



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO; Auditor-
Controller
Department No.: 012 & 061
For Agenda Of: 10/16/12
Placement: Departmental
Estimated Tme: 20 Minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Chandra Wallar, County Executive Officer
Director(s) Robert Geis, CPA, Auditor-Controller
Contact Info: Tom Alvarez, 568-3432
Betsy Schaffer, 568-2134

SUBJECT: FY 2013-15 Budget Development Policies

County Counsel Concurrence

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors take the following actions:

- a. Receive the Budget Calendar and presentation outlining the six "Budget Updates" to the Board of Supervisors.
- b. Adopt the Budget Policies and Fiscal Strategies for Developing the FY's 2013-15 Operating Plans.

Summary Text:

The County Executive Officer is charged with developing a balanced budget to recommend to the Board of Supervisors.¹ The County Executive Office, in coordination with the Auditor Controller and other County Departments, will take the policy direction adopted by the Board to develop the FY 2013-15 recommended budget.

To facilitate this process, a series of Budget Development Updates will be presented to keep the Board abreast of the various budget developments. Additionally, through approval of Budget Policies and Fiscal Strategies for Developing the FY's 2013-15 Operating Plans, your Board will provide the

¹ Santa Barbara County Code (2010) 2:71(k). See also, California, County Budget Act (2010) 1:29062.

necessary framework and direction to develop a balanced budget that the County Executive Officer can recommend to the Board.

Background:

Budget Adoption Process

Staff utilizes an incremental approach from adoption of budget policies and strategies to adoption of the operating budget. In prior years, the Fiscal Outlook Report and the Budget Development Policies were presented to the Board in November and December. Staff then worked from December through April with the Departments to prepare the budget and ultimately submitted the Recommended Budget in May and held the Budget Hearings in June. In an effort to provide information to the Board as it becomes available, a series of Budget Development Updates are being proposed. These would include:

| # | Date | <u>Proposed Items Presented to BOS</u> |
|----------|-------------|---|
| 1. | 10/16/12 | Budget Policies & Fiscal Strategies for Developing the FY2013-15 Operating Plans |
| 2. | 11/06/12 | Fiscal Outlook Report |
| 3. | 12/4/12 | General Fund Allocation (Targets) Policies |
| 4. | 4/2/13 | Service Level Impacts, Performance Outcomes and Update to the Fiscal Outlook Report |
| 5. | 4/16/13 | Capital Improvement Program |
| | 05/08/13 | Distribute and Post the 2013-15 Operating Plan |
| 6. | 6/10/13 | Start of Budget Hearings |

Communicating this information via Budget Updates will enable the Board and public to participate in the process leading up to submittal of the Chief Executive Office (CEO) proposed operating plan and budget deliberations. A copy of the complete Budget Development Calendar is attached (Attachment A) with the Budget Development Updates identified in peach colored boxes, numbered B1-B6.

Budget Policies and Fiscal Strategies

The adoption of the FY 2013-15 Budget Policies and Fiscal Strategies (Attachment B) provide the necessary structure and framework to enable the CEO and departmental staff to develop their budgets in line with Board priorities. The proposed Policies and Strategies will help build a more accountable government and provide services to the community efficiently and effectively within the parameters of economic constraints. In the past five budget cycles, the Board has had to make difficult decisions on prioritization and funding of County programs due to significant reductions in available resources.

The attached Calendar and Policy and Fiscal Strategy documents, after the Board’s review and approval, will provide direction to the CEO and Departments in developing proposed operating plans to accomplish these objectives.

- Attachments:**
- FY 2013-14 Budget Calendar
 - FY 2013-15 Budget Policies and Fiscal Strategies

Authored by: Tom Alvarez, Budget Director and Joseph Toney, CEO Fiscal and Policy Analyst,
568-2060

cc: Department Directors and Budget Preparers
Assistant County Executive Officers