




County Executive

RECOMMENDED FY22 BUDGET

\$5,641,962

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 recommended FY22 Operating Budget for the Office of the County Executive is \$5,641,962, a decrease of \$41,745 or 0.73 percent from the FY21 Approved Budget of \$5,683,707. Personnel Costs comprise 84.59 percent of the budget for 38 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 15.41 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:

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

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.

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- ★ Add funds to continue critical partnership with Montgomery County Economic Development Corporation that leads the County's efforts to showcase the County as an ideal location to start and grow a business, to support entrepreneurship development through an ecosystem approach, and to strategically promote targeted industries to connect local business network and top talent.
 - ★ Increase funding in the Incubator Programs Non-Departmental Account with dedicated County staffing complement tasked to grow the County's entrepreneurial ecosystem and to focus on outreach in the business community.
 - ★ 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 Recommended 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 Recommended	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 Recommended Changes	Expenditures	FTEs
FY21 Approved	773,933	5.00
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.	5,005	0.00
FY22 Recommended	823,938	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 Recommended Changes	Expenditures	FTEs
FY21 Approved	2,563,073	17.70

FY22 Recommended Changes	Expenditures	FTEs
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)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	280,500	1.00
FY22 Recommended	2,679,330	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 Recommended 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.	(14,296)	0.00
FY22 Recommended	1,094,252	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 Recommended 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.	6,505	0.00
FY22 Recommended	384,925	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 Recommended 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.	89	0.00
FY22 Recommended	547,017	1.00

BUDGET SUMMARY

	Actual FY20	Budget FY21	Estimate FY21	Recommended FY22	%Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	3,768,903	3,836,762	3,389,255	3,831,253	-0.1 %
Employee Benefits	1,166,385	1,027,256	835,010	941,469	-8.4 %
County General Fund Personnel Costs	4,935,288	4,864,018	4,224,265	4,772,722	-1.9 %
Operating Expenses	1,046,367	819,689	1,626,653	869,240	6.1 %
County General Fund Expenditures	5,981,655	5,683,707	5,850,918	5,641,962	-0.7 %
PERSONNEL					
Full-Time	34	36	36	38	5.6 %
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 RECOMMENDED 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>		
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 RECOMMENDED	5,641,962	32.70

PROGRAM SUMMARY

Program Name	FY21 APPR Expenditures	FY21 APPR FTEs	FY22 REC Expenditures	FY22 REC FTEs
Administration	312,805	2.00	112,500	1.00
Business Advancement Team	773,933	5.00	823,938	5.00
CAO - Supervision & Management of Executive Branch Departments	2,563,073	17.70	2,679,330	17.70
County Executive - Policy Planning and Development	1,108,548	6.00	1,094,252	6.00
Innovation	378,420	2.00	384,925	2.00
Internal Audit	546,928	1.00	547,017	1.00
Total	5,683,707	33.70	5,641,962	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

CE RECOMMENDED (\$000S)

Title	FY22	FY23	FY24	FY25	FY26	FY27
COUNTY GENERAL FUND						
EXPENDITURES						
FY22 Recommended	5,642	5,642	5,642	5,642	5,642	5,642
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	5,642	5,684	5,684	5,684	5,684	5,684