

MEMORANDUM

April 19, 2010

TO: Management and Fiscal Policy Committee
 FROM: Justina J. Ferber, Legislative Analyst 
 SUBJECT: Worksession - Executive's Recommended FY11 Operating Budget -
County Executive Office

Those expected for this worksession:

Timothy Firestine, Chief Administrative Officer
 Sonetta Neufville, Administrative Specialist III, County Executive Office
 Bryan Hunt, Budget Analyst, OMB

The Executive's recommendation for the County Executive Office Budget is on pages 25-1 to 25-6.

Overview

For FY11, the Executive recommends total expenditures of \$5,076,780 for the County Executive's Office, a decrease of \$1,525,520 or 23.1.7% from the FY10 approved budget. Personnel Costs comprise 86.3 percent of the budget. Allowing for reductions and adjustments to the original FY10 appropriation and not for shifts in personnel; expenditures in the office have been reduced -18.6% percent.

(in \$000's)	FY09 Actual	FY10 Approved	FY11 CE Recommended	% Change FY09-FY10
Expenditures:				
General Fund	6,469,618	6,399,960	4,733,550	-26.0%
Grant Fund	411,700	202,340	343,230	69.9%
TOTAL Expenditures	6,881,318	6,602,300	5,076,780	-23.1%
Positions:				
Full-time	51	49	35	-28.6%
Part-time	8	7	7	0.0%
TOTAL Positions	59	56	42	-25.0%
WORKYEARS	52	46.7	42	-31.50%

Reductions with service impacts	Workyears	Cost
Eliminate Senior Fellow	-0.5	(\$33,230)
Reduce Senior Info Tech Specialist	-0.4	(\$50,670)
Reduce Bd, Comm, Comm support	1	(\$75,970)
Lapse Special Assistant to CE	-0.5	(\$103,000)
Eliminate 2 Senior Exec. Admin. Aides	-2	(\$160,800)
Reduce Internal Audit Contracts	0	(\$200,000)
Reduce Volunteer Center Staff	-4	(\$369,290)
Net Change	-3	(\$992,960)

Reductions with no service impacts	Workyears	Cost
Decrease Operating Expenses	0	(\$18,080)
Decrease Office Automation Supplies	0	(\$2,910)
Increase Lapse	-0.1	(\$13,190)
Decrease training for internal audit	0	(\$7,410)
Modify Community Events	0	(\$10,000)
Net Change	-0.1	(\$51,590)

Adjustments with no service impacts	Workyears	Cost
Retirement Adjustment	0	\$35,660
Group Insurance Adjustment	0	\$23,730
Annualization of Personnel Costs	0	\$14,930
Work Year Adjustment	0.2	\$0
Personnel Cost Adjustments	0	(\$38,840)
Furlough Days	-1.2	(\$141,740)
Printing and mailing adjustment	0	(\$7,430)
Printing and mailing reduction target	0	(\$14,770)
Motor pool rate adjustment	0	(\$18,460)
Net Change		(\$146,920)

Shifted Costs - no service impacts	Workyears	Cost
Transfer to PIO-311 Call Center	-1	(\$66,270)
Shift to Smart Growth Projects	-0.4	(\$75,920)
Shift to Enterprise Project	-0.8	(\$102,850)
Transfer to PIO-311 Call Center	-3	(\$229,900)
Net Change	-5.2	(\$474,940)

If the above costs were not shifted, the Executive's proposed FY11 budget would be down -18.6% from the original FY10 budget.

FY10 Expenditure Issues

Major changes in FY11 in the Executive Office relate to reductions in staffing in the Volunteer Center and other reductions in Executive staff; shifts in staffing to the 311 center and other projects; and decreases in expenses, especially for internal audit contracts.

Council Staff Explanation of FY11 Expenditure Changes

Office of County Executive FY11 Major Adjustments and Staffing Changes by Division	
Policy Planning and Development (5.7 Workyears from 8.5)	
-\$66,270; -1.0 wy	Transfer PAA position to staff MC311 Call Center
-\$75,970; -1.0 wy	Eliminate OSC position supporting the process for appointments to Boards, Committees, Commissions
-\$103,000; -0.5 wy	Lapse the Special Assistant position to the CE for the full year
-\$88,930; -0.3	Miscellaneous adjustments
Supervision & Management of Executive Branch Departments (15.0 Workyears from 22.7)	
-\$33,230; -0.5 wy	Eliminate Senior Fellow position (Public Administration Intern)
-\$50,670; -0.4 wy	Reduce Senior Info Tech Specialist to 0.6 wy
-\$75,920; -0.4 wy	Shift positions to Smart Growth Project -0.3 wy Assistant Chief Administrative Officer; -0.1 wy Sr. Executive Administrative Aide
-\$102,850; -0.8 wy	Shift positions to Enterprise Project -0.5 wy Assistant Chief Administrative Officer; -0.3 wy Office Services Coordinator (OSC)
-\$160,800; -2.0 wy	Eliminate 2 Senior Executive Administrative Aide positions
-\$229,900; -3.0 wy	Transfer 3 positions to MC311 Call Center; 2 Information and Referral Aides and 1 Office Services Coordinator
-\$13,190; 0.1 wy	Increase departmental lapse
\$10,780; -0.5	Miscellaneous adjustments
Community Partnerships (7.3 Workyears from 11.5)	
-\$10,000	Decrease cost by modifying Community Events
\$135,500; 0 wy	Add Urban Area Security Initiative Grant for community preparedness education (Multiple-year, multiple-departmental grant to recruit a medical reserve corps in the event of a disaster or major emergency.)
-\$369,290; -4.0 wy	Reduce Volunteer Center by eliminating 4 workyears Manager III 1.0 wy, Program Specialists 1.5wy; Principal Administrative Aide 0.5 wy and Office Services Coordinator 1.0 wy
-\$17,300; -0.2	Miscellaneous adjustments
Planning and Fiscal Analysis of Infrastructure Needs (1.0 Workyear)	
0	No change (funded by BRAC grant)
Internal Audit (1.0 workyear)	
-\$7410; 0 wy	Decrease training funds for Internal Audit
-\$200,000; 0 wy	Reduce funding for audit contracts (\$275,000 remaining for contracts)
-\$16,070; -0.0	Miscellaneous adjustments
Administration (2.0 Workyears)	
-\$30,500	Miscellaneous Adjustments

FY10 to FY11 Program Comparison

<u>Program</u>	<u>FY10</u>	<u>FY11</u>
Policy Planning and Development	\$1,242,140; 8.5 wy	\$889,510; 5.7 wy
Supervision & Management	\$3,023,680; 22.7 wy	\$2,360,470; 15.0 wy
Community Partnerships	\$1,334,600; 11.5 wy	\$1,078,900; 7.3 wy
Planning and Fiscal Analysis	\$124,710; 1.0 wy	\$124,710; 1.0 wy
Internal Audit	\$664,770; 1.0 wy	\$441,290; 1.0 wy
Administration	\$212,400; 2.0 wy	\$181,900; 2.0 wy
Total (includes grant funding)	\$6,602,300; 46.7 wy	\$5,076,780; 32.0 wy

Major Issues for Discussion

Office of Community Partnerships: The PHED Committee, in its review of the Regional Services Centers (RSC) budget on April 14, noted that, like the RSCs, the Office of Community Partnerships (OCP) is also responsible for community outreach and liaison. While the missions of the two organizations are somewhat different, the PHED Committee expressed interest in determining how the RSCs and the OCP could be structured to provide community outreach as efficiently and cost effectively as possible without duplicating services. The PHED Committee has requested that Executive staff provide additional options for restructuring the RSCs at less cost, and consider the most cost effective way for OCP to work with and augment the work of the centers. The OCP mission is described on ©2 and the RSC mission is footnoted¹. *The PHED Committee is scheduled to continue its review of the RSC budget on May 6, and would appreciate any recommendations which the MFP Committee may have on this matter.*

Gilchrest Center: Responsibility for the Gilchrest Center will shift to OCP in FY11; however, staff of the center will remain in the Department of Recreation budget. In FY11, the OCP will develop a plan for growing the Gilchrest Center into a network of partnerships.

Volunteer Center: Staffing in the Volunteer Center in the Community Partnerships Division has been reduced by four workyears. Given that the County is reducing its labor force due to decreasing budgets and nonprofits also are experiencing major cutbacks, it is more crucial than ever that volunteers be recruited. Cutting back four positions the Volunteer Center at this time is a concern. In FY10 the Volunteer Center was comprised of a Director, a Program Manager, two Program Specialists, an Office Services Coordinator, a Principal Administrative Aide and a grant-funded position. The following positions have been abolished: Center Director, OSC, ½ PAA, and 1&½ Program Specialists. None of the positions in Community Partnerships were abolished. Given the dramatic changes in the Volunteer Center, consideration should be given to restoring some front line staff and reevaluating the higher level staffing of Community Partnerships which is staffed with a the Director, three Community Liaisons and an Executive Administrative Aide. Public hearing

¹ The mission of the Regional Services Centers is to represent the County in their respective regions by providing effective, timely liaison between Montgomery County and its residents and businesses and by working with individuals, community groups, regional Citizens Advisory Boards and other public agencies to provide information, identify and assess regional problems and issues, manage site selections for public facilities, and bring community perspective to major policy issues.

testimony was given by Barbara Woodall, Montgomery County Vital Living Committee, in opposition to reducing staff in the Volunteer Center. She testified that the Center's outcomes far outweigh the cost.

Funding for Audit Contracts: During FY10's budget discussions, the redesign of the Internal Audit functions within the Executive Office was discussed and the Committee was advised that contracting out of auditing was a most effective way to conduct internal audits, and audits would be conducted under multi-year work plans and focus on areas of high risk. One position was retained for contract administration.

Funding for audit contracts in the Audit Division will decrease by \$200,000 in FY11. At its meeting on April 8, the Council Audit Committee discussed concerns about resources to conduct internal audits for FY11. The Committee was advised that a "Risk Assessment" would be completed in early May and will include a 3-year Audit Work Plan. It was noted that \$204,000 was not committed for audits in FY10 and the funds will be carried over to FY11. Also, some departments fund audits out of their budget decreasing the need for funds in the Audit Division. Executive staff wanted to complete the "Risk Assessment" before determining FY11 funding needs. Two audits have been completed in FY10 and three more are in process to be completed. The CAO felt there were sufficient funds in the FY11 Audit Division budget.

Staff Recommendation:

- **Discuss the reorganization in the Office of Community Partnerships.**
- **Request a study to determine the effectiveness of the OCP and whether its functions can be delegated to other areas of County government.**

Attachment: Budget Pages ©1
Workforce Changes in the County Executive Office ©7

County Executive

MISSION STATEMENT

The Offices of the County Executive provide political leadership to the community and administrative direction to the County's departments and offices. The Office is committed to providing accurate, timely, and effective staff support to the County Executive and the Chief Administrative Officer (CAO) as they address their responsibilities in an atmosphere that is characterized by excellence, efficiency, openness, outreach, equity, and integrity.

BUDGET OVERVIEW

The total recommended FY11 Operating Budget for the Offices of the County Executive is \$5,076,780, a decrease of \$1,525,520 or 23.1 percent from the FY10 Approved Budget of \$6,602,300. Personnel Costs comprise 86.3 percent of the budget for 35 full-time positions and seven part-time positions for 32.0 workyears. Operating Expenses account for the remaining 13.7 percent of the FY11 budget.

LINKAGE TO COUNTY RESULTS AREAS

The Offices of the County Executive support all eight of the County Results Area.

PERFORMANCE MEASURES

The primary focus of the Offices of the County Executive is to provide policy direction, reinforce accountability, and ensure the achievement of results. In support of these objectives, this office primarily uses the following tools to measure the effectiveness of the policy directions provided to County departments:

- departmental performance plans, headline performance measures and program performance measures that are reviewed and monitored on a routine basis;
- a "Dashboard" reporting system on departments' headline performance measures and program performance measures that monitors and reports to the public, in real time, the County's successes and challenges; and
- high level indicators of County performance and quality of life, that serve as a barometer of County performance benchmarked against a regional and national grouping of comparable jurisdictions.

PROGRAM CONTACTS

Contact Sonetta Neufville of the Offices of the County Executive at 240.777.2516 or Bryan Hunt of the Office of Management and Budget at 240.777.2770 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

County Executive - Policy Planning and Development

The County Executive oversees the enforcement of the laws of Montgomery County and provides Executive direction to all departments and offices of the County government. The County Executive also develops policies; proposes plans, programs, budgets, and legislation to the County Council; adopts Executive Orders and Regulations; and appoints citizens to boards, committees, and commissions.

FY11 Recommended Changes	Expenditures	WYs
FY10 Approved	1,242,140	8.5
Decrease Cost: Motor Pool Rate Adjustment	-18,460	0.0
Shift: Transfer positions to Public Information Office to staff MC311 Call Center	-66,270	-1.0
Reduce: Boards, Committees and Commissions	-75,970	-1.0
Reduce: Lapse Special Assistant to the County Executive	-103,000	-0.5
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-88,930	-0.3
FY11 CE Recommended	889,510	5.7

CAO - Supervision & Management of Executive Branch Depts.

The Chief Administrative Officer (CAO) supervises all departments and offices of the Executive Branch. The CAO also advises the County Executive on administrative matters and coordinates management review and decision-making on policies, programs, plans, budgets, legislation, regulations and similar matters. CountyStat provides a forum for ongoing monitoring and measurement of the effectiveness and efficiency of County government services in order to improve performance, reinforce accountability and focus on results. The Constituent Services staff coordinates responses to correspondence and electronic mail.

FY11 Recommended Changes	Expenditures	WYs
FY10 Approved	3,023,680	22.7
Decrease Cost: Printing and Mail Adjustment	-7,430	0.0
Decrease Cost: Increase Lapse	-13,190	-0.1
Eliminate: Senior Fellow	-33,230	-0.5
Reduce: Senior Information Technology Specialist	-50,670	-0.4
Shift: Smart Growth Projects	-75,920	-0.4
Shift: Enterprise Project	-102,850	-0.8
Reduce: Senior Executive Administrative Aides	-160,800	-2.0
Shift: Transfer positions to Public Information Office to staff MC311 Call Center	-229,900	-3.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	10,780	-0.5
FY11 CE Recommended	2,360,470	15.0

Community Partnerships

The Office of Community Partnerships (OCP) is a bridge between community residents and organizations and the County government. To keep Montgomery County's residents informed about policies, programs, and issues, OCP staff coordinates responses to residents' correspondence and telephone inquiries and distributes weekly e-mail newsletters. The OCP staff provides outreach and liaison services to ethnic, multilingual, and multicultural communities. OCP staff works closely with the County's non-profit and faith community organizations. They work in partnership with County departments to ensure that efficient, effective, responsive and high-quality services are provided to all Montgomery County residents. To help celebrate the rich diversity of Montgomery County, the OCP staff coordinates a number of community events throughout the year including the County's Martin Luther King, Jr. Birthday Celebration; Black History Month; Arab American Heritage Month; Asian Pacific American Heritage Month; Juneteenth Commemoration; Hispanic/Latino Heritage Month; World of Montgomery Festival; and Native American Heritage Month.

The Gilchrist Center for Cultural Diversity is our welcoming center for New Americans. At the Center, recent immigrants learn to speak English and prepare themselves to contribute to our economy and our community. During FY11, the Office of Community Partnerships will develop a plan for growing the Gilchrist Center into a robust network of partnerships with the many ethnic serving nonprofits that receive grants from the County.

The Volunteer Center connects our residents and businesses to volunteer assignments in hundreds of nonprofits across Montgomery County. The Volunteer Center stands at the intersection of our County's three essential sectors – government, community nonprofits, and business. Now, at a time when we need volunteers more than ever, we must find a more sustainable model that more effectively leverages the community good will that has long been Montgomery County's greatest resource. The Office of Community Partnerships will craft a robust and sustainable model that builds capacity and strengthens our civic culture for long-term.

FY11 Recommended Changes	Expenditures	WYs
FY10 Approved	1,334,600	11.5
Add: Urban Area Security Initiative Grant Renewal for volunteer recruitment and community preparedness education	135,500	0.0
Increase Cost: Miscellaneous Grant Adjustments	5,390	0.0
Decrease Cost: Restructure Community Events	-10,000	0.0
Reduce: Volunteer Center	-369,290	-4.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-17,300	-0.2
FY11 CE Recommended	1,078,900	7.3

Notes: Of the above amount, \$218,520 is Grant funded.

Planning and Fiscal Analysis of Infrastructure Needs

This program coordinates the review and analysis of referrals regarding master plans, master plan amendments, functional plans, growth policy, adequate public facilities, annexation plans, zoning text amendments, and other land use and planning-related proposals submitted to the Executive Branch and/or the Office of the CE/CAO for review and/or comment. The staff also manages the Base Realignment and Closure grant. (2)

FY11 Recommended Changes	Expenditures	WYs
FY10 Approved	124,710	1.0
FY11 CE Recommended	124,710	1.0

Notes: The above amount is Grant funded.

Internal Audit

The core function of this program is to improve internal controls and provide reasonable assurance regarding the achievement of the following objectives: compliance with laws, regulations, policies and procedures; reliability of financial reporting; effectiveness and efficiency of operations; deterring and investigating fraud; and safeguarding County assets. This program operates by providing independent internal auditing services including performing a full range of audits comprising compliance, financial, information technology, performance, and forensic audits; performing targeted risk assessments to identify gaps in internal controls; and providing training to Montgomery County Government employees on accountability and internal control issues. This program is grounded in a County-wide risk assessment which forms the basis of the Internal Audit's strategic risk-based multi-year audit plan.

FY11 Recommended Changes	Expenditures	WYs
FY10 Approved	664,770	1.0
Decrease Cost: Training for Internal Audit	-7,410	0.0
Reduce: Internal Audit Contracts	-200,000	0.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-16,070	0.0
FY11 CE Recommended	441,290	1.0

Administration

The Administration program provides budget development and analysis, fiscal and inventory control, personnel and payroll management, training and supervision, procurement, and contract administration.

FY11 Recommended Changes	Expenditures	WYs
FY10 Approved	212,400	2.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-30,500	0.0
FY11 CE Recommended	181,900	2.0

BUDGET SUMMARY

	Actual FY09	Budget FY10	Estimated FY10	Recommended FY11	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	4,641,900	4,281,980	4,239,620	3,182,210	-25.7%
Employee Benefits	1,226,470	1,236,290	1,063,780	980,560	-20.7%
County General Fund Personnel Costs	5,868,370	5,518,270	5,303,400	4,162,770	-24.6%
Operating Expenses	601,248	881,690	618,090	570,780	-35.3%
Capital Outlay	0	0	0	0	---
County General Fund Expenditures	6,469,618	6,399,960	5,921,490	4,733,550	-26.0%
PERSONNEL					
Full-Time	49	47	47	33	-29.8%
Part-Time	8	7	7	7	---
Workyears	49.5	44.2	44.2	29.5	-33.3%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	207,317	146,730	146,730	178,810	21.9%
Employee Benefits	58,055	38,190	38,190	38,150	-0.1%
Grant Fund MCG Personnel Costs	265,372	184,920	184,920	216,960	17.3%
Operating Expenses	146,328	17,420	17,420	126,270	624.9%
Capital Outlay	0	0	0	0	---
Grant Fund MCG Expenditures	411,700	202,340	202,340	343,230	69.6%
PERSONNEL					
Full-Time	2	2	2	2	---
Part-Time	0	0	0	0	---
Workyears	2.5	2.5	2.5	2.5	---
REVENUES					
MLK Day of Service	9,180	0	0	0	---
Retired Senior Volunteer Program	90,331	77,630	77,630	83,020	6.9%
Corporate Volunteer Council	8,005	0	0	0	---
Urban Areas Security Initiative	135,472	0	0	135,500	---
Base Realignment and Closure	120,867	124,710	124,710	124,710	---
Summer of Service	6,919	0	0	0	---
Grant Fund MCG Revenues	370,774	202,340	202,340	343,230	69.6%
DEPARTMENT TOTALS					
Total Expenditures	6,881,318	6,602,300	6,123,830	5,076,780	-23.1%
Total Full-Time Positions	51	49	49	35	-28.6%
Total Part-Time Positions	8	7	7	7	---
Total Workyears	52.0	46.7	46.7	32.0	-31.5%
Total Revenues	370,774	202,340	202,340	343,230	69.6%

FY11 RECOMMENDED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY10 ORIGINAL APPROPRIATION	6,399,960	44.2
Changes (with service impacts)		
Eliminate: Senior Fellow [CAO - Supervision & Management of Executive Branch Depts.]	-33,230	-0.5
Reduce: Senior Information Technology Specialist [CAO - Supervision & Management of Executive Branch Depts.]	-50,670	-0.4
Reduce: Boards, Committees and Commissions [County Executive - Policy Planning and Development]	-75,970	-1.0
Reduce: Lapse Special Assistant to the County Executive [County Executive - Policy Planning and Development]	-103,000	-0.5
Reduce: Senior Executive Administrative Aides [CAO - Supervision & Management of Executive Branch Depts.]	-160,800	-2.0
Reduce: Internal Audit Contracts [Internal Audit]	-200,000	0.0
Reduce: Volunteer Center [Community Partnerships]	-369,290	-4.0
Other Adjustments (with no service impacts)		
Increase Cost: Retirement Adjustment	35,660	0.0
Increase Cost: Group Insurance Adjustment	23,730	0.0

	Expenditures	WYs
Increase Cost: Annualization of FY10 Personnel Costs	14,930	0.0
Technical Adj: Work Year adjustment	0	0.2
Decrease Cost: Office Automation Supplies	-2,910	0.0
Decrease Cost: Training for Internal Audit [Internal Audit]	-7,410	0.0
Decrease Cost: Printing and Mail Adjustment [CAO - Supervision & Management of Executive Branch Depts.]	-7,430	0.0
Decrease Cost: Restructure Community Events [Community Partnerships]	-10,000	0.0
Decrease Cost: Increase Lapse [CAO - Supervision & Management of Executive Branch Depts.]	-13,190	-0.1
Decrease Cost: Printing and Mail Reduction Target	-14,770	0.0
Decrease Cost: Operating Expenses	-18,080	0.0
Decrease Cost: Motor Pool Rate Adjustment [County Executive - Policy Planning and Development]	-18,460	0.0
Technical Adj: Personnel Cost Adjustment from FY10	-38,840	0.0
Shift: Transfer positions to Public Information Office to staff MC311 Call Center [County Executive - Policy Planning and Development]	-66,270	-1.0
Shift: Smart Growth Projects [CAO - Supervision & Management of Executive Branch Depts.]	-75,920	-0.4
Shift: Enterprise Project [CAO - Supervision & Management of Executive Branch Depts.]	-102,850	-0.8
Decrease Cost: Furlough Days	-141,740	-1.2
Shift: Transfer positions to Public Information Office to staff MC311 Call Center [CAO - Supervision & Management of Executive Branch Depts.]	-229,900	-3.0
FY11 RECOMMENDED:	4,733,550	29.5
GRANT FUND MCG		
FY10 ORIGINAL APPROPRIATION	202,340	2.5
Changes (with service impacts)		
Add: Urban Area Security Initiative Grant Renewal for volunteer recruitment and community preparedness education [Community Partnerships]	135,500	0.0
Other Adjustments (with no service impacts)		
Increase Cost: Miscellaneous Grant Adjustments [Community Partnerships]	5,390	0.0
FY11 RECOMMENDED:	343,230	2.5

PROGRAM SUMMARY

Program Name	FY10 Approved		FY11 Recommended	
	Expenditures	WYs	Expenditures	WYs
County Executive - Policy Planning and Development	1,242,140	8.5	889,510	5.7
CAO - Supervision & Management of Executive Branch Depts.	3,023,680	22.7	2,360,470	15.0
Community Partnerships	1,334,600	11.5	1,078,900	7.3
Planning and Fiscal Analysis of Infrastructure Needs	124,710	1.0	124,710	1.0
Internal Audit	664,770	1.0	441,290	1.0
Administration	212,400	2.0	181,900	2.0
Total	6,602,300	46.7	5,076,780	32.0

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY10		FY11	
		Total\$	WYs	Total\$	WYs
COUNTY GENERAL FUND					
CIP	CIP	671,880	4.5	322,900	1.8

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FUTURE FISCAL IMPACTS

Title	CE REC.					
	FY11	FY12	FY13	FY14	FY15	FY16
(5000's)						
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY11 Recommended	4,734	4,734	4,734	4,734	4,734	4,734
No inflation or compensation change is included in outyear projections.						
Motor Pool Rate Adjustment	0	18	18	18	18	18
Restore Personnel Costs	0	142	142	142	142	142
This represents restoration of funding to remove FY11 furloughs.						
Wheaton Redevelopment Program	0	0	10	35	35	35
These figures represent the impacts on the Operating Budget (maintenance and utilities) of projects included in the FY11-16 Recommended Capital Improvements Program.						
Subtotal Expenditures	4,734	4,894	4,904	4,929	4,929	4,929

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FY11 WORKFORCE CHANGES

RefID	ItemName		WY	FT	PT
County Executive					
<u>General Fund</u>					
M99.K	DECREASE COST: FURLOUGH DAYS (LOAD IN SUBOBJ 1142)		-1.2	0	0
	<u>Action</u>	<u>JobClass</u>	<u>JobClass Title</u>		
	Misc.			-1.2	0
M110	TECHNICAL ADJ: WORK YEAR ADJUSTMENT		0.2	0	0
	<u>Action</u>	<u>JobClass</u>	<u>JobClass Title</u>		
	Misc.			0.2	0
R1	REDUCE: VOLUNTEER CENTER		-1.5	-1	-1
	<u>Action</u>	<u>JobClass</u>	<u>JobClass Title</u>		
	Abolish	000112	MANAGER III	-1.0	-1
	Abolish	000837	PROGRAM SPECIALIST I	-0.5	0
R2	REDUCE: LAPSE SPECIAL ASSISTANT TO THE COUNTY EXECUTIVE		-0.5	0	0
	<u>Action</u>	<u>JobClass</u>	<u>JobClass Title</u>		
	Misc.	007619	SPECIAL ASST TO CTY EXEC	-0.5	0
R3	REDUCE: SENIOR EXECUTIVE ADMINISTRATIVE AIDE		-1.0	0	0
	<u>Action</u>	<u>JobClass</u>	<u>JobClass Title</u>		
	Misc.	009268	SENIOR EXEC ADMIN AIDE	-1.0	0
R4	REDUCE: SENIOR INFORMATION TECHNOLOGY SPECIALIST		-0.4	-1	1
	<u>Action</u>	<u>JobClass</u>	<u>JobClass Title</u>		
	Misc.	000551	*SR INFO TECHNOLOGY SPEC	-0.4	-1
R5	ELIMINATE: SENIOR FELLOW		-0.5	0	-1
	<u>Action</u>	<u>JobClass</u>	<u>JobClass Title</u>		
	Abolish	000135	PUBLIC ADMIN INTERN	-0.5	0
D1	REDUCE: VOLUNTEER CENTER		-2.5	-3	1
	<u>Action</u>	<u>JobClass</u>	<u>JobClass Title</u>		
	Abolish	100837	PROGRAM SPECIALIST I	-1.0	-1
	Abolish	109273	OFFICE SERVICES COORD	-1.0	-1
	Misc.	109274	*PRINCIPAL ADMIN AIDE	-0.5	-1
D2	SHIFT: ENTERPRISE PROJECT		-0.8	0	0
	<u>Action</u>	<u>JobClass</u>	<u>JobClass Title</u>		
	Misc.	007854	ASSIST CHIEF ADMIN OFF	-0.5	0
	Misc.	009273	OFFICE SERVICES COORD	-0.3	0
D3	SHIFT: SMART GROWTH PROJECTS		-0.4	0	0
	<u>Action</u>	<u>JobClass</u>	<u>JobClass Title</u>		
	Misc.	007854	ASSIST CHIEF ADMIN OFF	-0.3	0
	Misc.	009268	SENIOR EXEC ADMIN AIDE	-0.1	0

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FY11 WORKFORCE CHANGES

RefID	ItemName	WY	FT	PT
County Executive				
D4	REDUCE: SENIOR EXEC. ADMIN. AIDE	-1.0	-1	0
	<u>Action</u> <u>JobClass</u> <u>JobClass Title</u>			
	Abolish 009268 SENIOR EXEC ADMIN AIDE	-1.0	-1	0
D5	REDUCE: BOARDS, COMMITTEES AND COMMISSIONS	-1.0	-1	0
	<u>Action</u> <u>JobClass</u> <u>JobClass Title</u>			
	Abolish 109273 OFFICE SERVICES COORD	-1.0	-1	0
D8	DECREASE COST: INCREASE LAPSE	-0.1	0	0
	<u>Action</u> <u>JobClass</u> <u>JobClass Title</u>			
	Misc.	-0.1	0	0
C1	SHIFT: TRANSFER POSITIONS PUBLIC INFORMATION OFFICE TO STAFF MC311 CALL CENTER	-2.0	-2	0
	<u>Action</u> <u>JobClass</u> <u>JobClass Title</u>			
	Misc. 000880 *INFO & REFERRAL AIDE II	-2.0	-2	0
C2	SHIFT: TRANSFER POSITIONS TO PUBLIC INFORMATION OFFICE TO STAFF MC311 CALL CENTER	-1.0	-1	0
	<u>Action</u> <u>JobClass</u> <u>JobClass Title</u>			
	Misc. 009274 *PRINCIPAL ADMIN AIDE	-1.0	-1	0
C3	SHIFT: TRANSFER POSITION TO PUBLIC INFORMATION OFFICE TO STAFF MC311 CALL CENTER	-1.0	-1	0
	<u>Action</u> <u>JobClass</u> <u>JobClass Title</u>			
	Misc. 009273 OFFICE SERVICES COORD	-1.0	-1	0
C4	SHIFT: TRANSFER THREE POSITIONS TO PUBLIC INFORMATION OFFICE FOR MC311 PROJECT	0.0	-3	0
	<u>Action</u> <u>JobClass</u> <u>JobClass Title</u>			
	Misc.	0.0	-3	0