



County Council

RECOMMENDED FY19 BUDGET

\$11,646,525

FULL TIME EQUIVALENTS

83.28

 MARLENE MICHAELSON, EXECUTIVE DIRECTOR

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 FY19 Operating Budget for the County Council is \$11,646,525, a decrease of \$5,197 or 0.04 percent from the FY18 Approved Budget of \$11,651,722. Personnel Costs comprise 94.01 percent of the budget for 88 full-time position(s) and five part-time position(s), and a total of 83.28 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 5.99 percent of the FY19 budget.

PROGRAM CONTACTS

Contact Mary Jane Berry of the County Council at 240.777.7930 or Helen P. Vallone of the Office of Management and Budget at 240.777.2755 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.

FY19 Recommended Changes	Expenditures	FTEs
FY18 Approved	5,662,754	47.50
Increase Cost: Operating Expenses	14,935	0.00
Decrease Cost: Increase Lapse	(90,000)	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.	251,165	0.00
FY19 Recommended	5,838,854	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.

FY19 Recommended Changes	Expenditures	FTEs
FY18 Approved	5,988,968	35.60
Increase Cost: Operating Expenses	34,042	0.00
Decrease Cost: Professional Services	(40,000)	0.00

FY19 Recommended Changes	Expenditures	FTEs
Decrease Cost: Increase Lapse	(60,000)	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.	(115,339)	0.18
FY19 Recommended	5,807,671	35.78

BUDGET SUMMARY

	Actual FY17	Budget FY18	Estimate FY18	Recommended FY19	%Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	8,126,218	8,344,282	8,277,790	8,381,772	0.5 %
Employee Benefits	2,542,085	2,619,987	2,595,637	2,567,701	-2.0 %
County General Fund Personnel Costs	10,668,303	10,964,269	10,873,427	10,949,473	-0.1 %
Operating Expenses	585,427	687,453	560,956	697,052	1.4 %
Capital Outlay	3,998	0	0	0	—
County General Fund Expenditures	11,257,728	11,651,722	11,434,383	11,646,525	—
PERSONNEL					
Full-Time	87	88	88	88	—
Part-Time	5	5	5	5	—
FTEs	82.10	83.10	83.10	83.28	0.2 %
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	27,550	0	0	0	—
Grant Fund - MCG Revenues	27,550	0	0	0	—
DEPARTMENT TOTALS					
Total Expenditures	11,257,728	11,651,722	11,434,383	11,646,525	—
Total Full-Time Positions	87	88	88	88	—
Total Part-Time Positions	5	5	5	5	—
Total FTEs	82.10	83.10	83.10	83.28	0.2 %

BUDGET SUMMARY

	Actual FY17	Budget FY18	Estimate FY18	Recommended FY19	%Chg Bud/Rec
Total Revenues	27,550	0	0	0	—

FY19 RECOMMENDED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY18 ORIGINAL APPROPRIATION	11,651,722	83.10
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY19 Compensation Adjustment	204,972	0.00
Increase Cost: Operating Expenses [Council Staff Operations]	34,042	0.00
Increase Cost: Annualization of FY18 Personnel Costs	16,317	0.18
Increase Cost: Operating Expenses [Councilmember Offices]	14,935	0.00
Increase Cost: Printing and Mail	622	0.00
Decrease Cost: Professional Services [Council Staff Operations]	(40,000)	0.00
Decrease Cost: Increase Lapse [Council Staff Operations]	(60,000)	0.00
Decrease Cost: Retirement Adjustment	(86,085)	0.00
Decrease Cost: Increase Lapse [Councilmember Offices]	(90,000)	0.00
FY19 RECOMMENDED	11,646,525	83.28

PROGRAM SUMMARY

Program Name	FY18 APPR Expenditures	FY18 APPR FTEs	FY19 REC Expenditures	FY19 REC FTEs
Councilmember Offices	5,662,754	47.50	5,838,854	47.50
Council Staff Operations	5,988,968	35.60	5,807,671	35.78
Total	11,651,722	83.10	11,646,525	83.28

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY18 Total\$	FY18 FTEs	FY19 Total\$	FY19 FTEs
COUNTY GENERAL FUND					
NDA - Legislative Branch Communications Outreach	General Fund	217,993	2.00	228,912	2.00
Cable Television Communications Plan	Cable TV	629,221	5.30	620,398	5.00
Total		847,214	7.30	849,310	7.00

FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

Title	FY19	FY20	FY21	FY22	FY23	FY24
COUNTY GENERAL FUND						
EXPENDITURES						
FY19 Recommended	11,647	11,647	11,647	11,647	11,647	11,647
No inflation or compensation change is included in outyear projections.						
Restore One-Time Lapse Increase	0	150	150	150	150	150
Restoration of one-time lapse adjustment in the budget development year						
Labor Contracts	0	100	100	100	100	100
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	11,647	11,897	11,897	11,897	11,897	11,897

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