

Date Presented to Council: November 22, 2021  
 Verified By: Sarah Stamen  
 Clerk's Note: N/A

**City of Wasilla  
 Informational Memorandum No. 21-16**

**Presenting The City Of Wasilla Budget Calendar For Fiscal Years 2023 and 2024.**

Originator: Troy Tankersley, Finance Director  
 Date: 11/2/2021

Agenda of: 11/22/2021

Route to:	Department Head	Signature	Date
X	Chief of Police		11/12/21
X	Public Works Director		11/10/21
X	Recreational Services Director		11-12-21
X	Finance Director		11-3-21
X	Deputy Administrator		11/12/21
X	City Clerk		11/12/2021
X	Mayor		11-10-21

**Attachments:** Budget Calendar for Fiscal Years 2023 and 2024 (3 pages)

**Summary Statement:** Attached is the City of Wasilla's plan (i.e., budget calendar) for the formation of the budget for fiscal years 2023 and 2024.

**City of Wasilla | Budget Calendar  
Fiscal Years 2023 and 2024**

The plan for the formation of the biennial budget for fiscal years 2023 (FY23) and 2024 (FY24) is:

<b>Date</b>	<b>Facilitator</b>	<b>Action</b>
November 2021	Finance Director	Finance Director prepares preliminary revenue projections.
November/December 2021	Finance and Public Works Directors	Prepare 5-year Capital Improvement Program and submit to the Planning Commission.
December 2021	Finance Director	Training on Naviline budget entry by Finance Department.
December 6, 2021	Finance Director	Deadline for staffing forms to be distributed to Directors for new or revised staffing needs.
December 6, 2021	Mayor and Deputy Administrator	Special Council Meeting, 6:00 p.m. Re: 1) Review FY22 Goals and Initiatives and establish FY23/24 Goals and Initiatives for budget development; and 2) Report of Finances from the Finance Director.
December 7, 2021	Mayor and Deputy Administrator	Special Council Meeting, 6:00 p.m. Re: Continued review of FY22 Goals and Initiatives and establish FY23/24 Goals and Initiatives for budget development.
December 8, 2021	Mayor and Deputy Administrator	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Re: Continued review of FY22 Goals and Initiatives and establish FY23/24 Goals and Initiatives for budget development.
December 9, 2021	Mayor and Deputy Administrator	Prepare Action Memorandum (AM) approving the FY23/24 Goals and Initiatives as directed at the Special Meetings. The AM is due at the agenda-setting meeting on December 29, 2021.
December 20, 2021	Finance Director	Budget program available for input by staff.
December 20, 2021	Mayor and Directors	Deadline for Directors to return staffing forms to Finance for new or revised staffing needs.
January 10, 2022	Mayor and Deputy Administrator	Regular Council Meeting, 6:00 p.m. Re: AM Confirming the FY23/24 Goals and Initiatives is scheduled for approval by Council.

Date	Facilitator	Action
January 17, 2022	Finance Director	Finance Department submits estimated staffing costs, approved by Mayor, to Directors for department budgets.
January 31, 2022	Finance Director	Proposed Department budgets submitted to Mayor based on approved Goals and Initiatives.
February 7 – 11, 2022	Mayor, Finance Director, Directors (except City Clerk)	Work meetings with the Mayor and Directors to resolve or justify differences in Department budgets.
February 16, 2022	Mayor, Council, City Clerk, Finance Director	Special Council Meeting, 6:00 p.m. Re: Review and discussion on the FY23/24 Clerk's Office, Records Management, and Council budgets.
February 28, 2022	Mayor	Mayor submits approved proposed Department budgets to Finance with the Mayor's Budget Message.
March 30, 2022	Finance Director and City Clerk	Electronic copy of budget provided to Clerk's Office for the April 11, Council Meeting packet. Hard copy from Finance to follow.
April 11, 2022	Finance Director	Regular Council Meeting, 6:00 p.m. Re: Introduction of budget Ordinance and overview by Finance Director.
April 13, 2022	Mayor and Council	Special Council Meeting, 6:00 p.m. Re: Discussion regarding Departmental and Capital budgets (Committee of the Whole).
April 14, 2022	Mayor and Council	Special Council Meeting, 6:00 p.m. Re: Continued discussion on Departmental and Capital budgets (Committee of the Whole).
April 18, 2022	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Re: Continued discussion on Departmental and Capital budgets (Committee of the Whole).
April 25, 2022	Mayor and Council	Regular Council Meeting, 6:00 p.m. Re: First Public Hearing on the budget Ordinance.
April 27, 2022	Mayor and Council	Special Council Meeting, 6:00 p.m. Re: <b>Second Public Hearing</b> on budget Ordinance. Discussion, consideration, and possible action on the budget Ordinance.

<b>Date</b>	<b>Facilitator</b>	<b>Action</b>
April 28, 2022	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Re: Continued discussion, consideration, and possible action on the budget Ordinance.
May 2, 2022	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Re: Continued discussion, consideration, and possible action on the budget Ordinance.
May 4, 2021	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Re: Continued discussion, consideration, and possible <b>action</b> on the budget Ordinance.
May 9, 2022	Mayor and Council	Regular Council Meeting, 6:00 p.m. Re: Continued discussion, consideration, and <b>action</b> on the budget Ordinance. The budget is scheduled for adoption on this day, if not earlier.
June 15, 2022	Finance Director or City Clerk	Deadline to report mill rate to the Matanuska-Susitna Borough Finance Director. (WMC 5.04.080(C))
July 1, 2022	All Concerned	FY23 adopted budget implementation and monitoring.
October – December 2022	Finance and Public Works Directors	Revise 5-year Capital Improvement Program and submit to the Planning Commission.
November 2022	Finance Director	Review and revise revenue projections and budget assumptions.
November 2022	Mayor and Deputy Administrator	Review Goals and Initiatives from the first six months of FY22 Operating Budget.
December 2022	Mayor and Council	Review FY23 Goals and Initiatives and revise Goals and Initiatives for FY24, if needed.
January - March 2023	Mayor and Directors	Prepare budget for FY24 based on revised budget projections and initiatives.
April 2023	Mayor	Submit proposed budget for FY24 to Council
April – May 2023	Council	Review and adopt FY24 budget.
July 1, 2023	All Concerned	FY24 adopted budget implementation and monitoring.