

FY 2019 Budget Development Calendar – Revised

FY 2018 - 1st Quarter

<u>July – 2017</u>							<u>August - 2017</u>							<u>September – 2017</u>						
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<p style="text-align: center;">July 11</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center; margin-top: 20px;">July 25</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM 	<p style="text-align: center;">August 28</p> <ul style="list-style-type: none"> ▪ Begin Updating Budget Worksheets for FY 2019 Budget 	<p style="text-align: center;">September 12</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center; margin-top: 20px;">September 25</p> <ul style="list-style-type: none"> ▪ Process Budget Adjustment for FY 2018 CIP Rollover <p style="text-align: center; margin-top: 20px;">September 26</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM
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FY 2019 Budget Development Calendar – Revised

FY 2018 – 2nd Quarter

<u>October – 2017</u>	<u>November - 2017</u>	<u>December – 2017</u>																																																																																																																
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<p style="text-align: center;"><u>October 10</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> ➤ Financial Presentation - Davenport <p style="text-align: center;"><u>October 16</u></p> <ul style="list-style-type: none"> ▪ Begin Preliminary Budget Meetings with Department Heads <p style="text-align: center;"><u>October 23</u></p> <ul style="list-style-type: none"> ▪ Quarterly Budget Compliance Report to Town Manager <p style="text-align: center;"><u>October 24</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;"><u>October 30</u></p> <ul style="list-style-type: none"> ▪ Assistant Town Manager and Budget Specialist meet with Department Managers to develop Budget Request 	<p style="text-align: center;"><u>November 8</u></p> <ul style="list-style-type: none"> ▪ Monthly CIP Review Staff Meeting 10:00 AM ▪ Distribute FY 2019-2023 CIP Worksheets <p style="text-align: center;"><u>November 14</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;"><u>November 15</u></p> <ul style="list-style-type: none"> ▪ Master Tax and Fee Staff Review Meeting 11:00 AM <p style="text-align: center;"><u>November 16</u></p> <ul style="list-style-type: none"> ▪ Assistant Town Manager Distributes Town Council Strategic Initiatives to Department Managers ▪ Distribute FY 2018 Budget Estimates and FY 2019 Budget Narratives, Enhancement Justification and Request Worksheets to Department Manager <p style="text-align: center;"><u>November 28</u></p> <ul style="list-style-type: none"> ▪ Human Resources Begin Updating FY 2019 Compensation Analysis 	<p style="text-align: center;"><u>December 6</u></p> <ul style="list-style-type: none"> ▪ FY 2019 Staff Budget Kickoff Session with Town Manager 10:00 AM ▪ Budget Specialist Reviews GFOA FY 2018 Budget Award Comments with Town Manager <p style="text-align: center;"><u>December 12</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;"><u>December 13</u></p> <ul style="list-style-type: none"> ▪ Monthly CIP Review Staff Meeting 10:00 AM <p style="text-align: center;"><u>December 19</u></p> <ul style="list-style-type: none"> ▪ FY 2018 Budget Estimates, FY 2019 Budget Narratives, Enhancement Justification and Request Worksheets Due to Budget Specialist ▪ Advertise Public Hearing for Mid-Year Budget Amendment, if needed (12/29/17 ad 7 days prior to PH) <p style="text-align: center;"><u>December 20</u></p> <ul style="list-style-type: none"> ▪ Master Tax & Fee Summary Changes Due to Budget Specialist <p style="text-align: center;"><u>December 28</u></p> <ul style="list-style-type: none"> ▪ Budget Worksheets to Assistant Town Manager for Review 																																																																																																																

FY 2019 Budget Development Calendar – Revised

FY 2018 – 3rd Quarter

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<p style="text-align: center;">January 4</p> <ul style="list-style-type: none"> ▪ Final Pay Compensation Analysis Due ▪ Assistant Town Manager and Budget Specialist Meet with Department Heads as Needed to Refine Budget Requests <p style="text-align: center;">January 9</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;">January 11</p> <ul style="list-style-type: none"> ▪ Update Financial Graphs and Trend Data ▪ Reports on Town Facilities Water Use Due <p style="text-align: center;">January 16</p> <ul style="list-style-type: none"> ▪ Final Department Worksheets Approved by Assistant Town Manager <p style="text-align: center;">January 22</p> <ul style="list-style-type: none"> ▪ Revenue Estimates from Director of Finance ▪ Quarterly Budget Compliance Report to Town Manager ▪ Prepare Mid-Year Budget Amendment and Review Public Hearing Criteria - new <p style="text-align: center;">January 23</p> <ul style="list-style-type: none"> ▪ Final FY 2019 – 2023 CIP Worksheets Due ▪ Town Council Meeting 7:00 PM <p style="text-align: center;">January 30</p> <ul style="list-style-type: none"> ▪ Finance Director Develops Real Estate Assessment Rates Based on Information from the County / Prepares Real Estate Tax Ad <p style="text-align: center;">January 31</p> <ul style="list-style-type: none"> ▪ Monthly CIP Review Staff Meeting 10:00 AM ▪ FY 2019 Draft Budget to Town Manager 	<p style="text-align: center;">February 2</p> <ul style="list-style-type: none"> ▪ Town Attorney Prepares 1st Draft of Tax and Fee Summary and Ordinance and provides dates for Public Hearing Notice <p style="text-align: center;">February 6</p> <ul style="list-style-type: none"> ▪ Town Manager sets Proposed RE, FF and PP tax rates and advertise March Public Hearing (ad 15 or 7 days prior) <p style="text-align: center;">February 7 -cancelled</p> <p style="text-align: center;">FY 2019-2023 CIP Budget Work Session 7:00 PM</p> <p style="text-align: center;">February 8 - new</p> <ul style="list-style-type: none"> ▪ Monthly CIP Review Staff Meeting 1:30 PM <p style="text-align: center;">February 13</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM ▪ Hold Public Hearing on Mid-Year Budget Amendment <p style="text-align: center;">February 16</p> <ul style="list-style-type: none"> ▪ Town Manager Locks Down Budget Requests <p style="text-align: center;">February 21</p> <ul style="list-style-type: none"> ▪ Provide Town Manager FY 2019 Operating Budget to Financial Advisor & Rate Study Consultant <p style="text-align: center;">February 21 - new</p> <p style="text-align: center;">FY 2019-2023 CIP Budget Work Session 7:00 PM</p> <p style="text-align: center;">February 27</p> <ul style="list-style-type: none"> ▪ Budget Specialist provides Town Manager with outline of Key Budget Points <p style="text-align: center;">February 27</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;">February 28 - new</p> <ul style="list-style-type: none"> ▪ Final FY 2019-2023 to CIP Financial Advisor and Rate Consultant 	<p style="text-align: center;">March 13</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM ▪ Hold Public Hearing on: <ul style="list-style-type: none"> ➤ Real Estate Tax Rates ➤ Personal Property Tax Rates (if needed) <p style="text-align: center;">March 14</p> <ul style="list-style-type: none"> ▪ Monthly CIP Review Staff Meeting 10:00 AM <p style="text-align: center;">March 15</p> <ul style="list-style-type: none"> ▪ Advertise Public Hearing on FY 2019 Budget and Other Taxes & Fees (3/23/18 & 3/30/18 ad 7 days prior to Public Hearing) <p style="text-align: center;">March 21</p> <ul style="list-style-type: none"> ▪ Budget Work Session 7:00 PM <ul style="list-style-type: none"> ➤ Town Manager Delivers Proposed FY 2019 Budget <p style="text-align: center;">March 27</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;">March 26-30</p> <ul style="list-style-type: none"> ▪ Loudoun County School Spring Break 																																																																																																									

Revised February 1, 2018 – changes noted in purple

FY 2019 Budget Development Calendar – Revised

FY 2017 – 4th Quarter

<u>April – 2018</u>	<u>May – 2018</u>	<u>June – 2018</u>																																																																																																									
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<p style="text-align: center;">April 4</p> <ul style="list-style-type: none"> ▪ Prepare Year-End Budget Amendment and Review Public Hearing Criteria ▪ Budget Work Session 7:00 PM <ul style="list-style-type: none"> ○ Financial Advisor and Utility Rate Consultant Long-Range Financial Presentation <p style="text-align: center;">April 10</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> ➤ Hold Public Hearing on FY 2019 Budget & Other Taxes and Fees ▪ Town Council Adopts: <ul style="list-style-type: none"> ➤ Real Estate Tax Rates ➤ Personal Property Tax Rates ➤ Personal Property Tax Relief Act (PPTRA) <p style="text-align: center;">April 18</p> <ul style="list-style-type: none"> ▪ Advertise Public Hearing for Year End Budget Amendment, if necessary (Ad 4/27/18 7 days prior to PH) ▪ Budget Work Session 7:00 PM <p style="text-align: center;">April 20</p> <ul style="list-style-type: none"> ▪ Budget Compliance Report to Town Manager <p style="text-align: center;">April 24</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM 	<p style="text-align: center;">May 1</p> <ul style="list-style-type: none"> ▪ Town Election Day <p style="text-align: center;">May 2</p> <ul style="list-style-type: none"> ▪ Budget Work Session 7:00 PM <p style="text-align: center;">May 7</p> <ul style="list-style-type: none"> ▪ Mail Real Estate & Personal Property Tax Bills (30 days notice to taxpayers – 14 days notice required) <p style="text-align: center;">May 8</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM ▪ Hold Public Hearing on Year-End Budget Amendment (if needed) <p style="text-align: center;">Town Council Adopts:</p> <ul style="list-style-type: none"> ▪ FY 2019 Operating Budget ▪ Adoption/Appropriation Resolution ▪ Master Tax & Fee Summary ▪ Utility Rates <p style="text-align: center;">May 22</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> ➤ Fall Back Date to Adopt Budget Related Items 	<p style="text-align: center;">June 5</p> <ul style="list-style-type: none"> ▪ Real Estate & Personal Property Taxes Due <p style="text-align: center;">June 12</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> ➤ Second Fall Back Date to Adopt Budget Related Items <p style="text-align: center;">June 16</p> <ul style="list-style-type: none"> ▪ Prepare for Year-End Close ▪ Rollover Adopted FY 2019 Budget in MUNIS <p style="text-align: center;">June 26</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;">June 29</p> <ul style="list-style-type: none"> ▪ Close out FY 2018 																																																																																																									