



4646 Dakota Street SE  
 Prior Lake, MN 55372

## 2018 Preliminary Budget & Capital Improvement Program Schedule

March 27	Dept. Heads submit large budget item requests to Finance
April 10	Council Workshop – 2018 Budget and Long Range Financial Forecast (establish 2018 levy target)
May 1	Budget instructions provided to Dept. Heads
<i>After 2016 Audit is Completed and Closed in BS&amp;A.</i> Approximately May 16- June 2	Dept. Heads submit budget requests to Finance
June 5- June 16	City Manager, Finance and Staff budget review
June 26	Council Workshop – Personnel Plan/Compensation Plan Forecast Adjustments
July 10	Council Workshop – 2018 CIP Presentation
August 7	Council Meeting - 2018 CIP Public Presentation and Discussion
August 21	Council Workshop – Preliminary 2018 Budget/Tax Levy Discussion
September 18	Council Meeting – Adopt Preliminary Tax Levy and announce public budget hearing date
October 11	Town Hall Meeting (tentative)
November 6	Council Workshop – Yearend Budget Preview and Final 2018 Budget/Tax Levy Discussion
December 4	Council Meeting – Public Budget Hearing
December 4	Council Meeting – Adopt 2018 Budget and Tax Levy

**NOTE: All Highlighted Meetings Open to the Public**