COUNTY AGENDA REQUEST

Department:	Finance	Presenter(s):	Mary S Holland
Meeting Date:	Thursday, February 9, 2012	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request for the Board of Commissioners to establish the annual Budget Calendar and Policy for Fiscal Year 2013 which begins July 1, 2012 and ends June 30, 2013.

Background/History/Details:

Annually, the County conducts a budget process for the purpose of developing a balanced budget to present to the Board of Commissioners for their consideration regarding the upcoming fiscal year. A recommended budget calendar and policy for FY 2013 was presented to the Board at the February 1, 2012 Annual Retreat Part 1. Staff is requesting the Board adopt the proposed calendar and policy as presented so that the budget process can begin.

What action are you seeking from the Board of Commissioners?

Approval of staff's request for the Board of Commissioners to establish the annual Budget Calendar and Policy for Fiscal Year 2013 which begins July 1, 2012 and ends June 30, 2013.

If this item requires funding, please describe:

N/A

Has this request been considered within the past two years?	Yes	If so, when?	Wednesday, February 1, 2012
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

FY 2013 Budget Calendar
Proposed

2012 DATE		RESPONSIBLE PARTY	BUDGET ACTIVITY TO OCCUR
Operating Budget			
Feb 13, 2012	Mon	Departments Finance Department	Budget Meeting - budget packages distributed to departments.
Mar 9, 2012	Fri	Departments Finance Department	Budget submissions due from departments.
Apr 10-11, 2012	Tues-Wed	Departments Staff	Budget workshops as necessary between departments, County Administrator, and Finance.
May 2, 2012	Wed	Finance Department Commissioners	Deliver FY 2013 recommended budget to Board of Commissioners.
May 12, 2012	Sat	Commissioners Departments Staff	Conduct budget workshops of departments with the Board of Commissioners.
Jun 6, 2012	Wed	Finance Department Commissioners	Submit budget proposal to the BOC.
Jun 14, 2012	Thu	Commissioners Staff	Hold first Public Hearing on the FY 2013 budget.
Jun 28, 2012	Thu	Commissioners Staff	Hold second Public Hearing on the FY 2013 budget (Adopt the FY 2013 Budget).

FY 2013 BUDGET POLICY
PROPOSED

1 - The FY 2013 budget process will start one month earlier, February rather than March, to allow additional time for analytic review.

2 - The FY 2013 departmental budget requests should be developed at the same level, or lower, than their FY 2012 approved operating budgets.

3 - Current FY 2012 personnel levels should be maintained. Requests for new positions should be delayed to future years.

4 - The 5-Year CIP plan will be re-assessed and aligned with critical needs.

5 - Replacement of Vehicles/Heavy Equipment will be recommended based on operational condition.

6 - Any deviations from these parameters need to be presented by the departments to the County Administrator. Upon recommendation by the County Administrator, the departments will need to provide the required budget documents for processing.

7 - The FY 2013 budget development process will take place between mid-February and the third week of May 2012. Public hearings will be held during the month of June 2012.