

Town Board/Citizen Advisory Council Calendar

Odd-Numbered Years

Even-Numbered Years

March

TAB/CAC Liaisons send By-Laws with original signatures to County Clerk and a copy to Administrative Services	County staff coordinate TAB/CAC chair and vice chair meeting
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April

County staff begin preparation for TAB/CAC secretary training in June County staff begin preparation for TAB/CAC chair and vice chair meeting in June	County staff begin preparation for TAB/CAC secretary training in June
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May

June

County staff coordinate training for all TAB/CAC secretaries County staff coordinate TAB/CAC chair and vice chair meeting	County staff coordinate training for all TAB/CAC secretaries
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July

Liaisons update TABs/CACs on budget requests from prior fiscal year <u>Agenda Item Required</u> TABs/CACs discuss and take public input regarding suggestions for next funding year budget requests <u>Agenda Item Required</u>	Liaisons update TABs/CACs on budget requests from prior fiscal year <u>Agenda Item Required</u> TABs/CACs discuss and take public input regarding suggestions for next funding year budget requests <u>Agenda Item Required</u> County staff begin preparation for TAB/CAC chair and vice chair meeting in September
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August

<p>TABs/CACs discuss and take public input regarding suggestions for next funding year budget requests <u>Agenda Item Required</u></p>	<p>TABs/CACs discuss and take public input regarding suggestions for next funding year budget requests <u>Agenda Item Required</u></p> <p>County staff post formal notice that applications are currently available for 2-year term appointments to TABs/CACs</p>
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September

<p>TABs/CACs discuss and take public input regarding suggestions for next funding year budget requests <u>Agenda Item Required</u></p>	<p>TABs/CACs discuss and take public input regarding suggestions for next funding year budget requests <u>Agenda Item Required</u></p> <p>County staff coordinate TAB/CAC chair and vice chair meeting</p> <p>TABs/CACs make an announcement that applications are available to serve 2-year terms on the TAB/CAC beginning the first BCC meeting of the upcoming year <u>Agenda Item Required</u></p>
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October

<p>TABs/CACs finalize and make formal recommendations in regard to next funding year budget requests <u>Agenda Item Required</u></p> <p>Liaisons provide Administrative Services a cumulative report of TABs/CACs formal budget recommendations by October 30th</p>	<p>TABs/CACs finalize and make formal recommendations in regard to next funding year budget requests <u>Agenda Item Required</u></p> <p>Liaisons provide Administrative Services a cumulative report of TAB/CAC formal budget recommendations by October 30th</p> <p>TABs/CACs make an announcement that specifies when applications are due to serve 2-year terms on the TAB/CAC beginning the first BCC meeting of the upcoming year <u>Agenda Item Required</u></p>
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Town Board/Citizen Advisory Council Calendar

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October

<p>County staff begin preparation for TAB/CAC chair and vice chair meeting in December</p>	<p>County staff confirms location and speakers for TAB/CAC members and secretaries orientation and training scheduled for January of the upcoming year</p>
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November

	<p>TABs/CACs make an announcement that specifies when applications are due to serve 2-year terms on the TAB/CAC beginning the first BCC meeting of the upcoming year <u>Agenda Item Required</u></p>
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December

<p>County staff coordinate TAB/CAC chair and vice chair meeting</p>	<p>Liaisons verify information provided by TAB/CAC applicants and present information to County Commissioners for consideration</p> <p>County staff prepares agenda item for first BCC meeting of new year to appoint TAB/CAC members for 2-year terms</p> <p>County staff finalizes schedule for January orientation and training for all TAB/CAC members and secretaries</p>
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