



*TOWN OF BARNSTABLE*

# *OPERATING BUDGET*



**2019**

***MARK S. ELLS***  
***TOWN MANAGER***  
***APRIL 26, 2018***



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Barnstable  
Massachusetts**

For the Fiscal Year Beginning

**July 1, 2017**

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, 2017. 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 **seventeenth consecutive year** that the Town of Barnstable has been presented with this prestigious award.*

*The criterion on which the award for fiscal year 2018 was based is that which has been used as a guide in preparing the budget for fiscal year 2019. Therefore, it is my belief that the Capital and Operating budgets presented for fiscal year 2019 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



## FY 2019 Budget Action Calendar

DATE	ACTION
Thursday, September 28, 2017	Town Council conducts joint meeting/workshop with School Committee in accordance with Town Charter to review financial condition of the Town
TBD	Town Council meets to review and update their Strategic Plan
Monday, October 2, 2017	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY 2019 General Fund revenue
Friday, October 6, 2017	Town Manager issues instructions to Departments for FY 2019 Operating & Capital budgets
Friday, October 20, 2017	Municipal Departments submit preliminary listing of any proposed FY 2019 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Monday, October 23, 2017	Departments submit Calendar Year permit and fees change requests to Town Manager along with supporting documentation
Tuesday, November 7, 2017	Town Manager conducts public hearing on Calendar Year permits and fees
Thursday, November 9, 2017	HR Director submits position changes summary including comments to Town Manager
Monday, November 13, 2017	Departments submit Capital Improvements Project (CIP) project data sheets with supporting photos and review of existing capital projects to Town Manager
Monday, November 20, 2017	Town Manager begins formal review of CIP project requests with individual Department Managers
Monday, November 20, 2017	CIP scoring team provided copy of CIP submissions
Thursday, December 7, 2017	Annual Organization of Town Council (TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32) (Friday, June 1, 2018)
Thursday, December 14, 2017	CIP Task Force conducts workshop on CIP submissions
Wednesday, December 20, 2017	Department Managers submit Operating Budget Decision Packages
Monday, January 8, 2018	Town Manager begins review of Operating Budget requests with Department Managers
Wednesday, January 17, 2018	Department Managers submit Operating Budget Narratives including photos
Tuesday, January 30, 2018	Departments submit Fiscal Year permit and fees change requests to Town Manager along with supporting documentation
Tuesday, February 13, 2018	Town Manager conducts public hearing on Fiscal Year permits and fees
Monday, February 26, 2018	Town Manager submits recommended FY 2019 Capital Budget to Town Council per Part VI, Section 6-5 (a) of the Charter (TC must adopt plan BEFORE June 1, 2018)
Thursday, March 15, 2018	Town Council conducts first reading of FY 2019 Capital Budget Orders
Friday, March 30, 2018	CFAC submits their review of recommended FY 2019 Capital Budget to Town Council
Wednesday, April 4, 2018	School Department submits adopted FY 2019 School budget due to Town Manager
Thursday, April 5, 2018	Town Council conducts first public hearing on FY 2019 Capital Budget per Part VI Section 6-5 of the Charter
Wednesday, April 4, 2018	School Department submits adopted FY 2019 School budget due to Town Manager
Thursday, April 19, 2018	Town Council conducts second public hearing on FY 2019 Capital Budget if needed
Thursday, April 26, 2018	Town Manager submits recommended FY 2019 Operating Budget to the Town Council (TC must adopt budget within 45 days, otherwise it becomes part of FY19 appropriations per Section 6-3 (b) of the Charter)
Thursday, May 3, 2018	Town Council conducts first reading of FY 2019 Operating Budget Orders
Thursday, May 17, 2018	CFAC submits their review of recommended FY 2019 Operating Budget to Town Council
Thursday, May 17, 2018	Town Council conducts first public hearing on 2019 Operating Budget
Thursday, May 31, 2018	Town Council conducts second public hearing on FY 2019 Operating Budget (3 <sup>rd</sup> meeting in May)
Thursday, May 31, 2018	Last weekday FY 2019 Capital Improvements Plan can be adopted by Town Council per Part VI, Section 6-5 (d) of the Charter
Thursday, June 7, 2018	Town Council conducts third public hearing on FY 2019 Operating Budget (if needed)
Friday, June 8, 2018	Last weekday FY 2019 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)
Saturday, June 30, 2018	Unless otherwise provided for in the vote of Town Council or encumbered by contractual obligation, remaining balances in Specific Appropriations authorized during & before FY 2016 expire



## 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.



**Town of Barnstable**