



WILLIAM RUSSELL ROBINSON DISTRICT 10

CHAIR,
BUDGET & FINANCE

OFFICE OF THE COUNTY COUNCIL
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MEMORANDUM

TO: President & Members of Council

CC: Honorable Dan Onorato, Chief Executive
Honorable Judge Donna Jo McDaniel, President Judge
Stephen A. Zappala, Jr., District Attorney
Mark Patrick Flaherty, Controller
William P. Mullen, Sheriff
John Weinstein, Treasurer
James M. Flynn, Jr., County Manager
Amy Griser, Director, Department of Budget and Finance
Ray Billotte, Court Administrator
Jennifer Liptak, Budget Director, County Council
Jared Barker, Director of Legislative Services, County Council
Joe Catanese, Director of Constituent Services, County Council
County Council Staff

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

DATE: August 14, 2009

SUBJECT: 2010 BUDGET PROCESS

The following is the **tentative** schedule for preparing the 2010 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 18, 2009 5:00 p.m.	Regularly scheduled Council Meeting. Council Member Robinson will announce the 2010 budget schedule and request that a copy of his memorandum outlining the process is entered in the record.
Tuesday, August 25, 2009 5:00 p.m.	Regularly scheduled Council Meeting

Tuesday, September 1, 2009 4:00 P.M.	Budget & Finance Committee Meeting. Council Member Robinson will announce the 2010 Budget Schedule and will discuss the process that will be used for the 2010 Budget.
Tuesday, September 8, 2009 5:00 P.M.	Regularly scheduled Council Meeting.
Friday, September 11, 2009 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 "2010 Council Budget Book" for all members of Council no later than October 22, 2009.
Tuesday, September 8, 2009 5:00 P.M.	Regularly scheduled Council Meeting.
Tuesday, September 15, 2009 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 22, 2009 5:00 P.M.	Regularly scheduled Council Meeting.
Tuesday, September 29, 2009 4:00 P.M.	Budget & Finance Committee Meeting.
Tuesday, October 6, 2009 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 13, 2009 4:00 P.M. <u>Confirmed</u>	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.
Tuesday, October 20, 2009 5:00 P.M.	Regularly scheduled Council Meeting
Thursday, October 22, 2009 4:00 P.M. <u>Confirmed</u>	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. **The 2010 County Council Budget Books will be distributed to all Members. **

Tuesday, October 27, 2009 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 28, 2009 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 29, 2009 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 4, 2009 5:00 P.M.	Regularly scheduled Council Meeting.
Thursday, November 5, 2009 4:00 P.M.	Budget & Finance Committee Meeting to formulate Budget Resolutions and Tax Ordinance.
Thursday, November 12, 2009 4:00 P.M.	Budget & Finance Committee Meeting to formulate Budget Resolutions and Tax Ordinance. <i>(optional meeting)</i>
Tuesday, November 17, 2009 5:00 P.M.	Regularly scheduled Council Meeting.
Thursday, November 19, 2009 4:00 P.M.	Budget & Finance Committee Meeting to address any final issues.
Tuesday, November 24, 2009 4:00 P.M.	Budget & Finance Committee Meeting to address any final issues. <i>(optional meeting)</i>
Wednesday, November 25, 2009 4:00 P.M.	Budget & Finance Committee Meeting to address any final issues. <i>(optional meeting)</i>
Tuesday, December 1, 2009 5:00 P.M.	Regularly scheduled Council Meeting. Presentation of Budget Resolutions and Tax Ordinance for 2 nd reading & final vote.
Friday, December 4, 2009	Council Clerk delivers approved Budget Resolutions and Tax Ordinance to Chief Executive for signature.