

MEMORANDUM

TO: Clackamas County Budget Committee

FROM: Don Krupp, County Administrator

DATE: June 21, 2016

SUBJECT: Budget Committee Member Requests for Information

ORS Section 294.428(3) states that: "The budget committee may demand and receive from any officer, employee or department of the municipal corporation any information the committee requires for the revision and preparation of the budget document." In reliance upon Section 294.428(3), the County Budget Officer will provide, to the best of his or her ability, any information required by a majority of the full Budget Committee during the course of annual budget deliberations conducted pursuant to ORS 294.426.

Upon approval of the budget by the Budget Committee and before the opening of the ensuing year's budget deliberations, any member of said Committee may request of the County Budget Officer any information pertaining to general budget matters. After clarifying the specific needs of the person or persons making the request, County Budget Officer will respond as follows:

1. For requests for information that involve the retrieval of existing, readily available information and do not require the creation of new work product, the information will be provided to the requesting member in a timely manner;
2. For requests for information that require minor research to generate new work product involving minimal staff time and effort, the information will be provided to the requesting member as time allows, balanced against other competing priorities for staff resources; and,
3. For requests that require considerable research and analysis, the County Budget Officer will present the request to members of the Budget Committee at the next available regular quarterly meeting to secure direction that the information is of interest to at least a majority of the members of the Committee. The County Budget Officer will provide the Budget Committee with an estimated completion date for the request and follow up as directed by the Committee.
4. Pursuant to the Local Budgeting Manual, published by the Oregon State Department of Revenue, Budget Committee members shall not discuss the specifics of the ensuing year's budget at the Committee's quarterly meetings until the notice requirements of for the first budget committee meeting have been satisfied (page 45).