

Priority: Accountability
Program Offer Type: Existing Operating
Related Programs:

Lead Agency: County Management
Program Contact: Karyne Dargan

Program Characteristics:

Executive Summary

The Budget Office leads financial planning processes Countywide. It serves as a liaison between departments, elected officials and the community in communicating policy direction and program priorities, coordinating strategic planning and budget development processes, and providing technical expertise, training, program evaluation, and management analysis.

Program Description

The Budget Office leads the Priority Based Budget process and strategic planning activities, evaluates County policies and operations, and recommends redirection of policy and/or resources. The Budget Office prepares and presents the following analysis/reports:

- Financial forecasting and budget projections;
- Cost control analyses;
- Expenditure and revenue monitoring, and
- Recommendations for corrective actions.

Staff also conduct implementation and outcome evaluations, measure performance of County programs, and research evidence-based practices and quality improvement efforts. In addition the Budget Office develops and maintains data bases and related management systems; provides information and training to individuals and groups on financial management, planning, budgets, and expenditure and revenue forecasting. Budget staff conduct research and serve on Countywide task forces related to budget, finance and related matters, identifies and resolves financial problems, and supports County Labor Relations in collective bargaining research and analysis.

Program Justification

The Budget Office advances accountability to the community by achieving the following:

- Establishing clear and accessible processes to set vision, direction and priorities - by leading the County through Priority Based Budgeting, the Budget Office promotes aligning the County's annual spending plans with County priorities.
- Establishing results based processes that promote continuous process improvement and result in streamlined service delivery - the Budget Office leads the organization to respect its use of public funds through careful planning, monitoring of expenditures and revenues, education and training. Most importantly by relying on results and performance evaluation as the basis for the budget, the office has established a process that uses data to make decisions about service efficiency, coordination, innovation and continual improvement.
- Measuring results and conducting performance evaluations so data can be easily quantified and used in decision making - the Budget Office performs analyses ranging from financial forecasting to jail capacity modeling. Information prepared by the office is regularly used to make informed policy decisions by the Chair's Office, Board of County Commissioners, Multnomah County departments, and local agencies.

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	Number of research/ evaluation reports produced.	34	35	36	35
Outcome	Percent of reports produced on-time and without material error.	84%	90%	95%	90%
Quality	Accuracy of General Fund revenue forecast.	103%	100%	102%	100%
Quality	Percent of customers satisfied with Budget Office staff performance.	88%	90%	90%	90%

Performance Measure - Description

Accuracy of General Fund revenue forecast is a new measure.

Legal/Contractual Obligation

The Budget Office itself is not mandated, but the County is subject to the requirements of Oregon Budget Law, ORS Chapter 294. The County is also subject to certain sections of ORS Chapters 310 and 280 related to filing requirements for the budget document and ballot title wording.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2006	2006	2007	2007
Personnel	\$958,286	\$0	\$1,147,316	\$0
Contracts	\$70,000	\$0	\$40,000	\$0
Materials & Supplies	\$47,150	\$0	\$53,150	\$0
Internal Services	\$170,995	\$0	\$211,540	\$0
Subtotal: Direct Exps:	\$1,246,431	\$0	\$1,452,006	\$0
Administration	\$0	\$0	\$7,842	\$537
Program Support	\$0	\$0	\$12,248	\$0
Subtotal: Other Exps:	\$0	\$0	\$20,090	\$537
Total GF/non-GF:	\$1,246,431	\$0	\$1,472,096	\$537
Program Total:	\$1,246,431		\$1,472,633	
Program FTE	0.00	0.00	10.00	0.00
Program Revenues				
Program Revenue for Admin	\$0	\$0	\$644	\$0
Total Revenue:	\$0	\$0	\$644	\$0

Explanation of Revenues

This program is supported by General Fund Revenues.

Significant Program Changes

Last year this program was: #70004A, Budget Office

When the Board of County Commissioners directed the Budget Office to move forward with Priority Based Budgeting, they acknowledged that changing the budget process would require a significant investment of staff time and resources. During the FY 2006 Midyear budget process, the Board reaffirmed this commitment by approving an additional FTE for the Budget Office.

The Budget Office has developed a new report tracking system that allows analysts to track internal reports prepared during the fiscal year. These requests for information do not end up in a formal report but are used by various people throughout the organization. This reporting tool will help the office better assess our workload.