

# OFFICE OF MANAGEMENT AND BUDGET - 19

---

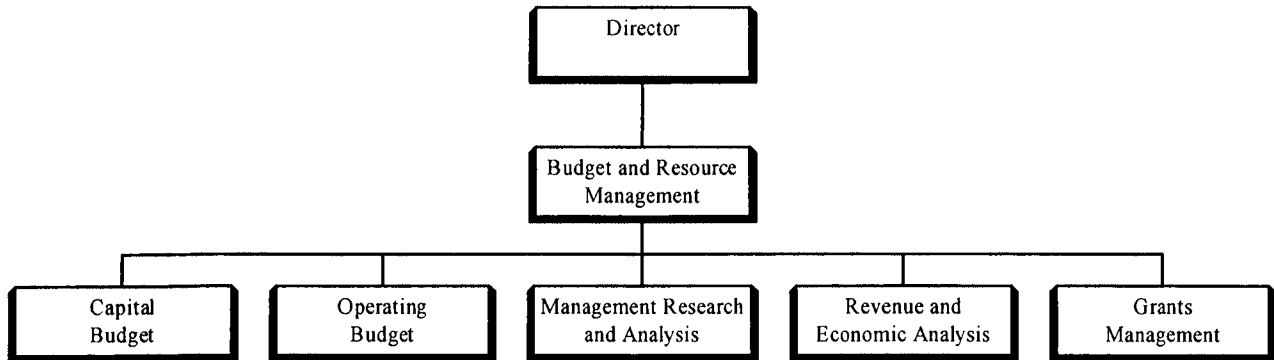
## ***MISSION***

---

The mission of the Office of Management and Budget is to continually allocate resources in a fiscally prudent manner and provide management analysis of County programs, services, and operations. This is done to maintain citizen confidence and ensure cost-effective benefits. The Office performs various functions in support of the County's budget development and implementation that produce the sound alignment of the County's strategic plan and goals with available funding.

## ***ORGANIZATION CHART***

---



## ***CORE RESPONSIBILITY***

---

- Prepare the Operating Budget.
- Prepare the six-year Capital Improvement Program and Capital Budget.
- Perform fiscal analyses of County revenues, expenditures and economic trends.
- Perform management analyses of various County programs, services and operations.
- Coordinate the County's Executive Management Assessment Program.
- Analyze State and local legislation for financial impact to the County government.
- Review and formulate 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.
- Provide staff support to the County's Spending Affordability Committee, and serve as a voting member on the Maryland-National Capital Park and Planning Commission's Spending Affordability Committee.
- Provide 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.

## ***FY 2005 KEY ACCOMPLISHMENTS***

---

- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the fiscal year beginning July 1, 2004.
- Developed a budget plan for FY 2006.

- Continued to work on the integration of CFC with the continuous improvements of Budgetary Performance Measures.
- Provided support to the 2004 Spending Affordability Committee.
- Conducted training for agencies concerning the FY 2006 budget process (*Budget School*).
- Initiated several ongoing management studies including a review of the Applicant Investigation Group process and a six-year financial forecast plan.

### ***FY 2006 FISCAL & STAFFING OVERVIEW***

---

The FY 2006 Approved General Fund budget for the Office of Management and Budget is \$2,172,100. This is an increase of \$120,400, or 5.9% over the FY 2005 budget. Major changes included in the increase are:

- New Capital Budget Analyst.
- Cost of Living and Merit increases for eligible employees.
- Reallocation of operating expenses to provide funding for contractual services of a Grant Search/Locator System.

**PERFORMANCE MEASURES****Budget and Management Analysis**

**GOAL** – Produce a quality and timely work product by improving the daily operations of the Operating and CIP Unit and enhance the agency’s management focus and quality of revenue projections and reporting.

**OBJECTIVES**

- ✓ By FY 2006, provide continuous management assessment of county agencies and programs through frequent on-site visits, *Budget School* sessions, and the production of Management Analysis Studies.
- ✓ By FY 2006, maintain a 2% or less variance between budgeted and actual revenues.

**MEASURES**

INDICATORS	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006
	Actual	Actual	Actual	Estimated	Projected
<b>Input Measures</b>					
Number of Budget Management Analysts				14	15
Number of management review/studies requested by Executive				5	5
<b>Output Measures</b>					
Number of OMB publications	4	4	2	2	2
Number of external OMB training/Budget School sessions provided	1	1	1	2	4
Number of agency site visits conducted					34
Number of Management Analysis Studies issued				3	3
<b>Outcome Measures</b>					
Variance between budgeted and actual revenues					
- General Fund	0.56%	1.06%	3.90%	3.78%	2.00%
<b>Efficiency Measures</b>					
Number of days to produce County Executive's proposed budget (from budget submission due date to printing of book)				96	94
<b>Quality Measures</b>					
Government Finance Officers Association Award received	1	1	1	1	1

**Grants Management**

**GOAL** – Proactively seek and apply for public and private financial resources through the establishment of multi-sector partnerships and interagency collaborations that ultimately enhance the County’s ability to provide increased and enhanced core services and programs.

**OBJECTIVES**

- ✓ By FY 2006, implement testing of web-based Grants Search/Locator System to ensure utilization of system by the beginning of the FY 2007 budget cycle.
- ✓ By FY 2008, implement grants management system to increase grant expenditure reimbursements and reduce grant write-offs charged to the General Fund.

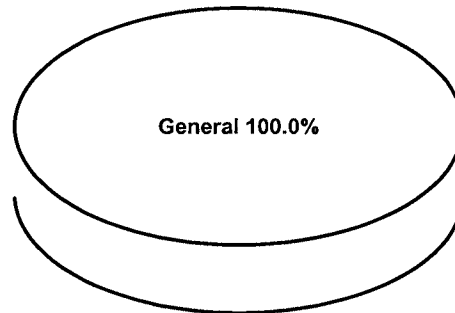
**MEASURES**

INDICATORS	FY 2002 Actual	FY 2003 Actual	FY 2004 Actual	FY 2005 Estimated	FY 2006 Projected
<b>Input Measures</b>					
Number of Budget/Management Analysts assigned to Grants Management Unit				3	3
New grants software purchased					1
<b>Output Measures</b>					
Number of new grants identified by agencies					
<b>Outcome Measures</b>					
Dollar value of grant expenditure reimbursements					
Number of grant write-offs					
<b>Efficiency Measures</b>					
<i>Performance Measures have not yet been developed for this category.</i>					
<b>Quality Measures</b>					
<i>Performance Measures have not yet been developed for this category.</i>					

	FY2004 ACTUAL	FY2005 BUDGET	FY2005 ESTIMATED	FY2006 APPROVED	CHANGE FY05-FY06
<b>TOTAL EXPENDITURES</b>	\$ 1,775,569	\$ 2,051,700	\$ 1,917,800	\$ 2,172,100	5.9%
<b>EXPENDITURE DETAIL</b>					
Budget & Management Analysis	1,775,569	1,778,200	1,700,800	1,896,600	6.7%
Grants Management	0	273,500	217,000	275,500	0.7%
Information Technology Fund	0	0	0	0	0%
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	\$ 1,775,569	\$ 2,051,700	\$ 1,917,800	\$ 2,172,100	5.9%
<b>SOURCES OF FUNDS</b>					
General Fund	\$ 1,775,569	\$ 2,051,700	\$ 1,917,800	\$ 2,172,100	5.9%
<b>Other County Operating Funds:</b>					
Information Technology Fund	0	0	0	0	0%
<b>TOTAL</b>	\$ 1,775,569	\$ 2,051,700	\$ 1,917,800	\$ 2,172,100	5.9%

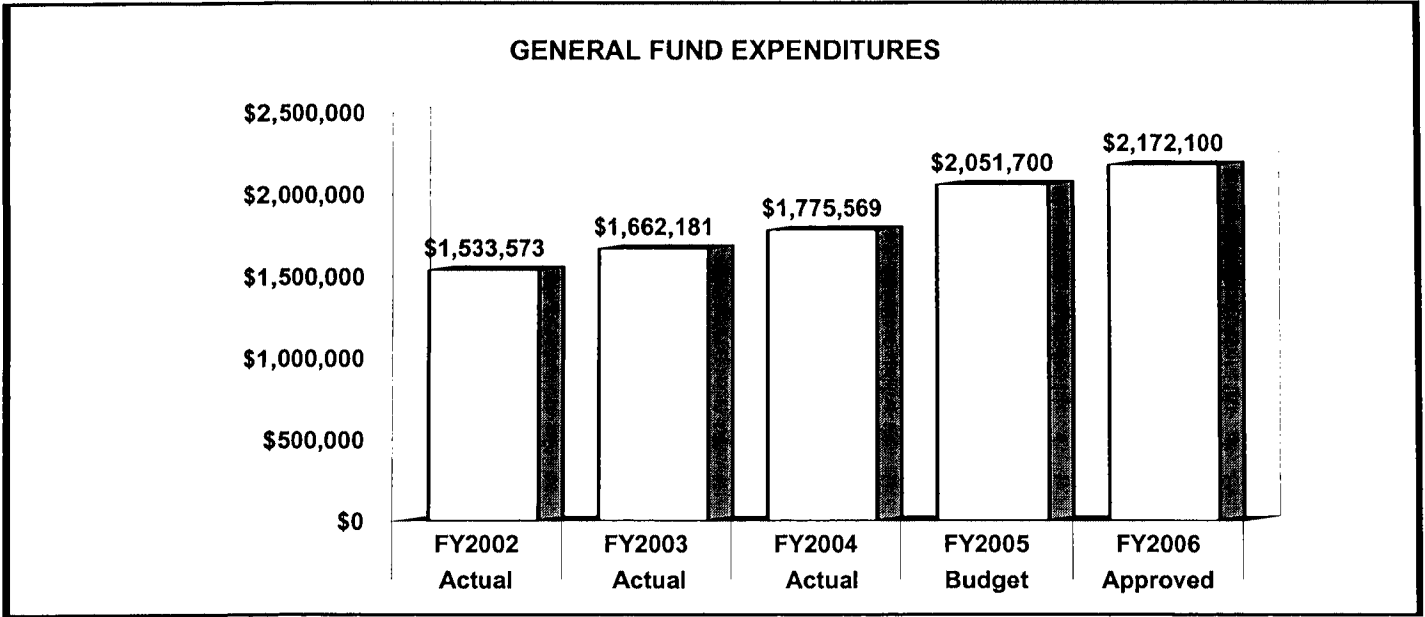
**FY2006 SOURCES OF FUNDS**

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

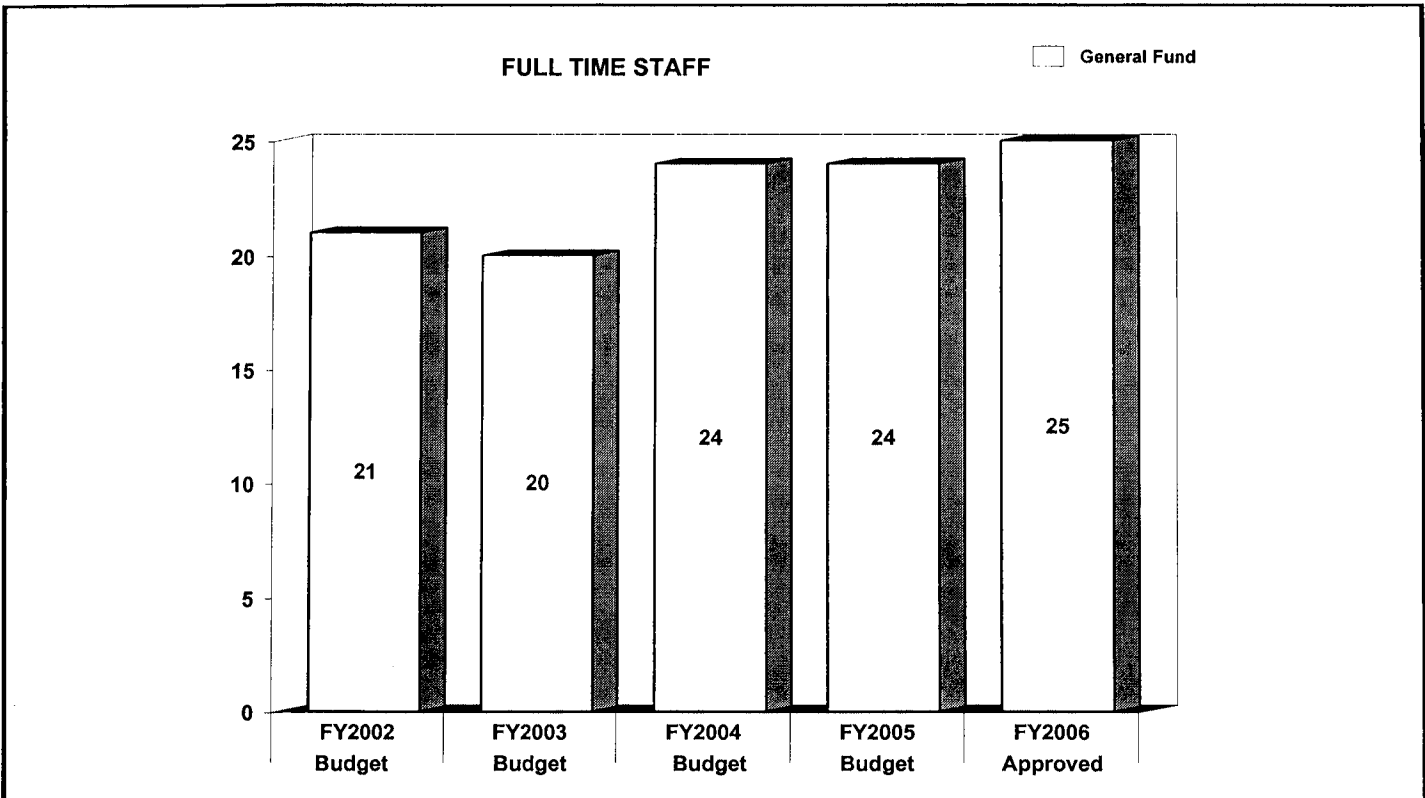


	FY2004 BUDGET	FY2005 BUDGET	FY2006 APPROVED	CHANGE FY05-FY06
<b>GENERAL FUND STAFF</b>				
Full Time - Civilian	24	24	25	1
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
<b>OTHER STAFF</b>				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
<b>TOTAL</b>				
Full Time - Civilian	24	24	25	1
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	2	0	0
Administrative Specialists	1	0	0
Budget/Management Analysts	18	0	0
Administrative Aides	3	0	0
Budget Aides	1	0	0
<b>TOTAL</b>	<b>25</b>	<b>0</b>	<b>0</b>



The FY 2006 approved increase is due to personnel costs. The compensation and fringe benefit increase includes a new analyst position for the capital budget program.

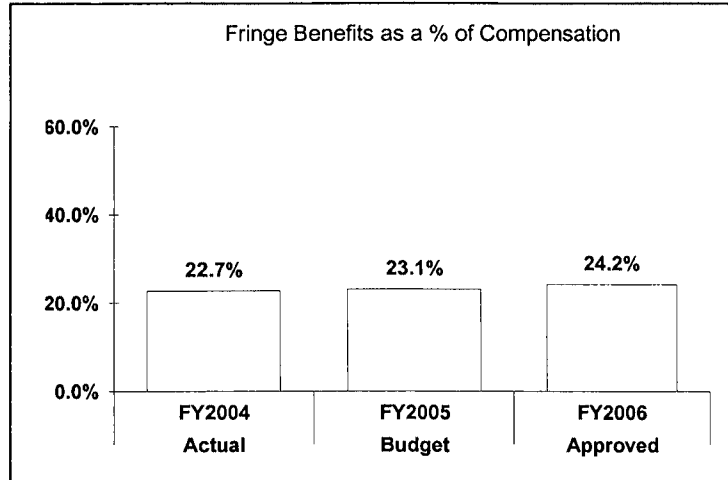


Staffing levels increase by one.

	<b>FY2004 ACTUAL</b>	<b>FY2005 BUDGET</b>	<b>FY2005 ESTIMATED</b>	<b>FY2006 APPROVED</b>	<b>CHANGE FY05-FY06</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 1,314,154	\$ 1,484,500	\$ 1,360,100	\$ 1,568,600	5.7%
Fringe Benefits	298,092	343,300	322,700	379,600	10.6%
Operating Expenses	163,323	223,900	235,000	223,900	0%
Capital Outlay	0	0	0	0	0%
	<b>\$ 1,775,569</b>	<b>\$ 2,051,700</b>	<b>\$ 1,917,800</b>	<b>\$ 2,172,100</b>	<b>5.9%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 1,775,569</b>	<b>\$ 2,051,700</b>	<b>\$ 1,917,800</b>	<b>\$ 2,172,100</b>	<b>5.9%</b>
<b>STAFF</b>					
Full Time - Civilian	-	24	-	25	4.2%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

The 6% increase in compensation includes the addition of a new capital budget analyst, annualized merit and COLAs for eligible employees, and approximately \$24,400 for temporary employees.

<b>MAJOR OPERATING EXPENDITURES FY2006</b>	
Office Automation	\$ 120,000
General and Administrative Contracts	\$ 25,000
Operating and Office Supplies	\$ 22,500
Telephones	\$ 18,300
Training	\$ 18,000



**BUDGET & MANAGEMENT ANALYSIS - 01**

The Budget and Management Analysis Division reviews, prepares, and implements the County's Operating Budget, Budget-in-Brief and the six-year Capital Improvement Program and Capital Budget. This Division also reviews and analyzes the budgets of the Board of Education, Maryland-National Capital Park and Planning Commission, Redevelopment Authority, Revenue Authority, Washington Suburban Sanitary Commission, and Washington Suburban Transit Commission.

Staff forecast revenues and expenditures, estimate the cost of compensation proposals, analyze the fiscal impact of proposed legislation, administer the County's Tax Differential Program, analyze management policies and organizational structures, review and recommend improvements to County programs, and conduct special studies for the County Executive or County agencies as requested.

The compensation increase of 8% includes the addition of a new capital budget analyst.

The reduction in operating expenses reflects the actual spending patterns.

	<b>FY2004 ACTUAL</b>	<b>FY2005 BUDGET</b>	<b>FY2005 ESTIMATED</b>	<b>FY2006 APPROVED</b>	<b>CHANGE FY05-FY06</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 1,314,154	\$ 1,278,800	\$ 1,201,100	\$ 1,386,600	8.4%
Fringe Benefits	298,092	295,800	285,000	335,600	13.5%
Operating Expenses	163,323	203,600	214,700	174,400	-14.3%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 1,775,569</b>	<b>\$ 1,778,200</b>	<b>\$ 1,700,800</b>	<b>\$ 1,896,600</b>	<b>6.7%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 1,775,569</b>	<b>\$ 1,778,200</b>	<b>\$ 1,700,800</b>	<b>\$ 1,896,600</b>	<b>6.7%</b>
<b>STAFF</b>					
Full Time - Civilian	-	20	-	21	5%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

**GRANTS MANAGEMENT - 02**

The Grants Management Division, newly created in FY 2004, is responsible for coordinating the County's efforts to maximize grant revenues obtained and expended by the County. The Division will work with agencies to seek additional grant funding necessary for the County to achieve its core responsibilities, provide assistance in drafting grant applications, serve as a central contact point for grantors with questions or concerns, monitor grants to assist agencies in meeting reporting deadlines and, in conjunction with the Office of Finance, ensure that grant expenditures are maximized, and consistent with the stated purposes of individual grants.

Compensation reflects a decrease due to a change in the staff composition.

Operating expenses increase to include contractual services for a Grants Search/Locator System.

	<b>FY2004 ACTUAL</b>	<b>FY2005 BUDGET</b>	<b>FY2005 ESTIMATED</b>	<b>FY2006 APPROVED</b>	<b>CHANGE FY05-FY06</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 0	\$ 205,700	\$ 159,000	\$ 182,000	-11.5%
Fringe Benefits	0	47,500	37,700	44,000	-7.4%
Operating Expenses	0	20,300	20,300	49,500	143.8%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 0</b>	<b>\$ 273,500</b>	<b>\$ 217,000</b>	<b>\$ 275,500</b>	<b>0.7%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 273,500</b>	<b>\$ 217,000</b>	<b>\$ 275,500</b>	<b>0.7%</b>
<b>STAFF</b>					
Full Time - Civilian	-	4	-	4	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%