



TO: Mayor Chuck Barney
Members of the City Council

FROM: David Lakefield, Finance Director

DATE: 04/24/18

SUBJECT: APPROVAL OF 2019 BUDGET SCHEDULE

I. RECOMMENDED ACTION

1. Move to approve the 2019 Budget Schedule.

II. DEPARTMENT CONTACT PERSONS

Tom Barry, City Manager	857-4750
David Lakefield, Finance Director	857-4774

III. DESCRIPTION

A. Background

Minot’s budgeting process begins in March of the year prior to the budget to be adopted. The attached budget schedule is an estimated timeline that is developed to ensure the budget is completed in a timely manner to meet county and state guidelines.

B. Proposed Project

The proposed project will start in March and continue through the summer months with educational budget workshops for the public, finance pulling the budget document together, and the City Manager meeting with the departments to compile an essential budget to provide for the needs of the City of Minot.

C. Consultant Selection

NA

IV. IMPACT:

A. Strategic Impact:

The budget will be prepared to take into account some of the major funding obstacles the City of Minot has like flood control, NAWS, and capital projects while still providing for the normal operation of the City.

B. Service/Delivery Impact:

The goal of the budget is to help the City of Minot make informed budget decisions to account for the present conditions and look to the future needs of the City. The proposed Budget Schedule also denotes Special City Council Meetings which must be announced and approved by the City Council pursuant to our Ordinance.

C. Fiscal Impact:

There is no fiscal impact to approving the schedule.

V. ALTERNATIVES

NA

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow the budget to be prepared in a timely manner and meet all statutory deadlines.

VII. LIST OF ATTACHMENTS

A. 2019 Budget Schedule