



# Management and Budget

## RECOMMENDED FY25 BUDGET

\$7,693,959

## 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 FY25 Operating Budget for the Office of Management and Budget is \$7,693,959, an increase of \$450,261 or 6.22 percent from the FY24 Approved Budget of \$7,243,698. Personnel Costs comprise 93.11 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 6.89 percent of the FY25 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

-  Planned and executed ten operating budget forums during development of the FY25 County Executive's Recommended Operating Budget to provide residents an opportunity to have their voices heard. Three of the budget forums were conducted in a language other than English (Spanish, Chinese, and Amharic).
-  Refined the Operating Budget Equity Tool, along with the Office of Racial Equity and Social Justice (ORESJ).

- ★ Improved the management of capital project advances involving non-County funding in collaboration with the Department of Finance and departments that manage capital projects.
- ★ 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.
- ★ Introduced a Program Inventory Initiative, a strategic effort to enhance performance management and accountability throughout the organization. This initiative aims to standardize the process of documentation, data collection, and evaluation of government services, thus enabling data-driven decision-making and evidence-based allocation of resources.

## INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ Made improvements to nine workflows used by departments to submit and track requests to OMB, increasing ease of use and providing better visibility of request progress.
- ★ Added dashboards for OMB staff and managers to track all workflow requests to ensure timely processing of requests.
- ★ Implemented a grievance intake and tracking workflow for the Office of Labor relations.
- ★ Added a Position Cost Calculator to the BASIS Operating Budget System to simplify and standardize department budget preparations.

## PROGRAM CONTACTS

Contact Dieter Klinger of the Office of Management and Budget at 240.777.2847 for more information regarding this department's operating budget.

## PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY24 estimates reflect funding based on the FY24 Approved Budget. The FY25 and FY26 figures are performance targets based on the FY25 Recommended Budget and funding for comparable service levels in FY26.

Measure	Actual FY22	Actual FY23	Estimated FY24	Target FY25	Target FY26
<b>Program Measures</b>					
Overall Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award ratings: Percent rated outstanding or proficient <sup>1</sup>	97.5%	96.6%	96.8%	96.8%	96.8%
Percent of the County Executive's Recommended Budget that is included in the Adopted Budget	99.7%	99.0%	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., FY22 GFOA ratings apply to FY23 budget document, which was prepared during FY22).

## 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 FY23	Budget FY24	Estimate FY24	Recommended FY25	%Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	4,923,121	5,477,343	5,483,843	5,752,247	5.0 %
Employee Benefits	1,161,275	1,286,218	1,350,418	1,411,793	9.8 %
<b>County General Fund Personnel Costs</b>	<b>6,084,396</b>	<b>6,763,561</b>	<b>6,834,261</b>	<b>7,164,040</b>	<b>5.9 %</b>
Operating Expenses	195,157	480,137	444,926	529,919	10.4 %
<b>County General Fund Expenditures</b>	<b>6,279,553</b>	<b>7,243,698</b>	<b>7,279,187</b>	<b>7,693,959</b>	<b>6.2 %</b>
<b>PERSONNEL</b>					
Full-Time	43	42	42	42	—
Part-Time	1	1	1	1	—
FTEs	43.25	42.25	42.25	42.25	—

## FY25 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
	<b>FY24 ORIGINAL APPROPRIATION</b>	<b>7,243,698 42.25</b>
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Annualization of FY24 Compensation Increases	307,603	0.00
Increase Cost: FY25 Compensation Adjustment	269,464	0.00
Increase Cost: Professional Services: IT Support Contract Rate Increase [Fiscal, Policy, and Performance Analysis]	50,000	0.00
Decrease Cost: Printing and Mail	(218)	0.00
Decrease Cost: Retirement Adjustment	(17,429)	0.00
Decrease Cost: Annualization of FY24 Personnel Costs	(159,159)	0.00
	<b>FY25 RECOMMENDED</b>	<b>7,693,959 42.25</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY24 Total\$	FY24 FTEs	FY25 Total\$	FY25 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	FY25	FY26	FY27	FY28	FY29	FY30
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY25 Recommended</b>	<b>7,694</b>	<b>7,694</b>	<b>7,694</b>	<b>7,694</b>	<b>7,694</b>	<b>7,694</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>135</b>	<b>135</b>	<b>135</b>	<b>135</b>	<b>135</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>7,694</b>	<b>7,829</b>	<b>7,829</b>	<b>7,829</b>	<b>7,829</b>	<b>7,829</b>