

November 13, 2003

To: LCOG Executive Committee

From: Bob Swank

Subject: FY2004/2005 Budget Process and Assumptions

At the December meeting, the Board will be asked to endorse Assumptions for the FY2004/2005 Budget and to approve the Process to be followed for the development of the budget for the next fiscal year. The recommended Assumptions and Process are both attached. The Committee is asked to review and discuss these proposals, make appropriate changes and recommend them to the Board.

There are two proposed changes in the Process from prior years that deserve extra consideration:

1. Last year, for the first time, two Budget Committee meetings were held rather than just one. At the first meeting, the Budget Committee received background information and reviewed the Revised Budget for the current budget year. At the second meeting, The Budget Committee reviewed the Proposed Budget and recommended its adoption to the LCOG Board. It is recommended that the Budget Committee, following review of the Revised Budget, recommend its adoption by the Board.
2. Since it was formed, the Budget Committee has included three LCOG Board members and three citizen positions. The citizen positions represent each of the major LCOG services. Except for the Senior and Disabled Services Division, it has been difficult to find citizen representatives that represent the services that are primarily provided to other governments. This year, it is recommended that the citizen representative for Local Government Services be replaced with a staff person from a member government.