File #: 18-1802, **Version:** 1

Chief Administrative Office recommending the Board approve the Fiscal Year 2019-2020 Master Budget Calendar and appoint two members to the Fiscal Year 2019-2020 Budget Ad Hoc Committee. (Est. Time: 15 Min.)

DISCUSSION / BACKGROUND

FY 2019-20 Master Budget Calendar

The Master Budget Calendar guides the timeline for development of the Recommended and Final Budgets, as well as the close-out of the prior year. As part of the FY 2017-18 budget development, the CAO 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 the FY 2019-20 budget development process, as highlighted below.

It is recommended that the series of Department presentations that were held during the FY 2018-19 Budget development process be scheduled again for FY 2019-20. These presentations will be held within existing Board meeting dates during January and February, allowing each Department approximately 10 minutes to provide a brief overview of its programs. These briefings are intended to focus on programs, requirements, and challenges, and are not meant to be discussions on budget needs or requests.

This year, the CAO is asking that Departments submit completed budget requests on February 22, 2019; approximately one week earlier than the prior year.

Functional Group Budget Meetings will be held during the week of March 18, 2019.

A Board of Supervisors Special Meeting to discuss the budget is tentatively planned for April 22, 2019.

It is anticipated that the Recommended Budget will be publicly available on or before June 1, 2019.

It is recommended that the Public Hearing to consider the Recommended Budget (Budget Hearing) be held June 17, 2019. It will still be necessary for staff to bring year-end fund balance budget adjustments to the Board for consideration and approval in September, following the close of the FY 2018-19 books; however, holding the Budget Hearing in June will align that discussion with the release and consideration of the Recommended Budget, prior to its approval. The Recommended Budget is required by statute to be approved on or before June 30 of each year.

Appointments to the FY 2019-20 Budget Ad Hoc Committee

For the past two years, the Board has appointed two members to sit as the annual Budget Ad Hoc Committee. It is recommended that the Board consider and select two members to serve on that

Committee for the development of the FY 2019-20 Budget.

OTHER DEPARTMENT / AGENCY INVOLVEMENT
All Departments participate in the budget development process.

CLERK OF THE BOARD FOLLOW UP ACTIONS
None

STRATEGIC PLAN COMPONENT
Good Governance

CONTACT
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