

Date Presented to Council: Oct. 12, 2020
 Verified By: [Signature]
 Clerk's Note: NA

**City of Wasilla
 Informational Memorandum No. 20-13**

City of Wasilla Budget Calendar For Fiscal Year 2022.

Originator: Troy Tankersley, Finance Director
 Date: 9/25/2020
 Agenda of: 10/12/2020

Route to:	Department Head	Signature	Date
X	Chief of Police	[Signature]	9/30/20
X	Public Works Director	[Signature]	9/30/20
X	Recreational Services Director	[Signature]	9/30/2020
X	Finance Director	[Signature]	9.30.20
X	Deputy Administrator	[Signature]	9/30/2020
X	City Clerk	[Signature]	10/1/2020
X	Mayor	[Signature]	10/1/2020

Attachments: Fiscal Year 2022 Budget Calendar (3 pages)

Summary Statement: Attached for your review is the City of Wasilla's plan (i.e., budget calendar) for the formation of the fiscal year 2022 budget.

City of Wasilla | Budget Calendar Fiscal Year 2022

The following schedule is the City of Wasilla's plan for the formation of the fiscal year 2022 (FY22) budget:

Date	Facilitator	Action
November 2020	Finance Director	Finance Director Prepares Preliminary Revenue Projections.
November/December 2020	Finance and Public Works Directors	Prepare 5-year Capital Improvement Program and Submit to the Planning Commission.
December 2020	Finance Director	Training on Naviline budget entry by Finance Department.
December 7, 2020	Mayor and Deputy Administrator	Special Council Meeting at 6:00 p.m. Re: 1) Review FY21 Goals and Initiatives and Establish FY22 Goals and Initiatives for Budget Development; and 2) Report of Finances From the Finance Director.
December 9, 2020	Mayor and Deputy Administrator	<i>Tentative</i> Special Council Meeting at 6:00 p.m. Re: Continue to Review FY21 Goals and Initiatives and Establish FY22 Goals and Initiatives for Budget Development
December 10, 2020	Mayor and Deputy Administrator	Prepare Action Memorandum (AM) Approving The FY22 Goals And Initiatives as Directed at the Special Meetings. The AM is due at the agenda-setting meeting on December 30, 2020.
December 21, 2020	Finance Director	Budget Program Available for Input by Mayor, City Clerk, and Directors.
December 21, 2020	Mayor, Department Heads, City Clerk	Deadline for Staffing Forms to be Submitted to Department Heads for New or Revised Staffing Needs.
January 12, 2021	Mayor and Deputy Administrator	Regular Council Meeting at 6:00 p.m. Re: AM Confirming The FY22 Goals And Initiatives Scheduled For Approval.
January 18, 2021	Finance Director	Finance Department Submits Estimated Staffing Costs, Approved by Mayor, to Department Heads for Department Budgets.
January 29, 2021	Finance Director	Proposed Department Budgets Submitted to Mayor Based on Approved Goals and Initiatives.
February 8 – 12, 2021	Mayor, Finance Director, and Department Heads	Work Meetings with the Mayor And Directors to Resolve or Justify Differences in Department Budgets.
February 10, 2021	City Clerk, Council, and Finance Director	Special Council Meeting at 6:00 p.m. Re: Consideration and Direction Regarding the FY22 Clerk's Office, Records Management, and Council Budgets.

Date	Facilitator	Action
February 28, 2021	Mayor	Mayor Submits Approved Proposed Department Budgets to Finance with the Mayor's Budget Message.
March 31, 2021	Finance Director and City Clerk	Electronic Copy of Budget Provided to Clerk's Office for the April 12, Council Meeting Packet. Hard Copy to Follow Upon Receipt from Finance.
April 12, 2021	Finance Director	Regular Council Meeting at 6:00 p.m. Re: Introduction of Budget Ordinance and Overview by Finance Director.
April 14, 2021	Mayor and Council	Special Council Meeting at 6:00 p.m. Re: Discussion Regarding Departmental and Capital Budgets (Committee of the Whole).
April 19, 2021	Mayor and Council	Special Council Meeting at 6:00 p.m. Re: Continued Discussion Regarding Departmental and Capital Budgets (Committee of the Whole).
April 21, 2021	Mayor and Council	<i>Tentative</i> Special Council Meeting at 6:00 p.m. Re: Continued Discussion Regarding Departmental and Capital Budgets (Committee of the Whole).
April 26, 2021	Mayor and Council	Regular Council Meeting at 6:00 p.m. Re: First Public Hearing on Budget Ordinance.
April 28, 2021	Mayor and Council	Special Council Meeting at 6:00 p.m. Re: Second Public Hearing on Budget Ordinance. Discussion, Consideration, and Possible Action Regarding Budget Ordinance.
May 3, 2021	Mayor and Council	<i>Tentative</i> Special Council Meeting at 6:00 p.m. Re: Discussion, Consideration, and Possible Action Regarding Budget Ordinance.
May 5, 2021	Mayor and Council	<i>Tentative</i> Special Council Meeting at 6:00 p.m. Re: Discussion, Consideration, and Possible Action Regarding Budget Ordinance.
May 10, 2021	Mayor and Council	Regular Council Meeting at 6:00 p.m. Re: Discussion, Consideration, and Possible Action Regarding Budget Ordinance.
May 12, 2020	Mayor and Council	<i>Tentative</i> Special Council Meeting at 6:00 p.m. Re: Discussion, Consideration, and Action Regarding Budget Ordinance.
June 14, 2021	Finance Director or City Clerk	Report Mill Rate to the Matanuska-Susitna Borough Finance Director. (WMC 5.04.080(C))
July 1, 2021	All Concerned	FY22 Adopted Budget Implementation and Monitoring.
October – December 2021	Finance and Public Works Directors	Revise 5-year Capital Improvement Program and Submit to the Planning Commission.

Date	Facilitator	Action
November 2021	Finance Director	Review and Revise Revenue Projections and Budget Assumptions.
November 2021	Mayor and Deputy Administrator	Review Goals and Initiatives From First Six Months of FY22 Operating Budget.
December 2021	Mayor and Council	Review FY22 Goals and Initiatives and Establish Goals And Initiatives For FY23/24.
January – March 2022	Mayor, City Clerk and Department Heads	Prepare Biannual Budget For FY23/24 Based on Revised Budget Projections and Initiatives.
April 2022	Mayor	Submit Proposed Biannual Budget for FY23/24 to Council
April – May 2022	Council	Review and Adopt FY23/24 Biannual Budget.
July 1, 2022	All Concerned	FY23 Adopted Budget Implementation and Monitoring.