



County Executive

APPROVED FY22 BUDGET

\$5,716,362

FULL TIME EQUIVALENTS

32.70

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 FY22 Operating Budget for the Office of the County Executive is \$5,716,362, an increase of \$32,655 or 0.57 percent from the FY21 Approved Budget of \$5,683,707. Personnel Costs comprise 83.49 percent of the budget for 35 full-time position(s) and six part-time position(s), and a total of 32.70 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 16.51 percent of the FY22 budget.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- An Affordable, Welcoming County for a Lifetime**
- Thriving Youth and Families**
- Easier Commutes**
- A Greener County**
- Effective, Sustainable Government**
- Safe Neighborhoods**
- A Growing Economy**

INITIATIVES

- Provide funds to create the Director of Strategic Partnerships position to increase the efficiency of the Executive's work with the County Council and other strategic community partners.

- ★ Continue funding support for the Montgomery County Economic Development Corporation, including the development of a Federal engagement strategy on technology transfer and commercialization to support local business growth.
- ★ Provide increased funding to WorkSource Montgomery (WSM) to support its Summer RISE program, an initiative that will be led again by WSM in partnership with Montgomery County Public Schools to provide rising juniors and seniors with career development experiences in the public and private sectors.
- ★ Continue supporting operational needs of Visit Montgomery by offsetting the projected hotel/motel tax shortfall to help and facilitate the hospitality industry through a recovery.
- ★ Continue funding to support expansion of the Innovation Program that increases participation among County employees and partners to make the County a more effective, efficient, and equitable place to work for and deliver the best results for County taxpayers.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ The creation of the Business Advancement Team has consolidated services to the business community by providing a central access point related to business growth and development within the County. Staff are working in a cohesive manner to provide support, assistance, information and guidance to the local business community.
- ★ The CAO's Office facilitated the development of the County's Climate Action Plan, the roadmap to zero carbon emissions Countywide by 2035, and oversaw the work of the Reimagining Public Safety Task Force.
- ★ Internal Audit completed and published eight audit reports in FY20 and FY21 to date, including reviews of the following: procure-to-pay operations; warehouse inventory management in Alcohol Beverage Services; risk assessment of the County's information technology (IT) environment; purchasing card operations; IT change management; and IT patch management.
- ★ Working with Departments, Internal Audit has seen continued progress in closure of open recommendations from Office of the Inspector General, Office of Legislative Oversight, and Internal Audit reviews; with a closure rate of 90 percent.
- ★ The Innovation program continues to change culture with action. Staff launched two additional Accelerator cohorts and re-imagined a fully remote experience; delivered human centered improvements to COVID-19 testing and response including rapid delivery of a transitional testing registration system and an improved process to expedite and streamline responses to COVID-19 questions from across the County; and digitized several County systems to bring critical services like housing assistance, emergency relief programs, election services and many more online.

PROGRAM CONTACTS

Contact Nicole Gyapong of the Office of the County Executive at 240.777.2516 or Pofen Salem of the Office of Management and Budget at 240.777.2773 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

★ Administration

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

| FY22 Approved Changes | Expenditures | FTEs |
|-----------------------|--------------|------|
|-----------------------|--------------|------|

| FY22 Approved Changes | Expenditures | FTEs |
|---|----------------|-------------|
| FY21 Approved | 312,805 | 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. | (200,305) | (1.00) |
| FY22 Approved | 112,500 | 1.00 |

Business Advancement Team

The Business Advancement Team serves as a visible point of entry for the business community by coordinating the delivery of County services and projects related to business development. The office guides business clients in identifying where to go for assistance, and ensure results-driven relationships and projects with related business development organizations outside the realm of County government.

| FY22 Approved Changes | Expenditures | FTEs |
|---|----------------|-------------|
| FY21 Approved | 773,933 | 5.00 |
| Shift: Federal Real Estate Services Contract from the Office of Intergovernmental Relations | 74,400 | 0.00 |
| Shift: Noncompetitive Contract Award for the Hispanic Chamber of Commerce from Finance | 25,000 | 0.00 |
| Shift: Noncompetitive Contract Award for Foundation for the Asian Pacific American Chamber of Commerce from Finance | 20,000 | 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. | 11,906 | 0.00 |
| FY22 Approved | 905,239 | 5.00 |

CAO - Supervision & Management of Executive Branch Departments

The 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 Constituent Services section coordinates responses to correspondence and electronic mail from our residents and identifies community/residents' concerns that require special attention/response; 2) The Innovation Program provides space and support for workers to collaborate cross-departmentally as they improve processes, reduce costs and errors, and improve constituent service; 3) The Business Advancement Team administers programs to support the growth and expansion of businesses in the County and serves as the business community's point of entry into the County government, providing direct services such as training and technical assistance through Business Connect, assistance with County processes and procedures, and economic development project incentives. The Business Advancement Team also manages the County's incubator network system and coordinates the implementation of the White Oak and White Flint Master Plans; and 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.

| FY22 Approved Changes | Expenditures | FTEs |
|---|------------------|--------------|
| FY21 Approved | 2,563,073 | 17.70 |
| Add: Funding Gap Need for the New Strategic Partnerships Director Position | 134,206 | 0.00 |
| Decrease Cost: Partial Lapse of Vacant Positions | (118,930) | 0.00 |
| Shift: Transfer of Chief Digital Officer to Department of Technology Services | (179,519) | (1.00) |

| FY22 Approved Changes | Expenditures | FTEs |
|---|------------------|--------------|
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 297,505 | 1.00 |
| FY22 Approved | 2,696,335 | 17.70 |

☀️ 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.

| FY22 Approved Changes | Expenditures | FTEs |
|---|------------------|-------------|
| FY21 Approved | 1,108,548 | 6.00 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | (33,816) | 0.00 |
| FY22 Approved | 1,074,732 | 6.00 |

☀️ Innovation

The Innovation Program provides space and support for workers to collaborate cross-departmentally as they improve processes, reduce costs and errors, and improve customer service.

| FY22 Approved Changes | Expenditures | FTEs |
|---|----------------|-------------|
| FY21 Approved | 378,420 | 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. | 4,469 | 0.00 |
| FY22 Approved | 382,889 | 2.00 |

☀️ 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.

| FY22 Approved Changes | Expenditures | FTEs |
|---|----------------|-------------|
| FY21 Approved | 546,928 | 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. | (2,261) | 0.00 |
| FY22 Approved | 544,667 | 1.00 |

BUDGET SUMMARY

| | Actual FY20 | Budget FY21 | Estimate FY21 | Approved FY22 | %Chg Bud/App |
|--|----------------|----------------|------------------|------------------|-----------------|
|--|----------------|----------------|------------------|------------------|-----------------|

COUNTY GENERAL FUND

BUDGET SUMMARY

| | Actual FY20 | Budget FY21 | Estimate FY21 | Approved FY22 | %Chg Bud/App |
|--|------------------|------------------|------------------|------------------|-----------------|
| EXPENDITURES | | | | | |
| Salaries and Wages | 3,768,903 | 3,836,762 | 3,517,867 | 3,831,253 | -0.1 % |
| Employee Benefits | 1,166,385 | 1,027,256 | 903,825 | 941,469 | -8.4 % |
| County General Fund Personnel Costs | 4,935,288 | 4,864,018 | 4,421,692 | 4,772,722 | -1.9 % |
| Operating Expenses | 1,046,367 | 819,689 | 2,424,653 | 943,640 | 15.1 % |
| County General Fund Expenditures | 5,981,655 | 5,683,707 | 6,846,345 | 5,716,362 | 0.6 % |
| PERSONNEL | | | | | |
| Full-Time | 34 | 36 | 36 | 35 | -2.8 % |
| Part-Time | 6 | 6 | 6 | 6 | — |
| FTEs | 34.50 | 33.70 | 33.70 | 32.70 | -3.0 % |
| REVENUES | | | | | |
| Miscellaneous Revenues | 1,000 | 0 | 0 | 0 | — |
| County General Fund Revenues | 1,000 | 0 | 0 | 0 | — |

FY22 APPROVED CHANGES

| | Expenditures | FTEs |
|---|------------------|--------------|
| COUNTY GENERAL FUND | | |
| FY21 ORIGINAL APPROPRIATION | 5,683,707 | 33.70 |
| <u>Changes (with service impacts)</u> | | |
| Add: Funding Gap Need for the New Strategic Partnerships Director Position [CAO - Supervision & Management of Executive Branch Departments] | 134,206 | 0.00 |
| <u>Other Adjustments (with no service impacts)</u> | | |
| Shift: Federal Real Estate Services Contract from the Office of Intergovernmental Relations [Business Advancement Team] | 74,400 | 0.00 |
| Increase Cost: FY21 Compensation Adjustment | 47,394 | 0.00 |
| Shift: Noncompetitive Contract Award for the Hispanic Chamber of Commerce from Finance [Business Advancement Team] | 25,000 | 0.00 |
| Shift: Noncompetitive Contract Award for Foundation for the Asian Pacific American Chamber of Commerce from Finance [Business Advancement Team] | 20,000 | 0.00 |
| Increase Cost: FY22 Compensation Adjustment | 19,062 | 0.00 |
| Increase Cost: Annualization of FY21 Personnel Costs | 5,256 | 0.00 |
| Increase Cost: Motor Pool Adjustment | 3,282 | 0.00 |
| Increase Cost: Print and Mail Adjustment | 1,269 | 0.00 |
| Increase Cost: Retirement Adjustment | 1,235 | 0.00 |
| Decrease Cost: Partial Lapse of Vacant Positions [CAO - Supervision & Management of Executive Branch Departments] | (118,930) | 0.00 |
| Shift: Transfer of Chief Digital Officer to Department of Technology Services [CAO - Supervision & Management of Executive Branch Departments] | (179,519) | (1.00) |

FY22 APPROVED CHANGES

| | Expenditures | FTEs |
|----------------------|------------------|--------------|
| FY22 APPROVED | 5,716,362 | 32.70 |

PROGRAM SUMMARY

| Program Name | FY21 APPR Expenditures | FY21 APPR FTEs | FY22 APPR Expenditures | FY22 APPR FTEs |
|--|---------------------------|-------------------|---------------------------|-------------------|
| Administration | 312,805 | 2.00 | 112,500 | 1.00 |
| Business Advancement Team | 773,933 | 5.00 | 905,239 | 5.00 |
| CAO - Supervision & Management of Executive Branch Departments | 2,563,073 | 17.70 | 2,696,335 | 17.70 |
| County Executive - Policy Planning and Development | 1,108,548 | 6.00 | 1,074,732 | 6.00 |
| Innovation | 378,420 | 2.00 | 382,889 | 2.00 |
| Internal Audit | 546,928 | 1.00 | 544,667 | 1.00 |
| Total | 5,683,707 | 33.70 | 5,716,362 | 32.70 |

CHARGES TO OTHER DEPARTMENTS

| Charged Department | Charged Fund | FY21 Total\$ | FY21 FTEs | FY22 Total\$ | FY22 FTEs |
|---|---------------------|-----------------|--------------|------------------|--------------|
| COUNTY GENERAL FUND | | | | | |
| Permitting Services | Permitting Services | 209,651 | 0.90 | 203,028 | 0.90 |
| CIP | Capital Fund | 90,244 | 0.50 | 90,326 | 0.50 |
| NDA - Conference Center | General Fund | 122,579 | 1.00 | 124,683 | 1.00 |
| NDA - Incubator Programs - Economic Development Partnership | General Fund | 265,800 | 2.00 | 526,382 | 5.00 |
| NDA - Vision Zero | General Fund | 126,163 | 1.00 | 130,702 | 1.00 |
| Total | | 814,437 | 5.40 | 1,075,121 | 8.40 |

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

| Title | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 |
|--|--------------|--------------|--------------|--------------|--------------|--------------|
| COUNTY GENERAL FUND | | | | | | |
| EXPENDITURES | | | | | | |
| FY22 Approved | 5,716 | 5,716 | 5,716 | 5,716 | 5,716 | 5,716 |
| No inflation or compensation change is included in outyear projections. | | | | | | |
| Labor Contracts | 0 | 42 | 42 | 42 | 42 | 42 |
| These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items. | | | | | | |
| Subtotal Expenditures | 5,716 | 5,758 | 5,758 | 5,758 | 5,758 | 5,758 |