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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: Finance

Department Head: Mary S. Holland

Presenter, if needed: Mary S. Holland

Preferred Meeting Date: Wednesday, February 4, 2009

Wording for the Agenda:

Presentation and approval of staff's recommendations for the FY2010 Budget Parameters and Calender.

Background/History/Details:

Staff presented the Board of Commissioners with their recommendations for the upcoming FY 2010 Budget parameters and calendar on January 22 at the Board's Annual Planning Meeting. The Board concurred with the recommendations but staff is now asking that the recommendations and calendar be officially acted upon, since the FY 2010 budget process is about to begin with departments.

What action are you seeking from the Board of Commissioners?

Approval of the FY2010 Budget Parameters and Budget Calendar.

If this item requires funding, please describe:

Not Applicable.

Has this issue come before the Commissioners in the past? Yes

If so, when? January 22, 2009

Do you need audio-visual for the presentation? No

Back-up Material Submitted? Yes

STAFF USE ONLY

Approved by Finance? Yes

Reviewed by Legal? Yes

Approved by Purchasing? Yes

Approved by Administrative Staff? Yes

Staff Notes

Administrator's Approval Yes

Confirmed Meeting Date Wednesday, February 4, 2009

- ○ Recognition/ Presentation
- ○ Public Hearing
- ◉ Old Business
- ○ New Business
- ○ Consent
- ○ Report
- ○ Other

FY 2010 BUDGET PARAMETERS
As Recommended

Parameters:

1. The FY 2010 Budget should be developed taking into consideration current FY 2009 revenue levels that have been lower than expected.

2. Current FY 2009 Personnel levels should be maintained.
    a. Current FY 2009 vacant positions should be eliminated for FY 2010.
    b. There should be no new positions (or position upgrades) requested for FY 2010.
    c. There should be no promotions requested for FY 2010.
    d. There should be no merit-based salary increases for FY 2010.
    e. There should be no COLA adjustments for FY 2010.

3. There should be no new Capital projects requested for FY 2010.

4. There should be no new CIP projects requested for FY 2010.

5. The current 5-year CIP Plan should be delayed one year.

6. There should be no new vehicles or equipment requested for FY 2010.

7. Departments should keep their operating (non-personnel) budget requests for FY 2010 at the same level, or lower, than their FY 2009 approved operating budgets.

8. The FY 2010 annual balanced budget development process will consist of only one element: Operating budget.

9. Any deviations from these parameters should be presented by the departments to the County Administrator during the budget workshops. Upon recommendation, the departments would need to provide the required budget documents for processing.

10. The FY 2010 Budget development process should take place <u>between the third week of March and the third week of May of 2009</u>. This will allow for any mid-year budget adjustments to be finalized, end-of-calendar year revenues to be received, and FY 2009 year-end figures to be more accurately projected.

February 4, 2009

FY 2010 Budget Calendar
As Recommended

2009 DATE		RESPONSIBLE PARTY	BUDGET ACTIVITY TO OCCUR
Operating Budget			
Mar 23, 2009	Mon	Departments Finance Department	Budget packages distributed to departments.
Apr 8, 2009	Wed	Departments Finance Department	Budget submissions due from departments.
Apr 20-24, 2009	Mon-Fri	Departments Staff	Budget workshops as necessary between departments and Staff (County Administrator and Finance).
May 6, 2009	Wed	Finance Department Commissioners	Deliver FY 2010 recommended budget to Board of Commissioners.
May 18-22, 2009	Mon-Fri	Commissioners Departments Staff	Conduct budget workshops of departments with the Board of Commissioners (SUGGESTED).
Jun 3, 2009	Wed	Finance Department Commissioners	Submit budget proposal to the BOC.
Jun 11, 2009	Thu	Commissioners Staff	Hold first Public Hearing on the FY 2010 budget.
Jun 25, 2009	Thu	Commissioners Staff	Hold second Public Hearing on the FY 2010 budget (Adopt the FY 2010 Budget).