



# **Town of Riverdale Park, Maryland**

## **Town Administration**

TO: John N. Lestitian, Town Manager  
FROM: Gentry Jones, Finance Manager C.P.A.  
CC: Paul Smith, Director of Finance and Employee Services  
DATE: December 13, 2019  
RE: FY2021 Budget Calendar

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**Action Requested:** No formal action is requested at this time. Staff seek an opportunity to share the FY2021 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 6, 2020. 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 18<sup>th</sup> and 25<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 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:**

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

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## **FY2021 Budget Development Calendar**

### **December 2019**

- December 16, 2019: Mayor and Council Work Session presentation:
  - Budget Calendar
    - Public Meeting
- December 30, 2019: Office/Department Managers submit request for non-project capital acquisitions (purchase of vehicles, equipment, fixtures with useful-life greater than 5-years with acquisition costs more than \$1,500.00)

### **January 2020**

- January 03, 2020: Budget Committee reviews non-project capital acquisition requests
- January 06, 2020: Mayor and Council Legislative Session presentation:
  - Budget Priorities, Guidelines, Challenges, and Opportunities
    - Public Meeting
- January 10, 2020: Office/Department Managers submit CIP project requests
- January 15, 2020: Office/Department Managers submit estimated actuals for revenue and expenditures for current fiscal year
- January 17, 2020: Office/Department Managers and Budget Committee review requested CIP projects for prioritization
- January 27, 2020: Mayor and Council Work Session presentation:
  - Budget Assumptions
    - Public Meeting
- January 30, 2020: Budget Committee drafts Capital Improvement Project Budget

### **February 2020**

- February 03, 2020: Mayor and Council Legislative Session presentation:
  - Capital Improvement Projects
    - Public Meeting
- February 10, 2020: Office/Department Managers submit operating budget request
- February 17, 2020: Office/Department Managers submit updated estimated actuals for revenue and expenditures for current fiscal year
- February 19, 2020: Office/Department Managers present operating budget requests to the Budget Committee
- February 24, 2020: Office/Department Managers submit final revenue projections for FY2021
- February 24, 2020: Mayor and Council Work Session presentation:
  - Fund Balances and Projections
    - Public Meeting

### **March 2020**

- March 02, 2020: Mayor and Council Legislative Session presentation:
  - Revenue Projections
    - Public Meeting
- March 16, 2020: State of the Town presentation
  - Budget Overview
- March 18, 2020: Draft Proposed FY2021 Operating and CIP Budget delivered to staff Leadership Team
- March 30, 2020: Mayor and Council Work Session presentation:
  - FY2021 Challenges and Opportunities
    - Public Meeting
- March 31, 2020: Final Proposed FY2021 Operating and CIP Budget

### **April 2020**

- April 02, 2020: Budget printing and assembly begins
- April 06, 2020: Mayor and Council Work Session presentation:
  - Proposed FY2021 Operating and CIP Budget delivered
    - Public Meeting
- April 18, 2020: Budget Public Hearing
  - Review of Proposed FY2021 Operating and CIP Budget
    - Public Meeting
- April 25, 2020: Budget Public Hearing
  - Review of Proposed FY2021 Operating and CIP Budget
    - Public Meeting

### **May 2020**

- May 04, 2020: Mayor and Council Legislative Session presentation:
  - Real Property Tax Rate Public Hearing
    - Public Meeting
  - Revised FY2021 Operating and CIP Budget and Tax Rates Introduced
    - Public Meeting
- May 18, 2020: Mayor and Council Special Legislative Meeting
  - Final FY2021 Operating and CIP Budget and Tax Rates Adopted
    - Public Meeting