# MEMORANDUM

August 12, 2008

TO:             Joseph Beach, Director, Department of Management and Budget (OMB)

FROM:           Chris Cihlar, CountyStat Manager

SUBJECT:        Follow-up steps outlined in the 8/8/2008 (Performance Plan) CountyStat meeting

**The following items were identified for follow-up during the CountyStat meeting:**

1.      <u>Finalize methodology for the customer satisfaction Headline Measure to better incorporate analytic support.</u>
        Responsible parties:    OMB
        Other parties involved:  CountyStat
        Deadline:               November 14, 2008

2.      <u>Report Enterprise funds in the calculation for Headline Measure 2: the variance between budgeted and actual expenditures.</u>
        Responsible party:      OMB
        Other parties involved:  none
        Deadline:               November 7, 2008

3.      <u>Examine the feasibility of using the components of the AAA bond rating criteria, that relates to OMB core mission, as a Headline Measure</u>
        Responsible party:      OMB
        Other parties involved:  CountyStat
        Deadline:               November 21, 2008

4.      <u>Add a breakdown of the ratings for the GFOA Distinguished Budget Award to the performance plan; this can be used as a sub-measure for Headline Measure 4.</u>
        Responsible party:      OMB
        Other parties involved:  None
        Deadline:               November 14, 2008

5.      <u>Determine the FY10 budget target for the proposed indicator "County government work years per 1,000 population."</u>
        Responsible party:      OMB
        Other parties involved:  CountyStat
        Deadline:               November 14, 2008

6.  <u>Edit Headline Measure 3 to include the amount of change between the original impact statement and the final impact statement, based on the results of budget adjustments. Budget adjustments should be tied to budget amendments.</u>
    Responsible party:        OMB
    Other parties involved:  None
    Deadline:                     November 14, 2008

7.  <u>Categorize the controllable and uncontrollable factors that impact budget variance.</u>
    Responsible party:        OMB
    Other parties involved:  None
    Deadline:                     November 7, 2008

8.  <u>Finalize Performance Plan and publish to the CountyStat website.</u>
    <u>Responsible parties:        OMB</u>
    <u>Other parties involved:   CountyStat</u>
    <u>Deadline:                     November 14, 2008</u>

cc:     Timothy Firestine, Chief Administrative Officer
        Fariba Kassiri, Assistant Chief Administrative Officer