

**RELEVANT BUDGET DATES PURSUANT TO THE MONTGOMERY COUNTY CHARTER
PURSUANT TO ARTICLE 7 – ON OR BEFORE:**

July 15, 2020 - County Legislature shall notify the County Executive in writing of any changes to the policy and practice guidelines previously adopted by the Legislature for determining the expenditures, limits and priorities.

August 15, 2020 – Submission of estimates and appropriation requests by the head of each unit of County Government or authorized agency, exclusive of capital projects.

September 15, 2020 – Line item appropriation requests for the ensuing year for the County Legislature and the Clerk of the Legislature are submitted by the Chair of the Legislature.

October 5, 2020 – The tentative budget shall be filed by the County Executive with the Clerk of the Legislature. The capital budget for the ensuing fiscal year shall be incorporated into the tentative annual operating budget pursuant to the Article §7.04 of the Montgomery County Charter.

October 10, 2020 – The County Executive and County Treasurer shall meet with the Budget and Finance Committee of the Legislature to review the document (tentative budget) with said Committee.

October 25, 2020 – The Budget and Finance Committee of the Legislature shall conduct a public hearing on the tentative budget as submitted by the County Executive. The Budget and Finance Committee shall review the tentative budget submitted by the County Executive and shall file a report with the Clerk of the Legislature which shall include any recommendations made by the Committee.

November 5, 2020 (on or before) - The County Legislature shall conduct a public hearing on the tentative County budget submitted by the County Executive and the report of the Budget and Finance Committee of the Legislature.

November 10, 2020 – Legislative action after hearing. Following completion of the public hearing and prior to the tenth (10th) day of November, the Chair of the County Legislature shall convene a regular or special meeting of the County Legislature to consider for adoption the annual budget. The County Legislature may strike items of appropriations or anticipated revenues from the tentative budget or increase/decrease items therein.

November 15, 2020 - Legislature's failure to act. If a budget has not been adopted, as provided in the Montgomery County Charter the tentative budget as submitted by the County Executive shall be the budget for the ensuing fiscal year.

November 23, 2020 – The County Executive shall approve or veto any or all such changes made by the Legislature to the tentative budget by line item and return the same to the Clerk of the Legislature with a message containing justification of each line item veto. If no action is taken by the County Executive on or before the twenty-third (23rd) day of October, he or she shall be deemed to have approved the amendments.

November 30, 2020 – Legislative reconsideration. Upon receipt of the veto message from the County Executive, the Chair of the Legislature shall convene the County Legislature for the purpose of reconsidering each vetoed item. Following such final action of the Legislature, the tentative budget, as amended by the legislative revision and approved by the County Executive, and items vetoed by the County Executive but overridden by the County Legislature by an affirmative vote of at least two-thirds (2/3) of the whole number of its members, shall become the final annual budget for the ensuing fiscal year.

Proposed Guidelines for the County Executive to determine expenditures, limits and priorities for the 2021 Montgomery County Tentative Operating Budget

The 2021 Tentative Operating Budget shall be submitted by the County Executive to the Montgomery County Legislature in accordance with the Montgomery County Charter and will also include the following information and additional documentation:

1. A current organizational chart for 2019 and an organizational chart for 2020 should there be any changes proposed for each department or administrative unit.
2. A narrative statement of the programs administered by each unit and relevant statistical information on those programs and the work load involved.
3. Revenues will be reported and itemized in each individual department's budget where expenses occur. Each listing will include description, purpose and dollar amount.
4. An itemized listing of the amounts which make up each specific object of expense (line item) to include a description (vendor, product, etc.) purpose, dollar amount involved, along with a statement of justification, any coordinating revenue that pays for said expense.

Some examples –

Account Number	Description	Purpose	Amount	Justification	Coordinating Revenue
A-01-4-1010-00-.4431	Professional Services		\$100,000.00		
		Bookkeeper	\$50,000.00	Books are kept by an accountant since this is not a full-time function	50% reimbursed in State Aid to Counties
		Auditor	\$25,000.00	Required by County Law	No reimbursement
		Attorney	\$25,000.00	To handle claims against the county	No reimbursement
A-01-4-1010-00-.4425	Maintenance Agreements		\$10,000.00		
		Copier	\$5,000.00	To cover the cost of repairs and toner	No reimbursement
		GIS Printer	\$5,000.00	To print out maps for the public	No reimbursement

The County Executive will provide a cost-benefit analysis on any line item when requested by a member of the Legislature.

5. Personnel documentation for each County Department will include:
 - a. A listing of all existing or new positions by title, classification (Grade), base salary, longevity, step, filled/vacant or anticipated vacancy.
 - b. Identity for each, those that are funded fully or partially by grant funds expected to expire and include the expected grant expiration date.
6. A comparison of all expenditure and revenue items with the actual expenditures of the last three completed fiscal years and an estimate of the expenditure and revenue items of the current fiscal year based on actual fiscal data of the last month available prior to submission deadline.
7. A list of any and all vehicles being used by each department. Include year, make, model, mileage, owned or leased (include lease expiration).
8. A list of fixed assets by department with a dollar value greater than \$1,000.
9. A listing of proposed outsourcing or privatization of any County function will be detailed separately along with a statement of rationale.
10. Any revenue projections that require approval from an outside jurisdiction (federal, state or other) shall not be budgeted in the tentative budget unless the revenue has been approved by that outside jurisdiction prior to the submission of the budget of the Legislature.