

**Lane County - Service Option Sheet - FY 22-23 Adopted**

SOS C2: **Budget & Financial Planning**  
 Dept: CAO-Administration  
 Contact: Christine Moody x3766

Service Category: General Government

<b>Mandate</b>	None	Related	<b>SHALL</b>
<b>Leverage</b>	<b>None</b>	Some	HIGH

**Executive Summary**

Prepare, coordinate, and implement County budget development including annual and 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, including analysis of revenue strategies explored by the Board. Coordinate development of the Countywide 5 year Capital Improvement Plan and draft and present Quarterly Financial Reports to the Board of Commissioners. Draft and 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
<b>Adopted Budget Total</b>	\$677,099	\$755,471	\$78,372	5.00

1.0 Budget & Financial Planning Manager, 2.0 Management Analyst, 1.0 Sr. Program Specialist and 1.0 Limited Duration Management Analyst. Prepare, coordinate, implement and manage annual budget development process, review requested budget adjustments and comply with publishing requirements for legal adoption and amendment of budget. Prepare and publish Proposed and Adopted Budget Documents. Apply for and receive the Government Financial Officers Association award for Budget Presentation. 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. Provide Fund Manager support for Risk Fund, Benefit Fund, Retiree Medical Fund. Self-funded health insurance analysis and setting of internal benefit rates. Provide position management support for all County departments. Develop format/forms, coordinate Department completion, assemble, prepare and publish Countywide 5-year Capital Improvement Plan. A portion of manager salary and program material & services are charged to the County's Title III fund to support oversight of that program and funding allocations. That charge is the reason for an anticipated surplus (negative General Fund cost) occurring in FY 22-23 for this program.

**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)