



# Management and Budget

## RECOMMENDED FY24 BUDGET

\$7,243,698

## FULL TIME EQUIVALENTS

42.25

 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 FY24 Operating Budget for the Office of Management and Budget is \$7,243,698, an increase of \$362,998 or 5.28 percent from the FY23 Approved Budget of \$6,880,700. Personnel Costs comprise 93.37 percent of the budget for 42 full-time position(s) and one part-time position(s), and a total of 42.25 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 6.63 percent of the FY24 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

-  During development of the FY24 County Executive's Recommended Budget, the Office of Management and Budget planned and executed eight operating budget forums to provide residents an opportunity to have their voices heard. Two of the budget forums were conducted in a language other than English (Spanish and Chinese).
-  Along with the Office of Racial Equity and Social Justice (ORESJ), implemented the Operating Budget Equity Tool. The FY24 Operating Budget is the first one that fully integrates the use of this tool by departments, ORESJ, and OMB.

- ★ Worked with the Department of Finance and departments managing capital projects to improve management of capital project advances involving non-County funding.
- ★ Performed a survey of Executive Branch departments and offices to compile a comprehensive record of every resident and customer touchpoint, including incoming communication through digital platforms, paper documents and mail, calls, and walk-ins, as well as outgoing communication. This inventory will inform the work of the Customer Service Initiative in implementing organization-wide customer service standards.

## INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ Along with ORESJ, refined the Capital Budget Equity Tool, coordinated racial equity training for department staff, and incorporated ORESJ analysis into capital budget recommendations.

## 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 FY23 estimates reflect funding based on the FY23 Approved Budget. The FY24 and FY25 figures are performance targets based on the FY24 Recommended Budget and funding for comparable service levels in FY25.

Measure	Actual FY21	Actual FY22	Estimated FY23	Target FY24	Target FY25
<b>Program Measures</b>					
Overall Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award ratings: Percent rated outstanding or proficient <sup>1</sup>	97.7%	97.5%	96.8%	96.8%	96.8%
Percent of the County Executive's Recommended Budget that is included in the Adopted Budget	99.6%	99.7%	99.0%	99.0%	99.0%

<sup>1</sup> The fiscal year shown for GFOA rating corresponds to the fiscal year during which the budget was prepared (e.g., FY20 GFOA ratings apply to FY21 budget document, which was prepared during FY20).

## 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 FY22	Budget FY23	Estimate FY23	Recommended FY24	%Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	4,408,206	5,362,025	4,873,988	5,477,343	2.2 %
Employee Benefits	1,111,708	1,236,645	1,139,627	1,286,218	4.0 %
<b>County General Fund Personnel Costs</b>	<b>5,519,914</b>	<b>6,598,670</b>	<b>6,013,615</b>	<b>6,763,561</b>	<b>2.5 %</b>
Operating Expenses	114,798	282,030	221,284	480,137	70.2 %
<b>County General Fund Expenditures</b>	<b>5,634,712</b>	<b>6,880,700</b>	<b>6,234,899</b>	<b>7,243,698</b>	<b>5.3 %</b>
<b>PERSONNEL</b>					
Full-Time	41	43	43	42	-2.3 %
Part-Time	1	1	1	1	—
FTEs	41.25	43.25	43.25	42.25	-2.3 %

## FY24 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY23 ORIGINAL APPROPRIATION</b>	<b>6,880,700</b>	<b>43.25</b>
<b>Other Adjustments (with no service impacts)</b>		
Shift: Contractual IT Support from Technology and Enterprise Business Solutions [Fiscal, Policy, and Performance Analysis]	220,000	0.00
Increase Cost: Annualization of FY23 Compensation Increases	213,298	0.00
Increase Cost: FY24 Compensation Adjustment	198,787	0.00
Increase Cost: Annualization of FY23 Lapsed Positions	16,200	0.00
Increase Cost: Printing and Mail	2,138	0.00
Decrease Cost: Retirement Adjustment	(8,479)	0.00
Decrease Cost: Reduction of Other Professional Services [Fiscal, Policy, and Performance Analysis]	(24,031)	0.00
Decrease Cost: Shift One Administrative Specialist II Position to Department of Recreation [Fiscal, Policy, and Performance Analysis]	(122,483)	(1.00)
Re-align: One-time Budget Adjustment to Reflect Higher Than Expected Vacant Positions	(132,432)	0.00
<b>FY24 RECOMMENDED</b>	<b>7,243,698</b>	<b>42.25</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY23 Total\$	FY23 FTEs	FY24 Total\$	FY24 FTEs
<b>COUNTY GENERAL FUND</b>					
Human Resources	Employee Health Self Insurance	99,619	0.50	99,619	0.50

## FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY24	FY25	FY26	FY27	FY28	FY29
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY24 Recommended</b>	<b>7,244</b>	<b>7,244</b>	<b>7,244</b>	<b>7,244</b>	<b>7,244</b>	<b>7,244</b>
No inflation or compensation change is included in outyear projections.						
<b>Restore One-Time Lapse Increase</b>	<b>0</b>	<b>132</b>	<b>132</b>	<b>132</b>	<b>132</b>	<b>132</b>
Restoration of one-time lapse adjustment in the budget development year						
<b>Labor Contracts</b>	<b>0</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>114</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>7,244</b>	<b>7,490</b>	<b>7,490</b>	<b>7,490</b>	<b>7,490</b>	<b>7,490</b>