



## Legislation Text

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**File #:** 21-1485, **Version:** 1

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Clerk of the Board and Chief Administrative Office recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution **135-2021** establishing the 2022 regular meeting calendar of the Board of Supervisors; and
- 2) Receive and file the Fiscal Year 2022-23 Master Budget Calendar

### **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 recommend 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 the California State Association of Counties on November 30th through December 3rd 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 the 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 2022-23 budget development process, as highlighted below:

### CAO and Department Meetings

While the CAO's Office communicates closely with departments throughout the budget process, the calendar sets aside a week for each department to meet with the CAO analyst to discuss the department's submitted budget request. These meetings are scheduled for the week of March 7, 2022, approximately two weeks after budget requests have been submitted, so that the analyst is prepared to discuss specific aspects of the requests with the Department Head and budget staff.

### Functional Group Meetings

As in past years, the calendar includes meetings with the CAO's Office, the Board's Budget Ad Hoc Committee, and each functional group. These meetings provide an opportunity for the committee to preview the departments' budget request and potential policy questions to be considered during the budget process. These meetings are schedule for the week of March 14, 2022.

### Special Meeting

A Board of Supervisors Special Meeting, which is held to discuss the progress on the development of the Recommended Budget and see further guidance, as necessary, on Board priorities for funding is proposed for April 25, 2022, subject to the Board's approval if the 2022 meeting calendar referenced above.

#### Publication and Approval

It is anticipated that the Recommended Budget will be publicly available on or before May 27, 2022. The Recommended Budget is required to be made available to the public for two weeks prior to the Budget Hearing, which is proposed for June 6, 2022. 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 2021-22 books. These adjustments, along with any other necessary changes, comprised 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