City of Carroll

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MEMO TO: Mike Pogge-Weaver, City Manager MPW

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

DATE: November 21, 2017

SUBJECT: F. Y. 2018-2019 Budget Schedule

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.

The following is a proposed schedule for FY 2018-2019 budget review and adoption:

January 22	Deliver proposed budget books to Mayor and Council
January 25	Budget Work Session #1 – 5:15PM (food provided)
February 1	Budget Work Session #2 – 5:15PM
February 5	Budget Work Session #3 – 5:15PM
February 8	Budget Work Session #4, if needed – 5:15 PM
February 13	Regular Council Meeting – Set Public Hearing for FY 2019 Budget
March 12	Regular Council Meeting – Public Hearing/Adopt FY 2019 Budget
March 15	Last day to certify budget to County Auditor

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

RECOMMENDATION: Council approval of the F.Y. 2018-2019 Budget Schedule.

FY 2018-2019
BUDGET CALENDAR

December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Council Mtg 5:15	12	13	14	15	16
17	18	19	20	21	22	23
24 / 31	25	26 Council Mtg 5:15	27	28	29	30

January 2018

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	22 Council Mtg 5:15/Delivery budget books to Council	23	24	25	26	27
28	25 Work Session #1 - 5:15	30	31			

February 2018

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

March 2018

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