




WEST DES MOINES WATER WORKS MEMORANDUM

TO: Board

FROM: Diana Wilson 

DATE: August 20, 2018

RE: Preparation of 2019 Budget

Monday – August 27

Staff input to Finance Manager and General Manager for review and preparation of budget. This includes approximate dollar amounts and brief descriptions of items to be considered for inclusion in the budget.

Finance Manager begins preparation of draft budget, and continues this work until week of Monday September 24.

Monday – September 17, 2018 (4:00 P.M.)

Board of Trustees meeting. Review schedule for development of the Budget for 2018.

Monday September 24 (1:00 P.M.)

Meet with Finance and Audit Committee to review the draft budget.

Monday – October 15, 2018 (4:00 P.M.)

Draft budget and explanatory comments to The Board of Trustees for review.

Copies of draft budget and explanatory comments to staff.

Monday - October 15 through Monday, November 5

Review of draft budget by The Board of Trustees.

Monday – November 5, 2018 (4:00 P.M.)

The Board of Trustees special workshop meeting for budget consideration. Establish public hearing on budget for 4:00 P.M. on Thursday, December 6. (Special meeting) Changes to budget and discussed and/or approved.

Monday - November 19, 2018 (4:00 P.M.)

The Board of Trustees regular meeting. Any approved changes to the budget have been made, and finalization of budget documentation for 2019.

Tuesday -- November 20, 2018

Budget on file at Water Works' / Water Treatment Plant, and the West Des Moines Public Library for public inspection.

Notice of public hearing to Des Moines Register for publishing on Monday, November 26, 2018. (Due to the Thanksgiving holiday we cannot get this published any earlier.) This notice includes a summary of the budget which was finalized Monday, November 19.

Thursday - December 6, 2018 (4:00 P.M.) Due to publishing date

The Board of Trustees special meeting only for adoption of budget. Public hearing at 4:00 P. M. on 2019 budget; adoption by Resolution. (This date must be 10 days from publication of notice of public hearing, and 20 days before the end of the year).

Friday -- December 7, 2018

By postal service, file two copies of budget documentation with Polk County, Dallas County, Warren County and Madison County Auditors. File copies of budget documentation for City Council with City Clerk. (City Council is asked to receive and file the budget).

c: Josh Heggen
Mitch Pinkerton
Mark Hanasz
Rebecca Scott
William Mabuice