

City of Seward 2018/2019 Biennial Budget Calendar



August 1, 2017	Transmit budget directions and forms to department managers
September 1, 2017	Department budgets due to finance department
September 1	Capital budgets due to finance
September 4 - 8	City manager and finance director meet with department managers to discuss budget requests
September 12	5:30 p.m. Council Budget Kick-Off Work Session - General assumptions of the budget process; identification of major policy questions; Council input on desired programs and services; Electric utility rate discussion
September 1 - 22	Finance department develops revenue projections and determines estimated costs of insurance, administrative fees, cost-allocations, debt service, vehicle leases, etc.
September 25	Preliminary Budget document distributed to City Council
September 27	6:00 p.m. City Council budget work session (a)
October 2	6:00 p.m. City Council budget work session (b)
October 3	6:00 p.m. City Council budget work session (c)
October 9	City Council Meeting – Public hearing on budget
October 23	City Council Meeting - Public hearing and adoption of budget (d)

- (a) Mayor & Council; City Clerk; Legislative / Community Development; City Manager / MIS; Parks and Recreation; Parking; Police/Jail/Animal Control; Seward Senior Center; Chamber of Commerce; Legal/Finance/General Services; Harbor, SMIC,
- (b) Fire/Volunteers; Emergency Preparedness; Building Inspection; Library; Community Health Center; Hospital; Mountain Haven; Electric; Motor Pool;
- (c) Public Works (roads, city shop, snow and ice); Municipal Building; Water; Wastewater; Capital Improvement Plan; Council direction to Administration
- (d) Alternate day: November 6 or 20, 2017

Important dates: ARPA Conference Sept. 14-15; Alaska Fire Conference Sept. 25 –30; Museum Conference Sept. 27-30; Harbormaster’s Conference Oct. 2-6; AK Library Directors Oct. 3-6; ARMB meetings Oct. 4-6; Library Conference Oct. 8-14; Police Chiefs Conf. Oct. 16-26; Accufund training Oct. 22-29; ARMB Nov. 8-11; Alaska Municipal League Conference November 13-17; Fish Expo Nov. 14-18; Utility billing training Nov. 12-18.

Note: City Council generally cancels the second Council meeting of November (Nov. 27 this year) due to Thanksgiving holiday. However, the first council meeting of November falls on Nov. 13 which conflicts with AML Conference this year. Clerk may ask Council to reschedule meeting to November 6 or 20.