City of Carroll

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MEMO TO: Mike Pogge-Weaver, City Manager MJP-W

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

DATE: November 19, 2019

SUBJECT: F. Y. 2020-2021 Budget Schedule and Council Meeting Dates for Calendar Year 2020

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) passed this last legislative session, 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 March 9 and March 23 for the public hearings. 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 2020-2021 budget review and adoption:

January 13	Deliver proposed budget books to Mayor and Council
January 20	Budget Work Session #1 – 5:15PM (food provided)
January 22	Budget Work Session #2 – 5:15PM
February 3	Budget Work Session #3 – 5:15PM
February 5	Budget Work Session #4 – 5:15PM (if needed)
February 24	Regular Council Meeting – Set Public Hearing for Maximum Property Tax
March 9	Regular Council Meeting – Public Hearing for Maximum Property Tax
March 9	Regular Council Meeting – Set Public Hearing for FY 2021 Budget
March 23	Regular Council Meeting – Public Hearing/Adopt FY 2021 Budget
March 31	Last day to certify budget to County Auditor

In addition, there are two conflicts with the regularly scheduled Council meetings. Monday, January 27, 2020 is the annual Carroll Chamber of Commerce banquet and Monday, May 25, 2020 is the Memorial Day holiday. It is recommended to move these Council meetings to the following day.

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

RECOMMENDATION: Council approval of the F.Y. 2020-2021 Budget Schedule and changing the Monday, January 27, 2020 Council meeting to Tuesday, January 28, 2020 and changing the Monday, May 25, 2020 Council meeting to Tuesday, May 26, 2020.

City of Carroll Meeting Calander
2020

January						
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December						
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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