



May 1, 2023

MEMORANDUM

TO: Edward P. Burroughs, III, Chair
Government Operations and Fiscal Policy (GOFP) Committee

THRU: Josh Hamlin *JH*
Director of Budget and Policy Analysis

FROM: David Williams, *D.W.*
Budget and Policy Analyst

RE: Office of Management and Budget
Fiscal Year 2024 Budget Review

Budget Overview

The FY 2024 Proposed Budget for the Office of Management and Budget is \$4,204,900 and increase of \$490,900 or 13.2% over for the FY 2023 approved budget. This increase is caused by annual salary adjustments, increased technology costs and fringe benefits, and the addition of one new Budget Management Analyst 4G position. The Office is funded completely by the General Fund.

Budget Comparison-General Fund

Actual Fiscal Year 2022 to Proposed Fiscal Year 2024

Category	FY 2022 Actual	FY 2023 Approved	FY 2023 Estimated	% Change - Est vs App	FY 2024 Proposed	\$ Change	% Change
Compensation	\$2,164,428	\$2,618,800	\$2,117,600	-19.1%	\$2,897,400	\$278,600	10.6%
Fringe Benefits	608,816	830,600	704,000	-15.2%	918,500	87,900	10.6%
Operating Expenses	414,383	466,500	509,800	9.3%	595,900	129,400	27.7%
SubTotal	\$3,187,627	\$3,915,900	\$3,331,400	-14.9%	\$4,411,800	\$495,900	12.7%
Recoveries	(71,578)	(201,900)	(70,900)	-64.9%	(206,900)	(5,000)	2.5%
Total	\$3,116,049	\$3,714,000	\$3,260,500	-12.2%	\$4,204,900	\$490,900	13.2%

Authorized Staffing Count - General Fund

	FY 2023 Approved	FY 2024 Proposed	Change Amount	% Change
Full-Time	28	29	1	3.6%
Limited-Term	2	2	0	0.0%
Total	30	31	1	3.3%

Staffing Changes and Compensation

- In FY 2024 compensation is proposed at \$2,897,400 representing a 10.6% increase from the FY 2023 Approved Budget due to the annualization of salary adjustments and funding for a new Performance Improvement Analyst.
- The General Fund provides for 29 full-time positions with two (2) limited-term grant funded positions in FY 2024, which is an increase of one (1) full-time staffing position from the previous FY 2023. The two limited-term positions will be funded by proceeds from the American Rescue Plan grant program.
- As of April 2023, the Office has 7 General fund and 2 limited-term grant funded vacancies. In FY 2023, the Office reports 2 individuals have resigned, and its current year attrition rate of 9.5%.
- The Office currently has two (2) positions assigned to the County Executive’s Office on a full-time basis. The two filled positions, which are CountyStat staff members, are expected to continue in FY 2024.

Fringe Benefits

- Fringe Benefit expenditures for FY 2024 are proposed at \$918,500 which is an increase of \$87,900 or 10.6% above the FY 2023 Approved Budget due to anticipated compensation adjustments for the new Budget Management Analyst 4G position as well to align with projected costs.

Fringe Benefits Historical Trend - General Fund					
	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimate	FY 2024 Proposed
Compensation	\$ 2,138,305	\$ 2,170,010	\$ 2,164,428	\$ 2,117,600	\$ 2,897,400
Fringe Benefits Expenditures	\$591,317	\$633,761	\$608,816	\$704,000	\$918,500
As a % of Compensation	27.7%	29.2%	28.0%	33.0%	31.7%
% Change		7.2%	-3.9%	15.6%	30.5%

Operating Expenses

- Proposed FY 2024 operating expenses are \$595,900, an increase of \$129,400 or 27.7% over FY 2023 approved level. The primary drivers of the increase are technology allocation charges. Funding is also allocated for training, printing, general office supplies, interpretation services, membership costs and office equipment.
- The following table compares the FY 2024 proposed Operating expenditures with the FY 2023 Approved Operating expenditures. In seven (7) of the categories, the FY 2024 Proposed Budget level remains unchanged compared to the FY 2023 Approved Budget. In two (2) of the categories, there is an increase in planned spending in FY 2024. In three (3) of the categories, there is a decrease in planned spending in FY 2024.

Operating Objects	FY 2023 Budget	FY 2024 Proposed	FY 2023 - FY 2024	
			\$ Change	% Change
Telephone	\$ 5,300	\$ 5,200	\$ (100)	100.0%
Printing	7,500	12,000	4,500	60.0%
Office Automation	397,700	527,100	129,400	0.0%
Training	12,700	12,700	-	0.0%
Advertising	800	800	-	0.0%
Travel: Non-training	6,000	6,000	-	0.0%
Membership Fees	1,000	1,000	-	0.0%
Mileage Reimbursement	1,000	1,000	-	0.0%
General and Administrative Contracts	18,000	14,600	(3,400)	-18.9%
General Office Supplies	12,000	12,000	-	0.0%
Office and Operating Equipment Non-Capital	1,500	500	(1,000)	-66.7%
Miscellaneous	3,000	3,000	-	0.0%
TOTAL	\$ 466,500	\$ 595,900	\$ 129,400	27.7%

Recoveries

- In FY 2023, the Office is estimated to receive a total of \$70,900 in recoveries to align with costs related to the Capital Improvement Program. In FY 2024, the Office anticipates receiving \$206,900 in recoveries for the same purpose, which is a slight increase when compared to FY 2023 Approved Budget amount in recoveries.

Highlights and Other Issues

- In FY 2023, the Office completed the submission of required federal reports related to the Coronavirus State and Local Fiscal Recovery Funds program.

- The Office provided a grant workshop to community organizations regarding the FY 2023 Local Development Council Local Impact Grant program.
- The Office is operating under a hybrid in-person/teleworking module. Managers and support team members are in the office 2-5 times a week, while analysts are in the office once a week. All staff are aware that if demands require that an office presence is necessary then the telework schedule will be secondary.
- The CountyStat program was launched to deliver results through analysis, accountability, and innovation. Focusing on specific topics, CountyStat is able to ensure that the County is making measurable progress on important issues. Currently, there are two (2) analysts assigned to CountyStat. In FY 2023, the program continued to revamp its operations to prioritize issues related to beautification, flooding, permitting, procurement, reducing time to fill, and reducing violent crime. CountyStat hired a new manager following the departure of the previous one via resignation. CountyStat will continue to monitor, maintain, and report required performance management data related to the American Rescue Plan Act to the U.S. Treasury. A dashboard will soon be launched to keep leadership and the public informed on progress related to the approved projects.
- The Office's top priorities in FY 2024 are as follows:
 - Maintaining the County's General Fund balance at or above 7% of the General Fund budget;
 - Increasing the percentage of programs in County Government's service delivery inventory with primary source data that is reported to a centralized warehouse; and
 - Support the implementation of the Open Budget dashboards that will display and track department operating budgets to the County Executive's priority outcomes and respective performance measures.
 - Filling vacant positions to decrease workload
 - Prioritize CIP projects within long-term strategic framework in collaboration with all stakeholders.