



SNOHOMISH HEALTH DISTRICT
RESOLUTION OF THE BOARD OF HEALTH

RESOLUTION NUMBER: 20-15

RESOLUTION SUBJECT: APPROVAL OF THE CALENDAR FOR THE 2020 BUDGET
AMENDMENT AND 2021 BUDGET

WHEREAS, the Snohomish Health District budget reflects revenues and expenditures that support public health services throughout Snohomish County; and

WHEREAS, the Board of Health annually adopts its yearly budget in December of the previous year; and

WHEREAS, Board members work with staff during the year to finalize any necessary amendment to the current year's budget and the coming year's budget; and

WHEREAS, by Res. 18-27 the Board directed staff to develop a budget calendar process that can be applied and used in amending the 2020 budget and developing the 2021 budget and budgets thereafter; and

WHEREAS, the draft calendar proposed by staff was provided to the Administration Committee and the Executive Committee at their May meetings for feedback.

NOW, THEREFORE, the Board of Health approves the proposed calendar for the 2020 amended budget and 2021 budget as shown in Attachment A of this resolution.

ADOPTED this 9th day of June 2020.

Stephanie Wright, Chair
Board of Health

ATTEST:

Shawn Frederick, MBA
Administrative Officer

ATTACHMENT A TO RES. 20-15

Snohomish Health District

Proposed Calendar for the 2020 Budget Amendment & 2021 Budget

Budget will be to program level, but Board approval required for changes between divisions

May

- 27 Present calendar to Administration Committee
- 28 Present calendar to Executive Committee

June

- 1st week Leadership budget discussion
- 1st Week Pro Forma operating budget (to program level), proposed work plans, report on cost per mandated service
- 9 Board approves budget calendar
- 12 Budget Ad Hoc meeting #1 (review pro-forma and work plans, develop capital budget calendar)

Update Board on request to County Executive, feedback on priorities (non-mandated)
- 16 Leadership team review #1
- 19 Budget Ad Hoc meeting #2 (finalize request to County Executive)
- 21 Leadership team review #2
- 24/25 Briefings to Executive and Admin Committees
- 29? Submit budget request to County Executive

July

- 10 Budget Ad Hoc #3
- 14 Leadership team review #3
- 19 Budget Ad Hoc #4 (finalize presentation to County Executive?)
- 21 Leadership team review #4
- 22/23 Briefings to Executive and Admin Committees (send 2020 Budget Amendment to Board?)
- 27? Presentation to County Executive
- 31 2020 indirect rate due to DOH

ATTACHMENT A TO RES. 20-15

August

3	Fee schedule review released
11	Board of Health – 2020 Budget Amendment approval
14	Budget Ad Hoc #5 (review agency fee schedule)
18	Leadership team review #5
21	Budget Ad Hoc #6 (recommendation on fee schedule adjustments)
25	Leadership team review #6
26/27	Briefings to Executive and Admin Committees, present recommendation on fee schedule
31?	Response received from County Executive

September

4	Budget Ad Hoc #7 (Review response from County Executive, review fee schedule feedback from Executive and Admin Committees)
8	Leadership team review #7
23/24	Briefings to Executive and Admin Committees, decision on fee schedule proposal for Board

October

2	Budget Ad Hoc #8 (develop presentation to County Council, continue capital budget)
6	Leadership team review for #8
13	Board of Health – Present fee schedule
16	Budget Ad Hoc #9 (Review Board fee schedule feedback, final County Council presentation)
20	Leadership team review #9
3 rd Week?	Present to County Council
22/28	Briefings to Executive (22 nd) and Admin Committees (28 th)
30	Budget Ad Hoc #10 (finalize presentation and budget packages to Board)

November

3	Leadership team review #10, budget presentation for Board packet final
10	Board of Health – operating and capital budget presentations, fee schedule public hearing and adoption

ATTACHMENT A TO RES. 20-15

November (cont'd)

- 19? County Council final budget
- 20 Budget Ad Hoc #11 (review final County budget, finalize final operating and capital budget proposals)
- 24 Leadership team review #11
- 25/26? Briefings to Executive and Admin Committees (Exec is on Thanksgiving, likely changed)

December

- 3 Final operating and capital budgets for Board packet final
- 8 Board of Health – public hearing and final operating and capital budgets adoption