




County Executive

APPROVED FY20 BUDGET

\$5,911,544

FULL TIME EQUIVALENTS

34.50

 MARC ELRICH, 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 approved FY20 Operating Budget for the Office of the County Executive is \$5,911,544, an increase of \$113,622 or 1.96 percent from the FY19 Approved Budget of \$5,797,922. Personnel Costs comprise 87.28 percent of the budget for 34 full-time position(s) and six part-time position(s), and a total of 34.50 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 12.72 percent of the FY20 budget.

County Priority Outcomes

The Office of the County Executive administers and supports all seven of the County Executive's Priority Outcomes.

1. Thriving Youth and Families
2. A Growing Economy
3. A Greener County
4. Easier Commutes
5. A More Affordable and Welcoming County
6. Safe Neighborhoods
7. Effective Sustainable Government

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 agreements, headline performance measures, and outcome budget program performance measures that are reviewed and monitored on a routine basis;
2. The County Executive has outlined seven priority outcomes, 21 key indicators of County performance and quality of life, and seven teams involved in developing and implementing strategies to improve performance.

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.

FY20 Approved Changes	Expenditures	FTEs
FY19 Approved	1,240,210	8.00
Increase Cost: Restore One-Time Lapse Increase	158,295	0.00
Increase Cost: Motor Pool Adjustment	1,239	0.00
Decrease Cost: Abolish Senior Executive Administrative Aide Position	(101,582)	(1.00)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	34,181	0.00
FY20 Approved	1,332,343	7.00

CAO - Supervision & Management 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 to carry out his responsibilities: 1) The Office of Performance and Innovation (formerly CountyStat) provides data analytics services and support for ongoing monitoring and measurement of the effectiveness and

efficiency of County government services to improve performance, reinforce accountability and focus on results. 2) The Innovation Manager leads the County's Lean process improvement efforts by coaching and training County employees to identify, analyze, and reengineer business processes to be more efficient, customer-friendly, and cost-effective. The Innovation Manager will also ensure effective utilization of the innovation fund. 3) The Constituent Services section coordinates responses to correspondence and electronic mail from our residents and identifies community/residents' concerns that require special attention/response. 4) The Criminal Justice Coordinating Commission (CJCC) 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. 5) CAO staff acts as a facilitator for strategic economic commercial development projects and resolves conflicts that arise during the entitlement and permitting process. The staff works with public and private-sector entities, including State and County agencies, utility companies, community groups, and facilitates the resolution of obstacles to the successful implementation of County Master Plans and will also identify systemic changes needed to create a more efficient, predictable, and transparent development review and approval system. 6) The Planning Implementation Coordinator manages the implementation of the White Flint Sector Plan to ensure that the various public and private elements of the Plan are met. The Planning Implementation Coordinator also manages the implementation of the White Oak Master Plan to ensure that the area becomes established as the Science Gateway envisioned by the County Executive and County Council.

FY20 Approved Changes	Expenditures	FTEs
FY19 Approved	3,701,996	24.50
Add: FY19 Mid-Year Change Chief Labor Relations Officer Position	209,250	1.00
Add: FY19 Mid-Year Change- Chief Equity Officer Position	209,250	1.00
Add: FY19 Mid-Year Change - Chief Digital Officer Position	115,933	0.60
Increase Cost: COG-GARE Regional Cohort - Training	10,000	0.00
Technical Adj: Re-align FTE	0	0.40
Decrease Cost: Professional Services Contracts	(54,500)	0.00
Decrease Cost: FY19 Mid-Year Personnel Changes	(97,849)	0.00
Technical Adj: FY19 Mid-Year Change - Abolish Senior Information Technology Specialist	(115,933)	(1.00)
Shift: Business Solutions Group Shifted to Community Engagement Cluster	(356,741)	(2.00)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	98,526	0.00
FY20 Approved	3,719,932	24.50

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.

FY20 Approved Changes	Expenditures	FTEs
FY19 Approved	553,478	1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(12,638)	0.00
FY20 Approved	540,840	1.00

Administration

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

FY20 Approved Changes	Expenditures	FTEs
FY19 Approved	302,238	2.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	16,191	0.00
FY20 Approved	318,429	2.00

BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Approved FY20	%Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	3,694,448	3,863,169	4,267,057	3,996,046	3.4 %
Employee Benefits	1,131,583	1,149,789	1,117,233	1,163,795	1.2 %
County General Fund Personnel Costs	4,826,031	5,012,958	5,384,290	5,159,841	2.9 %
Operating Expenses	745,067	784,964	681,130	751,703	-4.2 %
County General Fund Expenditures	5,571,098	5,797,922	6,065,420	5,911,544	2.0 %
PERSONNEL					
Full-Time	36	36	36	34	-5.6 %
Part-Time	5	5	5	6	20.0 %
FTEs	35.50	35.50	35.50	34.50	-2.8 %
County General Fund Revenues	0	0	0	0	—
GRANT FUND - MCG					
EXPENDITURES					
Salaries and Wages	101,360	0	0	0	—
Employee Benefits	15,722	0	0	0	—
Grant Fund - MCG Personnel Costs	117,082	0	0	0	—
Operating Expenses	50,741	0	0	0	—
Grant Fund - MCG Expenditures	167,823	0	0	0	—
PERSONNEL					
Full-Time	1	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	1.00	0.00	0.00	0.00	—
REVENUES					
Federal Grants	168,002	0	0	0	—
State Grants	(360)	0	0	0	—
Grant Fund - MCG Revenues	167,642	0	0	0	—

BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Approved FY20	%Chg Bud/App
DEPARTMENT TOTALS					
Total Expenditures	5,738,921	5,797,922	6,065,420	5,911,544	2.0 %
Total Full-Time Positions	37	36	36	34	-5.6 %
Total Part-Time Positions	5	5	5	6	20.0 %
Total FTEs	36.50	35.50	35.50	34.50	-2.8 %
Total Revenues	167,642	0	0	0	—

FY20 APPROVED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY19 ORIGINAL APPROPRIATION	5,797,922	35.50
<u>Changes (with service impacts)</u>		
Add: FY19 Mid-Year Change Chief Labor Relations Officer Position [CAO - Supervision & Management of Executive Branch Departments]	209,250	1.00
Add: FY19 Mid-Year Change- Chief Equity Officer Position [CAO - Supervision & Management of Executive Branch Departments]	209,250	1.00
Add: FY19 Mid-Year Change - Chief Digital Officer Position [CAO - Supervision & Management of Executive Branch Departments]	115,933	0.60
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Restore One-Time Lapse Increase [County Executive - Policy Planning and Development]	158,295	0.00
Increase Cost: FY20 Compensation Adjustment	85,736	0.00
Increase Cost: Annualization of FY19 Personnel Costs	40,406	0.00
Increase Cost: COG-GARE Regional Cohort - Training [CAO - Supervision & Management of Executive Branch Departments]	10,000	0.00
Increase Cost: Retirement Adjustment	5,118	0.00
Increase Cost: Intranet Quorum for Boards	5,000	0.00
Increase Cost: Motor Pool Adjustment [County Executive - Policy Planning and Development]	1,239	0.00
Technical Adj: Re-align FTE [CAO - Supervision & Management of Executive Branch Departments]	0	0.40
Decrease Cost: Professional Services Contracts [CAO - Supervision & Management of Executive Branch Departments]	(54,500)	0.00
Decrease Cost: FY19 Mid-Year Personnel Changes [CAO - Supervision & Management of Executive Branch Departments]	(97,849)	0.00
Decrease Cost: Abolish Senior Executive Administrative Aide Position [County Executive - Policy Planning and Development]	(101,582)	(1.00)
Technical Adj: FY19 Mid-Year Change - Abolish Senior Information Technology Specialist [CAO - Supervision & Management of Executive Branch Departments]	(115,933)	(1.00)
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FY20 APPROVED	5,911,544	34.50

FY20 APPROVED CHANGES

	Expenditures	FTEs
GRANT FUND - MCG		
FY19 ORIGINAL APPROPRIATION	0	0.00
FY20 APPROVED	0	0.00

PROGRAM SUMMARY

Program Name	FY19 APPR Expenditures	FY19 APPR FTEs	FY20 APPR Expenditures	FY20 APPR FTEs
County Executive - Policy Planning and Development	1,240,210	8.00	1,332,343	7.00
CAO - Supervision & Management of Executive Branch Departments	3,701,996	24.50	3,719,932	24.50
Internal Audit	553,478	1.00	540,840	1.00
Administration	302,238	2.00	318,429	2.00
Total	5,797,922	35.50	5,911,544	34.50

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY19 Total\$	FY19 FTEs	FY20 Total\$	FY20 FTEs
COUNTY GENERAL FUND					
Permitting Services	Permitting Services	206,365	1.00	199,985	1.00
CIP	Capital Fund	326,273	2.00	263,092	1.60
Total		532,638	3.00	463,077	2.60

FUTURE FISCAL IMPACTS

CC APPROVED (\$000S)

Title	FY20	FY21	FY22	FY23	FY24	FY25
COUNTY GENERAL FUND						
EXPENDITURES						
FY20 Approved	5,912	5,912	5,912	5,912	5,912	5,912
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	36	36	36	36	36
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	5,912	5,948	5,948	5,948	5,948	5,948