

FY 2020 Budget Development Calendar

FY 2019 - 1st Quarter

<u>July – 2018</u>							<u>August - 2018</u>							<u>September – 2018</u>						
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<p style="text-align: center;"><u>July 10</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center; margin-top: 20px;"><u>July 24</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM 	<p style="text-align: center;"><u>August 27</u></p> <ul style="list-style-type: none"> ▪ Begin Updating Budget Worksheets for FY 2020 Budget 	<p style="text-align: center;"><u>September 11</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center; margin-top: 20px;"><u>September 24</u></p> <ul style="list-style-type: none"> ▪ Process Budget Adjustment for FY 2018 CIP and Comp Plan carryover <p style="text-align: center; margin-top: 20px;"><u>September 25</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM
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FY 2020 Budget Development Calendar

FY 2019 – 2nd Quarter

<u>October – 2018</u>	<u>November - 2018</u>	<u>December – 2018</u>																																																																																																																
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<p style="text-align: center;"><u>October 5-6</u></p> <ul style="list-style-type: none"> ▪ Town Council Strategic Planning Session <p style="text-align: center;"><u>October 9</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;"><u>October 15</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"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;"><u>October 26</u></p> <ul style="list-style-type: none"> ▪ Town Council Strategic Planning Session <p style="text-align: center;"><u>October 29</u></p> <ul style="list-style-type: none"> ▪ Town Manager distributes Town Council strategic initiatives to Department Managers ▪ Town Manager and Budget Specialist begin to meet with Department Managers to integrate departmental budgets with Council's strategic plan. 	<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 2020-2024 CIP Worksheets <p style="text-align: center;"><u>November 13</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;"><u>November 19</u></p> <ul style="list-style-type: none"> ▪ Distribute FY 2019 Budget Estimates and FY 2020 Budget Narratives, Enhancement Justification and Request Worksheets to Department Manager <p style="text-align: center;"><u>November 27</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;"><u>November 29</u></p> <ul style="list-style-type: none"> ▪ Human Resources Begin Updating FY 2020 Compensation Analysis 	<p style="text-align: center;"><u>December 5</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 2019 Budget Award Comments with Town Manager ▪ Prepare Mid-Year Budget Amendment and Review Public Hearing Criteria (if needed) <p style="text-align: center;"><u>December 11</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;"><u>December 12</u></p> <ul style="list-style-type: none"> ▪ Monthly CIP Review Staff Meeting 10:00 AM <p style="text-align: center;"><u>December 20</u></p> <ul style="list-style-type: none"> ▪ FY 2019 Budget Estimates, FY 2020 Budget Narratives, Enhancement Justification and Request Worksheets Due to Budget Specialist ▪ Advertise Public Hearing for Mid-Year Budget Amendment, if needed (12/27/18 ad 7 days prior to PH) <p style="text-align: center;"><u>December 21</u></p> <ul style="list-style-type: none"> ▪ Master Tax & Fee Summary Changes Due to Budget Specialist ▪ Final FY 2019 – 2023 CIP Worksheets Due 																																																																																																																

FY 2020 Budget Development Calendar

FY 2019 – 3rd Quarter

<u>January – 2019</u>	<u>February – 2019</u>	<u>March – 2019</u>																																																																																																																
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<p style="text-align: center;"><u>January 4</u></p> <ul style="list-style-type: none"> ▪ Final Pay Compensation Analysis Due ▪ Town Manager and Budget Specialist Meet with Department Heads as Needed to Refine Budget Requests <p style="text-align: center;"><u>January 8</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM ▪ Hold Public Hearing on Mid-Year Budget Amendment (if necessary) <p style="text-align: center;"><u>January 9</u></p> <ul style="list-style-type: none"> ▪ Monthly CIP Review Staff Meeting 10:00 AM <p style="text-align: center;"><u>January 10</u></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;"><u>January 22</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;"><u>January 23</u></p> <ul style="list-style-type: none"> ▪ Revenue Estimates from Director of Finance ▪ Final Department Worksheets to Town Manager ▪ Quarterly Budget Compliance Report to Town Manager <p style="text-align: center;"><u>January 30</u></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;"><u>February 1</u></p> <ul style="list-style-type: none"> ▪ FY 2020 Draft Budget to Town Manager <p style="text-align: center;"><u>February 4</u></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;"><u>February 6</u></p> <ul style="list-style-type: none"> ▪ Monthly CIP Review Staff Meeting 10:00 AM <p style="text-align: center;"><u>February 7</u></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;"><u>February 12</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM ▪ Mid-Year FY 2019 Budget Amendments <p style="text-align: center;"><u>February 13</u></p> <ul style="list-style-type: none"> ▪ Town Manager Locks Down Budget Requests for Budget Document Preparation ▪ Proposed FY 2020 – 2024 CIP to Financial Advisor and Rate Consultant <p style="text-align: center;"><u>February 20</u></p> <ul style="list-style-type: none"> ▪ FY 2020 Pre-Budget Work Session 7:00 PM (if necessary) <p style="text-align: center;"><u>February 22</u></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;"><u>February 26</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM 	<p style="text-align: center;"><u>March 4</u></p> <ul style="list-style-type: none"> ▪ Budget Specialist provides Town Manager with outline of Key Budget Points <p style="text-align: center;"><u>March 12</u></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;"><u>March 13</u></p> <ul style="list-style-type: none"> ▪ Monthly CIP Review Staff Meeting 10:00 AM <p style="text-align: center;"><u>March 14</u></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;"><u>March 20</u></p> <ul style="list-style-type: none"> ▪ Budget Work Session 7:00 PM ▪ Town Manager Delivers Proposed FY 2020 Budget <p style="text-align: center;"><u>March 26</u></p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;"><u>March 28</u></p> <ul style="list-style-type: none"> ▪ Budget Work Session 7:00 PM 																																																																																																																

FY 2020 Budget Development Calendar

FY 2019 – 4th Quarter

<u>April – 2019</u>							<u>May – 2019</u>							<u>June – 2019</u>						
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<p style="text-align: center;">April 3</p> <ul style="list-style-type: none"> ▪ Budget Work Session 7:00 PM <p style="text-align: center;">April 9</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM ▪ Hold Public Hearing on FY 2020 Budget & Other Taxes and Fees ▪ Town Council Adopts: ▪ Real Estate Tax Rates ▪ Personal Property Tax Rates ▪ Personal Property Tax Relief Act (PPTRA) <p style="text-align: center;">April 15-19</p> <ul style="list-style-type: none"> ▪ Loudoun County School Spring Break <p style="text-align: center;">April 17</p> <ul style="list-style-type: none"> ▪ Prepare Public Hearing for Year-End Budget Amendment (if necessary) <p style="text-align: center;">April 22</p> <ul style="list-style-type: none"> ▪ Budget Compliance Report to Town Manager ▪ Advertise Public Hearing for Year End Budget Amendment, if necessary (Ad 4/25/19 7 days prior to PH) <p style="text-align: center;">April 23</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;">April 25</p> <ul style="list-style-type: none"> ▪ Budget Work Session 7:00 PM 	<p style="text-align: center;">May 1</p> <ul style="list-style-type: none"> ▪ Budget Work Session 7:00 PM (if necessary) <p style="text-align: center;">May 6</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 14</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 2020 Operating / CIP Budget ▪ Adoption/Appropriation Resolution ▪ Master Tax & Fee Summary ▪ Utility Rates <p style="text-align: center;">May 28</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 17</p> <ul style="list-style-type: none"> ▪ Prepare for Year-End Close ▪ Rollover Adopted FY 2020 Budget in MUNIS <p style="text-align: center;">June 25</p> <ul style="list-style-type: none"> ▪ Town Council Meeting 7:00 PM <p style="text-align: center;">June 28</p> <ul style="list-style-type: none"> ▪ Close out FY 2019
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