

Richland County Committee

Agenda Item Cover

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

Department	Administration	Presented By:	Administrator
Date of Meeting:	25 Mar 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure D
Date submitted:	23 Mar 2021	Referred by:	

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.

Attachments and References:

Richland County 2022 Budget Development Process	

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)

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Richland County 2022 Budget Development Process			Dates of Meetings												Edition: 25 Mar 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							O															
Additional amendments	As needed																						
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									?													
Negotiations	Exchange - closed session											?											
Negotiations	Final Exchange - closed session													?									
Closing Negotiations	Finalized CBA - closed session															?							
Capital Improvements and Capital Projects:																							
Requests for Projects / Forecast	Update tracker on needed projects					X																	
Approve a selection process	Approve method of deciding on projects								O														
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																							
Short-Term Loan Financing:																							
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																							Oct 26th
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																						
Review Fund Assignments:																							
Review existing Funds and Assignments	Education, Background, Purpose of Funds										O												
Reassignment, Amendments to Funds	Approved changes based on evaluations											O											

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		December	January	February	March	April	May	June	July	August	September	October
Review and Affirm Partnerships:												
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			
Health Insurance and Benefits Review:												
Administrator Assembles a Review Team	Assortment of demographics and depts.											
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					April						
Administrator considers recordation of Review Team	Consideration by Admin						May					
Amendments, Changes, Plans brought to F+P	Committee action to amend plans							June				
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	
Operating Budget 2022:												
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