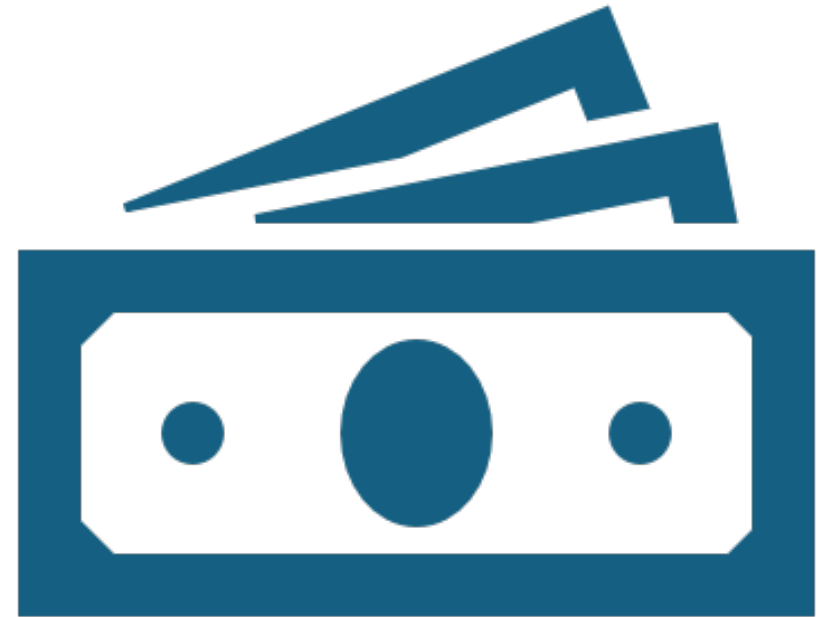


Outagamie County

Budget Review Process

2025 Annual Budget



Reminders and Review Process

- **Important Reminders**

- **Legislative Role:** The County Board of Supervisors makes policy decisions and supervises administration through committee work.
- **Executive Role:** The County Executive and the staff administer policies decided on by the Board.

- **Process**

- The proposed annual budget is created and distributed by the County Executive.
- The proposed budget is then turned over to the committees of jurisdiction and the Finance Committee for review and recommendation to the full County Board prior to Budget Adoption. This takes place in October.

Supervisor Responsibilities

- **Know your role.** Stay in your lane.
- **Be prepared.** Review all jurisdictional budgets prior to committee and board meetings.
- **Organize your thoughts and questions.** If proposing any changes, make sure you understand the funding needed or total overall impact of a proposed change.
- **Ask questions.** Committee meetings are the best opportunity to ask questions.
- **Get involved.** Committee Chairpersons and members are strongly encouraged to attend Finance Committee meetings to hear departmental presentations and share any feedback.
- **Make informed decisions.** Be prepared to vote on budgetary items, fee changes, and capital projects. Educate yourself and make informed decisions.

New Budget Software Impact

- Learning experience for all involved
- Electronic budget documents
- Stories and narrative
- Table of organization/FTE count
- Accomplishments/achievements
- Goals/outlook
- Major departmental changes
- YOY/comparable budget data
- Most answers are in the budget documents



Budget Meeting Timeline

- Tuesday October 8 at 7:00pm - County Board meeting and budget presentation
- Thursday October 10 at 11:00am - Finance Committee
- Tuesday October 15 at 11:00am - Finance Committee
- Thursday October 17 at 9:00am - Finance Committee (note time change)
- Tuesday October 22 at 11:00am - Finance Committee
- Tuesday October 22 at 7:00pm - County Board meeting and budget public hearing
- Thursday October 24 at 11:00am - Finance Committee
- Tuesday October 29 at 11:00am - Finance Committee
- Thursday October 31 at 11:00am - Finance Committee (if necessary)
- Monday November 4 at 5:30 pm - County Board Budget Adoption Meeting (note the date & time)

- All Finance Committee meetings will take place in the County Board room and are expected to last 2 hours each +/- depending on agenda items and time needed for questions and discussion.

Budget Adoption Meeting

- Reminder: County Executive proposes annual budget and Board of Supervisors approves unchanged or modified budget
- Majority vote required for budget and any table of organization changes
- Process is built for transparency and includes many opportunities for full membership participation. This should help avoid a marathon (long) budget adoption meeting
- Understand the impacts of proposed changes and any unintended consequences
- Contact Committee Chairs or Finance Committee Chairman with questions along the way.

Budget Adoption Meeting

- The 2025 Budget Adoption meeting is Monday, November 4th at 5:30 pm
- If the budget is not adopted in this meeting, by state law, the County Board must meet consecutive days until the budget is adopted
- The record is 5 days! Planning ahead and working through questions in October helps avoid this
- Tuesday, November 5th is Election Day and will be very busy for County Clerk and staff

Questions?