

Management and Budget

MISSION STATEMENT

The mission of the Office of Management and Budget (OMB) is to support and enhance the effective, efficient operation of County government, maintain the County's fiscal integrity and financial condition, and preserve the County's AAA bond rating by developing, promulgating, and applying appropriate budgetary policies and procedures; providing accurate, timely, and objective information and recommendations to the County Executive, County departments, the County Council, and the general public; preparing and administering the operating and capital budgets in compliance with the County Charter, generally accepted accounting principles, and the policy agendas of elected officials; and ensuring that available resources are efficiently allocated and productively used.

BUDGET OVERVIEW

The total approved FY08 Operating Budget for the Office of Management and Budget is \$3,967,890, an increase of \$159,030 or 4.2 percent from the FY07 Approved Budget of \$3,808,860. Personnel Costs comprise 95.2 percent of the budget for 35 full-time positions for 31.0 workyears. Operating Expenses account for the remaining 4.8 percent of the FY08 budget.

Not included in the above is a total of \$197,400 and 1.5 workyears that are charged to Capital Improvements Program - CIP. The funding and workyears for this item are included in the receiving department's budget.

PROGRAM CONTACTS

Contact Mary Beck of the Office of Management and Budget at 240.777.2753 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Budget Preparation and Administration

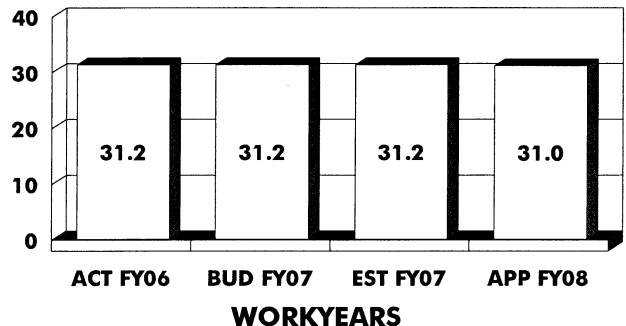
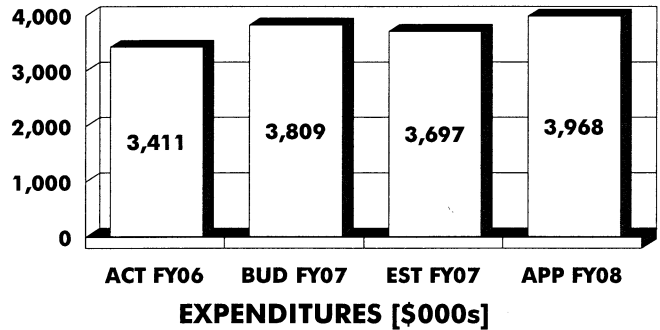
The Budget Preparation and Administration program covers the annual preparation of the Capital Budget, the six-year Public Services Program and Operating Budget, and the various activities designed to assure compliance with the County Charter and decisions of elected officials. The six-year Capital Improvements Program is prepared during even-numbered calendar years. Fiscal policy and procedures are developed to assure conformity with generally accepted accounting principles and County policies.

Six-year fiscal projections are prepared, including the identification of various Executive fiscal policy proposals and planning allocations. Fiscal planning assumptions and debt capacity analyses are updated, guidance is provided to departments and agencies, and budget recommendations are given to the Executive and Council. In addition, special analyses

Program Summary

	Expenditures	WYs
Budget Preparation and Administration	3,967,890	31.0
Totals	3,967,890	31.0

Trends



to monitor expenditures and revenues are conducted periodically during the year. County Executive transfers, Council transfers, and supplemental appropriations are handled as are transactions involving the creation, deletion, and movement of positions in the official position complement.

Related work includes participation in collective bargaining and compensation policy development; fiscal management and policy development; management analyses; measurement initiatives; program evaluations; fiscal impact analyses of legislation and regulations; development and amendment of administrative procedures; development and monitoring of user fees and other revenues; grants coordination; and contract review. The office's leadership, administration, automation, and process management are also included in this program. Staff provide OMB representation on the Contract Review Committee, the Interagency Group on Energy and Utilities Management, the Board of Investment Trustees of the pension system, the Diversity Council, the Telecommunications Transmission Facility Coordinating Group, and the Labor Relations Policy Committee.

FY08 Changes

	Expenditures	WYs
FY07 Approved	3,808,860	31.2
FY08 Approved	3,967,890	31.0

BUDGET SUMMARY

	Actual FY06	Budget FY07	Estimated FY07	Approved FY08	% Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	2,535,029	2,834,300	2,736,200	2,992,380	5.6%
Employee Benefits	664,556	810,410	799,220	783,730	-3.3%
County General Fund Personnel Costs	3,199,585	3,644,710	3,535,420	3,776,110	3.6%
Operating Expenses	211,305	164,150	161,740	191,780	16.8%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	3,410,890	3,808,860	3,697,160	3,967,890	4.2%
PERSONNEL					
Full-Time	32	32	32	35	9.4%
Part-Time	1	1	1	0	—
Workyears	31.2	31.2	31.2	31.0	-0.6%

FY08 APPROVED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY07 ORIGINAL APPROPRIATION	3,808,860	31.2
Other Adjustments (with no service impacts)		
Increase Cost: General Wage and Service Increment Adjustments	170,320	0.0
Increase Cost: Convert Part-time Management and Budget Specialist Position to Full-time & Annualize	20,900	0.3
FY07 Personnel Costs		
Increase Cost: Professional Support Services Contract	19,630	0.0
Increase Cost: Retirement Rate Adjustment	11,290	0.0
Increase Cost: Print CIP Budget Book	10,000	0.0
Increase Cost: Printing and Mail Adjustments	8,000	0.0
Increase Cost: Workforce Adjustment	0	0.1
Decrease Cost: Education and Training	-5,000	0.0
Decrease Cost: Equipment Repair and Maintenance	-5,000	0.0
Decrease Cost: Group Insurance Rate Adjustment	-14,140	0.0
Decrease Cost: Lapse	-56,970	-0.6
FY08 APPROVED:	3,967,890	31.0