



## Legislation Details (With Text)

**File #:** 23-1923      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 10/11/2023      **In control:** Board of Supervisors

**On agenda:** 11/7/2023      **Final action:** 11/7/2023

**Title:** Clerk of the Board and Chief Administrative Office recommending the Board:  
 1) Adopt and authorize the Chair to sign Resolution 165-2023 establishing the 2024 regular meeting calendar of the Board of Supervisors; and  
 2) Receive and file the Fiscal Year 2024-25 Master Budget Calendar.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Draft Resolution BOS Meetings 2024 and Calendar.pdf, 2. A - Revised Draft Resolution BOS Meetings 2024 BOS rcvd 11-7-2023, 3. B - Budget Calendar FY 2024-25, 4. C - Counsel Resolution Review, 5. Executed Resolution 165-2023

Date	Ver.	Action By	Action	Result
11/7/2023	1	Board of Supervisors	Approved	Pass

Clerk of the Board and Chief Administrative Office recommending the Board:  
 1) Adopt and authorize the Chair to sign Resolution **165-2023** establishing the 2024 regular meeting calendar of the Board of Supervisors; and  
 2) Receive and file the Fiscal Year 2024-25 Master Budget Calendar.

**FUNDING:** N/A

**DISCUSSION / BACKGROUND**

The Board adopts its annual meeting calendar in the Fall of each year to allow sufficient time for other committees and commissions, on which Board members serve, to adopt their respective calendars.

The recommended calendar proposes regular Board meetings continue with the successful 2018 model averaging three meetings per month.

Resolution **048-2019** set 9:00 A.M. as the begin time for all remaining regular meetings of the Board of Supervisors for 2019, thereby amending Resolution 230-2018. The recommended calendar proposes to continue the begin time for all regular meetings of the Board of Supervisors at 9:00 A.M.

The proposed calendar adjusts for the annual meeting of Cap to Cap from April 13th through April 17th and the California State Association of Counties on November 27th through December 1st which is typically attended by one or more members of the Board.

The Master Budget Calendar guides the timeline for the development of the Recommended and Adopted Budgets, as well as the close-out of the prior year. In recent years, the Chief Administrative

Office has included additional meetings to ensure adequate and timely communication of budget requests and major policy and funding issues to and between County Departments, the Chief Administrative Office, and the Board of Supervisors. These meetings are scheduled again for FY 2023-24 budget development process, as highlighted below:

Department Presentations to the Board

Each County department has annually presented a high-level overview of their programs, program outcomes, service levels, budget, and upcoming policy issues to the Board early in the calendar year. These meetings are scheduled for the second half of the regular meeting of the Board of Supervisors on January 23, 2024, and during a special meeting of the Board of Supervisors the following day, January 24, 2024.

Special Meeting for Board Direction on the Recommended Budget

A special meeting of the Board of Supervisors is held to discuss the progress on the development of the Recommended Budget and seek further guidance, as necessary, on Board priorities for funding, including the use of discretionary Transient Occupancy Tax. This meeting is proposed for April 10, 2024, subject to the Board's approval of the 2024 meeting calendar referenced above.

Publication and Approval

It is anticipated that the Recommended Budget will be publicly available on or before May 31, 2024. The Recommended Budget is required to be made available to the public at least 10 days prior to the Budget Hearing, which is proposed for June 11, 2024. The Recommended Budget is required by statute to be approved on or before June 30th of each year.

It will still be necessary for staff to bring year-end fund balance adjustments to the Board for consideration and approval in September, following the close of the FY 2023-24 financial records. These adjustments, along with any other necessary changes, comprise the "Adopted Budget", which must be adopted by October 2nd, per statute.

**ALTERNATIVES**

The Board may modify the proposed calendar and/or meeting start times and may direct staff to take other action.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

There is no financial impact associated with this item.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

The Clerk will obtain the Chairs signature on the Resolution, notify all Departments of the new calendar and post same to the Board of Supervisors webpage.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Kim Dawson, Clerk of the Board

Emma Owens, Chief Administrative Office