

Attachment 1

Town Council Committee Assignments

Standing Committees

Budget & Finance	Erecka Gibson, Chair; Pat Dickinson
Community Improvements	Donna McDonald, Chair; Allen Kitselman
Personnel	Jay Arnold, Chair; Pat Dickinson; Erecka Gibson
Police & Security	David Tollett, Chair; Pat Dickinson
Streets & Utilities	Pat Dickinson, Chair; David Tollett

Liaison to Town Appointed Boards

Berryville Planning Commission	David Tollett
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Special Committees

Clarke County Economic Development Advisory Committee	Christy Dunkle
Clarke County Parks & Recreation Board	Ronald Huff
Northern Shenandoah Valley Regional Commission	Pat Dickinson Christy Dunkle (Alternate)
Berryville Main Street	Jay Arnold
Barns of Rose Hill	Donna McDonald

Attachment 2

BUDGET CALENDAR

FY 2018-2019

ACTIVITY	RESPONSIBILITY	DATE
Ask for Department & CIP Budget Requests	Town Manager Town Treasurer	January 2, 2018
Prepare Budget & CIP Requests	Department Heads	January 2, 2018 February 2, 2018
Submit Departmental & CIP Budget Requests	Department Heads	February 2, 2018
Prepare Initial Revenue Estimates for Upcomming FY	Town Manager Town Treasurer	January 2, 2018 February 2, 2018
Review Department & CIP Budget Requests	Town Manager Town Treasurer	February 2, 2018 February 23, 2018
Prepare Non-departmental Budget Requests	Town Treasurer	January 2, 2018 February 2, 2018
Review/Revise Budget Estimates with Dept Heads	Town Manager	February 2, 2018 February 23, 2018
Budget Committee Worksession	B&F Committee Town Staff	Feb 27 at 10:30 am A/B Meeting Room
Budget Worksession	Town Council Town Staff	Mar 13 at 3:00 pm Main Mtg Room
Advertise Tax Public Hearing	Town Staff	March 20, 2018
Public Hearing Real Estate Tax Rates	Town Council	April 10, 2018
Council Meeting Set 2018 Tax Rates	Town Council	April 10, 2018
Print & Proof Budget	Town Treasurer	April 10, 2018 April 30, 2018
Advertise Budget Public Hearing	Town Staff	April 17, 2018
Public Hearing FY 2018-2019 Budget	Town Council	May 8, 2018
Adopt & Appropriate Budget	Town Council	Jun 12, 2018
Print & Distribute Budget	Town Treasurer	Jun 13, 2018 Jun 29, 2018