



APPROVED - FY 2017 – FY 2018 Budget Schedule - REVISED

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 public forum on September 3, 2015.**

Wednesday, July 1, 2015

(Not a meeting-deliverable date)

Letters to the CA Board of Directors, the Village Associations and all Advisory Committees will be sent from CA staff soliciting budget requests for FY 17 and FY 18. Input due to staff by September 4, 2015 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 9, 2015

Planning and Strategy Committee (PSC) to review capital and operating parameters and the annual charge rate and cap, and formulate a recommendation to the Board for approval. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **Procedures or rules:**
 - **Robert's Rules of Order apply, as this is a regular PSC meeting.**
- **Format for information:**
 - **Staff will provide a schedule of the parameters.**
- **Process:**

- ***PSC will discuss the capital and operating parameters and the annual charge rate and cap, and formulate and approve a recommendation to submit to the Board for its approval.***

Thursday, July 23, 2015

PSC to review capital and operating parameters and annual charge rate and cap, and formulate a recommendation to the Board for approval (second reading). The Board may also discuss and vote to approve the FY 17 and FY 18 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:***
 - ***PSC will discuss the capital and operating parameters and annual charge rate and cap, and formulate and approve a recommendation to submit to the Board for its approval.***
 - ***The Board may discuss the proposed FY 17 and FY 18 capital and operating parameters and the proposed annual charge rate and cap as recommended by PSC, and may vote to approve the PSC recommendations.***

Thursday, September 3, 2015

PSC hosts a public, pre-budget input forum for the FY 17 and FY 18 draft budgets for community stakeholders (Villages, advisory committees, residents and CA Board) at **Slayton House**. All Board members are encouraged to attend this forum which members of the community will have an opportunity to provide input to the draft budgets.

Procedures or rules:

- ***The Board-approved "Guidelines for a Public Hearing" apply.***
- ***The PSC chair runs the meeting, and tracks the time for each speaker.***
- ***Speakers are encouraged to also provide their remarks in writing.***
- ***Format for information:***
 - ***Presentation by staff.***
- ***Process:***
 - ***Staff gathers all of the requests to be summarized for the Board (see October 2 description.)***

Friday, October 2, 2015
(Not a meeting-deliverable date)

One binder to be delivered to the Board with Board and staff major capital projects, operating initiatives and Village Association and Advisory Committee 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 Village Association and Advisory committee requests and responses.**
- **Process:**
 - **PSC and Board to review in preparation for work session on October 8.**

Thursday, October 8, 2015

PSC hosts Board budget direction work session on Board and staff major capital projects and new initiatives and Village Association and Advisory Committee requests. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend. 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 2 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 Village Association and Advisory Committee requests. PSC will take straw votes, and formulate recommendations for Board direction on inclusion in the budget and whether or not to pursue detailed budget analysis.**

Thursday, October 15, 2015

PSC hosts Board budget direction work session, **if necessary**, on Board and staff major capital projects and new initiatives and Village Association and Advisory Committee 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 2 description.**
- **Process:**
 - **Same as October 8 work session.**

Thursday, October 22, 2015

The Board votes to include in the proposed budget major capital projects and new operating initiatives recommended by the PSC received to date from all stakeholders (CA Board, CA staff, villages and residents) 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 2 description.*
- **Process:**
 - *The Board will discuss the major capital projects and new operating initiatives recommended by the PSC for requesting detailed budget analysis and initial inclusion in the budget, and votes on each item.*

Tuesday, December 22, 2015
(Not a meeting-deliverable date)

Proposed Draft FY 17 and Conditional FY 18 Budgets delivered to PSC, 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:**
 - *PSC and Board to review in preparation for public budget forum on January 21, 2016.*

Thursday, January 14, 2016

PSC hosts Board work session on the Proposed Draft FY 17 and Conditional FY 18 Budgets. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **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 21, 2016

PSC hosts public budget forum on the Proposed Draft FY 17 and Conditional FY 18 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.

- **Procedures or rules:**
 - *The Board-approved “Guidelines for a Public Hearing” apply.*
 - *The PSC 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 11, 2016

PSC hosts Board work session on the proposed draft FY 17 and FY 18 capital and operating budgets. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **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:**
 - *PSC will discuss the Proposed Draft FY 17 and Conditional FY 18 Budget (capital and operating) and the rates, and formulate and approve recommendations to submit to the Board for its approval.*

Thursday, February 18, 2016

PSC hosts Board work session on the proposed draft FY 17 and FY 18 capital and operating budgets **if necessary**. This work session is open to the public, and all Board members are encouraged to attend.

- **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:**
 - *PSC will discuss the Proposed Draft FY 17 and Conditional FY 18 Budget (capital and operating) and the rates, and formulate and approve recommendations to submit to the Board for its approval.*

Thursday, February 25, 2016

CA Board discussion and vote whether to approve the recommendations of the PSC to approve the FY 17 and Conditional FY 18 Budgets and annual charge rates, followed by 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 the Proposed Draft FY 17 and conditional FY 18 Budgets and annual charge rate for both years, as recommended by PSC and vote to approve the PSC recommendations.**