

Lead Agency: County Management

Program Contact: Karyne Kieta

Program Offer Type: Existing Operating

Related Programs: 78023

Program Characteristics: In Target

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 with their budgeting decisions by helping align the County's annual spending plan with the 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 does the following:

- Prepares the annual budget, budget in brief and associated documents;
- Financial forecasting and budget revenue/expenditure projections;
- Ad hoc analysis for County Management and the Chair's Office; and
- Cost control analyses;
- Prepares the supplemental budget; and
- Maintains the legal budget throughout the course of the year.

Staff also assist departments in measuring performance of County programs; providing information and training on financial management, planning, budgets, and expenditure and revenue forecasting.

The Budget Office is working with the Chief Financial Office, Chief Operating Officer and the Board of County Commissioners to revise and update our Financial Policies to ensure they are aligned with the Board's priorities and they meet industry best practices.

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 detailed cost analysis.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of budget modifications processed (includes internal)	165	200	160	160
Outcome	% of budget modifications entered into SAP within 4 weeks of Board approval	85.0%	85.0%	88.0%	85.0%
Quality	Percent error in the Budget Revenue Forecast	2.0%	2.0%	0.3%	2.0%
Quality	% of customers satisfied with the Budget Office staff performance*	94.7%	95.0%	93.8%	90.0%

Performance Measure - Description

*Because the budget process ends prior to the beginning of the fiscal year the FY 2012 estimate is the "actual" customer satisfaction rating.

In FY 2013, we anticipate that customer satisfaction will decline due to the late release of the Internal Service Rates due to a change in the IT rate drivers which in turn affected the timely release of the General Fund constraints.

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 communicating the outcome from public funds entrusted to the County.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$1,058,160	\$0	\$1,109,024	\$0
Contracts	\$19,330	\$0	\$19,000	\$0
Materials & Supplies	\$41,200	\$0	\$41,775	\$0
Internal Services	\$166,261	\$0	\$140,234	\$0
Total GF/non-GF:	\$1,284,951	\$0	\$1,310,033	\$0
Program Total:	\$1,284,951		\$1,310,033	
Program FTE	8.94	0.00	9.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is supported exclusively by General Fund revenues.

Significant Program Changes

Last year this program was: #72029, Budget Office

We anticipate purchasing and implementing a new Budget Software System in FY 2013 that will become operational in FY 2014. The budget for the new system can be found in the IT program offer 78023.