Lane County - Service Option Sheet - FY 19-20 Adopted

SOS C1: Budget & Financial Planning

Dept: CAO-Admin

Contact: Christine Moody x3766

Service Category: General Government

Mandate	None	Related	**SHALL**
Leverage	**None**	Some	HIGH

Executive Summary

Prepare, coordinate, and implement the annual budget process as well as supplemental budgets. Prepare annual financial forecast of General Fund revenues/expenditures for the long range forecast, the tool used to set direction for General Fund budget expenditures. Provide analysis of costs, revenues, programs, and options for budget strategies to address projected deficits, including analysis of revenue strategies explored by the Board. Make recommendations to County Administrator and Board of Commissioners regarding financial policies. Monitor departmental budgets for compliance with state budget law and county financial management policies.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Adopted Budget Total	605,446.00	573,626.00	($31,820)	4.00

Prepare, coordinate, implement and manage annual budget development process throughout Lane County government. Review requested budget adjustments and comply with publishing requirements for legal adoption of budget. Administer Performance Budgeting (PB) automated budget system to include maintenance, end-user training, and technical support. Staff Budget Committee, review and approve Board of Commissioner Agenda Items, department contracts, provide support for labor relations bargaining and assist with policy review and analysis. Provide support to county administrator and commissioners. Develop and perform complex financial and policy analysis of new and existing programs, revenue measures, financing strategies and budget performance. Prepare and present no less than semi-annual financial reports to the Board of Commissioners. Change in level of two positions within budget office has decreased expenditures for FY 19-20 but will not impact service levels.

State/Federal Mandate

ORS 294.321 (1) states that the purpose of ORS 294.305 to 294.565 are "To establish standard procedures for the preparation, presentation, administration and appraisal of budgets…"

Leverage Details

The General Fund portion of this program leverages the following:

$0	back to the Discretionary General Fund
$0	into other non Discretionary County Funds
$0	directly to community members (child support payments)