



**Charlotte County Board of County Commissioners  
Major Milestones Budget Calendar  
Fiscal Year 2023**

Task Name	Due Date	Description
Update CNA - Cost Updates	9/30/22	CNA posted to Budget site for department entry of cost updates
Deadline to Create New MSBU	10/31/22	Deadline to receive request from depts, Punta Gorda or Indep. Districts to create new MSBU
CIP Sheets	10/31/22	CIP sheets posted to Budget site and available for department entry
PW MSBU Work Program Budget Templates	10/31/22	MSBU Budget Prep Templates uploaded to Budget site for entry by Public Works
Capital Maintenance Plans	10/31/22	Capital Maintenance templates posted to Budget site for department entry
Employee Survey	10/31/22	Employee Survey
Quarterly Business Meetings	11/25/22	Quarterly Business Meetings
Equipment Schedule Reviewed by Fleet Manager	11/30/22	Master Equip Replacement schedule reviewed and updated by Fleet Manager
Analyst review CIP Operating Costs	11/30/22	Ops Analyst review CIP Operating Costs
Citizen Survey	11/30/22	Citizen Survey
CIP Sheets Due	11/30/22	New and updated CIP sheets, including operating impacts, are due from departments
CNA Cost Updates Due	11/30/22	Capital Needs Assessment cost updates due from departments
Capital Maintenance Plans Due	11/30/22	Capital Maintenance Plan (CMP) updates are due from departments
Hold Public Hearing to Create New MSBU	12/13/22	Hold Public Hearing on Uniform Method of Collection for new MSBUs
Capital Review Committee	12/14/22	Review projects, timeline and ranking of Capital Needs Assessment
Post Budget Forms to SharePoint	12/16/22	Forms are available for department use
Budget Process Workshop	12/20/22	BCC Budget Process Workshop - Rm #119 9:00am (Budget introduction & process review)
PW MSBU Templates Due	12/31/22	PW MSBU Work Programs due incrementally weekly to Fiscal from Public Works
PW MSBU/TU Budgets	12/31/22	Planned MSBU/TU budgets for January Advisory Board meetings due to Public Works
Citizen Input Budget Meeting - Murdock	1/11/23	Citizen Budget Input Public Meeting, Murdock - 6:00pm
Citizen Input Budget Meeting - Tringali	1/12/23	Citizen Budget Input Public Meeting, Tringali - 6:00pm
BRF Applications Cycle	1/31/23	Received by Fiscal for Marine Advisory Committee (MAC) review
Budget Worksheets due to Fiscal	1/31/23	Budget Worksheets due to Fiscal
MSBU/TU Budgets	1/31/23	Planned MSBU/TU budgets for February Advisory Board meetings due to Public Works
Board Workshop for Capital Projects (CNA)	2/7/23	Presentation of capital projects and timeline during Regular Board Workshop
BCC Retreat	2/21/23	Strategic Focus Area Review (BCC Retreat) Location Centennial Rec. center ; 9:00 a.m.
MSBU/TU Budgets	2/28/23	Planned MSBU/TU budgets for March Advisory Board meetings due to Public Works
Review/Update PBB and LOS Worksheets	3/1/23	PBB Core functions and LOS reviewed and finalized with department.
Budget Process Update	3/9/23	BCC Workshop - Budget Process Update Rm #119 2:00 p.m.
BRF Applications presented to MAC	3/10/23	BRF applications for funding are presented to Marine Advisory Committee; 9:30am Rm #119 on 3/13
Quarterly Business Meetings	3/15/23	Quarterly Business Meetings
Department Goals Due	3/31/23	Goals are due from departments
PW MSBU Advisory Board Budget Review	3/31/23	PW MSBU planned budgets reviewed by Advisory Boards to include carry forward balance
Ordinances/Resolutions for New MSBUs	4/1/23	Board approval of ordinances or resolutions to create MSBUs or revise territories
Focus Area Workshop	4/20/23	Economic & Community Development Rm #119 2:00 p.m.
MSBU Rate Increase Due	4/30/23	MSBUs with rate increase due to Administration, provide final rates with increase
MSBU Budgets in EDEN	4/30/23	Budgets entered into EDEN for MSBUs with Advisory Boards
CIP Carry Forward Estimates and Beginning Balances	4/30/23	Estimate CIP carry forward amounts using 6 month actuals (through 3/31) and adjust beginning fund balances
Meet with Admin	4/30/23	Meetings with Admin to go over budget with individual departments
Update BOCC on Ops. Budget	4/30/23	Deadline to update BOCC on operational budget (Per Charlotte County Charter)
MAC Recommendations for BRF to BCC	5/2/23	MAC recommendation for Boater Revolving funding goes to BCC for approval
BCC Workshop for MSBU Rates	5/16/23	MSBU Workshop Rm #119 2:00 pm; MSBUs with/without increases including under/over max rate
Focus Area Workshop	5/18/23	Infrastructure Rm #119 2:00 p.m.
BCC Approval MSBU rate increases and mailings	5/23/23	BCC approval for MSBU rate increases, mail 1st time assessed notices, set Public Hearing
Focus Area Workshop	5/25/23	Public Services Rm #119 9:00 a.m.
Constitutional Budgets Due	5/31/23	Sheriff, Clerk, and Supervisor of Elections budgets due
Property Valuations Due	6/1/23	Property Appraiser's estimated valuations due
Focus Area Workshop	6/20/23	Efficient & Effective Government Rm #119 2:00pm
Public Hearing for 1st time assessed properties	6/27/23	MSBU Public Hearing Rm #119 10:00am, BCC approval for 1st time assessed properties
Balance Budget	6/30/23	Internal Balancing of Budget - TRIM Estimates, TRIM Valuations
Prelim. Cert. of Valuations Due	7/1/23	Preliminary Certification of Valuations from Property Appraiser
MSBU Public Hearing	7/19/23	MSBU Public Hearing - Murdock (TBD) - 5:01 p.m.
MSBU Public Hearing	7/20/23	MSBU Public Hearing - TBD - 5:01 p.m.
Tentative Budget Presentation	7/20/23	Presentation of Tentative Budget - Rm #119 2:00pm
Transfer MSBU records to Property Appraiser for TRIM	7/31/23	Notify Property Appraiser that MSBU database is ready for download for TRIM
Deadline for CIP changes from Public Hearings	7/31/23	Deadline for departments to submit any CIP changes from Public Hearing board action
Quarterly Business Meetings	8/2/23	Quarterly Business Meetings
First Budget Public Hearing	9/5/23	First Budget Public Hearing 5:01 p.m., Room 119
Certify MSBU Final Roll	9/15/23	Certify MSBU Final Roll and deliver to Tax Collector
Final Budget Public Hearing	9/19/23	Final Budget Public Hearing 5:01 p.m., Room 119
Public Hearing for Capital Improvement Program	9/26/23	Public Hearing to adopt CIP during last regular Board meeting in September
Public Hearing for Hospital Assessment	9/26/23	Public Hearing for hospital assessment, board adopts resolution annually
Distribute MSBU Adopted Budgets	9/30/23	Distribute adopted MSBU budgets to Public Works for Advisory Boards