

**REVISED (as of 2/21/18)**  
**BUDGET SCHEDULE – 2018 – 2019**

**TARGETED TIMELINES**

October 19, 2017 (Thursday)	Capital Improvement Plan data for Department Heads and Boards & Commissions submitted to Manager
Month of November	Capital Budget Review meetings
Week of Dec. 11, 2017	Manager submits Capital Improvement Plan to Council (by January 6 per Charter requirement)
January 11, 2018 (Thursday)	Department Heads submit Budget to Manager (by Feb. 21 per Charter requirement)
February 6, 2018 (Tuesday)	Advertise Public Hearing
February 15, 2018 (Thursday)	Capital Budget Public Hearing – Council Chambers – 7:00 p.m.
February 20, 2018 (Tuesday)	Board of Education submits Budget to Manager (by Feb. 21 per Charter req.)
March 6, 2018 (Tuesday)	Manager convenes joint meeting between Council and Board of Education (by April 11 per Charter requirement). Recommendations & Suggestions to BOE regarding consolidation of non-education services and cost savings (10 days from date of receiving BOE Budget per State Statutes (Public Act 13-60)) – Library Program Room – 7:00 p.m.
March 7, 2018 (Wednesday)	Manager submits Budget to Council (by March 27 per Charter requirement)
March 8, 2018 (Thursday)	Advertise Public Hearing
March 14, 2018 (Wednesday)	Mgr. discusses Budget w/Council–Council Chambers – 7:00 p.m.
March 15, 2018 (Thursday)	Mgr. discusses Budget w/Council–Council Chambers – 7:00 p.m.
March 20, 2018 (Tuesday)	Mgr. discusses Budget w/Council–Council Chambers – 7:00 p.m.
March 22, 2018 (Thursday)	<b><u>PUBLIC HEARING</u></b> on Manager’s Recommended Budget: Board of Education, Town Government, Capital Improvement Plan – <b>THS Auditorium</b> – 7:00 p.m.
March 27, 2018 (Tuesday)	Council Discussion – Budget Finalized – Council Chambers – 6:30 p.m.
April 9, 2018 (Monday)	Advertise Budget
April 23, 2018 (Monday)	<b><u>ANNUAL BUDGET PRESENTATION MEETING</u></b> – <b>THS Auditorium</b> – 7:00 p.m. – BOE is provided an opportunity to present a revised adopted budget based on funding approved by Town Council and other line item updates
April 24, 2018 (Tuesday)	Budget Presentation – Senior Center – 12:30 p.m.
May 1, 2018 (Tuesday)	Annual Budget Referendum
By May 8, 2018 (Tuesday)	Council Establish Mill Rate upon referendum adoption