



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(Revised: 09/23/13)

## Board Clerk Use Only

**Meeting Date:** 9/16/14  
**Agenda Item #:** B.2  
**Est. Start Time:** 11:00 am  
**Date Submitted:** 9/3/14

**Agenda Title:** **Board Briefing on Budget Notes**

*Note: Title should not be more than 2 lines but sufficient to describe the action requested. Title on APR must match title on Ordinance, Resolution, Order or Proclamation.*

## Requested

**Meeting Date:** September 16, 2014 **Time Needed:** 60 min

**Department:** County Management **Division:** Budget Office

**Contact(s):** Karyne Kieta

**Phone:** 503-988-7968 **Ext.** 87968 **I/O Address:** 503/5/531

**Presenter Name(s) & Title(s):** Karyne Kieta, Deputy Director Department of County Management; Michael Jaspin, County Economist; Allegra Willhite, Department of County Management

## General Information

### 1. What action are you requesting from the Board?

No action requested; this is an informational briefing. The purpose of this presentation is to review the current budget note process and explore potential changes to the process.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

As part of the budget process, the Board of County Commissioners can propose budget notes during any public work session. No specific guidelines on budget notes are provided by the County; however, the budget director's message describes budget notes as follows: "Budget notes document policy discussion and decisions made by the Board of County Commissioners during the budget worksessions and provide direction to departments in achieving the Board's policy goals during the fiscal year" (FY 2015 Multnomah County Adopted Budget, p.31). Budget notes often request that departments report back to the Board with either a briefing or a report on a budget-related policy issue. A Central Budget Office budget analyst coordinates the budget notes and works with board staff and departments as necessary to develop descriptions. The final versions of the budget notes are included in the budget adoption resolution and the official budget document.

The FY 2015 budget notes included a request for a briefing on Multnomah County's budget note process and guidelines. Specifically, the note requested a review of the FY 2015 budget

notes to identify the impacts of budget note requests, including the resources necessary to meet the requests and a proposed timeline. Additionally, the budget note requested that the Budget Office propose criteria and guidelines for the submission of future budget notes and identify a vetting process. The goal of any such process would be to preserve the integrity of budget notes by having them fulfill their intent, while also avoiding overtaxing departments and requiring them to reprioritize existing workloads in order to fulfill budget note requirements.

**3. Explain the fiscal impact (current year and ongoing).**

No fiscal impact from this presentation.

**4. Explain any legal and/or policy issues involved.**

This presentation is related to the budget note policy for Multnomah County (more detail in question 2).

**5. Explain any citizen and/or other government participation that has or will take place.**

None.

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**Required Signature**

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**Elected  
Official or  
Department**

**Director:** Karyne Kieta /s/ **Date:** September 3, 2014

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please insert date approved.*