

Department: County Management

Program Contact: Mike Jaspin

Program Offer Type: Existing Operating Program

Program Offer Stage: As Requested

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 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. It also houses the County's Evaluation and Research Unit.

Program Summary

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;
- Countywide research and evaluation and cost control analyses;
- Prepares the supplemental budget;
- Maintains the legal budget throughout the course of the year; and
- Provides budget support to Nondepartmental Offices.

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 policy or fiscal matters; identify and resolve problems; and support County Labor Relations in collective bargaining research and detailed cost analysis.

The Budget Office houses the Evaluation and Research Unit, which provides high-quality, Countywide data-driven research and evaluation. The Unit also provides research and evaluation capacity for the Department of County Management and responds to information requests from County leadership and consults on program evaluation, analytical methods, and data visualization.

Over the past 14 years, the County has received the Government Finance Officers Association's (GFOA) Distinguished Budget Annual Award. The award represents a significant achievement by the County. It reflects the commitment of Multnomah County's governing body and staff to meet the highest principles of governmental budgeting.

Performance Measures

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Number of budget modifications processed (includes internal)	196	180	200	200
Outcome	% of budget modifications entered into SAP within 4 weeks of Board approval	98%	95%	98%	95%
Quality	Percent error in General Fund Revenue Forecast	4.08%	2.0%	0.98%	2.0%
Quality	% of customers rating Budget Office efforts as either "good" or "excellent" *	96%	95%	88%	94%

Performance Measures Descriptions

*Because the budget process ends prior to the beginning of the fiscal year, the FY 2016 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	2016	2016	2017	2017
Personnel	\$2,014,966	\$0	\$1,921,201	\$0
Contractual Services	\$26,000	\$0	\$30,000	\$0
Materials & Supplies	\$102,969	\$0	\$151,000	\$0
Internal Services	\$325,028	\$0	\$246,159	\$0
Total GF/non-GF	\$2,468,963	\$0	\$2,348,360	\$0
Program Total:	\$2,468,963		\$2,348,360	
Program FTE	14.00	0.00	13.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is supported by General Fund revenues.

Significant Program Changes

Last Year this program was: FY 2016: 72001-16 Budget Office

Responsibility for budget support for the Department of County Management was transferred from the Budget Office to the Division of Assessment, Recording & Taxation Administration during FY2016. 1.00 FTE Principal Budget Analyst was transferred to program offer 72023.

FY 2016 program offer 72012 Evaluation and Research has been rolled into this program.

The internal service reimbursement for information technology has decreased for FY 2017.