

**2025 1st Quarter Budget Revisions, Tax Rates, and Tax Levies Schedule
DRAFT as of February 6, 2025**

Target Completion Date	Work Days from Today	Responsible Party	Action
01/21/25	(12)		<u>Regular Assembly Meeting</u> - Last Regular scheduled Assembly meeting and final Public Hearing/Action on Ballot Propositions (AMC 28.20.015 requires approval of propositions on April ballot 70 days prior to election)
01/31/25	(4)	OMB	Memo with guidance to departments (including forms)
02/05/25	1	Public Finance, OMB	Bond fact sheets to Clerk
02/11/25	5		<u>Regular Assembly Meeting</u>
02/14/25	8	Public Finance, Controller	GG and enterprise/utility debt service (bond, interfund loan schedules, etc.) to OMB
02/18/25	9	OMB	Meetings with Departments - Training, Management, and Budgets
02/21/25	12	OMB	QuesticaBudget Rollover to 1Q - open to departments for training and net 0 changes
02/20/25	11	OMB	Update P&F Retirement Trust and Medical schedules/budgets and COPs Contributions/Debt Service
02/21/25	12	All	Recommended changes to IGCs (factors, receivers, etc.) and prior year Voter Approved Bond O&M to OMB
02/24/25	13	OMB	QuesticaBudget personnel scrub to include new CBA adjustments, leave accrual, vacancy factor, etc.
02/25/25	14	PW Admin, M&O	Fleet schedule to OMB
02/25/25	14		<u>Regular Assembly Meeting</u>
03/03/25	18	All	Proposed budget revisions to OMB, including recommended changes to depreciation, and preliminary schedules from enterprise/utilities
03/03/25	18	ASD	Deadline for ASD to submit budget to Assembly (AMC 6.10.050 C requires submission on but not later than nor prior to the first Monday in March)
03/04/25	19	OMB	Review and prep of enterprise/utilities prior to submission to mayor
03/04/25	19	Controller	Preliminary fund balance analysis to OMB (first week of March to allow for posting of prior year accruals, including the deferred tax adjustment which is made 60 days after the end of the calendar year)
03/04/25	19	Fire, Police	Final E911 budget to OMB - contingent upon prior year IGC run
03/04/25	19	OMB	Summarize department requests for Senior Executive review/decisions
03/04/25	19		<u>Regular Assembly Meeting</u>
03/07/25	22	All	Revised revenue projections to OMB (first week of March to allow for posting of prior year accruals, investment income, and MESA/MUSA from enterprise/utilities/Chugach PILT)
03/11/25	24	Mayor	Preliminary decisions on utility/enterprise departments
03/11/25	24	Controller	Final fund balance analysis to OMB
03/11/25	24	OMB	QuesticaBudget closes for net-zero changes
03/11/25	24	OMB	Review IGCs to departments from the Revised and resolve all issues
03/11/25	24	OMB	Preliminary IGC Run
03/13/25	26	OMB	Evaluate GG balanced budget based on revenue and fund balance projections - possible follow-up with message to departments
03/15/25	27	Property Appraisal	Deadline for exemption applications to Property Appraisal (AMC 12.15.015 C.1.requires "a written application for real property exemption...be received by the assessor no later than March 15 of the tax year in which the exemption is requested)
03/18/25	29	Property Appraisal	Final taxable property assessments by fund and tax district and avg AV to OMB
03/18/25	29	Mayor	Brief mayor on status of general government departments' revenues and spending requests
03/18/25	29	OMB	Preliminary Tax Limit with final data on CPI (USDOL), population (AKDOL), new construction, O&M, and revenue (incl MESA/MUSA) projections
03/18/25	29		<u>Regular Assembly Meeting</u> - Deadline for approval of ASD budget (AMC 6.10.080 B: Within 30 days after receipt...the Assembly shall by ordinance: 1) Determine and approve the total amount of the budget; 2) Determine portion from local sources; 3) Appropriate amount from local sources)
03/21/25	32	Mayor	Preliminary decisions on general government departments
03/21/25	32	OMB	IGC run and rebalancing of the budgets
03/21/25	32	Enterprise/Utility	Final schedules from enterprise/utilities
03/26/25	35	Mayor	Final decisions on revised budget
03/26/25	35	Enterprise/Utility	Enterprise/utility dividend Assembly Memorandums to OMB
03/28/25	37	OMB	Final balanced revised budget
04/01/25	38	OMB	Prepare Assembly documents and worksession materials
04/01/25	38		<u>Anchorage Municipal Election (AMC 28.20.010A: First Tuesday in April)</u>
04/03/25	40	OMB	Addendum deadline to submit budget revision resolution(s), MOA and ASD tax levy ordinances into OnBase for 4/08/24 addendum to the agenda for introduction.

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04/08/25	43		<u>Regular Assembly Meeting</u> - Introduction of budget revision resolution(s) and MOA and ASD tax levy ordinances and bond appropriations
04/11/25	46	OMB	Assembly work session on proposed budget revisions and tax levies
04/11/25	46	OMB	Resolutions for approved bond appropriations in OnBase for introduction on 04/22 Assembly meeting, based on election results, for action on 05/06
04/11/25	46		<u>Election Commission Meeting and Public Canvass</u> - Adoption of Report and Unofficial Election Results Published (AMC 28.80.030A: 2nd Friday after Election)
04/17/25	50	OMB	S versions in OnBase for 04/22 Assembly meeting, based on election results (annexations/deannexations, bond props, etc. may affect budgets and mill rates due to debt service, O&M, etc.)
04/18/25	51	Public Finance/Treasury	Updated debt service and revenue requirements, based on election results, to OMB
04/18/25	51	Property Appraisal	Updated assessed values, based on election results, to OMB
04/18/25	51	OMB	Assembly work session on proposed budget revisions and tax levies - Assembly Amendments
04/22/25	53		<u>Regular Assembly Meeting</u> - Certification of election results (AMC 28.80.060), Public hearing on budget revisions and tax levies. Action on operating budget revisions, tax levies (<i>this is the last meeting before Treasury bill notification deadline</i>), and bond appropriations.
04/25/25	56	OMB	Load budget amendments into SAP
05/01/25	60	Treasury	Deadline for Treasury to receive mill rates to prepare tax notice mailouts
05/16/25	71		Deadline for tax notices to be mailed (AMC 12.15.060 A.2. requires "tax bills be mailed...at least 30 days prior to the date taxes owed become due" which is June 15)