



**Commissioner - 11th District  
Cook County Board of Commissioners**

**MEMORANDUM**

Date: June 29, 2018

To: President Preckwinkle, Board of Commissioners, Elected Officials,  
Bureau Chiefs and Department Heads

From: John P. Daley  
Chairman, Finance Committee

Subject: Finance Committee Mid-Year Budget Hearings (July 23-24, 2018)

CC: John Keller, Chief of Staff  
Ammar Rizki, Chief Financial Officer  
Tanya Anthony, Budget Director  
Erik Varela, Special Assistant-Legislative Affairs  
Matt DeLeon, Secretary to the Board

On June 27, 2018, Board item #18-4447 (FY2019 Preliminary Forecast) was referred to the Committee on Finance for consideration. To assist in the consideration of this item the Finance Committee will hold mid-year budget hearings on July 23<sup>rd</sup> and July 24<sup>th</sup>.

During these hearings each office will be asked to update the Finance Committee on the status of their FY18 year-end projections and to discuss their FY19 proposed budgets. It is expected that each office forwards their FY2019 Executive Budget Summary to the Budget Director's Office and to my office by July 20, 2018. The Executive Budget Summary should:

- Detail how the budget request relates to budget targets and in comparison to last year's budget.
- Describe issues of importance or concern with respect to the budget request.
- Detail any risks associated with the request and/or how service levels will be impacted.
- Summarize any planned management improvements or efficiencies that will provide better service at a lower cost.
- Discuss how the budget request relates to the offices' core mission and functions.

The mid-year hearings are a necessary first step in the process of reaching a balanced budget for the County in FY19. Attached please find the hearing schedule. Strict adherence to this schedule will ensure that each office has adequate time to address the Finance Committee. Thank you in advance for your cooperation. Please feel free to contact my office with any questions or concerns.

