

Lead Agency: County Management

Program Contact: Karyne Kieta

Program Offer Type: Existing Operating

Related Programs:

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.

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.

The Budget Office is implementing Questica's Team Budget software for the FY 2015 budget cycle. The overall goal of the new budget system is to replace the current set of fragmented applications and tools that are used to manage the annual budgeting process with a single integrated application. The new budget system meets Central Budget Office requirements and will provide departments with both tools for developing annual budgets and the ability to extract budget data for ongoing analysis.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY11-12)	Current Year Purchased (FY12-13)	Current Year Estimate (FY12-13)	Next Year Offer (FY13-14)
Output	Number of budget modifications processed (includes internal)	175	160	150	150
Outcome	% of budget modifications entered into SAP within 4 weeks of Board approval	91.0%	85.0%	85.0%	85.0%
Quality	Percent error in General Fund Revenue Forecast	0.5%	2.0%	0.8%	2.0%
Quality	% of customers satisfied with the Budget Office staff performance*	93.8%	90.0%	94.7%	95.0%

Performance Measure - Description

*Because the budget process ends prior to the beginning of the fiscal year the FY 2013 estimate is the "actual" customer satisfaction rating.

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	2013	2013	2014	2014
Personnel	\$1,225,169	\$0	\$1,325,959	\$0
Contracts	\$2,291	\$0	\$0	\$0
Materials & Supplies	\$51,675	\$0	\$56,240	\$0
Internal Services	\$155,823	\$0	\$155,376	\$0
Total GF/non-GF:	\$1,434,958	\$0	\$1,537,575	\$0
Program Total:	\$1,434,958		\$1,537,575	
Program FTE	10.00	0.00	10.00	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

✔ Significantly Changed

Last year this program was: #72001A, Budget Office

This program offer also includes Program Offer 72001B 1.00 DCM Nonrepresented Research and Evaluation Sr. that serves as a shared Department of County Management resource for the Director's Office, Budget Office, Central Human Resources and the Finance and Risk Management Divisions.

Analytical capacity leads to increased data-based decision making, improves identification and analysis of emerging issues, increases research and reporting capabilities and supports performance review of the County's administrative infrastructure.