regarding Utilities rate structure modification and changes to rates proposed for FY 2016, FY 2017, and FY 2018
- 21** City Council second Public Hearing regarding Utilities rate structure modification and changes to rates proposed for FY 2016, FY 2017, and FY 2018