

Municipality of Anchorage
Operating & Capital Budgets -- General Government / Utilities / Enterprises
DRAFT 2024 Budget Preparation Calendar at July 13, 2023

Action	Date	Workdays fr Today	Ref	Category
Community Council Surveys Available Online	1-Apr	(71)		Capital
Rollover of QuesticaBudget (prior-year revised to budget-year proposed operating and capital)	20-Jun	(17)		All
Community Council Surveys due to OMB	15-Jun	(19)		Capital
Questica budget available to departments	3-Jul	(8)		All
OMB distributes Mayor's guidance and priorities to departments to include: operating, O&M schedules, Service Area budgets, PVRs, and CIB/CIP etc.	13-Jul	1		All
Trainings/Review - OMB and departments - Mayor's guidance, QB, SAP, budget process, personnel review, etc.	Jul 3 - 28	TBD		All
Controller to provide to OMB for all departments: interfund loan schedules	28-Jul	12		All
Public Finance to provide to OMB, for all departments: bond P&I projections, debt schedules, bond payouts for next year, cash pool impacts/investment earnings, etc.	28-Jul	12		All
AEDC to provide data for Six-Year Fiscal Program	2-Aug	15		Operating
All departments submit proposed changes to OMB to include: department narratives (descriptions/goals/business plans/etc), operating, O&M schedules, Service Area budgets, PVRs, and CIB/CIP etc.	4-Aug	17		All
OMB sends <u>preliminary</u> utility/enterprise 8 year summaries, revenue/expense statements, with focus on: debt, debt/equity ratios, etc. to	7-Aug	18		Util/Ent
OMB compiles summaries of department budget changes for Mayor review	7-Aug	18		All
OMB sends <u>preliminary</u> CIB - Bonds to Finance for bond counsel review	7-Aug	18		Capital
Mayor meets with departments and reviews budget proposals	Aug 7 - 18	TBD		All
Public Finance to provide to OMB: review of utility/enterprise 8 year summaries, revenue/expense statements, with focus on: debt, debt/equity ratios, etc.	14-Aug	23		Util/Ent
Treasury to provide to OMB: preliminary revenue projections and data for Six-Year Fiscal Program	14-Aug	23		Operating
Finance to provide to OMB: fund balance, bond rating, and financial strategies data for Six-Year Fiscal Program	14-Aug	23		Operating
Public Finance to provide to OMB: bond counsel review impacts	18-Aug	27		Capital
OMB discussions with Mayor and Execs	Aug 21 - 25	TBD		All
Mayor's decisions on Utility/Enterprise budgets to OMB	28-Aug	33		Util/Ent
Initial assessed value projection due to OMB from Prop. Appraisal	28-Aug	33		Operating
OMB sends <u>preliminary</u> 120 Day Memo to Mayor for review	28-Aug	33		Operating
Mayor's decisions on <u>preliminary</u> 120 Day Memo	30-Aug	35		Operating
Mayor's final decisions on operating budget before IGC calculations	1-Sep	37		Operating
Mayor's decisions on proposed CIB/CIP to OMB	1-Sep	37		Capital
("120 Day Memo") Mayor's <u>preliminary</u> budget information to Assembly and online (revenues, tax limit, service priorities, reorganizations, utility/enterprise business plans, update to utility/enterprise strategic business plans, and proposed CIPs)	1-Sep	37 (A)		All
OMB Completes Proposed CIB/CIP book for Exec Review	8-Sep	41		Capital
OMB run IGCs	8-Sep	41		Operating
Mayor's final decisions on operating budget after IGC calculations	13-Sep	44		Operating
OMB Completes Proposed Utility/Enterprise book for Exec Review	13-Sep	44		Util/Ent
Exec final decisions on Proposed CIB/CIP book	15-Sep	46		Capital
Exec final decisions on Proposed Utility/Enterprise book	20-Sep	49		Util/Ent
OMB finalizes Proposed CIB/CIP book and Assembly documents	20-Sep	49		Capital

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OMB completes GG operating budget books and Six-Year Fiscal Program for Exec Review	20-Sep	49		Operating
OMB finalizes Proposed Utility/Enterprise book and Assembly documents	25-Sep	52		Util/Ent
Exec final decisions on Proposed GG operating budget books and Six-Year Fiscal Program	25-Sep	52		Operating
OMB finalizes GG operating budget books and Six-Year Fiscal Program	26-Sep	53		Operating
OMB completes assembly documents for GG operating budgets and Six-Year Fiscal Program	27-Sep	54		Operating
OMB submits budgets and Six-Year Fiscal Program to Assembly and online (NLT October 2)	2-Oct	57 (B)		All
Formal introduction of Mayor's budgets to Assembly	10-Oct	62		All
Assembly Worksession 1 of 2 - General Government Operating & Capital	19-Oct	69		All
Planning & Zoning Commission recommendations on CIB/CIP; (first Monday after Assembly introduction of Mayor's CIB/CIP)	16-Oct	66		Capital
Assembly Worksession 2 of 2 - General Government Operating & Capital	26-Oct	74		All
Assembly Public Hearing # 1 on proposed budgets	24-Oct	72 (C)		All
Assembly Public Hearing # 2 on proposed budgets	7-Nov	82		All
Assembly Worksession - Assembly proposed amendments	17-Nov	90		All
Administration prepares S-Version	20-Nov	91		All
Assembly Budget Approval Meeting - Assembly amendments and adoption of budgets	21-Nov	92 (D)		All
OMB upload adopted budget into SAP for budget year use	22-Nov	93		Operating

Note: All dates are subject to change.

A

6.10.040 Submittal and adoption of municipal operating and capital budget. **September**

A. At least 120 days before the end of the fiscal year the Mayor shall submit to the Assembly the following:

1. A preliminary general government capital budget/capital program and utilities capital budget/capital program.
2. Proposed utility business plans and update to utility strategic plans.
3. Preliminary general government revenue plan, tax limitation, and administration service priorities.
4. Major departmental consolidations, reorganizations or establishments necessitating changes to Chapter 3.10 or 3.20, pertaining to executive organization, and required by proposed budgets for the next fiscal year.

B

Section 13.02. Six-Year Fiscal Program. October

At least 90 days before the end of the fiscal year of the municipality the mayor shall submit to the assembly, with recommendations from the planning commission, a six-year program for public services, fiscal policies and capital improvements of the municipality. The program shall include estimates of the effect of capital improvement projects on maintenance, operation and personnel costs. The assembly shall hold at least one public hearing on the six-year program prior to adoption.

Section 13.03. Operating and capital budget. October

At least 90 days before the end of the fiscal year of the municipality the Mayor shall submit to the Assembly a proposed operating and capital budget for the next fiscal year. The form and content of the budget shall be consistent with the proposed six-year program. The Mayor shall submit with the budget an analysis of the fiscal implications of all tax levies and programs.

C

Section 13.04. Budget hearing.

The Assembly shall hold at least two public hearings on the proposed operating and capital budget for the next fiscal year, including one hearing at least 21 days after the budget is submitted to the Assembly, and one hearing at least seven but not more than 14 days prior to the adoption of the budget.

D

6.10.040 Submittal and adoption of municipal operating and capital budget.

B. The general government capital budget/capital program will be adopted at least 21 days prior to the end of the fiscal year of the municipality.