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# County Executive

## MISSION STATEMENT

The Office of the County Executive provides 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 support to the County Executive and the Chief Administrative Officer (CAO) as they carry out their responsibilities to residents and employees of Montgomery County in an atmosphere that is characterized by excellence, efficiency, openness, equity, and integrity.

## BUDGET OVERVIEW

The total recommended FY16 Operating Budget for the Office of the County Executive is \$5,204,117, an increase of \$145,905 or 2.9 percent from the FY15 Approved Budget of \$5,058,212. Personnel Costs comprise 89.6 percent of the budget for 32 full-time positions and five part-time positions, and a total of 32.60 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 10.4 percent of the FY16 budget.

## LINKAGE TO COUNTY RESULTS AREAS

The Office of the County Executive supports and also enforces all eight of the County Results Areas.

## PERFORMANCE MEASURES

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

1. Departmental performance plans, headline performance measures and program performance measures that are reviewed and monitored on a routine basis;
2. 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
3. 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.

## ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***Facilitated the creation of the open data prioritization process. This included organizing open data town halls and other outreach events. The result was a precedent-setting, prioritized pipeline of datasets. This process has been recognized by the Sunlight Foundation as “near perfect” and by the National Association of Counties with an achievement award.***
- ❖ ***The Innovation Program was recognized by the White House and the U.S. Chief Technology Officer for achievements in cyber physical systems and remote health sensing technology. The Program established the Safe Community Alert (SCALE) system as part of the Smart America Challenge organized by the White House Presidential Innovation Fellows and the National Institutes of Standards and Technology.***
- ❖ ***Launched a significant entrepreneurship and workforce development initiative involving the food industry. The kitchen incubator project is currently in the site selection phase and expects to move forward in 2015.***
- ❖ ***Hosted Innovation Week in March 2014. Innovation Week was an event packed full of workshops for County managers on topics ranging from open data to 3-D printing. These workshops focused on getting our Management Leadership Service up-to-speed on trends that will change the way we govern for years to come.***
- ❖ ***Productivity Improvements***

- **CountyStat implemented a new web-based data and supporting narrative intake system that streamlines two competing and often time-consuming processes.**
- **CountyStat will retire current online performance dashboard and replace it with the Socrata “Open Performance” system. This new presentation layer brings Montgomery County’s performance data display in line with the new dataMontgomery, budgetMontgomery, spendingMontgomery, and contractsMontgomery tools (also utilizing Socrata).**
- **Increasing the use of CountyStat as an in-house resource for analysis and survey administration rather than contracting-out those services.**

## PROGRAM CONTACTS

Contact Sonetta Neufville of the Office of the County Executive at 240.777.2516 or Jane Mukira of the Office of Management and Budget at 240.777.2754 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 develops policies; proposes services, programs, budgets, and legislation to the County Council; adopts Executive Orders and Regulations; and appoints citizens to boards, committees, and commissions.

<b>FY16 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY15 Approved</b>	<b>1,024,836</b>	<b>7.00</b>
Decrease Cost: Motor Pool Rate Adjustment	-8,415	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	70,465	0.00
<b>FY16 CE Recommended</b>	<b>1,086,886</b>	<b>7.00</b>

### **Chief Administrative Officer - Oversight of Executive Branch Departments**

The Chief Administrative Officer (CAO) oversees the operations and services of all departments and offices of the Executive Branch. The CAO also advises the County Executive on all administrative and government operations/service related matters and coordinates final review and decision-making on policies, programs, service delivery, budgets, legislation, regulations and related matters. The CAO uses the following tools to carry out his responsibilities:

- 1) 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.
- 2) The Constituent Services section coordinates responses to correspondence and electronic mail from our residents and identifies community/residents concerns that require special attention/response.
- 3) The Criminal Justice Coordinating Commission (CJCC) function seeks to enhance cooperation among the agencies involved in the criminal justice system in Montgomery County and to ensure that they address the issues facing the system.
- 4) The Innovation program provides an organized enterprise approach to innovation in Montgomery County. The core function of this program is to engage County employees and residents in order to facilitate innovation and assist with the design, development and implementation of innovative ideas.
- 5) White Flint Sector Plan implementation is managed by the Implementation Coordinator to ensure that the various public and private elements of the Plan are met. The White Flint area has a State designation as a Transit Oriented Development area. That TOD designation requires that specific performance measures be met by development projects.
- 6) Smart Growth Initiative related development projects are coordinated and facilitated by this office. Multiple development projects involving various County agencies, the Maryland-National Capital Park and Planning Commission and Montgomery County Public Schools are involved in this initiative.

<b>FY16 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY15 Approved</b>	<b>3,238,347</b>	<b>20.60</b>
Increase Cost: FY16 Compensation Adjustment	115,232	0.00
Decrease Cost: Printing and Mail	-2,977	0.00
Decrease Cost: Professional Services Contracts	-34,500	0.00
Decrease Cost: Increase lapse	-76,355	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	47,098	1.00
<b>FY16 CE Recommended</b>	<b>3,286,845</b>	<b>21.60</b>

### **Base Realignment and Closure Grant**

This program coordinates the review and analysis of referrals regarding Bethesda Naval Base Realignment related matters and also manages the Base Realignment and Closure grant.

<b>FY16 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY15 Approved</b>	<b>130,358</b>	<b>1.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	3,292	0.00
<b>FY16 CE Recommended</b>	<b>133,650</b>	<b>1.00</b>

### **Internal Audit**

The Internal Audit program provides independent strategic risk-based auditing services. The core function of this program is to improve internal controls and provide reasonable assurance of reliable financial reporting; effective and efficient operations; legal and regulatory compliance; fraud investigations and deterrence; and the safeguarding of County assets.

<b>FY16 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY15 Approved</b>	<b>416,886</b>	<b>1.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	6,020	0.00
<b>FY16 CE Recommended</b>	<b>422,906</b>	<b>1.00</b>

### **Administration**

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

<b>FY16 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY15 Approved</b>	<b>247,785</b>	<b>2.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	26,045	0.00
<b>FY16 CE Recommended</b>	<b>273,830</b>	<b>2.00</b>

## BUDGET SUMMARY

	Actual FY14	Budget FY15	Estimated FY15	Recommended FY16	% Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	3,209,903	3,329,595	3,466,454	3,477,535	4.4%
Employee Benefits	969,597	991,133	987,449	1,058,698	6.8%
<b>County General Fund Personnel Costs</b>	<b>4,179,500</b>	<b>4,320,728</b>	<b>4,453,903</b>	<b>4,536,233</b>	<b>5.0%</b>
Operating Expenses	530,829	607,126	485,716	534,234	-12.0%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>4,710,329</b>	<b>4,927,854</b>	<b>4,939,619</b>	<b>5,070,467</b>	<b>2.9%</b>
<b>PERSONNEL</b>					
Full-Time	28	30	30	31	3.3%
Part-Time	5	5	5	5	—
FTEs	29.60	30.60	30.60	31.60	3.3%
<b>REVENUES</b>					
Other Charges/Fees	-45	0	0	0	—
<b>County General Fund Revenues</b>	<b>-45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>GRANT FUND MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	97,156	99,558	99,558	102,153	2.6%
Employee Benefits	20,988	26,316	26,316	27,013	2.6%
<b>Grant Fund MCG Personnel Costs</b>	<b>118,144</b>	<b>125,874</b>	<b>125,874</b>	<b>129,166</b>	<b>2.6%</b>
Operating Expenses	21,414	4,484	4,484	4,484	—
Capital Outlay	0	0	0	0	—
<b>Grant Fund MCG Expenditures</b>	<b>139,558</b>	<b>130,358</b>	<b>130,358</b>	<b>133,650</b>	<b>2.5%</b>
<b>PERSONNEL</b>					
Full-Time	1	1	1	1	—
Part-Time	0	0	0	0	—
FTEs	1.00	1.00	1.00	1.00	—
<b>REVENUES</b>					
Federal Grants	136,923	130,358	130,358	133,650	2.5%
Miscellaneous Revenues	18,732	0	0	0	—
<b>Grant Fund MCG Revenues</b>	<b>155,655</b>	<b>130,358</b>	<b>130,358</b>	<b>133,650</b>	<b>2.5%</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>4,849,887</b>	<b>5,058,212</b>	<b>5,069,977</b>	<b>5,204,117</b>	<b>2.9%</b>
<b>Total Full-Time Positions</b>	<b>29</b>	<b>31</b>	<b>31</b>	<b>32</b>	<b>3.2%</b>
<b>Total Part-Time Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>—</b>
<b>Total FTEs</b>	<b>30.60</b>	<b>31.60</b>	<b>31.60</b>	<b>32.60</b>	<b>3.2%</b>
<b>Total Revenues</b>	<b>155,610</b>	<b>130,358</b>	<b>130,358</b>	<b>133,650</b>	<b>2.5%</b>

## FY16 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY15 ORIGINAL APPROPRIATION</b>	<b>4,927,854</b>	<b>30.60</b>
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Annualization of FY15 Personnel Costs	125,795	1.00
Increase Cost: FY16 Compensation Adjustment [Chief Administrative Officer - Oversight of Executive Branch Departments]	115,232	0.00
Increase Cost: Retirement Adjustment	14,230	0.00
Increase Cost: Group Insurance Adjustment	9,603	0.00
Decrease Cost: Printing and Mail [Chief Administrative Officer - Oversight of Executive Branch Departments]	-2,977	0.00
Decrease Cost: Motor Pool Rate Adjustment [County Executive - Policy Planning and Development]	-8,415	0.00
Decrease Cost: Professional Services Contracts [Chief Administrative Officer - Oversight of Executive Branch Departments]	-34,500	0.00
Decrease Cost: Increase lapse [Chief Administrative Officer - Oversight of Executive Branch Departments]	-76,355	0.00
<b>FY16 RECOMMENDED:</b>	<b>5,070,467</b>	<b>31.60</b>

	Expenditures	FTEs
<b>GRANT FUND MCG</b>		
<b>FY15 ORIGINAL APPROPRIATION</b>	<b>130,358</b>	<b>1.00</b>
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Grant award for Base Realignment and Closure (BRAC)	3,292	0.00
<b>FY16 RECOMMENDED:</b>	<b>133,650</b>	<b>1.00</b>

## PROGRAM SUMMARY

Program Name	FY15 Approved		FY16 Recommended	
	Expenditures	FTEs	Expenditures	FTEs
County Executive - Policy Planning and Development	1,024,836	7.00	1,086,886	7.00
Chief Administrative Officer - Oversight of Executive Branch Departments	3,238,347	20.60	3,286,845	21.60
Base Realignment and Closure Grant	130,358	1.00	133,650	1.00
Internal Audit	416,886	1.00	422,906	1.00
Administration	247,785	2.00	273,830	2.00
<b>Total</b>	<b>5,058,212</b>	<b>31.60</b>	<b>5,204,117</b>	<b>32.60</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY15		FY16	
		Total\$	FTEs	Total\$	FTEs
COUNTY GENERAL FUND					
CIP	CIP	189,998	2.00	147,907	2.00

## FUTURE FISCAL IMPACTS

Title	CE REC. FY16	FY17	FY18	(S000's) FY19	FY20	FY21
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY16 Recommended	5,070	5,070	5,070	5,070	5,070	5,070
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	8	8	8	8	8
These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.						
Subtotal Expenditures	5,070	5,079	5,079	5,079	5,079	5,079

