

**NINE STEP PLANNER
BOARD OF COUNTY COUNCILORS WORK SESSIONS**

This form needs to be reviewed and approved by the board **before** a work session is scheduled.

REQUESTED BY: **Budget Office**

1. **TOPIC:** 2017-2018 Budget
2. **WORK SESSION:** Adriana Prata
3. **TIME FRAME:**

LENGTH OF TIME NEEDED: **One hour**
DESIRED DATE: **February 3, 2016, 10-11 am**
SCHEDULED DATE OF WORK SESSION: _____

4. **TIMING CONSIDERATIONS:** The Budget Office will prepare the 2017-2018 budget baseline between January and April 2016. BOCC approval of budgeting assumptions, requirements and process is needed in order to complete baseline budget calculations and setup. In addition, having a work session on the topic allows for transparency in setting assumptions and the process.
5. **DESIRED RESULTS:** BOCC provides input / approves budget assumptions with respect to revenues, expenses, budget timelines, and the process requirements.
6. **IMPACTS (COMMUNITY/FINANCIAL/STAFF/OTHER):** The budget is the Board's policy implementation tool. Budget staff need Board input and guidance with respect to setting the framework for the next budget cycle.
7. **POLICY IMPLICATIONS:** All elected offices and county departments follow the budget process set by BOCC.
8. **ISSUES TO BE CONSIDERED:** Budget Office staff will present recommended assumptions with respect to revenues, expenses, process, requirements, and timelines.
9. **RECOMMENDED ACTION:** BOCC will decide on the "issues to be considered" above.

APPROVED FOR SCHEDULING:

Signature of requestor:



DATE: November 16, 2015