



# WILLIAM RUSSELL ROBINSON DISTRICT 10

CHAIR,  
BUDGET & FINANCE

OFFICE OF THE COUNTY COUNCIL  
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## MEMORANDUM

TO: President & Members of Council

CC: Dan Onorato, Chief Executive  
Honorable Judge Joseph James, President Judge  
Stephen A. Zappala, Jr., District Attorney  
Mark Patrick Flaherty, Controller  
William P. Mullen, Sheriff  
John Weinstein, Treasurer  
Jim Flynn, County Manager  
Amy Griser, Director, Department of Budget and Finance  
Jennifer Liptak, Budget Director, County Council  
Jared Barker, Director of Legislative Services, County Council  
John Mascio, Chief Clerk, County Council  
Joe Catanese, Director of Constituent Services, County Council

FROM: William Russell Robinson, Chairman, Budget & Finance Committee

DATE: August 15, 2008

SUBJECT: 2009 BUDGET PROCESS

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The following is the tentative schedule for preparing the 2009 County Budget. Please mark your calendars early in order to assure input into the process. Please note that this schedule is subject to change.

Tuesday, August 26, 2008 5:00 P.M.	Regularly scheduled Council Meeting.  Council Member Robinson will announce the 2009 budget schedule and request that a copy of his memorandum outlining the process is entered in the record.
Tuesday, September 2, 2008 4:00 P.M.	Budget & Finance Committee Meeting.  Council Member Robinson will announce the 2009 Budget Schedule and will discuss the process that will be used for the 2009 Budget.

Friday, September 5, 2008 5:00 P.M.	Information requested by the Budget & Finance Committee of all Departments/Offices is due by 5 p.m. An analysis will be performed of the information and a compilation of both the analysis and the Departments/Offices budget requests will be prepared in the form of a "2009 Council Budget Book" for all members of Council no later than October 23, 2008.
Tuesday, September 9, 2008 5:00 P.M.	Regularly scheduled Council Meeting.
Tuesday, September 16, 2008 4:00 P.M.	Budget & Finance Committee Meeting.  In addition to the business items, the County Chief Executive has been invited to address the Committee on the financial status of the County.
Tuesday, September 23, 2008 5:00 P.M.	Regularly scheduled Council Meeting.
Tuesday, September 30, 2008 4:00 P.M.	Budget & Finance Committee Meeting.
Tuesday, October 7, 2008 5:00 P.M.	Regularly scheduled Meeting of Council.  It is anticipated that the Chief Executive will present his Budget Message and Comprehensive Fiscal Plan at this meeting. Copies of proposed plan will be made available to the public by the County Manager.  Council President receives the Comprehensive Plan and refers it to the Budget & Finance Committee.
Tuesday, October 14, 2008 4:00 P.M.	Budget & Finance Committee Meeting to review Comprehensive Fiscal Plan (CFP) and to establish ground rules for public hearings and recommendations on suggested allocations. (Please see the attached tentative hearing schedule.)  In addition to the business items, the County Treasurer has been invited to address the Committee on the financial status of the County. <b>Confirmed</b>
Tuesday, October 21, 2008 5:00 P.M.	Regularly scheduled Council Meeting
Thursday, October 23, 2008 4:00 P.M.	Budget & Finance Committee Meeting to review Comprehensive Fiscal Plan (CFP) and to establish ground rules for public hearings and recommendations on suggested allocations. (Please see the attached tentative hearing schedule.)  In addition to the business items, the County Controller has been invited to address the Committee on the financial status of the County. <b>Confirmed</b>  The 2009 County Council Budget Books will be distributed to all Members.

Tuesday, October 28, 2008 4:00 P.M.	Budget & Finance Committee Meeting to review Comprehensive Fiscal Plan (CFP) and to establish ground rules for public hearings and recommendations on suggested allocations. (Please see the attached tentative hearing schedule.)
Wednesday, October 29, 2008 4:00 P.M.	Public Hearing dates for Budgets. Hearings to be held in Gold Room, Courthouse. Row Offices, Courts, County Departments and grant agencies will present their requests for funding. Time is reserved for public testimony each day. (Please see the attached tentative hearing schedule.)
Thursday, October 30, 2008 4:00 P.M.	Public Hearing dates for Budgets. Hearings to be held in Gold Room, Courthouse. Row Offices, Courts, County Departments and grant agencies will present their requests for funding. Time is reserved for public testimony each day. (Please see the attached tentative hearing schedule.)
Wednesday, November 5, 2008 5:00 P.M.	Regularly scheduled Council Meeting.
Thursday, November 6, 2008 4:00 P.M.	Budget & Finance Committee Meeting to formulate Budget Resolutions and Tax Ordinance.
Thursday, November 13, 2008 4:00 P.M.	Budget & Finance Committee Meeting to formulate Budget Resolutions and Tax Ordinance. (optional meeting)
Tuesday, November 18, 2008 5:00 P.M.	Regularly scheduled Council Meeting. Budget Resolutions and Tax Ordinance submitted for 1 <sup>st</sup> reading.
Thursday, November 20, 2008 4:00 P.M.	Budget & Finance Committee Meeting to address any final issues.
Tuesday, November 25, 2008 4:00 P.M.	Budget & Finance Committee Meeting to address any final issues.
Wednesday, November 26, 2008 4:00 P.M.	Budget & Finance Committee Meeting to address any final issues. (optional meeting)
Tuesday, December 2, 2008 5:00 P.M.	Regularly scheduled Council Meeting. Presentation of Budget Resolutions and Tax Ordinance for 2 <sup>nd</sup> reading and final vote.
Friday, December 5, 2008	Chief Clerk delivers approved Budget Resolutions and Tax Ordinance to Chief Executive for signature.