

**Priority:** Accountability

**Lead Agency:** County Management

**Program Offer Type:** Administration

**Program Contact:** Dave Boyer

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Directors Office/CFO manages the administrative services and financial health of the entire county and sets administrative policy. The responsibilities include Budget, Accounting/Risk Management/Retirement Programs, Treasury, Income Tax, Property Tax, Excise Tax, Human Resources, Facilities, Fleet, Records, Electronics, Distribution, Central Stores, SAP, Information Technology, Central Purchasing and Contract Administration.

### Program Description

The Director/CFO develops and presents administrative, human resource, infrastructure and financial guidelines and policy to executive level staff, County Chair, Chief of Staff, Chief Operating Officer, and Board of County Commissioners (BCC). The Director/CFO develops and/or suggests tax alternatives/reforms to executive level staff and jurisdiction partners. Presents recommendations to County Chair, BCC, CEO's of other jurisdictions, Oregon Legislature, the general public, and business community. The Director/CFO monitors the Public Employees Retirement System (PERS), works with partner jurisdictions to develop and present legislative policy to BCC for approval and to Oregon Legislature and/or PERS Board and communicates impact of actions taken to employees. The Director/CFO works with Budget, Chair, BCC and departments to establish priorities and guidelines and assure policies are aligned with these priorities. Works with Departments and human resource personnel to recruit, train and retain a high quality diverse work force. Works with Board and departments on facility, information technology and other infrastructure policy of the County. The Director/CFO works with Budget, Treasury, Accounting, Human Resources, Facilities, Information Technology, Fleet, Records, Electronics, Stores, Distribution, Purchasing, Contracts and SAP on all administrative policies and procedures.

### Program Justification

The Director/CFO contributes to the Accountability Priority by providing Leadership, administrative, resource management and results that positively affect the operations of the entire County. The Director/CFO provides sound administrative and financial management policy recommendations to the Chair, BCC, other elected officials and department directors that results in the County maintaining a high bond rating, involving the community in producing a balanced County budget, receiving an unqualified financial report opinion, keeping the PERS rates below the State average, recruiting and maintaining a high quality diverse workforce, maintaining its facilities and numerous other administrative and financial initiatives. The Director/CFO communicates the financial condition and quality of services provided by the County to all citizens.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY04-05)	Current Year Purchased (FY05-06)	Current Year Estimate (FY05-06)	Next Year Offer (FY06-07)
Output	Property Tax Collection Rate	99%	90%	97%	99%
Outcome	General Obligation Bond Rating Aa1	1	1	1	1

### Performance Measure - Description

Goal is for property tax collections to be in excess of a 90% compliance rate in the year assessed and over 97% after three years. Actuals: FY2002 99.92%, FY2003 99.61%, FY2004 99.32%, FY2005 98.72%

Maintaining an investment grade bond rating saves the County millions of dollars annually; - 1 - indicates Moody's Aa1 rating, 0 - represents rating lower than Aa1

**Legal/Contractual Obligation**

ORS 208, 288,294,295, 310 and many other Oregon Revised Statutes, Multnomah County Code, Chapters 7, 9,11 and 12 and County Charter requires the County to maintain appropriate personnel, infrastructure, taxation and financial system operations.

**Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2006	2006	2007	2007
Personnel	\$585,264	\$0	\$644,251	\$0
Contracts	\$55,000	\$77,000	\$68,780	\$0
Materials & Supplies	\$18,662	\$138,000	\$20,300	\$0
Internal Services	\$163,075	\$0	\$57,386	\$54,587
Capital Outlay	\$0	\$20,000	\$0	\$0
Subtotal: Direct Exps:	<b>\$822,001</b>	<b>\$235,000</b>	<b>\$790,717</b>	<b>\$54,587</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$822,001</b>	<b>\$235,000</b>	<b>\$790,717</b>	<b>\$54,587</b>
Program Total:	<b>\$1,057,001</b>		<b>\$845,304</b>	
Program FTE	0.00	0.00	5.25	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$75,493	\$0	\$65,490	\$0
Other / Miscellaneous	\$16,600	\$235,000	\$0	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$92,093</b>	<b>\$235,000</b>	<b>\$65,490</b>	<b>\$0</b>

**Explanation of Revenues**

This program is supported by General Fund revenues.

**Significant Program Changes****Last year this program was:**

With the expiration of the ITAX, the Director/CFO will be funded entirely by the General Fund and no longer be funded 50% by ITAX revenues. The Project Specialist position will not be funded in FY 2007. The limited duration position will be funded through Sept 30, 2006. This position was added in FY 2006 to stabilize CPCA during a period of transition. Position was previously funded in CPCA.