



FY 2019 – FY 2020 Budget Schedule - APPROVED

The Columbia Association's budget process is designed to provide ample opportunities for input from the Board, Committees, residents, staff and any other interested parties.

How to give testimony:

- **Submit your testimony via email to the Board of Directors at Board.Members@columbiaassociation.org;**
- **Send your testimony to the Board of Directors, care of the Columbia Association Accounting Department; 6310 Hillside Court, Columbia, MD 21046;**
- **Present your testimony at the Board work session on September 14, 2017.**

Wednesday, July 5, 2017

(Not a meeting-deliverable date)

Letters to the CA Board of Directors and community stakeholders will be sent from CA staff soliciting budget requests for FY 19 and FY 20. Input due to staff by September 6, 2017 either via email or in writing.

- **Procedures or rules:**
 - **Not applicable – not a meeting.**
- **Format for information:**
 - **Letter soliciting budget requests.**
- **Process:**
 - **Staff to distribute.**

Thursday, July 13, 2017

CA Board of Directors to review capital and operating parameters and the annual charge rate and cap. This is a regularly scheduled Board work session that is open to the public.

- **Procedures or rules:**
 - **The Board-approved "Policy on the Conduct of Work Sessions" applies.**
- **Format for information:**
 - **Staff will provide a schedule of the parameters.**
- **Process:**
 - **The Board will discuss the capital and operating parameters and the annual charge rate and cap, and formulate and approve a motion for approval.**

Thursday, July 27, 2017

The Board to review, discuss and vote to approve the FY 19 and FY 20 capital and operating parameters and the annual charge rate and cap. This is a regularly scheduled meeting of the Board.

- **Procedures or rules:**
 - **Robert’s Rules of Order apply, as this is a regular Board of Directors meeting.**
- **Format for information:**
 - **Staff will provide a schedule of the parameters and annual charge rate and cap.**
- **Process:**
 - **The Board will discuss the proposed FY 19 and FY 20 capital and operating parameters and the proposed annual charge rate and cap and vote to approve these budget factors.**

Thursday, September 14, 2017

Board work session to include the opportunity for community stakeholders to provide input for consideration for the FY 19 and FY 20 draft budgets at **CA Headquarters**. This is a regularly scheduled Board work session that is open to the public.

Procedures or rules:

- **The Board-approved “Policy on Conduct of Work Session” applies.**
- **The Board chair runs the meeting, and tracks the time for each speaker.**
- **Speakers are encouraged to also provide their remarks in writing.**
- **Format for information:**
 - **None.**
- **Process:**
 - **Staff gathers all of the requests to be summarized for the Board (see October 6 description.)**

Friday, October 6, 2017

(Not a meeting-deliverable date)

One binder to be delivered to the Board with Board and staff major capital projects, operating initiatives and community stakeholder requests and responses.

- **Procedures or rules:**
 - **Not applicable – this is not a meeting.**
- **Format for information:**
 - **Descriptions with cost estimates for the projects, operating initiatives and community stakeholder requests and responses.**
- **Process:**
 - **Board to review in preparation for work session on October 12.**

Thursday, October 12, 2017

Board budget direction work session on Board and staff major capital projects and new initiatives and community stakeholder requests. This is a regularly scheduled Board work session that is open to the public. Straw votes will be taken on proposals.

- **Procedures or rules:**
 - *The Board-approved “Policy on Conduct of Work Sessions” applies.*
- **Format for information:**
 - *The staff-provided binder referred to in the October 6 description.*
- **Process:**
 - *Board members would present their proposals. Department directors would present concept plans and budgets for major capital projects and new operating initiatives, as well as community stakeholder requests. Straw votes will be taken and a motion formulated for Board direction on inclusion in the budget and whether or not to pursue detailed budget analysis.*

Thursday, October 19, 2017

Board budget direction work session, **if necessary**, on Board and staff major capital projects and new initiatives and community stakeholder requests. Straw votes will be taken on proposals.

- **Procedures or rules:**
 - *The Board-approved “Policy on Conduct of Work Sessions” applies.*
- **Format for information:**
 - *The staff-provided binder referred to in the October 6 description.*
- **Process:**
 - *Same as October 12 work session.*

Thursday, October 26, 2017

The Board votes to include in the proposed budget major capital projects and new operating initiatives received to date from all community stakeholders in the proposed budget document. This is a regularly scheduled Board of Directors meeting that is open to the public.

- **Procedures or rules:**
 - *Robert’s Rules of Order apply, as this is a regular Board of Directors meeting.*
- **Format for information:**
 - *The staff-provided binder referred to in the October 6 description.*
- **Process:**
 - *The Board will discuss the major capital projects and new operating initiatives for requesting detailed budget analysis and initial inclusion in the budget, and will vote on each item.*

Friday, December 22, 2017
(Not a meeting-deliverable date)

Proposed Draft FY 19 and Conditional FY 20 Budgets delivered to Board and villages.

- **Procedures or rules:**
 - **Not applicable – this is not an agenda item for a meeting.**
- **Format for information:**
 - **Detailed, two-year budget document with all elements – introductory and explanatory materials, graphs, operating and capital detail for each division, rates, allocations, financial statements, etc.**
- **Process:**
 - **Board to review in preparation for work session on January 11, 2018 and public budget forum on January 18, 2018.**

Thursday, January 11, 2018

Board work session on the Proposed Draft FY 19 and Conditional FY 20 Budgets. This is a regularly scheduled Board work session that is open to the public.

- **Procedures or rules:**
 - **The Board-approved “Policy on Conduct of Work Sessions” applies.**
- **Format for information:**
 - **The draft budget document distributed on December 22 and written responses to questions and comments received to date.**
- **Process:**
 - **Board members would review and discuss draft budget document, as well as the questions and comments, with staff responses, from the public budget forum.**

Thursday, January 18, 2018

Board hosts public budget forum on the Proposed Draft FY 19 and Conditional FY 20 Budgets at **Slayton House**. All Board members are encouraged to attend this hearing at which members of the community have another opportunity to comment publicly on the proposed draft budgets. If Board members have additional questions after the January 18 session, staff requests that they be submitted by January 25.

- **Procedures or rules:**
 - **The Board-approved “Guidelines for a Public Hearing” apply.**
 - **The Board chair runs the meeting, and tracks the time for each speaker.**
 - **Speakers are encouraged to also provide their remarks in writing.**
- **Format for information:**
 - **Staff to provide analysis and responses to any additional questions received since the previous work session.**
- **Process:**
 - **Staff gathers all of the comments to be summarized for the next work session.**

Thursday, February 8, 2018

Board work session on the proposed draft FY 19 and FY 20 capital and operating budgets. This is a regularly scheduled Board work session that is open to the public.

- **Procedures or rules:**
 - *The Board-approved “Policy on Conduct of Work Sessions” applies.*
- **Format for information:**
 - *Staff to provide analysis and responses to any additional questions received regarding the capital and operating budgets since the previous work session.*
- **Process:**
 - *Board will discuss the Proposed Draft FY 19 and Conditional FY 20 Budget (capital and operating) and the rates, and formulate and approve a motion for Board approval.*

Thursday, February 15, 2018

Board work session on the proposed draft FY 19 and FY 20 capital and operating budgets if necessary. This work session is open to the public.

- **Procedures or rules:**
 - *The Board-approved “Policy on Conduct of Work Sessions” applies.*
- **Format for information:**
 - *Staff to provide analysis and responses to any additional questions received regarding the operating budgets since the previous work session.*
- **Process:**
 - *Board will discuss the Proposed Draft FY 19 and Conditional FY 20 Budget (capital and operating) and the rates, and formulate motions for Board approval.*

Thursday, February 22, 2018

CA Board discussion and vote whether to approve the FY 19 and Conditional FY 20 Budgets and annual charge rates. This is a regularly scheduled meeting of the Board.

- **Procedures or rules:**
 - *Robert’s Rules of Order apply, as this is a regular Board of Directors meeting.*
- **Format for information:**
 - *Spreadsheets prepared by staff for both the capital and operating budgets beginning with the proposed draft budgets, tracking all of the approved additions and deletions.*
- **Process:**
 - *The Board will discuss and vote to approve the Proposed Draft FY 19 and Conditional FY 20 Budgets and annual charge rate for both years.*