COUNTY DEPARTMENT AGENDA REQUEST

Department:	Finance	Presenter(s):	Mary S. Holland
Meeting Date:	Thursday, March 11, 2010	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's recommendation for the FY 2011 budget calendar and budget parameters.

Background/History/Details:

Prior to the start of the annual budget process, a recommended budget calendar and the recommended budget parameters are presented to the Board of Commissioners for consideration. This item was previously presented to the Board at their annual retreat on January 29, 2010. These parameters outline any limitations or restrictions needed by those who prepare the County's annual budget.

Fayette County's fiscal year begins on July 1 and ends on June 30 of each year.

What action are you seeking from the Board of Commissioners?

Approval of the FY 2011 budget calendar and budget parameters.

If this item requires funding, please describe:

n/a

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Friday, January 29, 2010
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	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

FY 2011 Budget Calendar
Recommended

2010 DATE		RESPONSIBLE PARTY	BUDGET ACTIVITY TO OCCUR
Operating Budget			
Mar 15, 2010	Mon	Departments Finance Department	Budget packages distributed to departments.
Apr 2, 2010	Fri	Departments Finance Department	Budget submissions due from departments.
Apr 27-29, 2010	Tue-Thu	Departments Staff	Budget workshops as necessary between departments, County Administrator, and Finance.
May 5, 2010	Wed	Finance Department Commissioners	Deliver FY 2011 recommended budget to Board of Commissioners.
May 24-25, 2010	Mon-Tue	Commissioners Departments Staff	Conduct budget workshops of departments with the Board of Commissioners.
Jun 2, 2010	Wed	Finance Department Commissioners	Submit budget proposal to the BOC.
Jun 10, 2010	Thu	Commissioners Staff	Hold first Public Hearing on the FY 2011 budget.
Jun 24, 2010	Thu	Commissioners Staff	Hold second Public Hearing on the FY 2011 budget (Adopt the FY 2011 Budget).

FY 2011 BUDGET PARAMETERS
Recommended

Parameters:

1. The FY 2011 Budget should be developed taking into consideration current FY 2010 revenue levels that have been lower than expected.

2. Current FY 2010 Personnel levels should be maintained.
    a. Current FY 2010 vacant positions to be eliminated effective July 1, 2010.
    b. There should be no new positions (or position upgrades) requested for FY 2011.
    c. There should be no promotions requested for FY 2011.
    d. There should be no merit-based salary increases for FY 2011.
    e. There should be no COLA adjustments for FY 2011.

3. There should be no new Capital projects requested for FY 2011.

4. There should be no new CIP projects requested for FY 2011.

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

6. There should be no new or replacement vehicles or equipment requested for FY 2011.

7. Departments should keep their operating (non-personnel) budget requests for FY 2011 at the same level, or lower, than their FY 2010 approved operating budgets.

8. The FY 2011 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 2011 Budget development process should take place <u>between mid-March and the third week of May of 2010</u>. This will allow for any mid-year budget adjustments to be finalized, end-of-calendar year revenues to be received, and FY 2010 year-end figures to be more accurately projected.