

FY Itinerary: Budget Milestones and CBAC Benchmarks

Month	Budget Milestone	CBAC Benchmarks
October		<ul style="list-style-type: none"> ● CBAC APPOINTMENTS ● FY Kick-Off ● Community building, group agreements, skills / assets inventory ● 9 mos. Road Map (budget cycle activities)
November	<ul style="list-style-type: none"> ● General Fund Forecast is Released ● Chair's Releases Budget Guidance 	<ul style="list-style-type: none"> ● Department Orientation: Mission, Vision, Values, leadership / Org Chart, programs, and services ● About CBAC Chair and Central CBAC representative positions ● Intro / select decision-making process ● General forecast
December	<ul style="list-style-type: none"> ● The Big Release of Budget Preparation Resources ● County Budget Kick Off Presentation 	<ul style="list-style-type: none"> ● Department Presentations by leaders and frontline staff (programs and services, budget overviews, current year budget challenges) ● Review past FY Program Offers and Transmittal Letters, Budget Memos, and Board Presentations ● Review The Big Release of Budget Preparation Resources ● Define Scope of FY X Budget to Explore ● Select CBAC Chair and Central CBAC representative
January		<ul style="list-style-type: none"> ● CBAC APPOINTMENTS ● Central CBAC Starts to Meet ● Continue department presentations by leaders and frontline staff (programs and services, budget overviews, current year budget challenges) ● Continue to review past FY Program Offers and Transmittal Letters, Budget Memos and Board Presentations ● Continue to review The Big Release of Budget Preparation Resources
February	<ul style="list-style-type: none"> ● Budget Work Session Calendar is Released ● Department Requested Budgets and Transmittal Letters Posted 	<ul style="list-style-type: none"> ● Continue department presentations by leaders and frontline staff (Programs and services, budget overviews, current year budget challenges) ● Review released department budgets and Transmittal Letters ● Begin drafting the budget memo using the template criteria
	<ul style="list-style-type: none"> ● Requested Budget Dashboard Shared Online ● Economist Releases 	<ul style="list-style-type: none"> ● Continue to review Department Budgets and Transmittal Letters ● Finalize Departmental CBAC Memo using the template criteria and submit to Dept. Director and

March	<p>Second General Fund Forecast Update</p> <ul style="list-style-type: none"> • Executive Decisions Finalized • Department Budget Adjustments and Updated Program Offer Language Due 	<p>OCI</p> <ul style="list-style-type: none"> • Prep for departmental budget worksessions
April	<ul style="list-style-type: none"> • Department/Division Narratives Due for Chair's Proposed Budget • Chair's Exec. Proposed Budget Released in Board Meeting • Library District Proposed Budget Release • Budget Worksessions Begin with Budget Kickoff & Overview 	<ul style="list-style-type: none"> • Review Chair's Exec. Proposed Budget • Continue to prepare for budget worksessions presentations with Chair's proposed budget • Participate in budget worksessions
May	<ul style="list-style-type: none"> • BoCC Conducts Public Hearings X3 • BoCC Approves Budget • Department Worksessions Begin • Department Amendments Due for Adopted Budget 	<ul style="list-style-type: none"> • CBAC APPOINTMENTS • Continue to prepare for budget worksessions presentations with Chair's proposed budget • Participate in budget worksessions
June	<ul style="list-style-type: none"> • Economist Releases Final General Fund Forecast Update • Department Amendments Presented to the Board • Commission deliberation and review • Board Adopts FY 2026 Budget 	<ul style="list-style-type: none"> • End of budget cycle debrief and reflection • Participant evaluation survey • Review summer optional program activities