



## FY 2011 – FY 2012 Budget Schedule

**NOTE:** *The Columbia Association’s budget process is designed to provide ample opportunities for input from the Board, Committees, residents, staff and any other interested parties.*

Wednesday, July 1, 2009

Planning and Strategy Committee (PSC) to review capital and operating parameters, and formulate a recommendation to the Board for approval. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **Procedures or rules:**
  - **Robert’s Rules of Order apply, as this is a regular PSC meeting.**
- **Format for information:**
  - **Staff will provide a schedule of the parameters.**
- **Process:**
  - **PSC will discuss the capital and operating parameters, and formulate and approve a recommendation to submit to the Board for its approval.**

Thursday, July 2, 2009

Letters to the CA Board of Directors, the Village Associations and all Advisory Committees will be sent from CA staff soliciting budget requests for FY 11 and FY 12.

- **Procedures or rules:**
  - **Not applicable – not a meeting.**
- **Format for information:**
  - **Letter soliciting budget requests.**
- **Process:**
  - **Staff to distribute.**

Thursday, July 23, 2009

CA Board to discuss and vote to approve the FY 11 and FY 12 capital and operating parameters. This is a regularly scheduled meeting of the Board, the agenda for which will include the vote on the parameters.

- **Procedures or rules:**
  - **Robert’s Rules of Order apply, as this is a regular Board of Directors meeting.**
- **Format for information:**
  - **Staff will draft a Committee Recommendation Form and submit the schedule of parameters as supporting documentation.**
- **Process:**

- ***The Board will discuss the proposed FY 11 and FY 12 capital and operating parameters as recommended by PSC, and vote to approve the PSC recommendations.***

Friday, August 28, 2009

FY 11 and FY 12 budget requests are due to staff from the CA Board of Directors, the Village Associations and all Advisory Committees.

- ***Procedures or rules:***
  - ***Not applicable – this is not a meeting.***
- ***Format for information:***
  - ***No documentation is required from staff.***
- ***Process:***
  - ***Staff gathers all of the requests to be compiled for the PSC and the Board.***

Wednesday, September 9, 2009

PSC hosts a public, pre-budget input session for the FY 11 and FY 12 draft budgets for all stakeholders (CA Board, CA staff, villages and residents). This is a regularly scheduled PSC meeting that is open to the public and that all Board members are expected to attend.

- ***Procedures or rules:***
  - ***The Board-approved “Guidelines for a Public Hearing” apply (see Attachment 1, or refer to pages 1-99 and 1-100 in the Board Orientation Binder).***
  - ***The PSC chair runs the meeting, and tracks the time for each speaker.***
  - ***Speakers are encouraged to also provide their remarks in writing.***
- ***Format for information:***
  - ***No documentation is required from staff.***
- ***Process:***
  - ***Staff gathers all of the requests to be summarized for the Board (see next date.)***

Thursday, October 1, 2009

Two binders to be delivered to the Board – one with Board and staff major capital projects and operating initiatives and one with Village Association and Advisory Committee requests and responses.

- ***Procedures or rules:***
  - ***Not applicable – this is not a meeting.***
- ***Format for information:***
  - ***See Attachment 2, sample from previous cycle.***
- ***Process:***
  - ***PSC and Board to review in preparation for work session on October 7.***

Wednesday, October 7, 2009

PSC hosts Board budget direction work session on Board and staff major capital projects and new initiatives and Village Association and Advisory Committee requests. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **Procedures or rules:**
  - ***The Board-approved “Policy on Conduct of Work Sessions” (Attachment 3) applies.***
- **Format for information:**
  - ***The staff-provided binders referred to in the October 1 description.***
- **Process:**
  - ***Board members would present their proposals. Division directors would present concept plans and budgets for major capital projects and new operating initiatives, as well as Village Association and Advisory Committee requests. The PSC will take straw votes, and formulate recommendations for Board direction on inclusion in the budget and whether or not to pursue detailed budget analysis.***

Thursday, October 15, 2009

PSC hosts Board budget direction work session on Board and staff major capital projects and new initiatives and Village Association and Advisory Committee requests.

- **Procedures or rules:**
  - ***The Board-approved “Policy on Conduct of Work Sessions”(Attachment 3) applies.***
- **Format for information:**
  - ***The staff-provided binders referred to in the October 1 description.***
- **Process:**
  - ***Same as October 7 work session.***

Thursday, October 22, 2009

The Board votes to include in the proposed budget major capital projects and new operating initiatives recommended by the PSC received to date from all stakeholders (CA Board, CA staff, villages and residents). This is a regularly scheduled Board of Directors meeting that is open to the public.

- **Procedures or rules:**
  - ***Robert’s Rules of Order apply, as this is a regular Board of Directors meeting.***
- **Format for information:**
  - ***The staff-provided binders referred to in the October 1 description.***
- **Process:**
  - ***The Board will discuss the major capital projects and new operating initiatives recommended by the PSC for requesting detailed budget analysis and initial inclusion in the budget, and votes on each item.***

Tuesday, December 22, 2009

Proposed Draft FY 11 and Conditional FY 12 Budgets delivered to PSC and Board; delivered to villages the following day, December 23, 2009.

- **Procedures or rules:**
  - **Not applicable – this is not an agenda item for a meeting.**
- **Format for information:**
  - **Detailed, two-year budget document with all elements – introductory and explanatory materials, graphs, operating and capital detail for each division, rates, allocations, financial statements, etc.**
- **Process:**
  - **PSC and Board to review in preparation for public budget forum on January 6, 2010 (see next date).**

Wednesday, January 13, 2010

Public hearing on the Proposed Draft FY 11 and Conditional FY 12 Budgets at Slayton House. All Board members are encouraged to attend this hearing at which members of the community will have an opportunity to comment publicly on the proposed draft budgets.

- **Procedures or rules:**
  - **The Board-approved “Guidelines for a Public Hearing” apply (see Attachment 1, or refer to pages 1-99 and 1-100 in the Board Orientation Binder).**
  - **The PSC chair runs the meeting, and tracks the time for each speaker.**
  - **Speakers are encouraged to also provide their remarks in writing.**
- **Format for information:**
  - **No documentation required by staff – already distributed (December 22).**
- **Process:**
  - **Staff to present budget highlights and participate in a question/answer session. Staff gathers all of the comments and questions to be summarized and analyzed for PSC and Board for the next meeting.**

Thursday, January 21, 2010

PSC hosts Board work session on the Proposed Draft FY 11 and Conditional FY 12 Budgets. This meeting is open to the public and all Board members are encouraged to attend.

- **Procedures or rules:**
  - **The Board-approved “Policy on Conduct of Work Sessions” (Attachment 3) applies.**
- **Format for information:**
  - **The draft budget document distributed on December 22 and written responses to questions and comments received to date.**
- **Process:**

- **Board members would review and discuss draft budget document, as well as the questions and comments, with staff responses, from the public budget forum.**

Wednesday, January 27, 2010

PSC hosts public budget hearing on the Proposed Draft FY 11 and Conditional FY 12 Budgets. All Board members are encouraged to attend this hearing at which members of the community have another opportunity to comment publicly on the proposed draft budgets.

- **Procedures or rules:**
  - **The Board-approved “Guidelines for a Public Hearing” apply (see Attachment 1, or refer to pages 1-99 and 1-100 in the Board Orientation Binder).**
  - **The PSC chair runs the meeting, and tracks the time for each speaker.**
  - **Speakers are encouraged to also provide their remarks in writing.**
- **Format for information:**
  - **Staff to provide analysis and responses to any additional questions received since the previous work session.**
- **Process:**
  - **Staff gathers all of the comments to be summarized for the next work session.**

Wednesday, February 3, 2010

PSC hosts Board work session on the proposed draft FY 11 and FY 12 capital budgets. Financial Advisory Committee (FAC) provides a report to PSC and input on the proposed draft budgets. This is a regularly scheduled PSC meeting that is open to the public, which all Board members are encouraged to attend.

- **Procedures or rules:**
  - **The Board-approved “Policy on Conduct of Work Sessions” (Attachment 3) applies.**
- **Format for information:**
  - **The FAC will present its report at the meeting and will provide copies.**
  - **Staff to provide analysis and responses to any additional questions received regarding the capital budgets since the previous work session.**
- **Process:**
  - **PSC will discuss the FAC’s report, and formulate and approve a recommendation to submit to the Board for its approval.**

Wednesday, February 10, 2010

PSC hosts Board work session on the proposed draft FY 11 and FY 12 operating budgets. This work session is open to the public, and all Board members are encouraged to attend.

- **Procedures or rules:**
  - **The Board-approved “Policy on Conduct of Work Sessions” (Attachment 3) applies.**
- **Format for information:**

- **Staff to provide analysis and responses to any additional questions received regarding the operating budgets since the previous work session.**
- **Process:**
  - **PSC will discuss the Proposed Draft FY 11 and Conditional FY 12 Budget (capital and operating) and the rates, and formulate and approve recommendations to submit to the Board for its approval.**

Thursday, February 18, 2010

PSC hosts Board work session on the proposed draft FY 11 and FY 12 budgets.

- **Procedures or rules:**
  - **The Board-approved “Policy on Conduct of Work Sessions” (Attachment 3) applies.**
- **Format for information:**
  - **No documentation required of staff.**
- **Process:**
  - **PSC will discuss the Proposed Draft FY 11 and Conditional FY 12 Budget (capital and operating) and the rates, and formulate and approve recommendations to submit to the Board for its approval.**

Wednesday, February 24, 2010

CA Board discussion and vote to approve the recommendations of the PSC to approve the FY 11 and Conditional FY 12 Budgets and annual charge rates.

- **Procedures or rules:**
  - **Robert’s Rules of Order apply, as this is a Board of Directors meeting.**
- **Format for information:**
  - **Spreadsheets prepared by staff for both the capital and operating budgets beginning with the proposed draft budgets, tracking all of the approved additions and deletions.**
- **Process:**
  - **The Board will discuss the Proposed Draft FY 11 and Conditional FY 12 Budgets and annual charge rate for both years, as recommended by PSC, and vote to approve the PSC recommendations.**

Thursday, February 25, 2010

CA Board discussion and vote to approve the recommendations of the PSC to approve the FY 11 and Conditional FY 12 Budgets and annual charge rates, **if necessary**, followed by a regularly scheduled meeting of the Board.

- **Procedures or rules:**
  - **Robert’s Rules of Order apply, as this is a regular Board of Directors meeting.**
- **Format for information:**
  - **Same as February 24 meeting.**
- **Process:**
  - **Same as February 24 meeting.**