

# TOWN OF RIVERDALE PARK

## Office of Finance Services

TO: John N. Lestitian, Town Manager  
FROM: Gentry Jones, Finance Manager CPA  
DATE: December 18, 2020  
RE: FY2022 Budget Adoption and Development Calendar

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**Action Requested:** No formal action is requested at this time. Staff seek an opportunity to share the FY2022 Budget Calendar with the Mayor and Council.

**Background:** The Town Manager is required by the Charter to submit a proposed budget to the Mayor and Council at least sixty (60) days prior to the beginning of the fiscal year. The scheduled date to deliver the proposed budget is April 5, 2021. The Charter also states that the budget shall be adopted no later than June 30<sup>th</sup> of each year. It is important that the budget ordinance be adopted so that the effective date of the budget is July 1<sup>st</sup> or sooner. While these requirements appear to allow additional time, the Town is required to report the Town's adopted tax rates no later than the end of May.

Budget Public Hearings are scheduled for Saturdays, April 17<sup>th</sup> and 24<sup>th</sup>. Advanced notices will be published in the March and April editions of the Town Crier. Additional notifications of the public hearings will be made through the Town's established outreach activities (Cable television channel, Website, Facebook, Status and Information Reports, and Town Announce). The attached calendar outlines fifteen times that aspects of FY2022 Budget will be discussed publicly and comments solicited.

The Town's annual budget is approved and adopted in the form of an ordinance. During the budget year, any transfer of funds between major budget categories for different purposes must be approved by the Council before becoming effective.

**Staff Budget Committee Established:**

Paul Smith, Finance and Employee Services Director, Gentry Jones, Finance Manager C.P.A., Keith Robinson, Program Specialist II and John Lestitian, Town Manager, are the members of this committee.

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# **FY2022 Budget Development and Adoption Calendar**

## **December 2020**

**December 21:** Mayor and Council Work Session presentation:

- Budget Development and Adoption Calendar

## **January 2021**

**January 4:** Mayor and Council Legislative Meeting presentation:

- Budget Assumptions
- Budget Priorities, Guidelines, Challenges, and Opportunities

**January 25:** Mayor and Council Work Session presentation:

- Capital Improvement Project Updates and Projections

## **February 2021**

**February 1:** Mayor and Council Legislative Meeting presentation:

- Fund Balances and Projections

**February 14:** Constant Yield Tax Rate received from SDAT

**February 22:** Mayor and Council Work Session presentation:

- Revenue
  - FY2021 Estimated Actuals
  - FY2022 Projections

## **March 2021**

**March 1:** Mayor and Council Legislative Meeting presentation:

- Expenditures
  - FY2021 Estimated Actuals
  - FY2022 Projections
- FY2022 Challenges and Opportunities revisited

**March 15:** State of the Town presentation:

- Budget Overview

**March 29:** Mayor and Council Work Session presentation:

- Budget updates and adjustments

## **April 2021**

**April 5:** Mayor and Council Work Session presentation:

- Presentation of the FY2022 Proposed Operating and Capital Improvement Budget

**April 12:** Mayor and Council Work Session:

- Review of Proposed FY2022 Operating and CIP Budget

**April 17:** Budget Public Hearing:

- Review of Proposed FY2022 Operating and CIP Budget

**April 24:** Budget Public Hearing:

- Review of Proposed FY2022 Operating and CIP Budget

**April 26:** Mayor and Council Special Legislative Meeting and Work Session:

- Review of edits to the Proposed Budget
- Introduction of FY2022 Operating and CIP Budget and Tax Rates Ordinance

**May 2021**

**May 4:** Real Property Tax Rate Public Hearing

**May 24:** Mayor and Council Special Legislative Meeting:

- Adoption Final FY2022 Operating and CIP Budget and Tax Rates Ordinance