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: December 5, 2018

SUBJECT: F. Y. 2019-2020 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 2019-2020 budget review and adoption:

January 11	Deliver proposed budget books to Mayor and Council
January 17	Budget Work Session #1 – 5:15PM (food provided)
January 22	Budget Work Session #2 – 5:15PM
January 29	Budget Work Session #3 – 5:15PM
February 5	Budget Work Session #4 – 5:15PM (if needed)
February 25	Regular Council Meeting – Set Public Hearing for FY 2020 Budget
March 11	Regular Council Meeting – Public Hearing/Adopt FY 2020 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. 2019-2020 Budget Schedule.

FY 2019-2020
BUDGET CALENDAR

December 2018

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

January 2019

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

February 2019

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

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Council Mtg 5:15--Public Hrg/Adopt	12	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