

**TOWN OF CULPEPER
TENTATIVE BUDGET CALENDAR FY25**

Date	Event
December 1, 2023	Mail Outside Economic Development Letter with February 1 st Deadline
January 5, 2024	Department Budget Template available in Munis
January 11, 2024 – 5:00 PM	Department FY24 Mid-Year Budget Projections Completed and Submitted to the Town Manager
January 19, 2024 – 5:00 PM	Departmental Budgets Completed and Submitted to the Town Manager
Jan. 22 – Feb. 2, 2024	Town Manager and Treasurer, Meet with Department Heads and go over Budgets
January 25, 2024– 5:00 PM (Thursday) (Special Council Meeting)	FY24 Mid-Year Budget Review & Retreat
March 7, 2024 – 5:00 PM (Thursday) (Special Council Meeting)	Budget Presentation with various tax options presented to full Council
March 26, 2024 – 9:30 AM (Regular Committee Meeting)	Budget Discussion with Personnel/Ordinance Committee
March 26, 2024 – 9:45 AM (Regular Committee Meeting)	Budget Discussion with PS/PW/PCD Committee
March 27, 2024 – 9:30 AM (Regular Committee Meeting)	Budget Discussion with L&P/ES Committee
March 27, 2024 – 10:00 AM (Regular Committee Meeting)	Budget Discussion with Finance/Technology/Tourism/Economic Development Committee
March 27, 2024 – 10:30 AM (Special Council Meeting)	Full Council Budget Worksession *Note – Our goal is to come out of this meeting with a decision on how to advertise (whether or not to include a tax increase and if so, how much). Keep in mind that advertising a tax increase DOES NOT lock Council into this...it only provides you with the ability to do it if needed. If we do not advertise for the Public Hearing with a tax increase, then you DO NOT have the option of implementing one without an additional Public Hearing.
March 28, 2024	Budget Advertisement and Notice of Public Hearing to Appear in Newspaper (if real estate tax increase proposed per §58.1-3321)
April 4, 2024 – 5:00 PM (Thursday) (Special Council Meeting)	Full Council Budget Worksession IF NEEDED
April 16, 2024	Budget Advertisement/ Notice of Public Hearings to Appear in Newspaper
May 7, 2024 – 7:00 PM (Tuesday) (Special Council Meeting)	Final Budget Presentation to Council & PUBLIC HEARINGS
May 14, 2024 – 7:00 PM (Regular Council Meeting)	Adoption of FY25 Budget

Notes: * With the exception of the Regular Council Meeting, all Meetings to be held in Council Meeting Room, Economic Development Center, 803 S. Main Street. This schedule is tentative and will be updated periodically.

Public Hearing Advertising Requirements:

- VA Code §15.2-2506 - No real estate tax increase proposed – 7-day notice required.
- VA Code §58.1-3007 - Increase in any taxes (except as noted in §58.1-3321 below) – 7-day notice required.
- VA Code §58.1-3321 - Increase in real estate tax in a reassessment year - 30-day notice required. PH may not be same time as the annual budget hearing.

Date: 11/27/2023