



Charlotte County Board of County Commissioners
Major Milestones Budget Calendar
Fiscal Year 2022 & 2023

Task Name	Due Date	Description
MSBU Templates Due	9/30/20	MSBU Work Programs due incrementally weekly to Fiscal from Public Works.
Post CNA, CMP, and Heavy Equipment to SharePoint	11/6/20	Capital Needs Assessment, Capital Maintenance and Heavy Equipment posted to Budget SharePoint site and available for department entry
Quarterly Business Meetings	11/20/20	Quarterly Business Meetings
Set Public Hearing to Create New MSBU	11/24/20	Board approval to set Public Hearing date on the Uniform Method of Collection for new MSBUs.
Post CIP Sheets to SharePoint	11/30/20	CIP sheets posted to Budget SharePoint site and available for department entry
Budget Process Workshop	12/1/20	BCC Workshop - Budget Process- Rm #119 1:00pm
Hold Public Hearing to Create New MSBU	12/8/20	Hold Public Hearing on the Uniform Method of Collection for new MSBUs.
Post Budget Worksheets, PBB Forms, and Misc Equipment lists to SharePoint	12/18/20	Forms are available to Departments (posted to sharepoint); Notify Depts to begin working on their worksheets. All Forms due back 1/29/2021
CIP Sheets Due	12/21/20	New and updated CIP sheets, including applicable operating impacts, due from departments
Citizen Input Budget Meeting - Murdock	1/6/21	Citizen Budget Input Public Meeting, Murdock - 6:00pm
Citizen Input Budget Meeting - Tringali	1/7/21	Citizen Budget Input Public Meeting, Tringali - 6:00pm
CNA Due	1/8/21	Capital Needs Assessment updates are due from the departments
Vehicle Inventory	1/22/21	Vehicle Inventories from Fleet (and replacement schedules)
Heavy Equipment Plans Due	1/22/21	Heavy Equipment Plan updates are due from departments
Capital Maintenance Plans Due	1/22/21	Capital Maintenance Plan (CMP) updates due from departments
Capital Review (Quarterly CIP Meeting)	1/25/21	Review projects, timeline and ranking of CNA and Capital Maintenance
Budget Forms, PBB Forms, and Misc Equipment Lists due to Fiscal	1/29/21	Budget Forms, PBB Forms, and Misc Equipment Lists due to Fiscal
BCC Retreat	2/16/21	Strategic Focus Area Review (BCC Retreat) in Commission Chambers 119
Quarterly Update to Board (Utility CNA)	2/16/21	Review projects, timeline and ranking of CNA for board approval
Budget Process Update	3/9/21	BCC Workshop - Budget Process Update Rm #119 1:00 p.m. (Actuals, Historicals, Budget Calendar, Debt Policy, Reserve Policy)
Board Workshop for Capital Projects (CNA)	3/9/21	Present Capital Projects and Timeline from CNA during Regular Board Workshop by Capital Projects Manager
Quarterly Business Meetings	3/12/21	Quarterly Business Meetings
Department Goals Due	4/1/21	Goals are due from departments.
Focus Area Workshop on Economic & Community Development	4/20/21	Rm #119 9:00am
MAC Recommendations for BRF to BCC	4/27/21	Marine Advisory Committee (MAC) recommendation for Boater Revolving funding goes to BCC for approval.
MSBU Rate Increase Due	4/30/21	MSBUs with rate increase due to Administration. Provide final rates for MSBUs with rate increase.
Meet with Admin	4/30/21	Meetings with Admin to go over budget with individual departments

Update BOCC on Ops. Budget	4/30/21	Deadline to update BOCC on operational budget (Per Charlotte County Charter)
Focus Area Workshop on Public Services	5/13/21	Rm #119 9:00am
Focus Area Workshop on Infrastructure	5/18/21	Rm #119 9:00am
BCC Workshop for MSBU rates	5/20/21	MSBU Workshop Rm #119 2:30pm; MSBUs with/without increases including under and over max rate.
BCC Approval MSBU rate increases and mailing 1st time assessed properties	5/25/21	BCC approval for MSBU rate increases not requiring a Public Hearing; approval for mailing notices for 1st time assessed properties; and set Public Hearing June 22 for 1st time assessed properties.
Constitutional Budgets Due	5/31/21	Sheriff, Clerk, and Supervisor of Elections budgets due
Focus Area Workshop on Efficient & Effective Government/Follow Up	6/15/21	Rm #119 1:30pm
Public Hearing for 1st time assessed properties	6/22/21	MSBU Public Hearing Rm #119 10:00am; BCC approval for 1st time assessed properties on MSBUs.
Balance Budget	6/30/21	Internal Balancing of Budget - TRIM Estimates, TRIM Valuations.
Prelim. Cert. of Valuations Due	7/1/21	Preliminary Certification of Valuations from Property Appraiser
Tentative Budget Presentation	7/20/21	Presentation of Tentative Budget - Rm #119 2:00pm
MSBU Public Hearing-Murdock	7/21/21	MSBU Public Hearing - Murdock - 5:01 p.m. Rm #119
MSBU Public Hearing-Tringali	7/22/21	MSBU Public Hearing - Tringali - 5:01 p.m.
Transfer MSBU records to Property Appraiser for TRIM	7/28/21	Notify Property Appraiser that MSBU database is ready for download for TRIM.
Deadline for CIP changes from Public Hearings	7/31/21	Deadline for departments to submit any CIP changes from Public Hearing board action.
Quarterly Business Meetings	8/2/21	Quarterly Business Meetings
First Budget Public Hearing	9/7/21	First Budget Public Hearing 5:01 p.m., Room 119
BCC Approval to set Public Hearing for CIP	9/14/21	BCC approval to set Public Hearing to adopt Capital Improvement Program
Certify MSBU Final Roll	9/15/21	Certify MSBU Final Roll and deliver to Tax Collector.
Final Budget Public Hearing	9/21/21	Final Budget Public Hearing 5:01 p.m., Room 119
Public Hearing for Capital Improvement Program	9/28/21	Public Hearing to adopt CIP during the last regular Board meeting in September.
Post CIP Book to Transparency Page	10/15/21	Post CIP Book on the Transparency Page
Quarterly Business Meetings	11/12/21	Quarterly Business Meetings