




# Community Engagement Cluster

## RECOMMENDED FY22 BUDGET

\$6,124,668

## FULL TIME EQUIVALENTS

41.75

 FARIBA KASSIRI, DEPUTY CHIEF ADMINISTRATIVE OFFICER

## MISSION STATEMENT

The Community Engagement Cluster (CEC) builds stronger, informed, and inclusive communities. The Cluster strengthens Montgomery County's commitment to civic engagement and community service by engaging residents, organizations, businesses, and other community groups. The Cluster maximizes communities' assets - time, talents, and other resources - working collaboratively to address and resolve community issues.

The cluster is a combination of the five Regional Services Centers, the Commission for Women, and the Office of Community Partnerships, including the Gilchrist Center and the Volunteer Center, all sharing core administrative support since July 1, 2011. As a cluster, these offices/functions have combined facilities, resources, and support staff while retaining staff expertise and experience, as well as most of the objectives of the separate entities involved.




## BUDGET OVERVIEW

The total recommended FY22 Operating Budget for the Community Engagement Cluster is \$6,124,668, an increase of \$1,816,094 or 42.15 percent from the FY21 Approved Budget of \$4,308,574. Personnel Costs comprise 84.10 percent of the budget for 32 full-time position(s) and 20 part-time position(s), and a total of 41.75 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 15.90 percent of the FY22 budget.

In FY22, the Office of Community Partnerships will expand as a result of the creation of multilingual and multicultural communications outreach efforts, which includes the creation of a permanent internal Translations unit.

## 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 Greener County**
-  **Effective, Sustainable Government**

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## INITIATIVES

- ★ Converting temporary contractual support into two permanent merit positions to enhance programmatic and administrative support to the Cluster.
- ★ Enhancing the County's multilingual and multicultural outreach efforts, expanding on the successful 2020 Census campaign efforts, including the creation of a permanent Translations unit.

## PROGRAM CONTACTS

Contact Fariba Kassiri of the Community Engagement Cluster at 240.777.2512 or Corey Orlosky of the Office of Management and Budget at 240.777.2762 for more information regarding this department's operating budget.

## PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY21 estimates reflect funding based on the FY21 Approved Budget. The FY22 and FY23 figures are performance targets based on the FY22 Recommended Budget and funding for comparable service levels in FY23.

## PROGRAM DESCRIPTIONS

### ☀ Administration

Administrative Management for the Community Engagement Cluster (CEC) handles all aspects of budget, procurement, financial, contracts/grants, personnel, and administrative matters of the CEC units (Regional Services Centers, Commission for Women, Office of Community Partnerships, including the Gilchrist Center and the Volunteer Center). In addition, the responsibilities of this unit include implementing the CEC's shared-resource model related to various duties pertaining to the Advisory Boards, Committees and Commissions, community outreach, community events, database and webpage development and maintenance, newsletters, and many other vital community related functions.

FY22 Recommended Changes	Expenditures	FTEs
<b>FY21 Approved</b>	<b>754,172</b>	<b>4.00</b>
Enhance: Conversion of Contract Services to Permanent Staff	12,047	1.00
Decrease Cost: Elimination of Long Term Vacancy	(91,169)	(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.	(98,624)	(1.00)
<b>FY22 Recommended</b>	<b>576,426</b>	<b>3.00</b>

### ☀ Commission for Women

The Commission for Women's mission is to identify gender-based inequities in laws, policies, practices and procedures, and to advocate remedies by advising the public and local, state, and federal agencies on issues of concern to women, including organizing events relating to these issues.

FY22 Recommended Changes	Expenditures	FTEs
<b>FY21 Approved</b>	<b>276,591</b>	<b>2.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	3,432	0.00
<b>FY22 Recommended</b>	<b>280,023</b>	<b>2.00</b>

## Community Partnership

The Office of Community Partnerships (OCP) is a bridge builder between the County's diverse communities and County government. Due to OCPs deep reach into communities, OCP worked closely with the Regional Service Center Directors to lead the County's 2020 Census Campaign. "Everyone Counts in Montgomery County" was a multifaceted campaign targeted towards historically undercounted communities (communities of color, multilingual communities, LGBTQ, children under 5, seniors) and specific census tracts. Strategies included materials in the top 6 spoken languages in the county (Spanish, Chinese, Korean, French, Amharic and Vietnamese), multilingual and multicultural media, use of social media and strong nonprofit partners. OCP realized early on there was significant overlap between targeted communities/census tracts and communities most impacted by COVID-19 and therefore tied COVID information (rental assistance, food resources, etc) to census outreach. As a result of Montgomery County's successful 2020 Census campaign efforts, OCP will continue to serve point on the county's multilingual and multicultural communication outreach efforts. This will also include the creation of a permanent internal Translations Unit in FY22.

FY22 Recommended Changes	Expenditures	FTEs
<b>FY21 Approved</b>	<b>1,199,276</b>	<b>8.50</b>
Add: Multilingual/Multicultural Communication	1,654,506	11.75
Increase Cost: Community Outreach Manager 1 FT to 2 PT	13,006	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.	151,310	1.00
<b>FY22 Recommended</b>	<b>3,018,098</b>	<b>21.25</b>

## Gilchrist Center

The Charles W. Gilchrist Center for Cultural Diversity is the County's Welcome Center for newcomers and builds the network of immigrant service providers in the County. The Center offers various immigrant integration services at various locations throughout the County that prepare residents to contribute to our economy and our community.

FY22 Recommended Changes	Expenditures	FTEs
<b>FY21 Approved</b>	<b>622,987</b>	<b>6.50</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	13,188	0.00
<b>FY22 Recommended</b>	<b>636,175</b>	<b>6.50</b>

## Regional Services Centers

The County has five Regional Services Centers: Bethesda-Chevy Chase, East County, Mid-County, Silver Spring, and Upcounty. The Regional Directors in each of the County's five regions work with their respective regional citizens advisory boards, residents, community groups, businesses, and other public agencies to proactively seek and gather information and assess community needs,

problems, and issues in order to provide effective and timely input representing their regions in policy discussions and collaborations with departments on service offerings and delivery systems, and in liaising between Montgomery County and its residents. The Regional Directors of the Silver Spring, Wheaton, and Bethesda/Chevy Chase regions provide oversight of the operations of their respective Urban Districts.

FY22 Recommended Changes	Expenditures	FTEs
<b>FY21 Approved</b>	<b>1,455,548</b>	<b>9.00</b>
Add: Marketing and Placemaking for White Oak	100,000	0.00
Shift: Marketing and Placemaking for Pike District/White Flint	100,000	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.	(41,602)	0.00
<b>FY22 Recommended</b>	<b>1,613,946</b>	<b>9.00</b>

## BUDGET SUMMARY

	Actual FY20	Budget FY21	Estimate FY21	Recommended FY22	%Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	2,713,991	2,859,292	2,613,328	3,943,286	37.9 %
Employee Benefits	736,281	863,296	720,590	1,131,069	31.0 %
<b>County General Fund Personnel Costs</b>	<b>3,450,272</b>	<b>3,722,588</b>	<b>3,333,918</b>	<b>5,074,355</b>	<b>36.3 %</b>
Operating Expenses	869,297	514,521	2,060,957	973,848	89.3 %
<b>County General Fund Expenditures</b>	<b>4,319,569</b>	<b>4,237,109</b>	<b>5,394,875</b>	<b>6,048,203</b>	<b>42.7 %</b>
<b>PERSONNEL</b>					
Full-Time	26	23	23	31	34.8 %
Part-Time	10	12	12	20	66.7 %
FTEs	31.35	29.35	29.35	41.10	40.0 %
<b>REVENUES</b>					
Commission for Women Fees	2,369	0	0	0	—
Facility Rental Fees	15,048	10,500	10,500	10,500	—
Miscellaneous Revenues	509	0	0	0	—
Parking Fees	(2,625)	0	0	0	—
Recreation Fees	6,080	0	0	0	—
<b>County General Fund Revenues</b>	<b>21,381</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>	<b>—</b>

## GRANT FUND - MCG

<b>EXPENDITURES</b>					
Salaries and Wages	48,285	54,413	54,413	58,769	8.0 %
Employee Benefits	15,955	17,052	17,052	17,696	3.8 %
<b>Grant Fund - MCG Personnel Costs</b>	<b>64,240</b>	<b>71,465</b>	<b>71,465</b>	<b>76,465</b>	<b>7.0 %</b>
Operating Expenses	41,800	0	0	0	—
<b>Grant Fund - MCG Expenditures</b>	<b>106,040</b>	<b>71,465</b>	<b>71,465</b>	<b>76,465</b>	<b>7.0 %</b>
<b>PERSONNEL</b>					

## BUDGET SUMMARY

	Actual FY20	Budget FY21	Estimate FY21	Recommended FY22	%Chg Bud/Rec
Full-Time	1	1	1	1	—
Part-Time	0	0	0	0	—
FTEs	0.65	0.65	0.65	0.65	—
<b>REVENUES</b>					
Federal Grants	(184,810)	71,465	71,465	76,465	7.0 %
State Grants	290,850	0	0	0	—
<b>Grant Fund - MCG Revenues</b>	<b>106,040</b>	<b>71,465</b>	<b>71,465</b>	<b>76,465</b>	<b>7.0 %</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>4,425,609</b>	<b>4,308,574</b>	<b>5,466,340</b>	<b>6,124,668</b>	<b>42.2 %</b>
<b>Total Full-Time Positions</b>	<b>27</b>	<b>24</b>	<b>24</b>	<b>32</b>	<b>33.3 %</b>
<b>Total Part-Time Positions</b>	<b>10</b>	<b>12</b>	<b>12</b>	<b>20</b>	<b>66.7 %</b>
<b>Total FTEs</b>	<b>32.00</b>	<b>30.00</b>	<b>30.00</b>	<b>41.75</b>	<b>39.2 %</b>
<b>Total Revenues</b>	<b>127,421</b>	<b>81,965</b>	<b>81,965</b>	<b>86,965</b>	<b>6.1 %</b>

## FY22 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY21 ORIGINAL APPROPRIATION</b>	<b>4,237,109</b>	<b>29.35</b>
<b>Changes (with service impacts)</b>		
Add: Multilingual/Multicultural Communication [Community Partnership]	1,654,506	11.75
Add: Marketing and Placemaking for White Oak [Regional Services Centers]	100,000	0.00
Enhance: Conversion of Contract Services to Permanent Staff [Administration]	12,047	1.00
<b>Other Adjustments (with no service impacts)</b>		
Shift: Marketing and Placemaking for Pike District/White Flint [Regional Services Centers]	100,000	0.00
Increase Cost: FY21 Compensation Adjustment	62,253	0.00
Increase Cost: FY22 Compensation Adjustment	37,679	0.00
Increase Cost: Community Outreach Manager 1 FT to 2 PT [Community Partnership]	13,006	0.00
Decrease Cost: Print and Mail Adjustment	(1,957)	0.00
Decrease Cost: Retirement Adjustment	(6,870)	0.00
Decrease Cost: Annualization of FY21 Personnel Costs	(68,401)	0.00
Decrease Cost: Elimination of Long Term Vacancy [Administration]	(91,169)	(1.00)
<b>FY22 RECOMMENDED</b>	<b>6,048,203</b>	<b>41.10</b>
<b>GRANT FUND - MCG</b>		
<b>FY21 ORIGINAL APPROPRIATION</b>	<b>71,465</b>	<b>0.65</b>
<b>Other Adjustments (with no service impacts)</b>		

## FY22 RECOMMENDED CHANGES

	Expenditures	FTEs
Increase Cost: Annualization of FY21 Personnel Costs	5,000	0.00
<b>FY22 RECOMMENDED</b>	<b>76,465</b>	<b>0.65</b>

## PROGRAM SUMMARY

Program Name	FY21 APPR Expenditures	FY21 APPR FTEs	FY22 REC Expenditures	FY22 REC FTEs
Administration	754,172	4.00	576,426	3.00
Commission for Women	276,591	2.00	280,023	2.00
Community Partnership	1,199,276	8.50	3,018,098	21.25
Gilchrist Center	622,987	6.50	636,175	6.50
Regional Services Centers	1,455,548	9.00	1,613,946	9.00
<b>Total</b>	<b>4,308,574</b>	<b>30.00</b>	<b>6,124,668</b>	<b>41.75</b>

## FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY22	FY23	FY24	FY25	FY26	FY27
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY22 Recommended</b>	<b>6,048</b>	<b>6,048</b>	<b>6,048</b>	<b>6,048</b>	<b>6,048</b>	<b>6,048</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>47</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>6,048</b>	<b>6,096</b>	<b>6,096</b>	<b>6,096</b>	<b>6,096</b>	<b>6,096</b>