

**AGENDA PLACEMENT FORM**

(Submission Deadline – Tuesday, 12:00 PM before Regular Court Meetings)

Date: 01/11/2023

Meeting Date: 01/23/2023

Submitted By: CJO

Department/Office: CJO

Signature of Director/Official: \_\_\_\_\_

Agenda Title: Budget Calendar Workshop

**Public Description** (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

See attachment  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(May attach additional sheets if necessary)

Person to Present: Judge Boedeker

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC  CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 20 minutes

Session Requested: Workshop (Action Item, Workshop, Consent, Executive)

**Check All Departments Requiring Notification:**

County Attorney  IT  Purchasing  Auditor

Personnel  Public Works  Facilities Management

Other Department/Official (list) \_\_\_\_\_

## Workshop: Budget Calendar

The purpose of this item is to solicit direction from the Commissioners Court regarding the budget calendar for the creation of the FY 2024 budget. Pursuant to Local Government Code Chapter 111, the County Judge is the budget officer for Johnson County. The Judge has the duty to create a proposed budget for consideration, amendment, and adoption by the Commissioners Court.

Traditionally, in Johnson County, the Commissioners Court has been an active participant in the creation of the County's budget. In order to preserve that participation and to provide additional time to create and refine the County budget, the CJO is requesting that the Court consider adopting a budget calendar as well as new procedures for the creation of the budget. This request consists of three parts:

1. a request that the Commissioners Court adopt a new budget calendar setting the following approximate deadlines:
  - a. Setting a Budget Workshop each February to determine the Commissioners Court's budget priorities for the year;
  - b. Requiring Elected Officials and Department Heads to prepare and provide their proposed budgets no later than March 31<sup>st</sup> of each year;
  - c. Setting a series of budget meetings during April of each year to allow a Budget Advisory Committee, as discussed below, to meet with all Elected Officials and Department Heads to review proposed budgets; and
  - d. Setting budget meetings and deadlines during July, August, and September as in previous years.
2. a request that the Commissioners Court establish a Budget Advisory Committee and establish the authority, charge, and composition of the Committee:
  - a. Requested authority of the Committee:
    - i. no decision-making authority;
    - ii. no rule-making authority;
    - iii. no final say on any budget matters;
    - iv. The committee should be granted the authority only to set meetings, require the use of forms specified by this Court, and to make recommendations to the Court.
  - b. Requested Charge of the Committee:
    - i. to meet with each Elected Official and Department Head during the month of April of each year in order to review line item requests in their proposed budgets;
    - ii. to request justification from all Elected Officials and Department Heads for budget requests, especially those that differ from previous budgets; and

- iii. to evaluate all budget requests in light of the priorities established by this Court in order to prioritize budget requests, including recommending the approval or denial of a change to a specific line item.
    - c. Requested Composition of the Committee:
      - i. County Judge (chairman)
      - ii. County Auditor (vice chairman)
      - iii. Budget Coordinator
      - iv. Personnel Director
      - v. A second member of the Court (on a rotating basis)
    - d. Proposal for the second court member
      - i. The CJO requests that the Court divide the budget into four approximately-equal parts, with one commissioner serving on the budget committee over each of those four parts.
      - ii. Ideally, the commissioner serving on the Committee will rotate year-over-year so that each commissioner reviews a different part of the budget each year
- 3. a request that the Commissioners Court establish budget procedures to be followed by all Elected Officials and Department Heads, including the use of standardized budgeting forms.
  - a. Requested Forms:
    - i. Personnel request form - require each official who wants to add a new position to complete the form explaining the duties, salary, and job description of the new position as well as if the position has been requested before. The form should request justification for the creation of a position as opposed to reallocation of duties within an Office.
    - ii. Budget request form - require each proposed budget to be submitted in the same format displaying the same information, such as historical budget data.