

Eau Claire City-County Board of Health

Annual Budget Approval Policy

PURPOSE

To clarify the annual budget review and approval process for the Eau Claire City-County Health Department.

REFERENCE

Eau Claire County Code 2.52.030 Board of health.

The health department shall be managed by a board of health. The board of health shall have complete and exclusive control over the management and operations of the health department.

POLICY

The Board of Health shall annually approve the final Eau Claire City-County budget for the upcoming year as well as approve preliminary drafts and budget related items.

PROCESS

The BOH shall provide oversight and direction to the budget process throughout the course of development with the following general timeline:

April/May

- BOH review and consideration of Budget assumptions – guidance to director

June

- BOH approval of preliminary draft budget – Entered in to City system
- BOH approval of pay plan and benefit changes impacting budget

August

- BOH review of budget with City/County tax levy updates
- BOH approval of Health Department Fees

September/October

- BOH review of updated budget as presented to City Council and County Finance Committee

December

- Final budget approved following confirmation of City and County budgets/tax levy

Ongoing

- BOH review and approval of any new revenue/expense changes

01/28/2015: Approved by Board of Health