

Lane County - Service Option Sheet - FY 16-17 Proposed

SOS C1 Budget & Planning

Service Category: Central Services

Dept: CAO-Admin

Mandate: None

Related

SHALL

Contact: Christine Moody 682-3766

Leverage: None

Some

HIGH

Executive Summary

Prepare, coordinate, and implement annual budget process. Provide annual forecast of General Fund revenues/expenditures for the long range forecast, the tool used to set direction for General Fund budget. Provide analysis of costs, revenues, programs, and options for budget strategies to address projected deficits, including analysis of revenue strategies explored by the Board. Monitor departmental budgets for compliance with state budget law and county financial management policies. Support Countywide Strategic Planning as well as assistance to Department Strategic Planning. Includes adoption of plan, monitoring and quarterly report to the Board of Commissioners.

Service Level Descriptions (Read from bottom up. Level 1 = minimum viable service level.)

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$435,190	\$595,644	\$160,454	4.00
Reduction	\$0	(\$15,000)	(\$15,000)	0.00

Reduction of Professional & Consulting by \$15,000

Level 4:	\$0	\$15,050	\$15,050	0.00
-----------------	-----	----------	----------	------

Strategic Planning professional & consulting funds - historically used for consultants as needed.

Level 3:	\$0	\$115,910	\$115,910	1.00
-----------------	-----	-----------	-----------	------

Provide high level financial and policy analysis from the Countywide perspective; development and performance of complex financial and policy analysis of new and existing programs, revenue measures, financing strategies and budget performance.

Level 2:	\$0	\$141,161	\$141,161	1.00
-----------------	-----	-----------	-----------	------

Strategic Planning, analysis and budget support to Board of Commissioners and departments. Preparation of Annual budget document submitted for Governmental Finance Officers Association budget award and ability to provide support for labor relations bargaining and projects as assigned by the BCC and County Administrator.

Level 1: Threshold - reductions to this level results in elimination of service	\$435,190	\$338,523	(\$96,667)	2.00
--	-----------	-----------	------------	------

Two FTE to prepare, coordinate, and implement annual budget 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. Management of countywide budget development process. Staff Budget Committee, review and approve Board of Commissioner Agenda Items, department contracts and assist with policy review and analysis. Administer SRS funding including Title II/III. Provide limited support to county administrator and commissioners.

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 via service provided

For the purpose of this comparison, only include leveraged funds that are dependent on General Fund revenue. Do not include funds that would still be leveraged if the General Fund portion of the service were decreased or eliminated.