



Program #15003 - Finance **FY 2025 Department Requested**

Department: District Attorney **Program Contact:** Michelle Myers
Program Offer Type: Administration **Program Offer Stage:** Department Requested
Related Programs:
Program Characteristics: In Target

Executive Summary

This program provides all support for the Multnomah County District Attorney's Office (MCDA) related to finance, purchasing, travel and training, budget preparation, fiscal reports, grant reporting and monitoring. The MCDA has an annual budget of more than \$50 million dollars, which is funded from a variety of sources including County general fund; State and Federal grants; intergovernmental agreements; and service fees. Finance follows procedures and guidelines which incorporate equity in all processes within the office and the county.

Program Description

The Finance Unit gathers financial data, enters and processes transactions through the County financial system, conducts analysis, and reports financial information to the management team so that strategic operational decisions can be made. The Finance Unit makes certain that funds are available for running the agency's operating programs and documents their use by providing key financial services including: budget development, modification and monitoring; fiscal projections; accounts receivable and payable; contract development and monitoring; procurement; grant accounting; travel and training processing; as well as monitoring County internal service reimbursements. The Finance Unit provides crucial monthly financial reports to management and information for the County's annual audit.

Oregon budget law, County financial policies, County administrative procedures and internal controls are implemented and administered by the Finance Unit.

The Finance Unit develops the District Attorney's adopted budget annually. An agency's budget is a reflection of its values. Budget decisions include an assessment of equity impacts for potential burdens and benefits for the community, especially communities of color and low-income communities.

Performance Measures

| Measure Type | Performance Measure | FY23 Actual | FY24 Budgeted | FY24 Estimate | FY25 Target |
|--------------|--|-------------|---------------|---------------|-------------|
| Output | Percent of payments over 60 days. | 8.9% | N/A | 6.1% | 6% |
| Outcome | Number of accounts payable payments made | 1,343 | N/A | 1,378 | 1,400 |

Performance Measures Descriptions

In FY 2024, Finance and HR were combined. In FY 2025 Finance and HR (including Equity staff) are presented as distinct units, each with its own program offer and performance measures.

Legal / Contractual Obligation

ORS 8.700 - Register to be kept. The District Attorney must keep a register of official business, in which the district attorney shall make a note of every actions, suit or proceeding commenced or defended by the district attorney in official capacity, and proceedings therein. The register shall, at the expiration of the term of offices of the district attorney, be delivered by the District Attorney to the successor in office. ORS 8.850 - Offices, supplies and stenographic assistance for district attorneys and deputies. Each county shall provide the district attorney and any deputies for such county with such offices space, facilities, supplies and stenographic assistance as is necessary to perform efficiently the duties of such office.

Revenue/Expense Detail

| | Adopted General Fund | Adopted Other Funds | Department Requested General Fund | Department Requested Other Funds |
|-------------------------|-------------------------|------------------------|---|--|
| Program Expenses | 2024 | 2024 | 2025 | 2025 |
| Personnel | \$592,623 | \$0 | \$764,949 | \$0 |
| Contractual Services | \$6,500 | \$0 | \$6,500 | \$0 |
| Materials & Supplies | \$9,750 | \$0 | \$9,750 | \$7,592 |
| Internal Services | \$123,728 | \$0 | \$84,216 | \$0 |
| Total GF/non-GF | \$732,601 | \$0 | \$865,415 | \$7,592 |
| Program Total: | \$732,601 | | \$873,007 | |
| Program FTE | 4.00 | 0.00 | 5.00 | 0.00 |

| Program Revenues | | | | |
|---------------------------|------------|------------|------------------|----------------|
| Other / Miscellaneous | \$0 | \$0 | \$0 | \$1,000 |
| Beginning Working Capital | \$0 | \$0 | \$0 | \$6,592 |
| Service Charges | \$0 | \$0 | \$110,925 | \$0 |
| Total Revenue | \$0 | \$0 | \$110,925 | \$7,592 |

Explanation of Revenues

Restitution Fines and Forfeitures = \$1,000

Restitution BWC = \$1,000

Equitable Sharing BWC Fund = \$5,592

General Fund ~ Indirect Revenue from GPD Investigator IGA = \$8,996

General Fund ~ Indirect Revenue from TriMet Investigators IGA = \$26,195

General Fund ~ Indirect Revenue from MAAP GPD IGA = \$7,699

General Fund ~ Indirect Revenue from Port of Portland IGA = \$68,035

Total General Funds from Indirect Revenue = \$110,925.00

Significant Program Changes

Last Year this program was: FY 2024: 15003 Finance/Human Resources

With the implementation of including an indirect rate to the Trimet, Port of Portland and Gresham PD Service IGAs, enough additional revenue is generated to fund 1.0 FTE Finance Specialist 2 position in FY 2025.

Previously, the Finance Unit, the Human Resources Unit, and Equity were combined into one program offer. As of FY2025, the Finance Unit, the (newly created) Human Resources Unit, and the (newly created) Equity and Inclusion Unit will be separate program offers. This results in a 2.0 FTE reduction in this program offer.