

Agenda Item No.:	3
Work Plan:	Administrative
Topic:	Agency Budget Development and Request
Presentation Title:	Principles and Guidance for 2019-21 Agency Request Budget Development
Date of Presentation:	January 3, 2018
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**SUMMARY**

The time has come to begin the 2019-21 biennial budget development effort. As first steps in the process, agency leaders have collectively assessed the situation for the coming biennium and created an initial set of budget development guiding principles. Board consideration and shaping of these draft principles will provide needed input and direction to the agency as the next steps of budget development occur during the coming months. This agenda item seeks that input and direction from the Board.

**CONTEXT**

Biennial budget development begins in the fall of odd-numbered years as one component of the Department’s strategic planning effort. To be effective with budget development over the course of the next 11 months through the finalization of the Governor’s Recommended Budget, joint engagement by agency leadership, the Board, and stakeholders is necessary and is a part of the operating model of leadership at the Board and agency levels. The first steps involve assessing the current and expected situation and establishing development principles and guidelines. The principles and guidance will set the foundation for final budget development during 2018.

**BACKGROUND AND ANALYSIS**

Since the start of the current 2017-19 biennium, the Department’s Executive Team has been working on the initial steps of strategic planning and budget development for the 2019-21 biennium.

Guiding Principles of Budget Development

Budget development principles are important to serve as sideboards in leading the Department and the Board in both budget content and budget process development (i.e., both the ‘what/why’ and the ‘how’). These principles set the stage for how we move forward and reflect “what’s important” in the long run from a budget process standpoint.

Initial draft content and process principles identified by the Executive Team, using previous biennia principles as a starting point, is provided as Attachment 1.

**RECOMMENDATION**

The Department recommends that the Board review and discuss the initial proposed guiding principles and provide the Department direction on needed changes, additions, or deletions.

**NEXT STEPS**

Following Board discussion and input, the guiding principles will be revised and begin to be used by agency staff on initial budget development and stakeholder engagement.

**ATTACHMENT**

- 1) 2019-21 Budget Development Guiding Principles