Consent Agenda Item #2

COUNTY AGENDA REQUEST

Department:	Finance	Presenter(s):	Mary S Parrott
Meeting Date:	Monday, February 17, 2014	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request for the Board of Commissioners to establish the annual Budget Calendar for Fiscal Year 2015 which begins July 1, 2014 and ends June 30, 2015.

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 for FY 2015 is attached. Staff is requesting the Board adopt the proposed calendar as presented.

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 for Fiscal Year 2015 which begins July 1, 2014 and ends June 30, 2015.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	Yes	If so, when?	Annually
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	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

FY 2015 Budget Calendar - Recommended

2014 DATE		RESPONSIBLE PARTY	BUDGET ACTIVITY TO OCCUR
March 17, 2014	Mon	Finance	Provide County Departments/Outside Agencies budget forms, budget calendar, budget entry instructions, and current Capital/CIP projects.
Capital Budget			
March 24-26, 2014	TBD	Departments Finance/Administrator	Discussion of current Capital/CIP projects status, requests for new projects, and funding of new projects; to determine recommendations for the FY 2015 budget.
March 28, 2014	Fri	Departments Finance	Departments submit requests for Capital/CIP projects and Vehicles/Equipment.
Operating budget			
March 28, 2014	Fri	Finance	Open budget projection to allow departments to start entering next year budget.
April 1, 2014	Tue	Finance	Next Year Budget Entry Training - New personnel.
April 3, 2014	Thu	Human Resources Finance	Human Resources - Post Salary/Benefits projection to budget projection.
April 4, 2014	Fri		Board of Commissioners Retreat
April 4, 2014	Fri	Outside Agencies Finance	Budget submissions due from Outside Agencies.
April 10, 2014	Thu	Departments Finance	Budget submissions due from County Departments.
April 21, 2014	Mon	Finance County Administrator	Submit budget requests to the County Administrator.
Apr 23-25, 2014	Wed-Fri	Departments Administrator/Finance	Budget workshops as necessary between Departments, County Administrator, and Finance.
May 15, 2014	Thu	Administrator/ Finance Commissioners	Budget presentation to the Board of Commissioners
May 29, 2014	Thu	Commissioners Departments Administrator/ Finance	Conduct budget workshop as necessary between Departments/Outside Agencies with the Board of Commissioners.
Jun 5, 2014	Thu	Finance Department Commissioners	Submit budget proposal to the Board of Commissioners.
Jun 12, 2014	Thu	Commissioners Staff	Hold first Public Hearing on the FY 2015 budget.
Jun 26, 2014	Thu	Commissioners Staff	Hold second Public Hearing on the FY 2015 budget (Adopt the FY 2015 Budget).