



TO: Mayor Shaun Sipma
Members of the City Council

FROM: David Lakefield, Finance Director

DATE: 04/06/2020

SUBJECT: APPROVAL OF 2021 BUDGET SCHEDULE

I. RECOMMENDED ACTION

1. Recommend approval of the 2021 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 April of the year prior to the budget to be adopted. The attached budget schedule is an estimated time line to ensure the budget is completed in a timely manner to meet the county and state guidelines.
- B. Proposed Project
The proposed project will start in April 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.
- C. Fiscal Impact:

Project Costs - NA

V. ALTERNATIVES

NA

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow the budget to be prepared timely.

VII. LIST OF ATTACHMENTS

A. 2021 Budget Schedule