

CITY OF  
**WASILLA**  
 • ALASKA •

	Presented
Date Action Taken: <i>N/A</i>	<i>11/25/19</i>
Other:	
Verified By: <i>[Signature]</i>	

**CITY COUNCIL INFORMATIONAL MEMORANDUM**

**IM No. 19-13: City of Wasilla, Budget Calendar For Fiscal Year 2021 And 2022.**

Originator: Troy Tankersley, Finance Director  
 Date: 11/6/2019

Agenda of: 11/25/2019

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	<i>11-6-19</i>
X	Deputy Administrator	<i>[Signature]</i>	<i>11/6/19</i>
X	City Clerk	<i>[Signature]</i>	<i>11/7/19</i>

Reviewed by Mayor Bert L. Cottle: *[Signature]* *11/13/2019*

**Attachments:** City of Wasilla, Budget Calendar, Fiscal Year 2021 and 2022 (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 2021 and 2022 biennial budget.

## City of Wasilla | Budget Calendar Fiscal Year 2021 and 2022

The following schedule outlines the City of Wasilla's plan for the formation of the fiscal year 2021 and 2022 (FY21/22) biennial budget:

Date	Facilitator	Action
November 2019	Finance Director	Finance Director prepares preliminary revenue projections.
November/December 2019	Finance Director and Public Works Director	Prepare 5-year Capital Improvement Program and submit to the Planning Commission.
December 2019	Finance Director	Training for Mayor, Clerk, and Directors on Naviline budget process by Finance Department.
December 11, 2019	Mayor and Deputy Administrator	Special Council Meeting at 6:00 p.m. Re: Review Goals and Initiatives for FY21/22 budget development and receive report of finances from the Finance Director.
December 12, 2019	Mayor and Deputy Administrator	Special Council Meeting at 6:00 p.m. Re: Continue to review the goals and initiatives for FY21/22 budget development.
December 16, 2019	Mayor and Deputy Administrator	<i>Tentative</i> Special Council Meeting at 6:00 p.m. Re: Continue to review the goals and initiatives for FY21/22 budget development.
December 16, 2019	Finance Director	Budget program available for input by Mayor, Clerk, and Directors.
December 17, 2019	Mayor and Deputy Administrator	Begin preparing AM approving the goals and initiatives discussed at the special meetings. The AM is due at the agenda-setting meeting on December 31, 2019.
December 27, 2019	Mayor, Department Heads, Clerk	Deadline for staffing forms to be submitted to Department Heads for new or revised staffing needs.
January 13, 2020	Mayor and Deputy Administrator	Regular Council Meeting at 6:00 p.m. Re: AM confirming the FY21/22 Goals and Initiatives scheduled for approval.
January 20, 2020	Finance Director	Finance Department submits estimated staffing costs, approved by Mayor, to Department Heads for department budgets.
January 29, 2020	Finance Director	Proposed department budgets submitted to Mayor based on approved Goals and Initiatives.
February 5, 2020	Clerk/Council/ Finance Director	Special Council Meeting at 6:00 p.m. Re: Discussion on FY21/22 Clerk's Office, Records Management, and Council budgets.

Date	Facilitator	Action
February 10 - 14, 2020	Mayor, Finance Director, and Department Heads	Work meetings with the Mayor and Directors to resolve or justify differences in department budgets.
February 28, 2020	Mayor	Mayor submits approved proposed department budgets to Finance with the Mayor's Budget Message.
April 1, 2020	Finance Director/Clerk	Electronic copy of budget document provided to Clerk's Office for inclusion in April 13, Council Meeting packet. Hard copy to follow upon receipt from Finance.
April 13, 2020	Finance Director	Regular Council Meeting at 6:00 p.m. Re: Introduction of Budget Ordinance and overview by Finance Director.
April 15, 2020	Mayor and Council	Special Council Meeting at 6:00 p.m. Re: Discussion on Departmental and Capital Budgets (Committee of the Whole).
April 20, 2020	Mayor and Council	Special Council Meeting at 6:00 p.m. Re: Continued discussion on Departmental and Capital Budgets (Committee of the Whole).
April 22, 2020	Mayor and Council	<i>Tentative</i> Special Council Meeting at 6:00 p.m. Re: Continued discussion on Departmental and Capital Budgets (Committee of the Whole).
April 27, 2020	Mayor and Council	Regular Council Meeting at 6:00 p.m. Re: <b>First Public Hearing</b> on Budget Ordinance.
April 29, 2020	Mayor and Council	Special Council Meeting at 6:00 p.m. Re: <b>Second Public Hearing</b> on Budget Ordinance, Deliberations, and Possible Adoption of Budget Ordinance.
May 4, 2020	Mayor and Council	<i>Tentative</i> Special Council Meeting at 6:00 p.m. Re: Deliberations and Possible Adoption of Budget Ordinance.
May 6, 2020	Mayor and Council	<i>Tentative</i> Special Council Meeting at 6:00 p.m. Re: Deliberations and Possible Adoption of Budget Ordinance.
May 11, 2020	Mayor and Council	Regular Council Meeting at 6:00 p.m. Re: Deliberations and Possible Adoption of Budget Ordinance.
May 13, 2020	Mayor and Council	<i>Tentative</i> Special Council Meeting at 6:00 p.m. Re: Deliberations and <b>Adoption</b> of the Budget Ordinance.

<b>Date</b>	<b>Facilitator</b>	<b>Action</b>
June 15, 2020	Finance Director/City Clerk	Report mill rate to the Matanuska-Susitna Borough Finance Director. (WMC 5.04.080(C))
July 1, 2020	All Concerned	FY21 Adopted Budget implementation and monitoring.
October - December 2020	Finance Director and Public Works Director	Revise 5-year Capital Improvement Program and submit to the Planning Commission.
November 2020	Finance Director	Review and revise revenue projections and budget assumptions.
November 2020	Mayor and Deputy Administrator	Review FY22 Goals and Initiatives from first six months of FY21 Operating Budget.
December 2020	Mayor and Council	Revise FY22 Goals and Initiatives, if needed.
January – March 2021	Mayor, Clerk and Department Heads	Prepare revisions to the FY22 Budget based on revised budget projections and initiatives.
April 2021	Mayor	Submit revisions to the FY22 Budget to Council.
April – May 2021	Council	Review and adopt FY22 Budget.
July 1, 2021	All Concerned	FY22 Adopted Budget implementation and monitoring.