

Office of Management and Budget Fiscal Year 2023 Budget Review Summary

Proposed FY 2023 Operating Budget

Category	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimate	FY 2023 Proposed	Change Amount	% Change
Compensation	\$ 2,170,010	\$ 2,455,100	\$ 2,117,400	\$ 2,556,100	\$ 101,000	4.1%
Fringe Benefits	633,761	689,900	609,800	810,700	\$ 120,800	17.5%
Operating Expenses	227,551	434,000	427,500	466,500	\$ 32,500	7.5%
Recoveries	(199,616)	(197,300)	(70,900)	(201,900)	\$ (4,600)	2.3%
Total	\$ 2,831,706	\$ 3,381,700	\$ 3,083,800	\$ 3,631,400	\$ 249,700	7.4%

Authorized Staffing - All Classifications

Fund	FY 2022 Approved	FY 2023 Proposed	Change	% Change
General Fund	28	28	0	0.0%
Limited-Term	0	2	2	N/A
TOTAL	28	30	2	7.1%

FY 2023 Proposed Budget – Key Highlights

- Increase in Compensation: Due to the annualization of FY2022 salary adjustments and funding for a previously unfunded Administrative Aide position.
- Increased Fringe Benefits: Based on compensation changes (\$120,800).
- Increased Operating Costs: Technology/Office Automation (\$14,500), and General and Administrative Contracts for editing services (\$18,000).
- Increased Recoveries (\$4,600) due to anticipated increases in compensation and fringe benefits for staff related to budgeting and management functions of the Capital Improvement Program (CIP).
- Proposed FY 2023 Authorized general fund positions remain consistent with FY2022 Approval level of 28 full-time positions, with 27 positions being funded in FY 2023. Also, in FY2023 the office is proposed to have an addition of two (2) limited-term positions which will be funded by American Rescue Plan Act grant proceeds.
- Vacancies (As of 4/4/22): Eight (8) FT General Fund positions.
- To date, as of April 2022, the Office has lost four (4) employees to resignations. The Office reports a 19% attrition rate with most of its attrition due to terminations and individuals receiving new and promotional job opportunities.
- Currently, there are two (2) analysts assigned to CountyStat. In FY2022, the CountyStat program underwent a focused reconceptualization which was aimed at taking a deep dive into some priorities elevated by executive leadership. Some of the areas of focus included beautification, flooding, permitting, procurement, reducing time to fill positions, and reducing violent crime. See *First Round Budget Response Q.17-19* for a complete listing of projects that the CountyStat team has worked on FY 2022

Office's Key Strategic Initiatives for FY 2023

- 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.
- 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.



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

May 2, 2022

MEMORANDUM

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

THRU: Turkessa M. Green, County Auditor *TMG*

FROM: Larry Whitehurst Jr., Audit Manager *L.W.*

RE: Office of Management and Budget
Fiscal Year 2023 Budget Review

Budget Overview

The FY 2023 Proposed Budget for the Office of Management and Budget is approximately \$3.6 million, an increase of \$249,700, or 7.4%, above the FY 2022 approved budget. The increase is primarily due to increases in compensation and fringe benefits related to FY 2022 salary adjustments and a previously unfunded Administrative Aide position. The Office of Management and Budget is funded entirely by the General Fund.

Budget Comparison - General Fund

Approved Fiscal Year 2022 to Proposed Fiscal Year 2023

Category	FY 2021 Actual	FY 2022 Approved	FY 2022 Estimated	% Change - Est vs App	FY 2023 Proposed	\$ Change	% Change
Compensation	\$ 2,170,010	\$ 2,455,100	\$ 2,117,400	-13.8%	\$ 2,556,100	\$ 101,000	4.1%
Fringe Benefits	633,761	689,900	609,800	-11.6%	810,700	120,800	17.5%
Operating Expenses	227,551	434,000	427,500	-1.5%	466,500	32,500	7.5%
SubTotal	\$ 3,031,322	\$ 3,579,000	\$ 3,154,700	-11.9%	\$ 3,833,300	\$ 254,300	7.1%
Recoveries	(199,616)	(197,300)	(70,900)	-64.1%	(201,900)	(4,600)	2.3%
Total	\$2,831,706	\$3,381,700	\$3,083,800	-8.8%	\$ 3,631,400	\$ 249,700	7.4%

Authorized Staffing Count - General Fund

	FY 2022 Approved	FY 2023 Proposed	Change Amount	% Change
Full-Time	28	28	0	0.0%
Limited-Term	0	2	2	100.0%
Total	28	30	2	7.1%

Staffing Changes and Compensation

- In FY 2023, compensation is proposed to increase by 101,000, or 4.1%, above the FY 2022 Approved Budget level due to the annualization of FY 2022 salary adjustments and funding for a previously unfunded Administrative Aide position.
- The General Fund provides for 28 full-time positions and two (2) limited-term grant positions in FY 2023, which is an increase of two (2) limited-term grant positions when compared to FY 2022 staffing level. The two (2) limited-term positions will be funded by proceeds from the American Rescue Plan Act grant program.
- As of April 4, 2022, the Office has seven (7) vacant Analyst positions and one vacant (1) Administrative Aide position. In FY 2022, the Office reports that four (4) individuals have resigned, and its current year attrition rate is 19%.
- 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 2022.

Fringe Benefits

- Fringe Benefit expenditures for FY 2023 are proposed at \$810,700, which is a decrease of \$120,800, or 17.5%, above the FY 2022 Approved level due to anticipated compensation adjustments.

Fringe Benefits Historical Trend - General Fund					
	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimate	FY 2023 Proposed
Compensation	\$ 2,114,331	\$ 2,138,305	\$ 2,170,010	\$ 2,117,400	\$ 2,556,100
Fringe Benefits Expenditures	\$600,193	\$591,317	\$633,761	\$609,800	\$810,700
As a % of Compensation	28.4%	27.7%	29.2%	28.8%	31.7%
% Change		-1.5%	7.2%	-3.8%	32.9%

Operating Expenses

- Proposed FY 2023 operating expenses increase by \$32,500, which is 7.5% over the FY 2022 Approved level. The increase is driven primarily by an increase in general and administrative contracts and office automation charges.
- The following table compares the FY 2023 Proposed Operating expenditures with the FY 2022 Approved Operating expenditures. In ten (10) of the categories, the FY 2023 Proposed Budget level

remains unchanged compared to the FY 2022 Approved budget level. In two (2) of the categories, there is an increase in planned spending in FY 2023.

Operating Objects	FY 2022 Budget	FY 2023 Proposed	FY 2022 - FY 2023	
			\$ Change	% Change
General & Administrative Contracts	\$ -	\$ 18,000	\$ 18,000	100.0%
Office Automation	383,200	397,700	14,500	3.8%
Advertising	800	800	-	0.0%
Miscellaneous	3,000	3,000	-	0.0%
General Office Supplies	12,000	12,000	-	0.0%
Telephone	5,300	5,300	-	0.0%
Membership Fees	1,000	1,000	-	0.0%
Office and Operating Equipment Non-Capital	1,500	1,500	-	0.0%
Travel: Non-Training	6,000	6,000	-	0.0%
Mileage Reimbursement	1,000	1,000	-	0.0%
Printing	7,500	7,500	-	0.0%
Training	12,700	12,700	-	0.0%
TOTAL	\$ 434,000	\$ 466,500	\$ 32,500	7.5%

Recoveries

- In FY 2022, the Office is estimated to receive a total of \$70,900 in recoveries for employee salaries and fringe benefit expenditures related to budgeting and management functions of the Capital Improvement Program (CIP). In FY 2023, the Office anticipates receiving \$201,900 in recoveries for the same purpose, which is a slight increase when compared to the FY 2022 Approved budgeted amount in recoveries.

Highlights and Other Issues

- 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 2022, the program underwent a focused reconceptualization where sessions were aimed at taking a deep dive into some priorities elevated by executive leadership such as beautification, flooding, permitting, procurement, reducing time to fill vacancies, and reducing violent crime. CountyStat worked with a consultant to develop a new reporting strategy to monitor progress related to the elevated priorities. See *First Round Budget Response Q.19* for specific details on how these priorities were addressed.
- The Office's top priorities in FY 2023 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.