COUNTY BOARD SUPERVISOR AMENDMENT PROCESS

County Board adopted procedures require formal Supervisor amendments to the budget to be submitted **during the time that Finance and Audit Committee hearings are conducted**. The final hearing is scheduled for November 3, 2010 at 9:30 a.m. In order for your amendment to be considered at that meeting, **it must be submitted to Carol Mueller by 3:00 p.m. on Tuesday, November 2, 2010**. Please allow time for research staff to calculate the fiscal impact and put the request into the proper amendment format. Amendments submitted after that time will have to be submitted by the author under suspension of the rules on budget adoption day.

Supervisors are strongly urged to submit any amendments to the budget at the time the Committee on Finance and Audit is reviewing the relevant budget. It is intended that each departmental budget will be approved on the day it is heard, unless there is a specific reason for a layover. Amendments relating to a budget that already has been approved by the Committee on Finance and Audit will require a vote to reopen the budget in addition to a vote to approve the amendment itself. In addition, Supervisors are encouraged to ensure that any budget amendments that provide for a new or increased expenditure appropriation, identify a corresponding expenditure decrease elsewhere in the budget, or a viable source of additional revenue.

Requests for budget amendments should be directed to the research analyst whose committee assignment includes the budget you wish to amend. If you are unsure of the appropriate research analyst, please submit your request to Steve Cady, Fiscal and Budget Analyst. The following is a list of County Board research analyst committee assignments:

Glenn Bultman:	Economic & Community Development
Steve Cady:	Finance and Audit; Intergovernmental Relations
Rick Ceschin:	Judiciary, Safety and General Services; Personnel
Jennifer Collins:	Health and Human Needs
Julie Esch:	Parks, Energy & Environment
Martin Weddle:	Transportation, Public Works and Transit

Please be aware that individual research analysts may be dealing with several amendment requests at one time. Amendment preparation will be prioritized according to the order in which the item is to be reviewed by the Committee on Finance and Audit and/or by order of submission.

Once a Supervisor has approved an amendment in its final form, it will be his or her responsibility to appear before the Committee on Finance and Audit. If the Supervisor decides that he or she does NOT want the amendment to be considered, then staff should be notified. If the Committee on Finance and Audit rejects a budget amendment, it will be sent to the County Board for consideration at the Annual Meeting unless the lead sponsor Supervisor directs otherwise.

Please note that in order to ensure a fair and efficient process, outlined procedures will be strictly followed.