

2017: Eau Claire County 2018 Budget Timeline

Timeline and policies subject to adjustment throughout the process

MONTH	FINANCE DEPARTMENT	HUMAN RESOURCES DEPARTMENT	COUNTY ADMINISTRATOR	DEPARTMENT HEADS	OVERSIGHT COMMITTEES	COMMITTEE ON FINANCE & BUDGET	COUNTY BOARD
January	Solid date on payroll numbers for dept heads		Even years: with COA develop strategic planning process. Discussion of calendar with Internal Services	Review and Update Continuity of Operations – essential positions and functions.			
February			Annual Report Guidance submitted.			Review budget calendar Odd Years: State Budget Legislative Update	
March		Even years: Recommendation on elected official pay prior to March 15 (see sec. 3.20.001A of the county code)		Technology Requests due to IS	Even years: HR Committee to take action on elected official pay	Finalize Budget Calendar Discussion of Budget policies and priorities	Even years: Elected Official Pay resolution
April				April 1: Annual Report Due		Discussion of Budget policies and priorities and calendar	Even years: Organizational meeting

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May	<p>April 10: CIP instructions delivered</p>		<p>Meetings with DH's on performance measures</p> <p>May 15: CIP Team meeting to recommend capital projects</p> <p>May 19: Budget Guidelines / calendar distributed and marketing to DH's and others with a July 1 deadline)</p>	<p>May 11: Strategic Plan PEST Analysis</p>	<p>Discuss CIP needs of the Dept.</p>		<p>Even years Strategic Plan</p>
June	<p>Obtain benefit renewal #'s</p> <p>June 7: Distribute budget forms and instructions to departments and outside agencies</p>	<p>Recommendation on Class/Comp changes</p>		<p>New position requests to County Administrator and HR Director by June 23rd – meetings to be scheduled in July</p>		<p>June 8 Committee meeting, 4:30 pm</p> <p>CIP review with long term debt</p> <p>Approve Budget Survey</p> <p>Written presentation: detail on performance measures</p>	<p>Even years: Strategic Plan Adoption</p>

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July	<p>July: Budget on-line survey ready July 1 Provide Depts salaries and benefits and health insurance projections</p> <p>July 31: Final numbers on health insurance</p>		<p>July 1: Distribute CIP to Departments to incorporate into budgets.</p> <p>Marketing of survey</p>	<p>TBD: Budget training sessions for staff</p> <p>Marketing of survey</p>	<p>Begin discussion of goals for 2017 consistent with strategic plan (performance measurement)</p>	<p>July13: Committee meeting, 4:30 pm</p> <p>July 27: Public Input Session @ Village of Fall Creek (6 pm)</p>	
August	<p>Aug 21-31 Administrative Staff budget review with departments</p>		<p>Aug 21-31:Administrative Staff budget review with departments</p>	<p>Aug 21: All completed budget packets due to Finance Director (including personnel, capital & user fees) in electronic form</p> <p>Aug 23-31: Administrative Staff budget review with departments</p>	<p>August committee meetings: Discussion of goals based on strategic plan</p> <p>Review draft budgets as submitted by departments by Aug 20</p>	<p>Aug 10: Committee meeting and Public Input Session @ LE Phillips Library 4:30 pm meeting 6:30 pm public input session</p>	<p>August 15: County Board meeting</p>
September	<p>Administrative staff budget review with departments</p> <p>Meet with F&B on departmental budgets</p>		<p>Administrative staff budget review with departments</p> <p>Sept 20: CA recommended budget due</p>	<p>Sept 1: Revised user fees due to Administration</p> <p>Administrative staff budget review with departments.</p>		<p>TBD Committee mtg.</p> <p>TBD: Committee meets with departments</p>	<p>Sept 19 County Board meeting; 1st reading of HR Committees recommendation on personnel requests</p>

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September (con't)			Meet with F&B on departmental budgets Sept 24-26: WCA Annual Conference	Meet with F&B on dept. budgets			Also update County Board on preliminary budget information.
October	Oct 29: Official publication of budget due to L-T.		Oct 22-25: ICMA Conference Oct 26: Budget books e-delivered to Co. Board		Review F&B Committee budget recommendation Supervisor development of potential amendments Odd years: Prior to November 1, HR to review and recommend county board salaries. (see section 3.20.001 C of the county code)	TBD: Committee meets with departments (including Community agency review and wrap up) TBD: Complete final revisions and prepare budget recommendation (wrap up)	Oct. 3: County board meeting Oct. 17: Consideration of F&B user fee recommendation Board receives budget and amendment forms
November			Nov. 1: Summary of budget amendments distributed with Board packet.				Nov. 8: County Board meeting. Individual supervisor amendments due to Admin. Nov 14-15: Budget deliberations

