

Priority: Accountability **Lead Agency:** County Management
Program Offer Type: Existing Operating **Program Contact:** Karyne Kieta
Related Programs:
Program Characteristics:

Executive Summary

The Budget Office guides the development of the County's Budget Process, prepares the annual budget and supports the Chair and the Board of County Commissioners in their 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 countywide budget process, evaluates County policies and operations, and recommends redirection of policy and/or resources.

The Budget Office prepares and presents the following:

- Prepares the annual budget, budget in brief and associated documents;
- Financial forecasting and budget projections;
- Ad hoc analysis for County Management and the Chair's Office;
- Countywide employee survey;
- Cost control analyses; and
- Monthly expenditure and revenue monitoring.

Staff also assist departments in measuring performance of County programs; develop and maintain databases and related management systems; provide 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 other fiscal matters; identify and resolve financial problems; and support 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 by providing online information for easy access. Information prepared by the office is regularly used to make policy decisions by the Chair's Office, Board, departments, local agencies and community partners.
- 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 about service efficiency, coordination, innovation and continual improvement.
- Performing analyses ranging from financial forecasting to employee satisfaction.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Number of reports and requests for service produced	197	200	200	100
Outcome	Percentage of reports produced on time and without material error	96.4%	95.0%	95.0%	95.0%
Quality	Percent error in the Budget Revenue Forecast	3.2%	2.0%	2.0%	2.0%
Quality	Percentage of customers satisfied with Budget Office staff performance	95.3%	92.0%	92.0%	92.0%

Performance Measure - Description

The B offer allows all reports and requests for service to be continued

Legal/Contractual Obligation

The Budget Office is not mandated, but the County is subject to Oregon Budget Law, ORS Chapter 294 & sections of ORS Chapters 280 & 310 related to filing and ballot title wording. The office is responsible for producing a financially sound budget that complies with the law and communicates results achieved for public money entrusted to the County.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2009	2009	2010	2010
Personnel	\$950,843	\$0	\$1,016,984	\$0
Contracts	\$45,818	\$0	\$22,500	\$0
Materials & Supplies	\$52,700	\$0	\$41,925	\$0
Internal Services	\$605,696	\$0	\$393,188	\$0
Subtotal: Direct Exps:	\$1,655,057	\$0	\$1,474,597	\$0
Administration	\$27,354	\$0	\$18,159	\$0
Program Support	\$26,816	\$0	\$16,928	\$0
Subtotal: Other Exps:	\$54,170	\$0	\$35,087	\$0
Total GF/non-GF:	\$1,709,227	\$0	\$1,509,684	\$0
Program Total:	\$1,709,227		\$1,509,684	
Program FTE	11.00	0.00	8.00	0.00
Program Revenues				
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

✔ Significantly Changed

Last year this program was: #72028, Budget Office

The evaluation unit (2.00 FTE) will be lost along with 1.00 administrative staff. One research position is retained to provide support to County Management and County corporate functions.

Current tasks that will no longer be done:

- No Public Safety and Basic Needs Briefs or supplemental Issue Briefs
- No launch of General Government Service or Internal Accountability Briefs
- MultStat / Performance & Policy Forums / Organizational health sheets
- Countywide support of survey creation, implementation, and interpretation
- Affirmative Action reporting
- Loss of administrative coordination for the budget process