

## Staff Presentation Worksheet

Presentation Date: 3/22/11      Time: 8:30 AM      Length: 45 min  
Presentation Title: Budget Check-In  
Department: County Administration/Finance  
Presenters: Steve Wheeler, Marc Gonzales, Diane Padilla, Nancy Newton,  
Laurel Butman

### POLICY QUESTION

This study session does not address a policy question, rather it is a midpoint check-in as we develop budgets for Clackamas County and the special service districts.

### ISSUE & BACKGROUND

The Board of Commissioners have asked for a check-in on how budget preparation is going. We propose to address this in the following sequence:

1. Brief reminder of key budget direction highlights:
  - "Prism" – 12/10
  - "Budget Message" – 1/11
2. Review of Budget Request instructions (attached)
3. Some examples of how the responses to these instructions are playing out
4. Key "schedules" or "addendums" that are related to the budget process – but are not the budget: e.g.
  - Various revenue assumptions
  - Budget allocation scenarios
5. Five key questions to be posed by the County Administrator at individual department meetings:
  - Explain major shifts in expenditures and any re-organization going forward;
  - Travel budget detail;
  - What type of line employee efficiencies are being suggested?
  - Professional and contracted services detail;
  - Explain linkage to strategic planning goals.

### QUESTION(S) PRESENTED FOR CONSIDERATION

Are we proceeding in a direction consistent with the approach desired by the Board of County Commissioners?

### OPTIONS AVAILABLE

Affirm approach.

Provide alternative approach

### RECOMMENDATIONS

Review and affirm staff approach

### SUBMITTED BY:

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

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

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

For information on this issue or copies of attachments, please contact  
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