

Financial Plan Calendar

FY 2026 and FY 2027 Biennial Budget & Five-Year Financial Planning Cycle As of September 12, 2024

The Great Lakes Water Authority (GLWA) Financial Planning Cycle includes:

1. FY 2026 and FY 2027 Biennial Budget
2. FY 2026 through FY 2030 Five-Year Financial Plan
3. FY 2026 through FY 2030 Five-Year Capital Improvement Plan
4. FY 2026 Schedule of Revenues and Charges

The schedule below reflects planning for the comprehensive GLWA Financial Plan.

Date	Activity
Monday, September 30, 2024	Internal – Deadline for Cost Center Budget Request
Tuesday, October 15, 2024	Capital Planning Committee – Review of CIP Version 1.0
Wednesday, October 16, 2024	Release CIP Version 1.0 to Member Partners for Review
<i>Thursday, October 17, 2024 (Time – TBD)</i>	<i>Charges Rollout Meeting #1 – Water & Sewer Capital Improvement Plan Version 1.0</i>
Tuesday, October 29, 2024 9:00 AM – 11:00AM	Analytical Work Group – Note: process is that GLWA sends notice of exceedances to communities by October 1st, meets by November 1 st and closes open items by AWG by December 1 st .
Friday, November 1, 2024	DWSD – Proposed CIP to be provided (Water and Sewer Services Agreement 5.3d(i))
<i>Tuesday, November 12, 2024 9:00 AM – 11:00 AM</i>	<i>Charges Rollout Meeting #2 – Units of Service Update</i>
Sunday, December 1, 2024	GLWA and DWSD (City) - Exchange shared services to be provided and related costs (Shared Services Agreement 5.4)
Tuesday, December 10, 2024	Capital Planning Committee – Review of CIP Version 2.0
Friday, December 20, 2024	GLWA Audit Committee Meeting – Proposed Revenue Requirement & Charges and Review Proposed FY 2026 and 2027 Biennial Budget (Revenue Requirement) and Five-Year Financial Plan & Proposed FY 2026 Charges
Wednesday, January 1, 2025	DWSD – Preliminary two-year budget forecast Including key assumptions and impact statement due to GLWA (Water and Sewer Services Agreement 5.3a)

Date	Activity
Wednesday, January 8, 2025	GLWA Regular Board Workshop
Thursday, January 9, 2025 9:00 AM – 12:00 PM	Charges Rollout Meeting #3 – Proposed FY 2026 Revenue Requirement and Charges
Monday, January 20, 2025	Martin Luther King Jr. Day observed
Monday, January 13, 2025 - Wednesday, January 15, 2025	Member Partner one-on-one meetings
Thursday, January 16, 2025 9:00 AM – 11:00 AM	Charges Rollout Meeting #4 – Feedback on Service Charges and Review of Proposed FY 2026 Revenue Requirements
Wednesday, January 22, 2025	GLWA Regular Board Meeting – Presentation: Proposed FY 2026 and 2027 Biennial Budget (Revenue Requirement) and Five-Year Financial Plan & Proposed FY 2026 Charges
Friday, January 24, 2025 (Note: 30 days before is Monday, January 27, 2025)	Mail Notice to Member Partners of Public Hearing to be held on February 26, 2025 (minimum 30 days prior to Act 279 Public Hearing) (D)
Friday, January 24, 2025	GLWA Audit Committee Meeting – Regular Meeting
Friday, January 31, 2025	Publish notice of the hearing by publication in a newspaper of general circulation (B)
Saturday, February 1, 2025	DWSD – Current capital improvement plan due to GLWA (Water and Sewer Services Agreement 5.3d(i))
Wednesday, February 26, 2025 (Meets 120 day requirement)	GLWA Board Meeting – Public Hearing FY 2026 & FY 2027 Biennial Budget (A, D) and Possible Adoption of FY 2026 & FY 2027 Biennial Budget
Wednesday, February 26, 2025	GLWA Board Meeting – Public Hearing FY 2026 Schedule of Revenues and Charges (Act 279, minimum 120 days before effective date) (C) and Possible Adoption of FY 2026 Schedule of Revenues and Charges
Wednesday, February 26, 2025	GLWA Board Meeting – Proposed Approval of the FY 2026 & FY 2027 Biennial Budget (A)
Wednesday, February 26, 2025	GLWA Board Meeting – Proposed Approval of FY 2026–2030 Capital Improvement Plan

Date	Activity
Wednesday, February 26, 2025	GLWA Board Meeting – Public Hearing & Proposed Approval of FY 2026 Schedule of Revenues and Charges (Act 279, minimum 120 days before effective date) (C)
Wednesday, March 5, 2025	Mail Notice to Member Partners of Approved Charges
Sunday, March 23, 2025	DWSD – Local system adopted biennial budget due to GLWA (Water and Sewer Services Agreement 5.3b)
Thursday, May 1, 2025	DWSD – Local system provides direction to GLWA on how to apply lease payment (Water and Sewer Services Agreement 4.3)
Tuesday, July 1, 2025	GLWA – Effective date of FY 2026 and FY 2027 Biennial Budget, FY 2026 Schedule of Charges, and FY 2026-2030 Capital Improvement Plan

(A) thru (D) - The above schedule is designed to meet applicable statutory and contractual requirements with excerpts shown below.

- A. **Uniform Budgeting and Accounting Act, Act 2 of 1968, Section 141.434**, “Before final passage of a general appropriations act by the legislative body, a public hearing shall be held as required by 1963 (2nd Ex Sess) PA 43, MCL 141.411 to 141.415, and the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.” (For purposes of Public Act 2, the GLWA Board is the legislative body.)

- B. **Budget Hearings of Local Governments, Act 43 of 1963 (2nd Ex. Sess.), Section 141.412**, “The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least 6 days before the hearing.” (For purposes of Public Act 2, the GLWA Board is a local unit.)

- C. **Home Rule City Act, Act 279 of 1909, Section 117.5e**, “Municipal water or sewage system; annual audit; public hearing before proposed rate increase. A municipal water or sewage system established by a city incorporated under this act which serves more than 40% of the population of the state shall: (b) Hold at least 1 public hearing at least 120 days before a proposed rate increase is scheduled to take effect. Each hearing shall be conducted in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Notice of the time, date, and place of each hearing shall be given in the manner required by Act No. 267 of the Public Acts of 1976, shall be prominently printed in a daily newspaper of general circulation within the area, and shall be mailed to each city, village, or township served by the system not less than 30 days before each hearing. A final vote by the governing body of the city to implement a proposed rate increase shall not be taken until the hearings provided for in this subdivision are concluded and the results of those hearings are considered by the city's governing body.” It should be noted that the Home Rule City Act does not apply to GLWA. However, it is relevant to GLWA's planning cycle as it is referenced in the *Wholesale Customer Model Water and Sewer Contracts* as noted below.

- D. **GLWA Wholesale Customer Model Water Contract Section 7.02** provides: “Notification of Rates. As soon as possible in the ratemaking process, the Board shall provide information on proposed rates and the draft data and information used in the calculation of proposed rates in a format that will enable Customer to assist in the ratemaking process. Not less than thirty calendar days prior to the hearing required by Act 279, the Board shall provide Customer with written notice of a proposed rate and the underlying data used to calculate the rate. The Board shall meet with Customer to review the rate and the data.” (Act 279 is the Home Rule City Act noted above.) As a result of the model contract language, the Public Hearing should be scheduled no later than March 3rd of each year.