



Management and Budget

RECOMMENDED FY23 BUDGET

\$6,880,700

FULL TIME EQUIVALENTS

43.25

 JENNIFER R. BRYANT, DIRECTOR

MISSION STATEMENT

The Office of Management and Budget (OMB) offers a broad-based, objective perspective on public policies, fiscal policies, and performance management to the County Executive, County Council, and other County partners. The analytical work performed in OMB provides policymakers with data and options to make informed decisions and supports the goals of advancing Racial Equity and Social Justice as well as addressing climate change. The Office supports and enhances the effective operation of County government, ensuring funds are spent in the most fiscally prudent and socially responsible way, and that performance objectives are achieved. OMB also ensures that County expenditures are made in accordance with Executive policies and Council appropriations, consistent with the County Charter.

BUDGET OVERVIEW



The total recommended FY23 Operating Budget for the Office of Management and Budget is \$6,880,700, an increase of \$462,263 or 7.20 percent from the FY22 Approved Budget of \$6,418,437. Personnel Costs comprise 95.90 percent of the budget for 43 full-time position(s) and one part-time position(s), and a total of 43.25 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 4.10 percent of the FY23 budget.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following is emphasized:

 **Effective, Sustainable Government**

INITIATIVES

-  Provide funding for an additional Administrative Services Coordinator position to expand the Shared Services Team. The Shared Services Team continues to provide direct, hands-on assistance to 12 departments throughout County government in contracts and human resources transactions, budgeting and fiscal planning, and other administrative tasks.
-  Provide funding for an additional Fiscal and Policy Analyst position to further incorporate racial equity, climate change, and other analytical lenses into the budget and policy development processes.

- ★ During the development of the FY23 County Executive's Recommended Budget, the Office of Management and Budget planned and executed seven operating budget forums to provide residents an opportunity to have their voices heard. For the first time in history, one budget forum was conducted in Spanish making these forums more accessible and interactive.
- ★ Along with the County Executive's Innovation and Civic Design Team, implemented the County Executive's Employee Input Initiative that encouraged employees to submit ideas that make work easier, improve customer service, make outcomes better, save money, contribute to smarter spending, and make government better. The submitted ideas were evaluated for implementation level of effort, value for money, staffing needs, feasibility, and benefit. In total, 125 ideas were submitted by 74 employees in 20 departments.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ Designed, developed, and implemented a new Position Budgeting System (BASIS -Workforce) to replace the onerous legacy workforce system that has been in existence since 2011. The new system is more user-friendly, integrates seamlessly with OMB systems and other Countywide fiscal and personnel systems, and provides a more accurate approach to salary and benefits calculations.
- ★ Coordinated interdepartmental efforts on the tracking and usage of Federal COVID-19 assistance - this included coordinating the compilation of the extensive documentation required to submit eligible emergency expenditures for reimbursement from the Federal Emergency Management Agency (FEMA), as well as coordinating Federal Coronavirus Relief Funds and Federal American Rescue Plan Act Funds to ensure accurate reporting to the U.S. Treasury Department on use of the funds.
- ★ Incorporated racial equity and social justice analysis as well as climate change analysis into the budget development and decision-making process for both the FY23 County Executive's recommended operating and capital budgets, including the development of interactive mapping tools to help inform the County's ongoing equity work.
- ★ Maintained the County's public-facing Covid-19 dashboard, keeping the public informed on the metrics related to the pandemic, including case rates, hospitalization data, and vaccination rates.
- ★ In partnership with the Office of Legislative Oversight, the Office of Intergovernmental Relations, Montgomery County Public Schools, and County Council staff, worked to improve State legislation and regulations to generate \$82.5 million in increased State Aid for School Construction. This includes over \$300 million in Built to Learn funding.

PROGRAM CONTACTS

Contact Chris Mullin of the Office of Management and Budget at 240.777.2772 for more information regarding this department's operating budget.

PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY22 estimates reflect funding based on the FY22 Approved Budget. The FY23 and FY24 figures are performance targets based on the FY23 Recommended Budget and funding for comparable service levels in FY24.

Measure	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Program Measures					
Public engagement with budget: Attendance at budget forums ¹	N/A	N/A	N/A	N/A	N/A
Overall Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award ratings: Percent rated outstanding or proficient ²	96.8%	97.7%	96.8%	96.8%	96.8%

Measure	Actual	Actual	Estimated	Target	Target
	FY20	FY21	FY22	FY23	FY24
Percent of staff satisfied with usefulness of OMB IT systems ³	N/A	N/A	N/A	90%	95%

¹ In person budget forums were suspended in 2020 due to social distancing restrictions related to COVID-19, and budget forums transitioned to an online platform.

² The fiscal year shown for GFOA rating corresponds to the fiscal year during which the budget was prepared (e.g. FY20 GFOA results apply to FY21 budget document, which was prepared during FY20).

³ Survey was not administered in FY20-22 due to Covid-19 and implementation of the BASIS-Workforce system

PROGRAM DESCRIPTIONS

☀ Fiscal, Policy, and Performance Analysis

The Fiscal, Policy, and Performance Analysis Program is comprised of three teams: the Fiscal and Policy Analysis Team, the Performance Analysis Team (CountyStat), and the Shared Services Team. Together, these teams ensure prudent management of County resources and services to achieve desired outcomes. Staff on the Fiscal and Policy Analysis Team prepare the County's Operating and Capital Budgets, Public Services Program, and Capital Improvement Program ensuring compliance with the County Charter and the decisions of elected officials. The Performance Analysis Team provides data analytics services to improve performance and support for ongoing monitoring the effectiveness of County government services to improve performance, reinforce accountability, and focus on results. The Shared Services Team promotes the efficient use of County resources by providing core administrative and business functions to smaller County departments and offices, thereby allowing those departments and offices to focus their duties directly on their core missions and functions.

BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	4,048,381	4,962,657	4,464,628	5,362,025	8.1 %
Employee Benefits	1,032,115	1,174,474	1,126,693	1,236,645	5.3 %
County General Fund Personnel Costs	5,080,496	6,137,131	5,591,321	6,598,670	7.5 %
Operating Expenses	325,359	281,306	142,539	282,030	0.3 %
County General Fund Expenditures	5,405,855	6,418,437	5,733,860	6,880,700	7.2 %
PERSONNEL					
Full-Time	41	41	41	43	4.9 %
Part-Time	1	1	1	1	—
FTEs	41.25	41.25	41.25	43.25	4.9 %

FY23 RECOMMENDED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		

FY23 RECOMMENDED CHANGES

	Expenditures	FTEs
FY22 ORIGINAL APPROPRIATION	6,418,437	41.25
<u>Changes (with service impacts)</u>		
Add: Fiscal and Policy Analyst Position [Fiscal, Policy, and Performance Analysis]	94,956	1.00
Add: Administrative Services Coordinator Position for Shared Services [Fiscal, Policy, and Performance Analysis]	94,956	1.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Elimination of One-Time Items Approved in FY22	127,615	0.00
Increase Cost: Annualization of FY22 Compensation Increases	99,003	0.00
Increase Cost: FY23 Compensation Adjustment	60,624	0.00
Increase Cost: Printing and Mail Adjustment	724	0.00
Decrease Cost: Retirement Adjustment	(15,615)	0.00
FY23 RECOMMENDED	6,880,700	43.25

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY22 Total\$	FY22 FTEs	FY23 Total\$	FY23 FTEs
COUNTY GENERAL FUND					
Human Resources	Employee Health Self Insurance	99,619	0.50	99,619	0.50

FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY23	FY24	FY25	FY26	FY27	FY28
COUNTY GENERAL FUND						
EXPENDITURES						
FY23 Recommended	6,881	6,881	6,881	6,881	6,881	6,881
No inflation or compensation change is included in outyear projections.						
Annualization of Positions Recommended in FY23	0	16	16	16	16	16
New positions in the FY23 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
Labor Contracts	0	206	206	206	206	206
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	6,881	7,103	7,103	7,103	7,103	7,103

ANNUALIZATION OF FULL PERSONNEL COSTS

	FY23 Recommended		FY24 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Fiscal and Policy Analyst Position	94,956	1.00	103,056	1.00

ANNUALIZATION OF FULL PERSONNEL COSTS

	FY23 Recommended		FY24 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Administrative Services Coordinator Position for Shared Services	94,956	1.00	103,056	1.00
Total	189,912	2.00	206,112	2.00

