

Date Presented to Council: 12/14/2022

Verified By: [Signature]

Clerk's Note: N/A

City of Wasilla
Informational Memorandum No. 22-19

Presenting The City Of Wasilla Budget Calendar For Fiscal Year 2024.

Originator: Joan Miller, Finance Director
Date: 12/5/2022

Agenda of: 12/14/2022

Route to:	Department Head	Signature	Date
X	Chief of Police	[Signature]	12/7/22
X	Public Works Director	[Signature]	12/8/2022
X	Recreational Services Director	[Signature]	12-8-22
X	Finance Director	[Signature]	12/8/22
X	Deputy Administrator	[Signature]	12/7/22
X	City Clerk	[Signature]	12/8/2022
X	Mayor	[Signature]	12/7/22

Attachments: Budget Calendar for Fiscal Year 2024 (3 pages)

Summary Statement: Attached is the City of Wasilla's plan (i.e. budget calendar) for creating the fiscal year 2024 budget.

**City of Wasilla | Budget Calendar
Fiscal Year 2024**

The plan for the formation of the budget for fiscal year 2024 (FY24) is:

Date	Facilitator	Action
December 2022	Finance Director	Finance Director prepares preliminary revenue projections.
December/January 2022	Finance and Public Works Directors	Prepare 5-year Capital Improvement Program and submit to the Planning Commission.
December 2022	Finance Director	Training on Naviline budget entry by Finance Department.
December 14, 2022	Finance Director	Deadline for Directors to submit staffing requests and review process begins.
December 14, 2022	Mayor and Deputy Administrator	Special Council Meeting, 6:00 p.m. Re: 1) Review FY23 Goals and Initiatives and establish FY24 Goals and Initiatives for budget development; and 2) Report of Finances from the Finance Director.
December 15, 2022	Mayor and Deputy Administrator	Special Council Meeting, 6:00 p.m. Re: Continued review of FY23 Goals and Initiatives and establish FY24 Goals and Initiatives for budget development.
December 16, 2022	Mayor and Deputy Administrator	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Re: Continued review of FY23 Goals and Initiatives and establish FY24 Goals and Initiatives for budget development.
December 19, 2022	Mayor and Deputy Administrator	Prepare Action Memorandum (AM) approving the FY24 Goals and Initiatives as directed at the Special Meetings. The AM is due at the agenda-setting meeting on December 28, 2022.
December 30, 2022	Finance Director	Budget program available for input by staff.
December 30, 2022	Mayor and Directors	Deadline for Directors to return staffing forms to Finance for new or revised staffing needs.
January 9, 2023	Mayor and Deputy Administrator	Regular Council Meeting, 6:00 p.m. Re: AM Confirming the FY24 Goals and Initiatives is scheduled for approval by Council.
January 23, 2023	Finance Director	Finance Department submits estimated staffing costs, approved by Mayor, to Directors for department budgets.

Date	Facilitator	Action
January 31, 2023	Finance Director	Proposed Department budgets submitted to Mayor based on approved Goals and Initiatives.
February 8 – 10, 2023	Mayor, Finance Director, Directors (except City Clerk)	Work meetings with the Mayor and Directors to resolve or justify differences in Department budgets.
February 22, 2023	Mayor, Council, City Clerk, Finance Director	Special Council Meeting, 6:00 p.m. Re: Review and discussion on the FY24 Clerk's Office, Records Management, and Council budgets.
March 10, 2023	Mayor	Mayor submits approved proposed Department budgets to Finance with the Mayor's Budget Message.
March 29, 2023	Finance Director and City Clerk	Electronic copy of budget provided to Clerk's Office for the April 10, Council Meeting packet. Hard copy from Finance to follow.
April 10, 2023	Finance Director	Regular Council Meeting, 6:00 p.m. Re: Introduction of budget Ordinance and overview by Finance Director.
April 12, 2023	Mayor and Council	Special Council Meeting, 6:00 p.m. Re: Discussion regarding Departmental and Capital budgets (Committee of the Whole).
April 14, 2023	Mayor and Council	Special Council Meeting, 6:00 p.m. Re: Continued discussion on Departmental and Capital budgets (Committee of the Whole).
April 17, 2023	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 24, 2023	Mayor and Council	Regular Council Meeting, 6:00 p.m. Re: First Public Hearing on the budget Ordinance.
April 26, 2023	Mayor and Council	Special Council Meeting, 6:00 p.m. Re: Second Public Hearing on budget Ordinance. Discussion, consideration, and possible action on the budget Ordinance.
April 27, 2023	Mayor and Council	<i>Tentative</i> Special Council Meeting, 6:00 p.m. Re: Continued discussion, consideration, and possible action on the budget Ordinance.

Date	Facilitator	Action
May 2, 2023	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 3, 2023	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 8, 2023	Mayor and Council	Regular Council Meeting, 6:00 p.m. Re: Continued discussion, consideration, and action on the budget Ordinance. The budget is scheduled for adoption on this day, if not earlier.
June 15, 2023	Finance Director or City Clerk	Deadline to report mill rate to the Matanuska-Susitna Borough Finance Director. (WMC 5.04.080(C))
July 1, 2023	All Concerned	FY24 adopted budget implementation and monitoring.
October – December 2023	Finance and Public Works Directors	Revise 5-year Capital Improvement Program and submit to the Planning Commission.
November 2023	Finance Director	Review and revise revenue projections and budget assumptions.
November 2023	Mayor and Deputy Administrator	Review Goals and Initiatives from the first six months of FY24 Operating Budget.
December 2023	Mayor and Council	Review FY24 Goals and Initiatives and revise Goals and Initiatives for FY25/26, if needed.
January - March 2024	Mayor and Directors	Prepare budget for FY25/26 based on revised budget projections and initiatives.
April 2024	Mayor	Submit proposed budget for FY25/26 to Council
April – May 2024	Council	Review and adopt FY25/26 budget.
July 1, 2024	All Concerned	FY25/26 adopted budget implementation and monitoring.