

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

**Lead Agency:** County Management  
**Program Contact:** Karyne Dargan

**Program Characteristics:**

**Executive Summary**

The Budget Office guides the development of the Priority-Based Budget and supports the Board in its budgeting decisions by helping align the County's annual spending plan with its six Priorities. It also serves as a liaison between departments, elected officials and the community in communicating policy direction and program priorities, coordinating strategic planning and providing technical expertise, training, program evaluation, and management analysis.

**Program Description**

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

- Financial forecasting and budget projections;
- Cost control analyses; and
- Expenditure and revenue monitoring.

Staff conduct implementation and outcome evaluations, measure performance of County programs, and research evidence-based practices and quality improvement efforts. The Budget Office develops and maintains databases and related management systems; provides information and training on financial management, planning, budgets, and expenditure and revenue forecasting. Budget staff serve on Countywide task forces related to budget, finance and related matters; identify and resolve financial problems; and support County Labor Relations and the Employee Benefits Board in collective bargaining research and analysis.

**Program Justification**

The Budget Office advances Multnomah County's accountability to the community by:

- Making it easy to find information about County programs and services; and demonstrating electronic submission, capture, and dissemination of data. We use online databases and the web to efficiently collect and disseminate data. All the information for the budget is available online for citizens and employees to access at their convenience. This year we are creating CD copies of the budget to promote electronic access and reduce the use of paper (which also contributes to the Vibrant Communities sustainable practices strategy).
- Developing processes for communicating results internally and externally using the Continuous Improvement Process. 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 throughout the County about service efficiency, coordination, innovation and continual improvement.
- Providing reliable data for decision-making, improving and reporting results. The Budget Office performs analyses ranging from financial forecasting to employee satisfaction to jail capacity. Information prepared by the office is regularly used to make policy decisions by the Chair's Office, Board, departments, and local agencies and partners.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY05-06)	Current Year Purchased (FY06-07)	Current Year Estimate (FY06-07)	Next Year Offer (FY07-08)
Output	Number of research/ evaluation reports produced	44	40	44	40
Outcome	Percentage of reports produced on time and without material error	98.0%	90.0%	96.0%	92.0%
Quality	Percent error in the Budget Revenue Forecast	7.5%	0.0%	3.0%	2.0%
Quality	Percentage of customers satisfied with Budget Office staff performance	88.0%	90.0%	96.0%	92.0%

**Performance Measure - Description**

 **Measure Changed**

This offer combines measures from last year's Budget Office (72018A) and Performance Measure and Planning (72019). Last year, the % forecast error was phrased as "Accuracy of Forecast"- 05-06 actual 107.5%, purchased 100%, estimate 103%. Measure rephrased for clarity.

## 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 office is responsible for a financially sound budget that complies with Oregon Budget Law and that clearly communicates results achieved for the money entrusted to the County by the public. 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
<b>Program Expenses</b>	2007	2007	2008	2008
Personnel	\$1,187,001	\$0	\$1,281,673	\$0
Contracts	\$40,000	\$0	\$95,000	\$0
Materials & Supplies	\$54,393	\$0	\$46,700	\$0
Internal Services	\$213,290	\$0	\$605,282	\$0
Subtotal: Direct Exps:	<b>\$1,494,684</b>	<b>\$0</b>	<b>\$2,028,655</b>	<b>\$0</b>
Administration	\$7,440	\$537	\$8,345	\$208
Program Support	\$12,138	\$0	\$13,773	\$0
Subtotal: Other Exps:	<b>\$19,578</b>	<b>\$537</b>	<b>\$22,118</b>	<b>\$208</b>
Total GF/non-GF:	<b>\$1,514,262</b>	<b>\$537</b>	<b>\$2,050,773</b>	<b>\$208</b>
Program Total:	<b>\$1,514,799</b>		<b>\$2,050,981</b>	
Program FTE	10.50	0.00	11.00	0.00
<b>Program Revenues</b>				
Program Revenue for Admin	\$0	\$0	\$208	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$208</b>	<b>\$0</b>

## Explanation of Revenues

This program is supported by General Fund.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72018A, Budget Office

This offer combines two FY 2007 program offers-Budget Office (72018A) and Performance Measure & Planning (72019). This change increased the FTE by 0.50 and associated costs. Also includes \$65k in contract costs that were formerly budgeted in the DCM Director's program offer.

The Internal Services increased by \$334,140 based on a new cost allocation for the Decision Support System for Justice (DSS-J) to the Budget Office, Sheriff, District Attorney, Courts and Community Justice. Last year these costs were budgeted in program offer 10019 DSS-J. DSS-J is a system that combines data from the major public safety agencies and provides information in a timely and cost-effective manner. DSS-J is used for sentencing support for Judges, determining jail bed utilization, providing data for the County's Public Safety Briefs, assisting with pre-trial investigations, reporting on domestic violence, and measuring and reporting recidivism.