

# Financial Plan Calendar

## FY 2025 and FY 2026 Biennial Budget & Five-Year Financial Planning Cycle As of August 25, 2023

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

1. FY 2025 and FY 2026 Biennial Budget
2. FY 2025 through FY 2029 Five-Year Financial Plan
3. FY 2025 through FY 2029 Five-Year Capital Improvement Plan
4. FY 2025 Schedule of Revenues and Charges

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

Date	Activity
Friday, September 08, 2023	Internal – Deadline for Cost Center Budget Request
Tuesday, October 17, 2023	Capital Planning Committee – Review of CIP Version 1.0
Wednesday, October 18, 2023	Release CIP Version 1.0 to Member Partners for Review
<b>Thursday, October 19, 2023</b>	<b>Charges Rollout Meeting #1 – Water &amp; Sewer Capital Improvement Plan Version 1.0</b>
Tuesday, October 31, 2023	Analytical Work Group – Note: process is that GLWA sends notice of exceedances to communities by October 1st, meets by November 1 <sup>st</sup> and closes open items by AWG by December 1 <sup>st</sup> .
Wednesday, November 1, 2023	DWSD – Proposed CIP to be provided (Water and Sewer Services Agreement 5.3d(i))
<b>November 2023 TBD</b>	<b>Charges Rollout Meeting #2 – Units of Service Update</b>
Friday, December 1, 2023	GLWA and DWSD (City) - Exchange shared services to be provided and related costs (Shared Services Agreement 5.4)
Tuesday, December 12, 2023	Capital Planning Committee – Review of CIP Version 2.0
Friday, December 15, 2023	GLWA Audit Committee Meeting – Proposed Revenue Requirement & Charges
Monday, January 1, 2024	DWSD – Preliminary two-year budget forecast Including key assumptions and impact statement due to GLWA (Water and Sewer Services Agreement 5.3a)

<b>Date</b>	<b>Activity</b>
Wednesday, January 10, 2024 (Tentative Date)	GLWA Regular Board Workshop - Review Proposed FY 2025 and 2026 Biennial Budget (Revenue Requirement) and Five-Year Financial Plan & Proposed FY 2025 Charges
<b><i>Thursday, January 11, 2024</i></b>	<b><i>Charges Rollout Meeting #3 – Proposed FY 2025 Revenue Requirement and Charges</i></b>
<b><i>Friday, January 12, 2024, through Wednesday, January 17, 2024</i></b>	<b><i>Member Partner one-on-one meetings</i></b>
<b><i>Thursday, January 18, 2024</i></b>	<b><i>Charges Rollout Meeting #4 – Feedback on Service Charges and Review of Proposed FY 2025 Revenue Requirements</i></b>
<b>Wednesday, January 24, 2024 (Tentative Date)</b>	<b>GLWA Regular Board Meeting – Presentation: Proposed FY 2025 and 2026 Biennial Budget (Revenue Requirement) and Five-Year Financial Plan &amp; Proposed FY 2025 Charges</b>
Friday, January 26, 2024 <b><i>(Note: 30 days before is Monday, January 29, 2024)</i></b>	Mail Notice to Member Partners of Public Hearing to be held on February 28, 2024 (minimum 30 days prior to Act 279 Public Hearing) <b>(D)</b>
Friday, January 26, 2024 (Tentative Date)	GLWA Audit Committee Meeting – Regular Meeting
Thursday, February 1, 2024	DWSD – Current capital improvement plan due to GLWA (Water and Sewer Services Agreement 5.3d(i))
Friday, February 2, 2024	Publish notice of the hearing by publication in a newspaper of general circulation <b>(B)</b>
<b>Wednesday, February 28, 2024 (Tentative Date-meets 120 day requirement)</b>	<b>GLWA Board Meeting – Public Hearing FY 2025 &amp; FY 2026 Biennial Budget (A, D) and Possible Adoption of FY 2025 &amp; FY 2026 Biennial Budget</b>
<b>Wednesday, February 28, 2024 (Tentative Date)</b>	<b>GLWA Board Meeting – Public Hearing FY 2025 Schedule of Revenues and Charges (Act 279, minimum 120 days before effective date) (C) and Possible Adoption of FY 2025 Schedule of Revenues and Charges</b>
Wednesday, February 28, 2024 (Tentative Date)	GLWA Board Meeting – Proposed Approval of the FY 2025 & FY 2026 Biennial Budget (A)
Wednesday, February 28, 2024 (Tentative Date)	GLWA Board Meeting – Proposed Approval of FY 2025–2029 Capital Improvement Plan

Date	Activity
Wednesday, February 28, 2024 (Tentative Date)	GLWA Board Meeting – Public Hearing & Proposed Approval of FY 2025 Schedule of Revenues and Charges (Act 279, minimum 120 days before effective date) (C)
Wednesday, March 6, 2024 (Tentative)	Mail Notice to Member Partners of Approved Charges
Saturday, March 23, 2024	DWSD – Local system adopted biennial budget due to GLWA (Water and Sewer Services Agreement 5.3b)
Wednesday, May 1, 2024	DWSD – Local system provides direction to GLWA on how to apply lease payment (Water and Sewer Services Agreement 4.3)
Monday, July 1, 2024	GLWA – Effective date of FY 2025 and FY 2026 Biennial Budget, FY 2025 Schedule of Charges, and FY 2025-2029 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.