City of Carroll

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MEMO TO: Mike Pogge-Weaver, City Manager

FROM: Laura A. Schaefer, Finance Director/City Clerk

DATE: November 4, 2020

SUBJECT: F. Y. 2021-2022 Budget Schedule and Council Meeting Dates for Calendar Year 2021

City staff is beginning the budget process. We are dealing with the challenge of preparing a budget that will allow for the continued delivery of quality City services and development and growth of the City of Carroll. With the threat of continued state cutbacks this will be a challenge. City staff is reviewing and prioritizing budget requests in an effort to present you a budget that will maintain the City's current healthy financial condition while meeting the needs of the residents.

Also, Senate File 634 (SF634) added a new requirement for an additional notice and public hearing on the maximum amount of property tax to be certified for the upcoming budget. Council attendance will be very important on February 22 (maximum levy public hearing) and March 22 (budget public hearing). Staff requests Council members review their schedules and let staff know if they have any conflicts on either of those dates.

The following is a proposed schedule for FY 2021-2022 budget review and adoption:

January 11	Deliver proposed budget books to Mayor and Council
January 18	Budget Work Session #1 – 5:15PM (food provided)
January 20	Budget Work Session #2 – 5:15PM
January 27	Budget Work Session #3 – 5:15PM
February 3	Budget Work Session #4 – 5:15PM (if needed)
February 8	Regular Council Meeting – Set Public Hearing for Maximum Property Tax
February 22	Regular Council Meeting – Public Hearing for Maximum Property Tax
February 22	Regular Council Meeting – Set Public Hearing for FY 2022 Budget
March 22	Regular Council Meeting – Public Hearing/Adopt FY 2022 Budget
March 31	Last day to certify budget to County Auditor

Currently, there are no conflicts that would require a regularly scheduled Council meeting to be moved to another date in calendar year 2021. A 2021 calendar is attached.

Please let staff know as soon as possible if you have conflicts with any of these dates.

RECOMMENDATION: Council approval of the F.Y. 2021-2022 Budget Schedule.

FY 2021-2022
BUDGET CALENDAR

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Staff submit budgets to City Manager	2	3	4	5
6	7	8	9	10	11	12
13	14 Council Mtg 5:15	15	16	17	18	19
20	21	22	23	24 offices closed at Noon	25 offices closed	26
27	28 Council Mtg 5:15	29	30	31 offices closed at Noon		

January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 offices closed	2
3	4	5	6	7	8	9
10	11 Council Meeting - 5:15/Deliver Budget Books	12	13	14	15	16
17	18 Council Work Session # 1 - 5:15	19	20 Council Work Session # 2 - 5:15	21	22	23
24 31	25 Council Meeting - 5:15	26	27 Council Work Session # 3 - 5:15 (if needed)	28	29	30

February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Chamber Banquet	2	3 Council Work Session # 4 - 5:15 (if needed)	4	5	6
7	8 5:15 / Orders Max Prop Tax Hrg	9	10	11	12	13
14	15	16	17	18	19	20
21	Council Mtg 22 Max Prop Tax/Set Public Hrg Budget	23	24	25	26	27
28						

March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Council Mtg 5:15	9	10	11	12	13
14	15	16	17	18	19	20
21	Council Mtg 22 5:15--Public Hrg on Budget/ Adopt	23	24	25	26	27
28	29	30	31 Last day to Certify to Co. Auditor			

City of Carroll Meeting Calander
2021

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- City Council Meeting
- City Council Budget Workshop
- City Holiday (Offices Closed All Day)
- City Holiday (Offices Closed at 12:00 PM)
- Chamber Banquet