

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** June 5, 2024    **Approx. Start Time:** 11:00    **Approx. Length:** 30 min

**Presentation Title:** Budget Principles – Policy Review

**Department:** Finance

**Presenters:** Elizabeth Comfort

### **WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?**

Staff is requesting direction from the Board regarding adoption of the attached Budget Policy.

### **EXECUTIVE SUMMARY:**

During the April 30, 2024 Administrator Issues & Updates, the Board requested Finance staff to prepare a policy articulating budget terms and definitions that will guide budget preparation and review.

### **FINANCIAL IMPLICATIONS (current year and ongoing):**

Is this item in your current budget?     YES     NO    N/A

What is the cost? \$

What is the funding source?

### **STRATEGIC PLAN ALIGNMENT:**

- How does this item align with your Department's Strategic Business Plan goals? Yes
- How does this item align with the County's Performance Clackamas goals?

Build public trust through good government

### **LEGAL/POLICY REQUIREMENTS:**

N/A

### **PUBLIC/GOVERNMENTAL PARTICIPATION:**

N/A

### **OPTIONS:**

1. Accept the policy as written
2. Direct staff to edit the policy
3. Reject the policy

### **RECOMMENDATION:**

No staff recommendation.

### **ATTACHMENTS:**

Budget Policy

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval \_\_EC\_\_\_\_\_

County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact \_Elizabeth Comfort\_ @ 503-936-5345\_\_\_\_\_



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|-------------------------------------|-----------------------|
| <input checked="" type="checkbox"/> | Administrative Policy |
| <input type="checkbox"/>            | Operational Policy    |

## Clackamas County Policy

|                       |                               |                  |                |
|-----------------------|-------------------------------|------------------|----------------|
| Name of Policy        | Budget Principles             | Policy #         | FIN-           |
| Policy Owner Name     | Elizabeth Comfort             | Effective Date   | August 1, 2024 |
| Policy Owner Position | Finance Director              | Approved Date    | August 1, 2024 |
| Approved By           | Board of County Commissioners | Next Review Date | June 1, 2027   |

**I. PURPOSE AND SCOPE**

The purpose of this policy is establish the principles guiding the development of the County’s annual budget.

**II. AUTHORITY**

ORS 203.035 authorizes the Board of County Commissioners to promulgate polices for the management and operation of Clackamas County Government.

County Code 2.09.060 authorizes the County Administrator to establish administrative rules and implement operational policies.

**III. GENERAL POLICY**

It is the policy of the County to adopt an annual budget that is balanced, structurally sound and sustainable.

- The County will not balance operating budgets by deferring or postponing ongoing expenditures into future years.

The Finance department shall prepare a General Fund forecast that provides a long term budget assessment based on annual estimates of the revenues and expenditures for the next ten years or a term defined by the Board. The forecast shall identify assumptions and shall be reviewed by the Board annually.

**IV. DEFINITIONS**

**Balanced** means the estimated total resources in a fund equals the total estimated expenditures and requirements for that fund, and the total of all resources equal the total of all expenditures and all requirements for all funds.

**Structurally sound** means ongoing programs are funded with ongoing revenues and restricts the allocation of one-time revenues to recurring expenditures.

**Sustainable** means a budget that does not negatively impact future budgets to be structurally sound .

**V. ACCESS TO POLICY**

PowerDMS

**VI. ADDENDA (N/A)**

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| <p><b>Actions on this Policy:</b><br/>         Original Policy effective date:<br/>         Amended Policy effective dates:</p> |
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