

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Financial Planning Timeline

|  |                |                       |                                 |
|--|----------------|-----------------------|---------------------------------|
| <b>Department</b>                            | Administration | <b>Presented By:</b>  | Administrator                   |
| <b>Date of Meeting:</b>                      | 01 March 2022  | <b>Action Needed:</b> | Vote                            |
| <b>Disclosure:</b>                           | Open Session   | <b>Authority:</b>     | Structure E                     |
| <b>Date submitted:</b>                       | 01 March 2022  | <b>Referred by:</b>   |                                 |
| <b>Action needed by no later than (date)</b> |                | <b>Resolution</b>     | <u>N/A</u> , prepared, reviewed |

**Recommendation and/or action language:**

Motion to... accept tentative timeline.

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

The following amended timeline will be used for planning purposes as we continue efforts in completing our long-term financial plan and approach the 2023 budget.

**Attachments and References:**

|                |  |
|----------------|--|
| Attached Below |  |
|                |  |

**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)*

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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| Richland County Fiscal Plan and Capital Budgeting Process                                   |   | Dates of Meetings     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       | Edition: 23 Feb 2022  |                         | V                     | Vote                  | R                       | Resolution            | X                     | Discuss                 | Report                |                       |                         |                       |                       |                         |                       |
|---|---|-----------------------|-------------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|-------------------------|-----------------------|
| Item:   | Purpose:  | Feb 1st               | Feb 10th                | Feb 18th              | Mar 1st               | Mar 10th                | Mar 18th              | April 5th             | April 14th              | April 22nd            | May 3rd               | May 12th                | May 20th              | June 7th              | June 8th                | June 17th             | July 5th              | July 14th               | July 15th             | Aug 2nd               | Aug 11th                | Aug 19th              | Sep 6th               | Sep 8th                 | Sep 16th              | Oct 4th               | Oct 13th                | Oct 21st              |
|   |   | Finance and Personnel | Department Head Meeting | Finance and Personnel | Finance and Personnel | Department Head Meeting | Finance and Personnel | Finance and Personnel | Department Head Meeting | Finance and Personnel | Finance and Personnel | Department Head Meeting | Finance and Personnel | Finance and Personnel | Department Head Meeting | Finance and Personnel | Finance and Personnel | Department Head Meeting | Finance and Personnel | Finance and Personnel | Department Head Meeting | Finance and Personnel | Finance and Personnel | Department Head Meeting | Finance and Personnel | Finance and Personnel | Department Head Meeting | Finance and Personnel |
| 2022 Financial Planning Schedule (For 2023 Budget and Beyond)                               |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Approve an Operation Order, Timeline, and Deliverables for the Long-term Budgeting Process: |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Approve an Operations Order   | Define the objectives, process and expectations on deliverables |                       |                         |                       | V                     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Approval of Planning Time-Line (This Document)  | Amendments to be approved as needed                             |                       |                         |                       | V                     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Approve an Operations Order   | Define the objectives, process and expectations on deliverables |                       |                         |                       |                       |                         | V                     |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Financial Planning Development:   |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
|   |   | February              |                         | March                 |                       | April                   |                       | May                   |                         | June                  |                       | July                    |                       | August                |                         | September             |                       | October                 |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Approve on Decision Worksheet Format  | Approval and Review   | V                     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Released Worksheet and Guidance to Departments  |   |                       | L                       |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| "First Review" w/ Departments   |   |                       |                         |                       |                       |                         |                       | V                     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Administrator and F+P Review  |   |                       |                         |                       |                       |                         |                       |                       | V                       |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Department Hearings   |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       | X                     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Administrator Recommendations to F+P  | Public Hearing  |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       | V                     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Action by F+P to recommend a resolution   |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         | R                     |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Capital Maintenance Program:  |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
|   |   | February              |                         | March                 |                       | April                   |                       | May                   |                         | June                  |                       | July                    |                       | August                |                         | September             |                       | October                 |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Approve on Capital Improvement Format   |   | V                     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Released Workbook and Guidance to Departments   |   |                       | L                       |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| "First Review" w/ Departments   |   |                       |                         |                       |                       |                         |                       | V                     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Administrator and F+P Review  |   |                       |                         |                       |                       |                         |                       |                       | V                       |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Department Hearings   |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         | X                     |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Administrator Recommendations to F+P  | Public Hearing  |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       | V                     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Action by F+P to recommend a resolution   |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         | R                     |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Debt Service Management and 2023 Plan:  |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
|   |   | February              |                         | March                 |                       | April                   |                       | May                   |                         | June                  |                       | July                    |                       | August                |                         | September             |                       | October                 |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Bonding Decision on Tower Project   | Decision on Borrowing   |                       |                         |                       |                       | V                       |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
|   | Authorization Resolution  |                       |                         |                       |                       |                         | R                     |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
|   | Bond Call / Rating Assessment - Admin                           |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
|   | Award Resolution / Sale of bonds                                |                       |                         |                       |                       |                         |                       |                       | R                       |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Short-Term Borrowing  |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
|   | Decision on Amount  |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       | V                     |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
|   | Authorization Resolution  |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         | R                     |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
|   | Preparation of Official Statement -Admin                        |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
|   | Award Resolution / Sale of notes                                |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       | R                       |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Commitment to general fund balance:   |   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |
| Affirm to 25% Undesignated General Fund Baland  | Original Res. 15-98   |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         | V                     |                       |                         |                       |                       |                         |                       |                       |                         |                       |                       |                         |                       |

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

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| Employee Compensations and Benefited Time Off:         |   | February | March | April | May | June | July | August | September | October |  |  |
|--|---|----------|-------|-------|-----|------|------|--------|-----------|---------|--|--|
| Review current benefits package                        |   |          | X     |       |     |      |      |        |           |         |  |  |
| Review employee survey results                         |   |          |       | X     |     |      |      |        |           |         |  |  |
| Plan on cost of living adjustments                     |   |          |       |       | X   |      |      |        |           |         |  |  |
| Plan on step progression and policy language           |   |          |       |       | X   |      |      |        |           |         |  |  |
| Plan on benefit time off                               |   |          |       |       | X   |      |      |        |           |         |  |  |
| Resolution to County Board (delivered with plan)       |   |          |       |       |     |      | R    |        |           |         |  |  |
| Union Negotiations: (CBA is through 2028)              |   | February | March | April | May | June | July | August | September | October |  |  |
| Open Negotiations                                      | Initial Proposals – closed session                |          |       |       |     |      |      |        |           |         |  |  |
| Negotiations-  | Exchange – closed session                         |          |       |       |     |      |      |        |           |         |  |  |
| Negotiations-  | Final Exchange – closed session                   |          |       |       |     |      |      |        |           |         |  |  |
| Closing Negotiations-                                  | Finalized CBA – closed session                    |          |       |       |     |      |      |        |           |         |  |  |
| May discuss MOU or side-letter                         | Pending actions to General Employees              |          |       |       |     |      | R    |        |           |         |  |  |
| Fund Balance:  |   | February | March | April | May | June | July | August | September | October |  |  |
| Review Existing Funds and Assignments                  | Education, Background, Purpose of Funds           |          |       |       |     | X    |      |        |           |         |  |  |
| Proposal to Reassign, Amend, Add or Delete Funds       | Admin Report with Guidance Opportunity to F+P     |          |       |       |     | X    |      |        |           |         |  |  |
| Health Insurance:                                      |   | February | March | April | May | June | July | August | September | October |  |  |
| Review Existing Health Insurance Package               |   |          | X     |       |     |      |      |        |           |         |  |  |
| Review on % vs. \$ planning and commitment             | Discussion on future \$ planning with Health Ins. |          |       | V     |     |      |      |        |           |         |  |  |
| ETF - Comparison and review                            |   |          |       | X     |     |      |      |        |           |         |  |  |
| ETF - Decision   | Expense Structure, and Premium Share              |          |       |       | V   | NLT  |      |        |           |         |  |  |
| Resolution to County Board                             |   |          |       |       | R   |      | R    |        |           |         |  |  |
| Consideration on insurance broker                      | as needed pending ETF decision                    |          |       |       | TBD |      |      |        |           |         |  |  |
| broker - decision                                      |   |          |       |       | TBD |      |      |        |           |         |  |  |
| Consideration on insurance plan                        |   |          |       |       | TBD |      |      |        |           |         |  |  |
| plan - decision  |   |          |       |       | TBD |      |      |        |           |         |  |  |
| Consideration on other structure and coverage elements |   |          |       |       |     | TBD  |      |        |           |         |  |  |
| 2023 Operations Budget - Process:                      |   | February | March | April | May | June | July | August | September | October |  |  |
| Review 2022 Review and Decision Process                | What went well, do better for 2022                |          |       |       |     | X    |      |        |           |         |  |  |
| Adopt 2023 Review and Decision Process                 | Action to adopt a plan                            |          |       |       |     |      | X    |        |           |         |  |  |
| Preliminary Guidance for Appropriation Requests        | Guidance on budgeting                             |          |       |       |     |      | X    |        |           |         |  |  |
| Review by Line item w/ Administrator                   | Department Heads and Administrator - Admin        |          |       |       |     |      |      |        |           |         |  |  |
| Presentation of Preliminary Budget to F+P              | Admin Presents to F+P                             |          |       |       |     |      |      | X      |           |         |  |  |
| Finance and Personnel Review                           | Hearing on exceptions to guidance                 |          |       |       |     |      |      |        | X         |         |  |  |
| Recommendation from the Administrator                  | Public Hearing - Feedback from County Board       |          |       |       |     |      |      |        | X         |         |  |  |
| Approval of Budget by Finance and Personnel            | Meeting to approve a reviewed budget              |          |       |       |     |      |      |        |           | R       |  |  |
| Posting of Budget                                      | Budget is posted by the County Clerk - Admin      |          |       |       |     |      |      |        |           |         |  |  |
| Hearing and Adoption                                   | October 25th 2022 County Board Action             |          |       |       |     |      |      |        |           |         |  |  |

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