



County Council

Recommended FY18 Budget

\$11,651,722

Full Time Equivalents

83.10

Mission Statement

The mission of the County Council is to legislate for the peace, good government, health, safety, and welfare of Montgomery County and establish policies under which a system of public administration and finance provides services effectively, efficiently, and equitably.

Budget Overview

The total recommended FY18 Operating Budget for the County Council is \$11,651,722, an increase of \$561,104 or 5.06 percent from the FY17 Approved Budget of \$11,090,618. Personnel Costs comprise 94.10 percent of the budget for 88 full-time position(s) and five part-time position(s), and a total of 83.10 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 5.90 percent of the FY18 budget.

Program Contacts

Contact Mary Jane Berry of the County Council at 240.777.7930 or Trevor Lobaugh of the Office of Management and Budget at 240.777.2763 for more information regarding this department's operating budget.

Program Descriptions

Councilmember Offices

The nine elected County Councilmembers enact all local laws, oversee zoning and planning, appropriate funding for the budgets of public agencies, establish spending affordability guidelines, set property tax rates, and meet as the County Board of Health. The Council holds regular weekly sessions and conducts public hearings and worksessions throughout the year. Each Councilmember serves on two of the following six Council Committees: Education; Health and Human Services; Government Operations and Fiscal Policy; Planning, Housing, and Economic Development; Public Safety; and Transportation, Infrastructure, Energy and Environment. Five Councilmembers are elected by district, and four are elected countywide. Councilmembers have staffs which are responsible for carrying out their work programs. The County Charter provides for a Confidential Aide for each Councilmember. Staff may consist of interns, analysts, legislative services coordinators, legislative senior aides, and other administrative personnel.

| FY18 Recommended Changes | Expenditures | FTEs |
|--|------------------|--------------|
| FY17 Approved | 5,403,723 | 47.50 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting | 259,031 | 0.00 |

| FY18 Recommended Changes | Expenditures | FTEs |
|--------------------------|------------------|--------------|
| multiple programs. | | |
| FY18 Recommended | 5,662,754 | 47.50 |

Council Staff Operations

Council Staff Operations is responsible for four activities in support of the Council: Legislative Program, Planning, and Budget; Legislative Information Services; Office of the Clerk of the Council; and Administration.

Legislative Program, Planning, and Budget staff perform research and analysis on issues before the Council and prepare written reports and recommendations for all agenda items at Council sessions and Committee meetings. Staff also respond to requests from individual Councilmembers for research, legal advice, and data relevant to their work program. Staff draft legislation and resolutions for Council action; analyze reports, bills, plans, and budgets forwarded to the Council by the County Executive and County agencies; and advise Councilmembers on issues related to the Council work program. Personnel in this unit provide staffing for the Charter Review Commission and other groups created by the Council and represent the Council at meetings held on issues before the Council.

Legislative Information Services performs the public relations function of the Council. In order to facilitate two-way communication between the Council and County residents, staff prepare informational materials, serve as first-line telephone contact with the public, provide information about the legislative process, update the Council's website, and produce programs for the County's cable channel. Staff inform Councilmembers of the views of citizens through a correspondence control system, telephone tabulation system, and documentation of petitions. Legislative Information Services arranges for and provides notice of public hearings and assembles packets of background material for Councilmembers, the press, and the public.

The Office of the Clerk of the Council prepares and maintains all official records of the Council; attends meetings of the Council; writes minutes; processes resolutions and legislation; prepares Council and Committee agendas; arranges for both regular and special meetings; and tracks sunset, expiration, and deadline dates of legislation and regulations.

Administration performs the Council's personnel, procurement, payroll, and budgetary functions; provides supervision; manages the automation system for the legislative branch; monitors inventory and office space; coordinates program issues; and serves as the liaison between Councilmembers and program staff. The staff in this unit contribute to the Legislative Program, Planning, and Budget work program. The administrative staff also provide staff orientation, training for the automation and telephone systems, backup support for all programs, volunteer coordination, and receptionist coverage for Councilmember offices.

| FY18 Recommended Changes | Expenditures | FTEs |
|---|------------------|--------------|
| FY17 Approved | 5,686,895 | 34.60 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 302,073 | 1.00 |
| FY18 Recommended | 5,988,968 | 35.60 |

BUDGET SUMMARY

| | Actual FY16 | Budget FY17 | Estimate FY17 | Recommended FY18 | %Chg Bud/Rec |
|---------------------|----------------|----------------|------------------|---------------------|-----------------|
| COUNTY GENERAL FUND | | | | | |
| EXPENDITURES | | | | | |

BUDGET SUMMARY

| | Actual FY16 | Budget FY17 | Estimate FY17 | Recommended FY18 | %Chg Bud/Rec |
|--|-------------------|-------------------|-------------------|---------------------|-----------------|
| Salaries and Wages | 7,869,376 | 7,980,121 | 8,067,690 | 8,344,282 | 4.6 % |
| Employee Benefits | 2,655,151 | 2,547,442 | 2,455,043 | 2,619,987 | 2.9 % |
| County General Fund Personnel Costs | 10,524,527 | 10,527,563 | 10,522,733 | 10,964,269 | 4.1 % |
| Operating Expenses | 666,376 | 563,055 | 562,098 | 687,453 | 22.1 % |
| County General Fund Expenditures | 11,190,903 | 11,090,618 | 11,084,831 | 11,651,722 | 5.1 % |
| PERSONNEL | | | | | |
| Full-Time | 87 | 87 | 87 | 88 | 1.2 % |
| Part-Time | 5 | 5 | 5 | 5 | — |
| FTEs | 82.20 | 82.10 | 82.10 | 83.10 | 1.2 % |
| County General Fund Revenues | 0 | 0 | 0 | 0 | — |
| GRANT FUND - MCG | | | | | |
| EXPENDITURES | | | | | |
| Salaries and Wages | 0 | 0 | 0 | 0 | — |
| Employee Benefits | 0 | 0 | 0 | 0 | — |
| Grant Fund - MCG Personnel Costs | 0 | 0 | 0 | 0 | — |
| Grant Fund - MCG Expenditures | 0 | 0 | 0 | 0 | — |
| PERSONNEL | | | | | |
| Full-Time | 0 | 0 | 0 | 0 | — |
| Part-Time | 0 | 0 | 0 | 0 | — |
| FTEs | 0.00 | 0.00 | 0.00 | 0.00 | — |
| REVENUES | | | | | |
| Federal Grants | 29,915 | 0 | 0 | 0 | — |
| Grant Fund - MCG Revenues | 29,915 | 0 | 0 | 0 | — |
| DEPARTMENT TOTALS | | | | | |
| Total Expenditures | 11,190,903 | 11,090,618 | 11,084,831 | 11,651,722 | 5.1 % |
| Total Full-Time Positions | 87 | 87 | 87 | 88 | 1.1 % |
| Total Part-Time Positions | 5 | 5 | 5 | 5 | — |
| Total FTEs | 82.20 | 82.10 | 82.10 | 83.10 | 1.2 % |
| Total Revenues | 29,915 | 0 | 0 | 0 | — |

FY18 RECOMMENDED CHANGES

| | Expenditures | FTEs |
|---|-------------------|--------------|
| COUNTY GENERAL FUND | | |
| FY17 ORIGINAL APPROPRIATION | 11,090,618 | 82.10 |
| <u>Other Adjustments (with no service impacts)</u> | | |
| Increase Cost: FY18 Compensation Adjustment | 157,931 | 0.00 |

FY18 RECOMMENDED CHANGES

| | Expenditures | FTEs |
|--|-------------------|--------------|
| Increase Cost: Increase Cost: FY17 Mid-Year Changes | 151,972 | 1.00 |
| Increase Cost: Increase Cost: Miscellaneous Operating Expenses | 128,600 | 0.00 |
| Increase Cost: Annualization of FY17 Personnel Costs | 92,872 | 0.00 |
| Increase Cost: Retirement Adjustment | 33,931 | 0.00 |
| Decrease Cost: Printing and Mail | (4,202) | 0.00 |
| FY18 RECOMMENDED | 11,651,722 | 83.10 |

PROGRAM SUMMARY

| Program Name | FY17 APPR Expenditures | FY17 APPR FTEs | FY18 REC Expenditures | FY18 REC FTEs |
|--------------------------|---------------------------|-------------------|--------------------------|------------------|
| Councilmember Offices | 5,403,723 | 47.50 | 5,662,754 | 47.50 |
| Council Staff Operations | 5,686,895 | 34.60 | 5,988,968 | 35.60 |
| Total | 11,090,618 | 82.10 | 11,651,722 | 83.10 |

CHARGES TO OTHER DEPARTMENTS

| Charged Department | Charged Fund | FY17 Total\$ | FY17 FTES | FY18 Total\$ | FY18 FTES |
|--|--------------|-----------------|--------------|-----------------|--------------|
| COUNTY GENERAL FUND | | | | | |
| NDA - Legislative Branch Communications Outreach | General Fund | 196,177 | 2.00 | 217,993 | 2.00 |
| Cable Television Communications Plan | Cable TV | 589,341 | 5.30 | 629,221 | 5.30 |
| Total | | 785,518 | 7.30 | 847,214 | 7.30 |

FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

| Title | FY18 | FY19 | FY20 | FY21 | FY22 | FY23 |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| COUNTY GENERAL FUND | | | | | | |
| EXPENDITURES | | | | | | |
| FY18 Recommended | 11,652 | 11,652 | 11,652 | 11,652 | 11,652 | 11,652 |
| No inflation or compensation change is included in outyear projections. | | | | | | |
| Labor Contracts | 0 | 52 | 52 | 52 | 52 | 52 |
| These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items. | | | | | | |
| Subtotal Expenditures | 11,652 | 11,704 | 11,704 | 11,704 | 11,704 | 11,704 |