

ADMINISTRATIVE ORDER 2019 -1

ADMINISTRATIVE ORDER ESTABLISHING A POLICY FOR THE PREPARATION OF DEPARTMENTAL OPERATING AND CAPITAL BUDGETS FOR THE JEFFERSON COUNTY, ALABAMA COUNTY COMMISSION

WHREAS, it is essential that the Jefferson County Commission establish a policy for the preparation and presentation of county departmental operating and capital budgets; and

WHEREAS, the purpose of said policy is to ensure clarity, transparency and continuity in the preparation of yearly budgets.

NOW, THEREFORE by the authority vested in the Jefferson County Commission by the Code of Alabama 11-3-11 and pursuant to the provisions of Alabama Act 2011-09, it is hereby ordered:

1. The policy will go into effect when approved by the Jefferson County Commission and shall repeal, replace and supersede Administrative Orders 75-7, 75-8, 91-3 and any prior policies concerning the preparation of county departmental operating and capital budgets.
2. The policy will be adhered to in the year 2020 in preparation of the 2021 fiscal year.
3. The County Manager in conjunction with the Chief Financial Officer (CFO) shall compile an estimated revenue forecast and deliver such forecast to the Chair of Finance and all members of the Jefferson Country Finance Committee on or before the first day of June.
4. The County Manager shall send a timely notice to all County Departments Heads and Affiliated Elected Officials to submit all Operating and Capital (if indicated) Budget requests to the County Manager to be received no later than the 10th day of June.
5. The County Manager in conjunction with the Chief Financial Officer (CFO) and Budget Management Office (BMO) shall, without Commission input, compile a draft summary of the Operating and Capital Budget requests from each department and submit a copy of the summary to each member of the County Commission on or before the 20th day of June.
6. The Chair of the Finance Committee will submit to the BMO team a budget proposal for the Commission offices, for Commission Support and Commission Support District funds on or before the 20th day of June.
7. Any items due on the deadline dates that fall on a weekend or holiday shall become due on the first business day after such weekend or holiday.
8. Any changes to the initial requests of the Departments made by the County Manager, CFO or BMO team shall be red-line indicated when submitted to the County Commission.
9. In addition to the submission of the budget summaries of the Departments, the County Manager shall produce to the County Commission Finance Committee, a spread sheet that itemizes the adopted Departments' Budgets and actual Expenditures for the previous two years.

10. The County Manager shall schedule and conduct Budget Hearings with each Department to be completed no later than the third week of July.
11. The County Manager will give actual notice of said Budget Hearings to the County Commission Finance Committee and County Attorney no later than one week prior to any scheduled budget hearing and shall give legal notice to advertise the hearings as required by law.
12. At the conclusion of the Budget Hearings, the County Manager will compile a final Budget Draft to be presented to the County Commission for adoption, again noting any changes in a red-lined format, within three business days of the conclusion of the Budget Hearings.
13. The draft of the Budget shall be placed on the first or second August pre-commission work session for consideration and discussion by the Commission.
14. The Budget shall be presented to the Jefferson County Commission for adoption no later than the second August meeting of the Commission.

THIS ADMINISTRATIVE ORDER IS HEREBY ADOPTED BY THE JEFFERSON COUNTY COMMISSION
on this 8th day of Aug., 2019.

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 8/8/19 A760
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PAGE(S): 413-414