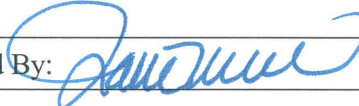


CITY OF
WASILLA
 • ALASKA •

	Presented
Date Action Taken: <i>NA</i>	<i>11/26/18</i>
Other:	
Verified By: 	




CITY COUNCIL INFORMATIONAL MEMORANDUM

IM No. 18-17: City of Wasilla, Budget Calendar For Fiscal Year 2020 (FY2020).

Originator: Troy Tankersley, Finance Director

Date: 11/7/2018

Agenda of: 11/26/2018

Route to:	Department Head	Signature	Date
X	Finance Director		<i>11/6/18</i>
X	Deputy Administrator		<i>11/7/18</i>
X	City Clerk		<i>11/8/18</i>

Reviewed by Mayor Bert L. Cottle:  *11/8/2018*

Attachments: City of Wasilla, Budget Calendar, Fiscal Year 2020 (FY20) (pp 3)

Summary Statement: Attached for your review is the City of Wasilla's plan (i.e., budget calendar) for the formation of the fiscal year 2020 supplemental budget.

**City of Wasilla | Budget Calendar
Fiscal Year 2020 (FY 20)**

The following schedule outlines the City of Wasilla’s plan for the formation of the fiscal year 2020 supplemental budget:

Date	Facilitator	Action
November 2018	Finance Director	Finance Director prepares preliminary revenue projections.
November/December 2018	Finance Director and Public Works Director	Prepare 5-year Capital Improvement Program and submit to the Planning Commission.
December 2018	Finance Director	Training for Mayor, Clerk, and Department Heads on Naviline budget process by Finance Department.
December 3, 2018	Mayor and Deputy Administrator	Special Council Meeting, 6:00 p.m., to review City Goal Planning for FY 20 and Receive Report of Finances.
December 5, 2018	Mayor and Deputy Administrator	<i>Tentative</i> Special Council Meeting, 6:00 p.m., to continue review of City Goal Planning for FY 20.
December 10, 2018	Finance Director	Budget program available for input by Mayor, Clerk, and Department Heads.
December 26, 2018	Mayor and Deputy Administrator	Prepare AM confirming the Goals and Initiatives discussed during the special meeting. AM due at the agenda-setting meeting on January 2, 2019.
December 28, 2018	Mayor, Department Heads, Clerk	Deadline for staffing forms to be submitted to Department Heads for new or revised staffing needs. Submit to Finance Director.
January 14, 2019	Mayor and Deputy Administrator	Regular Council Meeting, 6:00 p.m., to approve AM confirming the FY 20 Goals and Initiatives.
January 21, 2019	Finance Director	Finance Department submits estimated staffing costs, approved by Mayor, to Department Heads for department budgets.
January 28, 2019	Finance Director	Proposed department budgets submitted to Mayor based on Initiatives.
February 4 - 8, 2019	Mayor, Finance Director, and Department Heads	Work meetings with the Mayor and Department Heads to resolve or justify differences of department budgets.
February 4, 2019	Clerk/Council	Special Council Meeting, 6:00 p.m., Discussion on FY 20 budget revisions (clerk, records management, and council budgets).

Date	Facilitator	Action
February 27, 2019	Mayor	Mayor submits approved proposed department budgets to Finance with the Mayor's Budget Message.
March 27, 2019	Finance Director/Clerk	Electronic copy of budget document provided to Clerk's Office for inclusion in April 8, Council Meeting packet. Hard copy to follow upon receipt from Finance.
April 8, 2019	Finance Director	Regular Council Meeting, 6:00 p.m., Introduction of Budget Ordinance and overview by Finance Director.
April 10, 2019	Mayor and Council	Special Council Meeting, 6:00 p.m., Committee of the Whole to Discuss Departmental and Capital Budgets.
April 15, 2019	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m., Committee of the Whole to Discuss Departmental and Capital Budgets.
April 17, 2019	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m., Committee of the Whole to Discuss Departmental and Capital Budgets.
April 22, 2019	Mayor and Council	Regular Council Meeting, 6:00 p.m., First Public Hearing on Budget Ordinance.
April 24, 2019	Mayor and Council	Special Council Meeting, 6:00 p.m., Second Public Hearing on Budget Ordinance Deliberations/Possible Adoption of Budget Ordinance.
April 29, 2019	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Budget Deliberations/Possible Adoption of Budget Ordinance.
May 1, 2019	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Budget Deliberations/Possible Adoption of Budget Ordinance.
May 6, 2019	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Budget Deliberations/Possible Adoption of Budget Ordinance.
May 8, 2019	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Budget Deliberations/ Adoption of Budget Ordinance.
June 14, 2019	Finance Director/City Clerk	Report City's mill rate to the Borough Finance Director.
July 1, 2019	All Concerned	FY 20 Adopted Budget implementation and monitoring.

Date	Facilitator	Action
October - December 2019	Finance Director and Public Works Director	Revise 5-year Capital Improvement Program and submit to the Planning Commission.
November 2019	Finance Director	Review and revise revenue projections and budget assumptions.
November 2019	Mayor and Deputy Administrator	Review FY 20 Goals and Initiatives from first six months of FY 20 Operating Budget.
December 2019	Mayor and Council	Review FY 20 Goals and Initiatives and establish Goals and Initiatives for FY 21 and 22.
January – March 2020	Mayor, Clerk and Department Heads	Prepare Biannual Budget for FY 21 and FY 22 based on budget projections and initiatives.
April 2020	Mayor	Submit Proposed Biannual Budget for FY 21 and FY 22 to Council.
April – May 2020	Council	Review and adopt Biannual Budget for FY 21 and FY 22
July 1, 2020	All Concerned	FY-21 Adopted Budget implementation and monitoring.