Board of Supervisors Memorandum

September 20, 2022

Fiscal Year 2023/24 Budget Process

Background

Throughout the discussions during the adoption of the Fiscal Year 2022/23 Budget, suggestions were made to improve the Budget Process for Fiscal Year 2023/24. These improvements included:

- The creation of a Fund Balance Policy for approval by the Board of Supervisors. This will be completed and placed on the October 4, 2022 Board Meeting Agenda.

- The commitment to provide the Board with the updated ending fund balance for the prior fiscal year and monthly forecast reports for the current fiscal year. The preliminary ending fund balance for Fiscal Year 2021/22 and the first forecast report for Fiscal Year 2022/23 will be provided prior to the October 4, 2022 Board Meeting.

- The proposed designation of the October 4, 2022 and November 1, 2022 Board meetings to discuss the Fiscal Year 2023/24 Budget Process. These meetings will allow the Board to provide staff with strategic direction, general budget priorities, and guidance prior to the beginning of the Fiscal Year 2023/24 Budget Process. Topics will include, but not be limited to, the following:

    - Primary and Secondary Tax Rate Assumptions
    - General Government Revenue Assumptions
    - Departmental Revenue Assumptions
    - Medical & Dental Rate Assumptions
    - Class and Compensation Study Funding and Employee Raises Assumptions
    - New Initiatives and Expanded Programs
    - Capital Project Assumptions and Debt Issuances
    - Reserve Fund Balance Assumptions
    - Possible designation of additional Board meetings to continue to discuss the Budget Process, including dates for the Budget Hearings
    - Discussion regarding the creation of a Strategic Plan for future years

Recommendation

I recommend the Board of Supervisors include on the October 4, 2022 and November 1, 2022, Board Meeting Agendas time to provide staff with strategic direction, general budget priorities, and guidance prior to the beginning of the Fiscal Year 2023/24 Budget Process.

Sincerely,

Jan Lesher
County Administrator

JKL/MP – August 31, 2022

c: Carmine DeBonis, Jr., Deputy County Administrator
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer
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