BUDGET PROCESS CALENDAR
AS ADOPTED BY BOC ON FEBRUARY 2, 2011

Major Milestone	2011 Dates
Kick Off	
Preliminary Financial State of the County Presentation to BOC	January
BOC Adoption of Calendar & Guidelines	January
BOC and Administration Define Roles & Responsibilities	January
Distribution of Instruction Manual "Toolkit" for Organization	February
Organizational Planning	
BOC Priority & Goal Setting	January – April
Administration works with Organization to update Business Plans	April
Budget Development	
2011 Equalization Report	April
Revised Financial State of the County Presentation to BOC	May
Base Budget Meetings with Administration, Finance and Organization	April – May
Meetings with Administration, Finance and Organization to Review All Options & Define Budget Targets	May – June
Development of Administrator's Recommended Budget	July – August
BOC Review & Adoption of Budget	
Presentation of Administrator's Recommended Budget	September
Ways & Means Deliberation on Budget	September – October
Public Hearing on Budget	October
Adoption of Budget	November

BUDGET PROCESS CALENDAR

Focus Areas for Elected Officials & Department Heads

Month	Recommended Focus Areas
January – February	• Completion of Mandated / Discretionary Services • Review & understanding of Preliminary Financial State of County • Participation in Group 180 • Allowing staff to attend Town Hall Meetings • Review of BOC Priority Setting Discussions
March	• Review Budget Instruction Manual • Begin internal development of department business plan • Begin thinking about potential budget solutions • Work with Business Analyst to prepare for base budget meetings
April	• Submit business plan & discuss with Administration in existing department meetings • Review of 2011 Equalization Report • Attend base budget meetings with Deputy Administrator and Budget Staff (scheduled into May where necessary) • Provide follow up to base budget discussions as applicable • Work with budget staff to finalize base budget joint recommendation • Develop budget options in preparation for meetings with Administration
May	• Review & understanding of Financial State of County • Meet with Administration to Set Budget Targets & Discuss Options for Restructuring and Service Level Changes (scheduled in June where necessary)
June - August	• Provide further information and opinions on budget options as requested • Ask questions regarding budget decisions as they are communicated • Update business plans for service changes as required based on recommended budget
September - December	• Review, Understand and Provide Support for Recommended Budget • Tune in to BOC Budget Deliberations • Assist with the Implementation of Labor and Organizational Changes • Update business plans based on adopted budget