

## FY 2021 Budget Action Calendar

DATE	ACTION
Tuesday, September 17, 2019	Town Manager issues instructions to Departments for FY 2021 Operating & Capital budgets
Monday, October 21, 2019	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY 2021 General Fund revenue
Monday, October 21, 2019	Departments submit Calendar Year permit and fees change requests to Town Manager along with supporting documentation
Thursday, October 24, 2019	Municipal Departments submit preliminary listing of any proposed FY 2021 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Tuesday, November 12, 2019	Town Manager conducts public hearing on any changes to <i>Calendar Year</i> permits and fees
Monday, November 18, 2019	Departments submit Capital Improvements Project (CIP) project data sheets <i>with supporting photos</i> and review of existing capital projects to Town Manager
Wednesday, November 20, 2019	HR Director submits position changes summary including comments to Town Manager
Thursday, November 21, 2019	Town Council conducts joint meeting/workshop with School Committee in accordance with Town Charter to review financial condition of the Town
Monday, November 25, 2019	CIP Task Force provided copy of CIP submissions
Thursday, December 5, 2019	Annual Organization of Town Council (TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32) (Friday, May 22, 2020)
Wednesday, December 11, 2019	CIP Task Force conducts workshop on CIP submissions
Wednesday, December 18, 2019	Department Managers submit Operating Budget <i>Decision Packages</i>
Tuesday, January 21, 2020	Department Managers submit Operating Budget <i>Narratives</i> including photos
Tuesday, January 28, 2020	Departments submit Fiscal Year permit and fees change requests to Town Manager along with supporting documentation
Monday, February 24, 2020	Town Manager submits recommended FY 2021 Capital Budget to Town Council per Part VI, Section 6-5 (a) of the Charter ( <i>TC must adopt plan BEFORE June 1, 2020</i> )
Monday, February 24, 2020	CFAC submits their review of recommended FY 2021 Capital Budget to Town Manager & Town Council
Thursday, March 5, 2020	Town Council conducts first reading of FY 2021 Capital Budget Orders. Capital Budget presentation made to the Town Council.
Tuesday, March 10, 2020	Town Manager conducts public hearing on <i>Fiscal Year</i> permits and fees
Thursday, April 2, 2020	Town Council conducts first public hearing on FY 2021 Capital Budget
Thursday, April 2, 2020	School Department submits adopted FY 2021 School budget to Town Manager
Thursday, April 16, 2020	Town Council conducts second public hearing on FY 2021 Capital Budget
Thursday, May 7, 2020	Town Council conducts third public hearing on FY 2021 Capital Budget, if needed
Tuesday, May 12, 2020	Town Manager submits recommended FY 2021 Operating Budget to the Town Council. Town Council must adopt budget within 45 days (by June 26, 2020) otherwise it becomes part of FY21 appropriations per Section 6-3 (b) of the Charter)
Tuesday, May 12, 2020	CFAC submits their review of recommended FY 2021 Operating Budget to Town Manager & Town Council
Thursday, May 21, 2020	Town Council conducts first reading of the FY 2021 Operating Budget Orders. Operating Budget presentation made to Town Council.
Thursday, June 4, 2020	Town Council conducts first public hearing on FY 2021 Operating Budget
Thursday, June 18, 2020	Town Council conducts second public hearing on FY 2021 Operating Budget.
Thursday, June 25, 2020	Town Council conducts third public hearing on FY 2021 Operating Budget if needed. This is the last weekday FY 2021 Operating Budget can be adopted by Town Council per Part VI Section 6-3 (b) of the charter (TC must adopt within 45 days of receiving budget)

Town Council Action    
 Town Manager Action    
 Municipal & School Dept/CFAC Action