

# FISCAL YEAR 2020 TOWN MANAGER'S PROPOSED OPERATING BUDGET



**TOWN OF BARNSTABLE, MASSACHUSETTS**

**Mark S. Ells  
Town Manager**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Barnstable**

**Massachusetts**

For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morrill*

Executive Director

*The Government Finance Officers Association of the United States and Canada (GFOA) has presented a Distinguished Budget Award to the Town of Barnstable for the fiscal year beginning July 1, 2018. The award is the highest form of recognition in governmental budgeting. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This is the **eighteenth consecutive year** that the Town of Barnstable has been presented with this prestigious award.*

*The criterion on which the award for fiscal year 2019 was based is that which has been used as a guide in preparing the budget for fiscal year 2020. Therefore, it is my belief that the Capital and Operating budgets presented for fiscal year 2020 conform to program requirements, and I will submit them to GFOA to determine their eligibility for another award. My Staff, Mark Milne, Finance Director, and Nathan Empey, Finance/Budget Analyst, are to be congratulated for their parts in this and the previous awards.*

Mark S. Ells  
Town Manager

April 10, 2019

## FY 2020 Budget Action Calendar

DATE	ACTION
Saturday, September 15, 2018	Town Council meets to review and update their Strategic Plan
Friday, October 5, 2018	Town Manager issues instructions to Departments for FY 2020 Operating & Capital budgets
Monday, October 15, 2018	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY 2020 General Fund revenue
Friday, October 19, 2018	Municipal Departments submit preliminary listing of any proposed FY 2020 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Monday, October 22, 2018	Departments submit Calendar Year permit and fees change requests to Town Manager along with supporting documentation
Thursday, November 1, 2018	Town Council conducts joint meeting/workshop with School Committee in accordance with Town Charter to review financial condition of the Town
Thursday, November 8, 2018	Town Manager conducts public hearing on any changes to <i>Calendar Year</i> permits and fees
Thursday, November 15, 2018	HR Director submits position changes summary including comments to Town Manager
Monday, November 19, 2018	Departments submit Capital Improvements Project (CIP) project data sheets <i>with supporting photos</i> and review of existing capital projects to Town Manager
Monday, November 26, 2018	CIP Task Force provided copy of CIP submissions
Thursday, December 6, 2018	CIP Task Force conducts workshop on CIP submissions
Monday, December 10, 2018	Town Manager begins formal review of CIP project requests with individual Department Managers
Thursday, December 6, 2018	Annual Organization of Town Council ( <i>TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32</i> ) ( <i>Friday, May 24, 2019</i> )
Wednesday, December 19, 2018	Department Managers submit Operating Budget <i>Decision Packages</i>
Monday, January 7, 2019	Town Manager begins review of Operating Budget requests with Department Managers
Monday, January 21, 2019	Department Managers submit Operating Budget <i>Narratives</i> including photos
Tuesday, January 29, 2019	Departments submit Fiscal Year permit and fees change requests to Town Manager along with supporting documentation
Tuesday, February 12, 2019	Town Manager conducts public hearing on <i>Fiscal Year</i> permits and fees
Monday, February 25, 2019	Town Manager submits recommended FY 2020 Capital Budget to Town Council per Part VI, Section 6-5 (a) of the Charter ( <i>TC must adopt plan BEFORE June 1, 2019</i> )
Thursday, March 21, 2019	Town Council conducts first reading of FY 2020 Capital Budget Orders
Thursday, March 28, 2019	CFAC submits their review of recommended FY 2020 Capital Budget to Town Council
Wednesday, April 3, 2019	School Department submits adopted FY 2020 School budget due to Town Manager
Thursday, April 4, 2019	Town Council conducts first public hearing on FY 2020 Capital Budget per Part VI Section 6-5 of the Charter
Thursday, April 25, 2019	Town Council conducts second public hearing on FY 2020 Capital Budget
Thursday, May 2, 2019	Town Council continues public hearings on FY 2020 Capital Budget if needed
Monday, May 6, 2019	Town Manager submits recommended FY 2020 Operating Budget to the Town Council. Town Council must adopt budget within 45 days (by June 20, 2019) otherwise it becomes part of FY20 appropriations per Section 6-3 (b) of the Charter)
Thursday, May 16, 2019	Town Council conducts first reading of FY 2020 Operating Budget Orders. Budget presentation made to Town Council.
Friday, May 31, 2019	Last weekday FY 2020 Capital Improvements Plan can be adopted by Town Council per Part VI, Section 6-5 (d) of the Charter
Tuesday, June 4, 2019	CFAC submits their review of recommended FY 2020 Operating Budget to Town Council
Thursday, June 6, 2019	Town Council conducts first public hearing on FY 2020 Operating Budget
Thursday, June 13, 2019	Special Town Council meeting for public hearings on the Operating Budget, if necessary.
Thursday, June 20, 2019	Last weekday FY 2020 Operating Budget can be adopted by Town Council per Part VI Section 6-3 (b) of the charter ( <i>TC must adopt within 45 days of receiving budget</i> )
June 30, 2019	Unless otherwise provided for in the vote of Town Council <u>or</u> encumbered by <u>contractual obligation</u> , remaining balances in Specific Appropriations authorized <u>during &amp; before FY 2017 expire</u>

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

# MISSION STATEMENT

*Our mission is to protect the Town of Barnstable's quality of life and unique character, engage our citizens, and enact policies that respond to and anticipate the needs of our community.*



Millway Beach, Barnstable Village with Barnstable Harbor in the background

*The Town of Barnstable's operating and capital budgets are now on line at <http://budget.townofbarnstable.us>*