

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 County's Budget Process and supports the Chair and the Board of County Commissioners in its budgeting decisions by helping align the County's annual spending plan with their 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 and management analysis.

Program Description

The Budget Office leads the 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
- Monthly expenditure and revenue monitoring.

Staff assist in measuring 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 the County Labor Relations in collective bargaining research and analysis.

Program Justification

The Budget Office advances Multnomah County by:

- Making it easy to find reliable information about County programs and services. All the information for the budget is available online for citizens and employees to access at their convenience.
- Developing processes for communicating results internally and externally. By relying on results and performance measures, the office has promoted a process that uses data to make decisions throughout the County about service efficiency, coordination, innovation and continual improvement.
- Performing 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.

In FY 2009 our office will be assisting the District Attorney in evaluating their COPS grant. We will also be assisting the Department of County Management in department wide evaluation.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY06-07)	Current Year Purchased (FY07-08)	Current Year Estimate (FY07-08)	Next Year Offer (FY08-09)
Output	Number of reports and requests for service produced.	45	40	118	200
Outcome	Percentage of reports produced on time and without material error	95.0%	92.0%	98.0%	95.0%
Quality	Percent error in the Budget Revenue Forecast	4.6%	2.0%	3.5%	2.0%
Quality	Percentage of customers satisfied with Budget Office Staff performance	95.7%	92.0%	92.0%	92.0%

Performance Measure - Description

✔ **Measure Changed**

At the request of the Operations Officer, we have changed our output measure to include all research/evaluation reports plus requests for service. In FY 2007, we tracked data for 118, 45 of which were specifically research/evaluation reports. Next year, all of our requests will be tracked. The forecast last year was off-target due to significant variation in the Business Income Tax.

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
Program Expenses	2008	2008	2009	2009
Personnel	\$1,275,587	\$0	\$1,307,408	\$0
Contracts	\$95,000	\$0	\$63,000	\$0
Materials & Supplies	\$53,038	\$0	\$52,700	\$0
Internal Services	\$760,832	\$0	\$605,696	\$0
Subtotal: Direct Exps:	\$2,184,457	\$0	\$2,028,804	\$0
Administration	\$8,345	\$208	\$9,164	\$124
Program Support	\$13,773	\$0	\$15,051	\$0
Subtotal: Other Exps:	\$22,118	\$208	\$24,215	\$124
Total GF/non-GF:	\$2,206,575	\$208	\$2,053,019	\$124
Program Total:	\$2,206,783		\$2,053,143	
Program FTE	11.00	0.00	11.00	0.00
Program Revenues				
Program Revenue for Admin	\$208	\$0	\$124	\$0
Total Revenue:	\$208	\$0	\$124	\$0

Explanation of Revenues

This program is supported by General Fund.

Significant Program Changes

Last year this program was: #72023, Budget Office

The shift from the original MultStat model to a Policy and Performance Forum was done in FY 2008. The new forum will assist the Chair's Office in day to day business decisions by providing a brief review of department operational outlooks as well as face to face discussions on broader countywide policy decisions.

The Budget Office was asked to take a 3% constraint, this resulted in the loss of nearly \$35,000 in contract services that were used to assist the office with budget planning and forecasting.