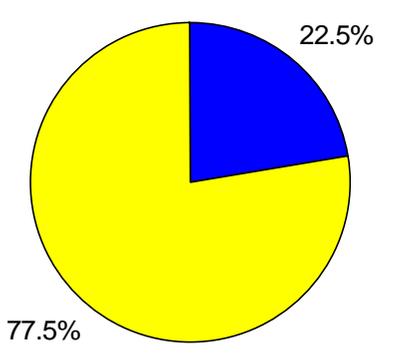


*Department of Management and Budget*

**20-02-Economic, Legislative and Management Analysis**

Fund/Agency: 001/20	Department of Management and Budget	
Personnel Services	\$586,759	<p><b>CAPS Percentage of Agency Total</b></p>  <p>22.5%</p> <p>77.5%</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>■ Economic, Legislative and Management Analysis</p> <p>■ All Other Agency CAPS</p> </div>
Operating Expenses	\$94,330	
Recovered Costs	\$0	
Capital Equipment	\$0	
<b>Total CAPS Cost:</b>	<b>\$681,089</b>	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
<b>Total Revenue:</b>	<b>\$0</b>	
<b>Net CAPS Cost:</b>	<b>\$681,089</b>	
Positions/SYE involved in the delivery of this CAPS	9/9	

**► CAPS Summary**

In addition to the budgetary and fiscal policy responsibilities of the Department of Management and Budget, the agency conducts ongoing analysis functions in three key operational areas: revenue forecasting, legislative fiscal impact analysis, and management analyses, which includes the performance measurement/managing for results initiative, technical support for pay for performance, and specialized management analysis services for the County Executive and Board of Supervisors. Studies and reports are prepared to facilitate ongoing strategic planning, evaluation, and decision-making Countywide. A study of user fees Countywide is underway in FY 2002.

## *Department of Management and Budget*

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DMB staff monitors and forecasts 273 tax and revenue categories using various statistical methods; tracks and analyzes trends in local and national economic data; produces two key monthly economic reports: the "Fairfax County Economic Index" newsletter, prepared in partnership with George Mason University, and the "Economic Indicators Bulletin" which is published in-house; and conducts economic, statistical and quantitative analyses. DMB also conducts monthly review and modeling of major revenue categories (90 percent of total) and quarterly analysis of minor revenue categories.

DMB determines the fiscal impact of legislative initiatives before the Virginia General Assembly, as well as proposals brought forward by commissions and other bodies associated with the Virginia legislature. In addition, analysis of federal legislation is conducted whenever a bill is introduced that will have a fiscal impact on Fairfax County. During the 2001 General Assembly session, staff reviewed a total of 365 House and Senate bills referred to DMB, approximately 9 percent of all bills introduced in that session.

Working with the Department of Human Resources, DMB provides technical support for pay for performance, monitoring expenditures by agency, projecting fiscal impacts of trends in and modifications to the program, and serving a key role on the Compensation Steering Committee.

Finally, this program area supports the County's comprehensive performance measurement program which links performance (results) to resources (the budget). Fairfax County tracks performance in order to achieve results and continuously improve, as well as to provide greater accountability to its citizens. With a history of tracking management indicators that extends back to the 1970s, DMB is constantly evolving its process to provide meaningful information that helps managers to manage and citizens to understand the services Fairfax County is providing as well as how they benefit from those services.

DMB has gained increasing recognition on the local, national and international level as a leader in the areas of performance measurement, and budget policy and development. Government officials from across the nation and around the world (including China, Russia, Japan, Korea, etc.) have come to Fairfax County to learn about the County's innovative approaches to performance measurement and budgeting. Already considered a leader in performance measurement, in FY 2003, DMB is committed to continuing participation in the International City/County Management Association's Center for Performance Measurement to compare performance data and practices with other jurisdictions nationwide. An interagency team coordinated by the Department of Management and Budget has provided support for this effort since 1997. In addition, DMB provides annual training for County staff in four core areas including Basic Performance Measurement, Data Collection, Surveying for Customer Satisfaction, and Managing for Results.

### ► **Method of Service Provision**

Services are provided directly by County employees. Normal hours of operation are 8:00 a.m. to 4:30 p.m. Monday through Friday. Staff also provides after-hours support for County agencies, boards, authorities and commissions in the evening and on weekends when needed.

## *Department of Management and Budget*

### ► Performance/Workload Related Data

DMB has developed, runs and maintains more than 20 econometric and other statistical models used to forecast revenue from major tax sources. These sources include: real estate tax, personal property tax, sales tax, BPOL, utility tax, investment interest portfolio, building fee revenue, transient occupancy tax, deed of conveyance and recordation taxes.

In FY 2001, DMB staff developed a methodology to amend the County's utility tax and BPOL tax ordinances that averted the potential loss of more than \$41 million in utility tax revenue for the County. The models and analyses were used by several other local jurisdictions.

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate
Number of House and Senate Bills Reviewed by DMB during General Assembly sessions	260 (long session)	223 (short session)	446 (long session)	365 (short session)	450 (long session)
Percent variance in actual and projected revenue	0.2%	0.6%	0.2%	0.2%	2.0%
Percent variance in actual and projected expenditures	3.1%	2.4%	1.5%	2.0%	2.0%

## *Department of Management and Budget*

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### ► **Mandate Information**

This CAPS is State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 26-50%. The State code and a brief description of the code follows:

- Code of Virginia, section 15.2-539: Submission of Budget by Executive. Each year at least two weeks before the board must prepare its proposed annual budget, the county executive shall prepare and submit to the board a budget presenting a financial plan for conducting the county's affairs for the ensuing year.
- Code of Virginia, section 15.2-2503: Time for Preparation and Approval of Budgets. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins.
- Code of Virginia, section 15.2-2504 What the Budget Must Show. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins.
- Code of Virginia, Section 15.2-2505: Reserve for Contingencies and Capital Improvements.
- Code of Virginia, Section 15.2-2605: Publication and Notice; Public Hearing; Moneys Not to be Paid Out Until Appropriated.
- Code of Virginia, Section 15.2-1813: Notice When Public Hearing Required.
- Code of Virginia, Section 15.2-2507: Amendment of Budget.
- Code of Virginia, Section 15.2-1105: Borrowing Money and Issuing Evidence of Indebtedness.
- Code of Virginia, Section 15.2-2606 : Public Hearing Before Issuance of Bonds.
- Code of Virginia, Section 15.2-2634: Limitation on Amount of Outstanding Bonds.