

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Amending the 2022 Budget Development Process and Timeline

|                         |                |                       |                       |
|-------------------------|----------------|-----------------------|-----------------------|
| <b>Department</b>       | Administration | <b>Presented By:</b>  | Administrator         |
| <b>Date of Meeting:</b> | 01 Apr 2021    | <b>Action Needed:</b> | Vote                  |
| <b>Disclosure:</b>      | Open Session   | <b>Authority:</b>     | Committee Structure D |
| <b>Date submitted:</b>  | 06 Apr 2021    | <b>Referred by:</b>   |                       |

**Recommendation and/or action language:**

Motion to ... approve revisions to the 2022 Budget Development Process and Timeline (as presented / with amendments).

---

**Background:** *(preferred one page or less with focus on options and decision points)*

By the Richland County Committee Structure document, the Finance and Personnel Committee is tasked to, "D. Annually prepare a budget for the County for submission to the County Board for its approval at the annual meeting."

As the process continues to develop and with shifts in the Administrator's focus, the changes below are proposed to amend the timeline and tasks. The purpose of this process and timeline is to track key budget elements and decision points in efforts to effectively build a 2022 operating and lending budget.

Amendments from 25 Mar 2021 Meeting:

1. Shifting Union Negotiations one month to the right

**Attachments and References:**

|  |  |
|--|--|
| Richland County 2022 Budget Development Process: Edition 06 Apr 2021 |  |
|  |  |

**Financial Review:**

(please check one)

|                                     |                      |                       |  |
|-------------------------------------|----------------------|-----------------------|--|
| <input type="checkbox"/>            | In adopted budget    | Fund Number           |  |
| <input type="checkbox"/>            | Apportionment needed | Requested Fund Number |  |
| <input type="checkbox"/>            | Other funding Source |                       |  |
| <input checked="" type="checkbox"/> | No financial impact  |                       |  |

*(summary of current and future impacts)*

Timeline and process of building the 2022 Budget.

---

**Approval:**

**Review:**

*Clinton Langreck*

---

Department Head

---

Administrator, or Elected Office (if applicable)

# Richland County Committee

## Agenda Item Cover

| Richland County 2022 Budget Development Process                   |  |  |  |  |  | Dates of Meetings |         |    |          |       |    |    |       |    |     |    |      | Edition: 06 Apr 2021 |      |    |        |    |           |    |         |    |
|---|--|--|--|--|--|-------------------|---------|----|----------|-------|----|----|-------|----|-----|----|------|----------------------|------|----|--------|----|-----------|----|---------|----|
| The following time-line is set to guide a process and discussion. |  |  |  |  |  | December          | January |    | February | March |    |    | April |    | May |    | June |                      | July |    | August |    | September |    | October |    |
| Item:   |  | Purpose:                                 |  |  |  | 20                | 5       | 22 | 2        | 2     | 15 | 25 | 6     | 16 | 4   | 21 | 1    | 18                   | 6    | 16 | 3      | 20 | 7         | 17 | 5       | 15 |
| Adopt Plan and Timeline the 2022 Budget Process:                  |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Initiatives and timeline  |  | Establish Tentative Plan                 |  |  |  | X                 |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Amending plan and timeline  |  | Revise plan based on needs and progress  |  |  |  |                   |         |    |          |       |    | X  |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Additional amendments   |  | As needed                                |  |  |  |                   |         |    |          |       |    |    | O     |    |     |    |      |                      |      |    |        |    |           |    |         |    |
|   |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Affirm Commitment to General Fund Balance:                        |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Amend and Affirm Res 15-98 General Fund Balance                   |  | Commit to 25% of Gen. Fund annual op.    |  |  |  |                   | X       |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
|   |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Goals and Planning for Union Negotiations                         |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Closed Session on Goals for 2022- CBA                             |  | Discussion on Goals for CBA Negotiations |  |  |  |                   |         |    |          |       | X  |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Open Negotiations   |  | Initial Proposals - closed session       |  |  |  |                   |         |    |          |       |    |    |       |    | O   |    |      |                      |      |    |        |    |           |    |         |    |
| Negotiations  |  | Exchange - closed session                |  |  |  |                   |         |    |          |       |    |    |       |    |     |    | O    |                      |      |    |        |    |           |    |         |    |
| Negotiations  |  | Final Exchange - closed session          |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      | O    |    |        |    |           |    |         |    |
| Closing Negotiations  |  | Finalized CBA - closed session           |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      | O  |        |    |           |    |         |    |
|   |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Capital Improvements and Capital Projects:                        |  |  |  |  |  | December          | January |    | February | March |    |    | April |    | May |    | June |                      | July |    | August |    | September |    | October |    |
| Requests for Projects / Forecast                                  |  | Update tracker on needed projects        |  |  |  |                   |         |    | X        |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Approve a selection process                                       |  | Approve method of deciding on projects   |  |  |  |                   |         |    |          |       |    | X  |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Review Projects   |  | Review to ensure an understanding        |  |  |  |                   |         |    |          |       |    |    | O     |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Review County Board Feedback                                      |  | Method of seeking feedback from all 21   |  |  |  |                   |         |    |          |       |    |    |       |    | O   |    |      |                      |      |    |        |    |           |    |         |    |
| Plan recommendation by F+P  |  | F+P approves a plan for budget           |  |  |  |                   |         |    |          |       |    |    |       |    |     | O  |      |                      |      |    |        |    |           |    |         |    |
| County Board Adoption of Plan                                     |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    | O    |                      |      |    |        |    |           |    |         |    |
|   |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    | June |                      |      |    |        |    |           |    |         |    |
| Short-Term Loan Financing:  |  |  |  |  |  | December          | January |    | February | March |    |    | April |    | May |    | June |                      | July |    | August |    | September |    | October |    |
| Presentation from Carol Wirth on Short-term Borrowing             |  | Understand position and options          |  |  |  |                   |         |    |          |       |    |    |       |    |     | O  |      |                      |      |    |        |    |           |    |         |    |
| Decision on borrowing amount                                      |  | Should reflect Capital Improvement Plans |  |  |  |                   |         |    |          |       |    |    |       |    |     |    | O    |                      |      |    |        |    |           |    |         |    |
| Recommendation of Authorization Resolution                        |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      | O    |    |        |    |           |    |         |    |
| Authorization Resolution by Board                                 |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Prep / Official Statement / Legal Documents                       |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Sale of Notes and Award Resolution by Board                       |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    | August |    |           |    |         |    |
|   |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Compensation Plan:  |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Review Resolution 19-89 Comp Plan                                 |  | Review previous adoptions and approvals  |  |  |  |                   |         |    | X        |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Approve method of Compensation Plan Progression                   |  | Determine method/cost of progression     |  |  |  |                   |         |    |          |       |    |    |       |    |     | O  |      |                      |      |    |        |    |           |    |         |    |
| Establish Compensation Principles and Goals                       |  | Build County Compensation Philosophy     |  |  |  |                   |         |    |          |       |    |    |       |    |     |    | O    |                      |      |    |        |    |           |    |         |    |
| Recommend a Compensation Policy to Board                          |  | Board Adoption by Resolution             |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      | O    |    |        |    |           |    |         |    |
| Board Adoption of Compensation Plan - 2022 forward                |  | Institutionalize and assess              |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
|   |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      | July                 |      |    |        |    |           |    |         |    |
| Review Fund Assignments:  |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |
| Review existing Funds and Assignments                             |  | Education, Background, Purpose of Funds  |  |  |  |                   |         |    |          |       |    |    |       | O  |     |    |      |                      |      |    |        |    |           |    |         |    |
| Reassignment, Amendments to Funds                                 |  | Approved changes based on evaluations    |  |  |  |                   |         |    |          |       |    |    |       |    |     | O  |      |                      |      |    |        |    |           |    |         |    |
|   |  |  |  |  |  |                   |         |    |          |       |    |    |       |    |     |    |      |                      |      |    |        |    |           |    |         |    |

# Richland County Committee

## Agenda Item Cover

|  |   | December | January | February | March | April | May | June | July | August | September | October  |
|--|---|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|----------|
| <b>Review and Affirm Partnerships:</b>             |   |          |         |          |       |       |     |      |      |        |           |          |
| Review existing partnerships                       | Develop tracker / annual costs / benefit  |          |         |          |       | O     |     |      |      |        |           |          |
| Approve method for assessment and affirming        | Approve evaluation method for partnerships and determining best interest in maintaining |          |         |          |       |       | O   |      |      |        |           |          |
| County Board Feedback                              | Method of seeking feedback from all 21  |          |         |          |       |       |     | O    |      |        |           |          |
| Partnership recommendation by F+P                  | F+P approves a plan for budget  |          |         |          |       |       |     | O    |      |        |           |          |
| County Board Adoption                              | By resolution   |          |         |          |       |       |     |      | July |        |           |          |
| <b>Health Insurance and Benefits Review:</b>       |   |          |         |          |       |       |     |      |      |        |           |          |
| Administrator Assembles a Review Team              | Assortment of demographics and depts.   |          |         |          |       | April |     |      |      |        |           |          |
| Review Team Assess Programs with Broker/Vendors    | Review current plans, review alt solutions  |          |         |          |       | April |     |      |      |        |           |          |
| Recommendation is made to the Administrator        | Team makes a recommendation to Admin  |          |         |          |       |       | May |      |      |        |           |          |
| Administrator considers recordation of Review Team | Consideration by Admin  |          |         |          |       |       |     | June |      |        |           |          |
| Amendments, Changes, Plans brought to F+P          | Committee action to amend plans   |          |         |          |       |       |     | O    |      |        |           |          |
| Estimate Cost of Plan Expenses for 2021            | Include in appropriations guidance  |          |         |          |       |       |     |      | O    |        |           |          |
| Approval of plans by F+P                           | Committee Action to Approve   |          |         |          |       |       |     |      | O    |        |           |          |
| Renewal / New Contract for Benefits                | Enter 2021 Agreements   |          |         |          |       |       |     |      |      | O      |           |          |
| <b>Operating Budget 2022:</b>                      |   |          |         |          |       |       |     |      |      |        |           |          |
| Review 2021 Review and Decision Process            | What went well, do better for 2022  |          |         |          |       | O     |     |      |      |        |           |          |
| Adopt 2022 Review and Decision Process             | Action to adopt a plan  |          |         |          |       |       | O   |      |      |        |           |          |
| Preliminary Guidance for Appropriation Requests    | Guidance on budgeting   |          |         |          |       |       |     | O    | O    |        |           |          |
| Review by Line item w/ Administrator               | Department Heads and Administrator  |          |         |          |       |       |     |      | July |        |           |          |
| Presentation of Preliminary Budget to F+P          | Admin Presents to F+P   |          |         |          |       |       |     |      |      | O      |           |          |
| Presentation to Supervisory Committees             | Committee action to request beyond guidance   |          |         |          |       |       |     |      |      | August |           |          |
| Finance and Personnel Review                       | Hearing on exceptions to guidance   |          |         |          |       |       |     |      |      | O      |           |          |
| Feedback from County Board                         | Survey of items of consideration  |          |         |          |       |       |     |      |      |        | O         |          |
| Approval of Budget by Finance and Personnel        | Meeting to approve a reviewed budget  |          |         |          |       |       |     |      |      |        | O         |          |
| Posting of Budget                                  | Budget is posted by the County Clerk  |          |         |          |       |       |     |      |      |        |           | Oct 1st  |
| Hearing and Adoption                               | October 26th 2021 County Board Action   |          |         |          |       |       |     |      |      |        |           | Oct 26th |