



City Manager
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TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: September 8, 2022

RE: **Preparation of 2023 General Government/Ketchikan Public Utilities Operating and Capital Budgets**

Attached for City Council review is a copy of the 2023 budget calendar prepared by the Finance Department. Assuming no changes are requested, the draft 2023 General Government and KPU Operating and Capital Budgets will be submitted to the City Council on November 3, 2022. Adoption of both spending plans is scheduled for December 15, 2022. In order to meet this schedule, budget documents were distributed to the General Government Department Heads and KPU Division Managers on Friday, August 5, 2022.

City Clerk Kim Stanker has consulted Mayor Kiffer on a proposed schedule for City Council budget work sessions. The following dates have been proposed noting the recommended department/division budgets to be discussed:

Monday, November 21, 2022

- General Government proposed 2023 budget overview
- Mayor & Council
- City Attorney
- City Clerk
- City Manager
- Finance
- Information Technology
- Fire

Monday, November 28, 2022

- Police
- Public Health
- Library
- Museum
- Civic Center
- Tourism & Economic Development
- Public Works Engineering
- Cemetery

Wednesday, November 30, 2022

- Streets
- Garage & Warehouse
- Building Maintenance
- Solid Waste
- Wastewater
- Harbors
- Port

Thursday, December 1, 2022: Regular City Council meeting (no budget work session unless determined otherwise)

Monday, December 12, 2022

- Risk Management
- Debt Service
- Transfers
- KPU proposed 2023 budget overview
- KPU Administration
- Sales, Marketing & Customer Service
- Electric

Wednesday, December 14, 2022

- Telecommunications
- Water

Thursday, December 15, 2022: Regular City Council meeting and adoption of the 2023 General Government and Ketchikan Public Utilities Operating and Capital budgets.

The budgets proposed for discussion in the above schedule can be adjusted. Unless determined otherwise, all work sessions will begin at 6:00 p.m. in the City Council Chambers.

**City of Ketchikan, and
City of Ketchikan, dba Ketchikan Public Utilities
2023 Budget Calendar**

Completion Date	Milestone
8/5/2022	The annual budget and capital improvement program packets are distributed to the department heads and division managers.
9/6/2022	The department heads and division managers compile operating and capital budget requests, update capital improvement program and prepare budget narratives. The completed requests, updated capital improvement program and narratives are forwarded to Finance.
9/30/2022	Finance prepares the first drafts of the 2023 Operating and Capital Budget and the 2023-2027 Capital Improvement Program (the "CIP") and forwards the documents to the City Manager/KPU General Manager, department heads and division managers for review and comment.
10/14/2022	The City Manager/KPU General Manager completes the review of the first draft of the 2023 Operating and Capital Budget and the CIP with the department heads, the division managers, and the Finance Director. Comments are also due back from the department heads and division managers.
10/21/2022	Finance prepares the preliminary final drafts of the 2023 Operating and Capital Budget and the CIP and forwards the documents to the City Manager/KPU General Manager and the department heads and division managers for review and comment.
10/26/2022	Department heads and division managers complete the review of the preliminary final drafts of the 2023 Operating and Capital Budget and the CIP and forward comments regarding modifications to the proposed spending plan to the City Manager/KPU General Manager. Comments regarding the correction of typographical errors should be forwarded to the Finance Director.
11/3/2022	Finance finalizes the drafts of the 2023 Operating and Capital Budget and the CIP. The documents are delivered to the City Manager/KPU General Manager and copies are distributed to the department heads and division managers.
11/3/2022	The draft 2023 Operating and Capital Budget and the CIP are distributed electronically to the City Council. Electronic copies are distributed to the department heads and division managers.
12/7/2022 to 12/9/2022	Alaska Municipal League - Fall Conference
TBD	Begin budget work sessions with the City Council.
12/1/2022	Public hearing for the 2023 Operating and Capital Budget.
12/15/2022	2023 Operating and Capital Budget adopted by the City Council.

**Due to Staffing, Elections and Alaska Municipal League Conference this
schedule may change!**