

# OFFICE OF MANAGEMENT AND BUDGET - 19

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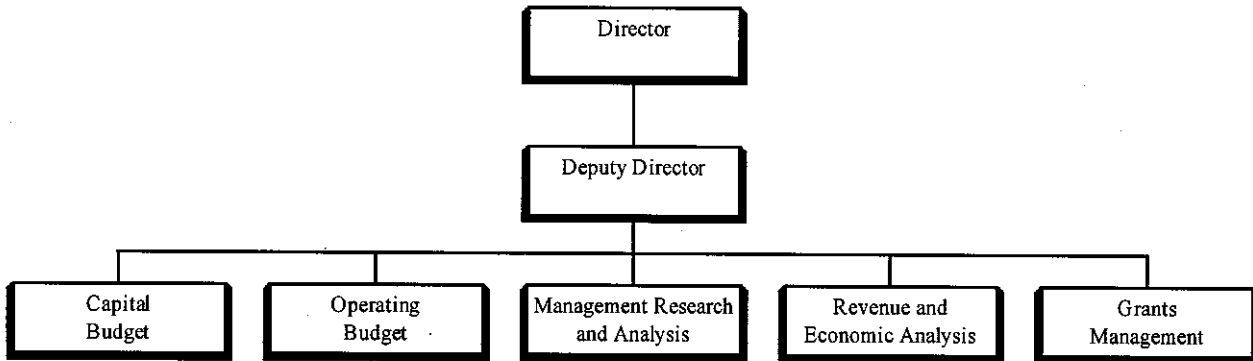
## ***MISSION***

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To maintain the fiscal integrity of the County; provide information, analysis, assistance and recommendations; implement and monitor budgetary and legislative policies and edicts. These will be performed in a timely, accurate and professional manner, while remaining courteous, cooperative, responsive, accessible and helpful to the agency's customers.

## ***ORGANIZATION CHART***

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## ***DESCRIPTION OF SERVICES***

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- Responsible for budget formulation and fiscal control.
- Prepares the Current Expense Budget and Budget-in-Brief.
- Prepares the six-year Capital Improvement Program and Capital Budget.
- Performs fiscal analyses of County revenues, expenditures and economic trends.
- Performs management analyses.
- Coordinates the County's Executive Management Assessment Program.
- Analyzes State and local legislation for financial impact to the County government.
- Reviews and formulates recommendations to the County Council on the budget submissions of bi-County agencies such as the Washington Suburban Sanitary Commission and the Maryland-National Capital Park and Planning Commission.
- Provides staff support to the County's Spending Affordability Committee, and serves as a voting member on the Maryland-National Capital Park and Planning Commission's Spending Affordability Committee.
- Provides assistance to County agencies and the Office of Finance in monitoring the submission and receipt of grants, as well as the expenditure of grant funding.

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***FY2003 HIGHLIGHTS***

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- In conjunction with the Office of Law, prepared the necessary legislation to place the capital budget questions on the November 2002 ballot, and prepared and distributed a voter guide regarding bond questions appearing on the ballot.
- Prepared budgetary tables for bond authorization legislation (a prerequisite to the bond sale), and established bond receivables to enable the County to expend capital funds prior to the sale of general obligation bonds.
- Assisted the County Executive and the Office of Finance in developing and presenting to the New York rating agencies an \$85.6 million refinancing bond sale and a \$105.3 million general obligation bond sale. The County received AA or equivalent ratings on both bonds from all three rating houses.
- In addition to the regular budget process, OMB developed a preliminary budget plan for presentation to the new County Executive. The plan balanced General Fund revenues with expenditures in light of a worsening national and local economic outlook without layoffs, major service reductions, or use of fund balance.
- Reviewed the Board of Education's FY2004-2009 requested capital improvement program and developed written comments on the proposal to the State Interagency Committee for Public School Construction. These comments were drafted in letter form and approved jointly by the County Executive and County Council.
- Developed a series of proposals for possible methods of consolidating services between the County government and the Board of Education. The intent was to effectuate savings, thus freeing up additional financial resources for the Board. One proposal presently under discussion involves selling surplus school sites and utilizing the proceeds to fund school construction projects.
- Worked on an initiative to make budget information accessible to more citizens by putting the operating budget on the County's web site and by producing copies of the budget on compact disc.

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***FY2004 OVERVIEW***

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The FY2004 Proposed Budget for the Office of Management and Budget, at \$1,906,500, represents an increase of approximately \$240,000, or 14.5% over FY2003. The increase results from creating the new Grants Management Division discussed below. It also explains the proposed staffing increase of four full time positions. Without this new unit, OMB's budget would have decreased by 1.4% from the FY2003 Budget level.

Utilizing a new software package, OMB analysts will be providing to the Office of Personnel and Labor Relations cost estimates of labor proposals developed during the collective bargaining process.

Staff will continue to serve on the County's School Construction Task Force. This work group, with representatives from the County government, Board of Education and the Maryland-National Capital Park and Planning Commission, addresses issues of mutual concern in new school siting, permitting, construction timetables and cost. A subcommittee of the task force - the Site Selection Committee - will be responsible for reviewing and recommending sites for new schools as well as sites which can be surplus and sold.

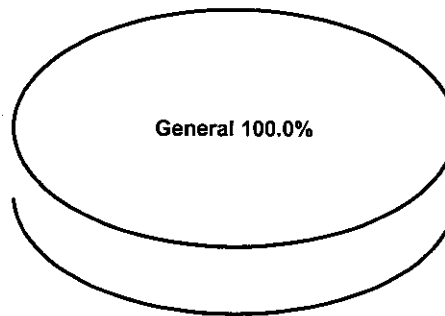
With regard to the Executive Management Assessment Program, OMB continues to monitor and audit agency progress reports and identify further issues for evaluation and action.

In FY2004 a new grants management unit will be created. The unit's responsibilities include working with agencies identifying possible grants, providing technical assistance on grant submissions to serving as a single point of contact for grantors and working with agencies and the Office of Finance to maximize grant expenditures and to assist agencies in meeting reporting deadlines to grantors.

	FY2002 ACTUAL	FY2003 BUDGET	FY2003 ESTIMATED	FY2004 PROPOSED	CHANGE FY2003-FY2004
<b>TOTAL EXPENDITURES</b>	\$ 1,533,573	\$ 1,664,600	\$ 1,659,100	\$ 1,906,500	14.5%
<b>EXPENDITURE DETAIL</b>					
Budget & Management Analysis	1,573,149	1,664,600	1,659,100	1,756,300	5.5%
Grants Management	0	0	0	264,500	100%
Information Technology Fund	0	0	0	0	0%
Recoveries	(39,576)	0	0	(114,300)	0%
<b>TOTAL</b>	\$ 1,533,573	\$ 1,664,600	\$ 1,659,100	\$ 1,906,500	14.5%
<b>SOURCES OF FUNDS</b>					
General Fund	\$ 1,533,573	\$ 1,664,600	\$ 1,659,100	\$ 1,906,500	14.5%
<b>Other County Operating Funds:</b>					
Information Technology Fund	0	0	0	0	0%
<b>TOTAL</b>	\$ 1,533,573	\$ 1,664,600	\$ 1,659,100	\$ 1,906,500	14.5%

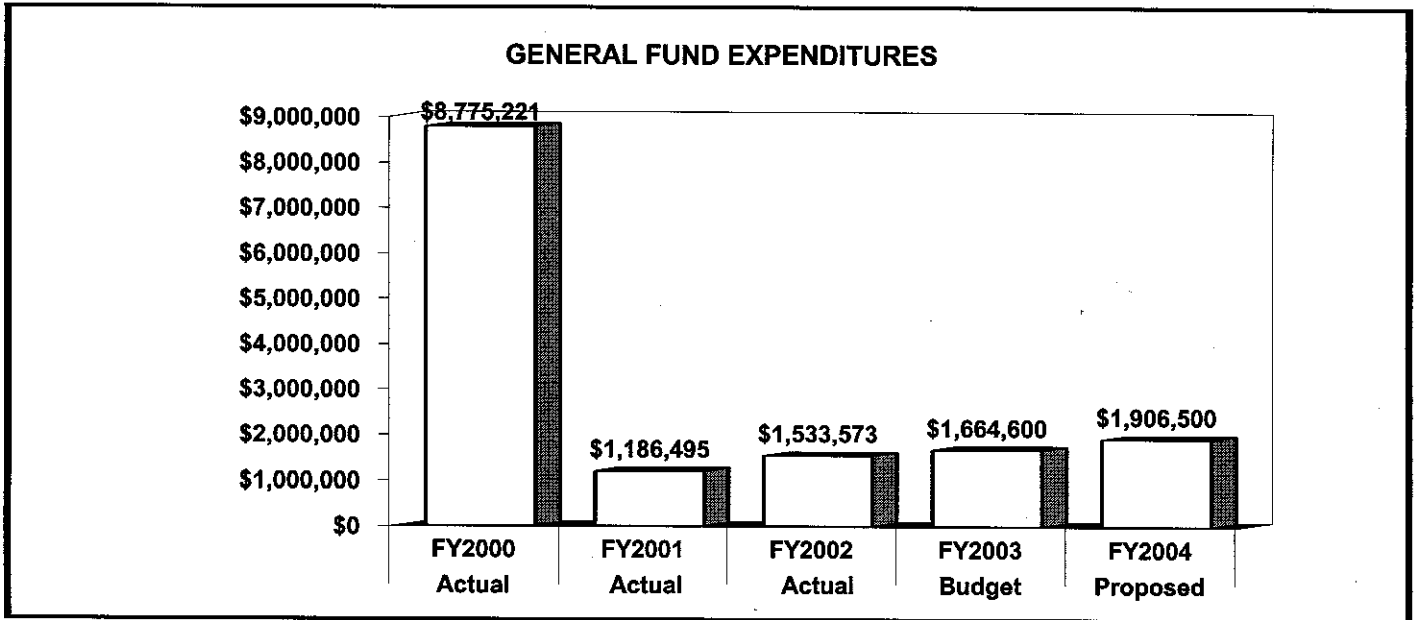
**FY2004 SOURCES OF FUNDS**

This agency's funding is derived solely from the County's General Fund.

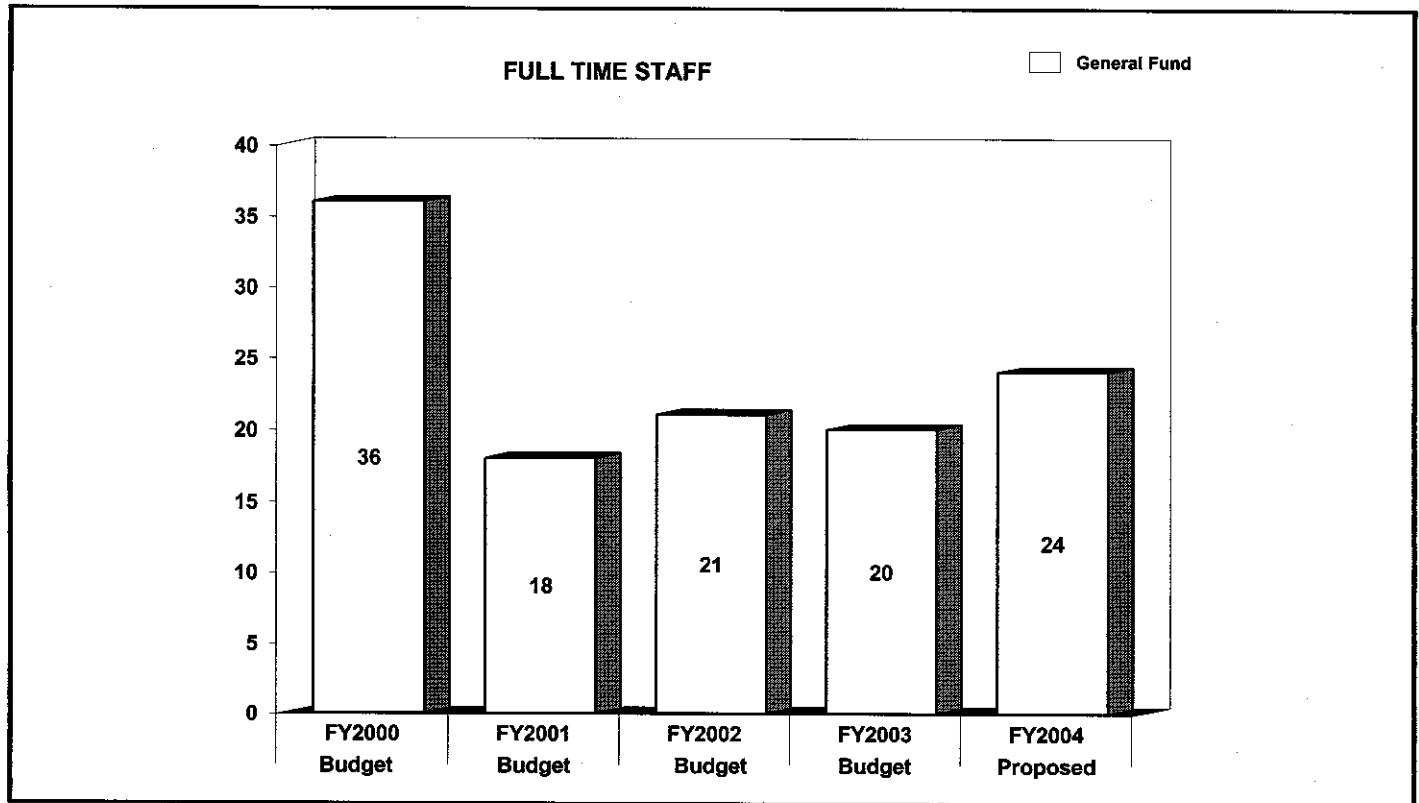


	FY2002 BUDGET	FY2003 BUDGET	FY2004 PROPOSED	CHANGE FY2003- FY2004
<b>GENERAL FUND STAFF</b>				
Full Time - Civilian	21	20	24	4
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
<b>OTHER STAFF</b>				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
<b>TOTAL</b>				
Full Time - Civilian	21	20	24	4
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Director/Deputy/Associate Directors	3	0	0
Administrative Specialists	3	0	0
Budget/Management Analysts	10	0	0
Administrative Aides	5	0	0
Administrative Assistants	2	0	0
Accountants	1	0	0
<b>TOTAL</b>	<b>24</b>	<b>0</b>	<b>0</b>



FY2001 actual expenditures decreased due to the transfer of Information Technology functions to the newly created Office of Information Technology and Communications (OITC). The FY2004 increase results from the creation of the grants management unit.



Staffing decreases in FY2001 were due to the transfer of positions to OITC. A position providing support to the Revenue Authority was abolished in FY2003. Four positions (three professional and one clerical) responsible for grants management are proposed for creation in FY2004.

PERFORMANCE MEASURES	FY2000 ACTUAL	FY2001 ACTUAL	FY2002 ACTUAL	FY2003 ESTIMATED	FY2004 PROJECTED
<b><i>Budget and Management Analysis</i></b>					
Per Capita General Fund expenditures	1,821	1,897	1,960	2,138	2,191
% Growth in per capita expenditures	5.5	4.2	3.3	9.1	2.5
Budgetary Fund Balance (\$ Millions)	111.6	122.4	126.2	126.9	125.9

In both the FY2001 and FY2002 budgets, \$10 million in one-time fund balance was declared and the funding allocated to the Board of Education. In FY2003, that one time funding was replaced with continuing revenues.

As the result of passage of a referendum question by the voters in November 2002, the County must maintain at least a 5% reserve to satisfy legal requirements stipulated in the County Charter. County policy further recommends retaining an additional 2% in reserves to ensure a reasonable degree of stability in long-term funding for County programs and services. The FY2004 Proposed Budget adheres to this policy.

Note: Per Capital General Fund Expenditures assumes a County population of 810,000 in FY2002, 815,000 in FY2003 and 820,000 in FY2004.

	FY2002 ACTUAL	FY2003 BUDGET	FY2003 ESTIMATED	FY2004 PROPOSED	CHANGE FY2003-FY2004
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 1,153,083	\$ 1,195,700	\$ 1,222,100	\$ 1,469,400	22.9%
Fringe Benefits	224,021	241,900	246,900	328,100	35.6%
Operating Expenses	196,045	227,000	190,100	223,300	-1.6%
Capital Outlay	0	0	0	0	0%
	<b>\$ 1,573,149</b>	<b>\$ 1,664,600</b>	<b>\$ 1,659,100</b>	<b>\$ 2,020,800</b>	<b>21.4%</b>
Recoveries	(39,576)	0	0	(114,300)	0%
<b>TOTAL</b>	<b>\$ 1,533,573</b>	<b>\$ 1,664,600</b>	<b>\$ 1,659,100</b>	<b>\$ 1,906,500</b>	<b>14.5%</b>
<b>STAFF</b>					
Full Time - Civilian	-	20	-	24	20%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

Compensation includes funding for 24 full-time positions, an increase of four positions from FY2003. These positions will staff the new Grants Management Division. Funding for merit increases has been provided.

Operating expenses decline largely due to a reduction in contractual services and printing costs. OMB is moving toward increasing the number of budgets available on compact disc, which are less expensive to produce than traditional budget books. These decreases are partially offset by increased office automation, supply and other costs for the Grants Management Division.

Recoveries in FY2002 were from the Revenue Authority. No recovery will be sought in FY2003. The FY2004 recovery represents salary and fringe benefit costs recovered from capital programs.

MAJOR OPERATING EXPENDITURES FY2004	
Office Automation	\$ 126,200
Printing and Reproduction	\$ 53,000
Miscellaneous	\$ 15,000
Telephones	\$ 10,500
Training	\$ 9,000

