



# County Council

## APPROVED FY23 BUDGET

\$15,672,251

## FULL TIME EQUIVALENTS

110.05

 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 approved FY23 Operating Budget for the County Council is \$15,672,251, an increase of \$2,425,725 or 18.31 percent from the FY22 Approved Budget of \$13,246,526. Personnel Costs comprise 90.30 percent of the budget for 127 full-time position(s) and two part-time position(s), and a total of 110.05 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 9.70 percent of the FY23 budget.

Consistent with the County Charter, the County Executive makes recommendations on the operating budget for all County departments, offices, and agencies. However, recognizing the Charter-defined roles, the County Executive defers significantly to Legislative and Judicial Branch agencies. Questions regarding the approved budgets for Legislative Branch departments should be directed to Sandra Marin, 240-777-7923.

## PROGRAM CONTACTS

Contact Sandra Marin of the County Council at 240.777.7923 or Julie Knight of the Office of Management and Budget at 240.777.2760 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### Council Staff Operations

Council Staff Operations is responsible for four activities in support of the Council: Legislative Program, Planning, and Budget; Legislative Information Services and Council Communications Office; 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 and Council Communications Office staff perform 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.

FY23 Approved Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>6,230,543</b>	<b>37.23</b>
Enhance: FY22 Mid Year Position Changes	760,078	9.00
Increase Cost: Additional Expenditures for Council Staff	49,082	0.00
Increase Cost: Operating Expenses	14,600	0.00
Technical Adj: Position Change from Part-time to Full-time	0	0.22
Technical Adj: FY22 Approved position	0	1.00
Decrease Cost: Lapse Manager II Position	(197,203)	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.	(267,117)	(2.90)
<b>FY23 Approved</b>	<b>6,589,983</b>	<b>44.55</b>

## 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, conducts public hearings, and worksessions throughout the year. Each Councilmember serves on two of the following six Council Committees: Education and Culture; Health and Human Services; Government Operations and Fiscal Policy; Planning, Housing, and Economic Development; Public Safety; and Transportation 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.

FY23 Approved Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>7,015,983</b>	<b>50.60</b>
Enhance: New Council Member Offices	965,268	12.00
Increase Cost: One-time Expenditures Necessary for Quadrennial Turnover	400,000	0.00
Increase Cost: Additional Expenditures for New Council Member offices	198,764	0.00
Increase Cost: Operating Expenses	35,646	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.	466,607	2.90
<b>FY23 Approved</b>	<b>9,082,268</b>	<b>65.50</b>

## BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Approved FY23	%Chg Bud/App
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	8,441,806	9,208,102	9,274,099	11,200,486	21.6 %
Employee Benefits	2,397,491	2,568,710	2,568,710	2,951,437	14.9 %
<b>County General Fund Personnel Costs</b>	<b>10,839,297</b>	<b>11,776,812</b>	<b>11,842,809</b>	<b>14,151,923</b>	<b>20.2 %</b>
Operating Expenses	599,717	1,469,714	1,469,714	1,520,328	3.4 %
<b>County General Fund Expenditures</b>	<b>11,439,014</b>	<b>13,246,526</b>	<b>13,312,523</b>	<b>15,672,251</b>	<b>18.3 %</b>
<b>PERSONNEL</b>					
Full-Time	96	94	94	127	35.1 %
Part-Time	7	9	9	2	-77.8 %
FTEs	87.43	87.83	87.83	110.05	25.3 %
<b>County General Fund Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>GRANT FUND - MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	5,364	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>Grant Fund - MCG Personnel Costs</b>	<b>5,364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>Grant Fund - MCG Expenditures</b>	<b>5,364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—
<b>REVENUES</b>					
Federal Grants	5,364	0	0	0	—
<b>Grant Fund - MCG Revenues</b>	<b>5,364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>

## BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Approved FY23	%Chg Bud/App
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	11,444,378	13,246,526	13,312,523	15,672,251	18.3 %
<b>Total Full-Time Positions</b>	96	94	94	127	35.1 %
<b>Total Part-Time Positions</b>	7	9	9	2	-77.8 %
<b>Total FTEs</b>	87.43	87.83	87.83	110.05	25.3 %
<b>Total Revenues</b>	5,364	0	0	0	—

## FY23 APPROVED CHANGES

	FY22 ORIGINAL APPROPRIATION	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>	<b>13,246,526</b>		<b>87.83</b>
<b><u>Changes (with service impacts)</u></b>			
Enhance: New Council Member Offices [Councilmember Offices]		965,268	12.00
Enhance: FY22 Mid Year Position Changes [Council Staff Operations]		760,078	9.00
<b><u>Other Adjustments (with no service impacts)</u></b>			
Increase Cost: One-time Expenditures Necessary for Quadrennial Turnover [Councilmember Offices]		400,000	0.00
Increase Cost: Additional Expenditures for New Council Member offices [Councilmember Offices]		198,764	0.00
Increase Cost: Annualization of FY22 Compensation Increases		156,052	0.00
Increase Cost: FY23 Compensation Adjustment		144,011	0.00
Increase Cost: Additional Expenditures for Council Staff [Council Staff Operations]		49,082	0.00
Increase Cost: Operating Expenses [Councilmember Offices]		35,646	0.00
Increase Cost: Operating Expenses [Council Staff Operations]		14,600	0.00
Increase Cost: Printing and Mail Adjustment		368	0.00
Technical Adj: Position Change from Part-time to Full-time [Council Staff Operations]		0	0.22
Technical Adj: FY22 Approved position [Council Staff Operations]		0	1.00
Decrease Cost: Retirement Adjustment		(100,941)	0.00
Decrease Cost: Lapse Manager II Position [Council Staff Operations]		(197,203)	0.00
	<b>FY23 APPROVED</b>	<b>15,672,251</b>	<b>110.05</b>

## PROGRAM SUMMARY

Program Name	FY22 APPR Expenditures	FY22 APPR FTEs	FY23 APPR Expenditures	FY23 APPR FTEs
Council Staff Operations	6,230,543	37.23	6,589,983	44.55
Councilmember Offices	7,015,983	50.60	9,082,268	65.50
<b>Total</b>	<b>13,246,526</b>	<b>87.83</b>	<b>15,672,251</b>	<b>110.05</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY22 Total\$	FY22 FTEs	FY23 Total\$	FY23 FTEs
<b>COUNTY GENERAL FUND</b>					
NDA - Legislative Branch Communications Outreach	General Fund	775,130	7.00	1,438,270	13.00
Cable Television Communications Plan	Cable TV	668,542	5.00	655,672	5.00
<b>Total</b>		<b>1,443,672</b>	<b>12.00</b>	<b>2,093,942</b>	<b>18.00</b>

## FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY23	FY24	FY25	FY26	FY27	FY28
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY23 Approved</b>	<b>15,672</b>	<b>15,672</b>	<b>15,672</b>	<b>15,672</b>	<b>15,672</b>	<b>15,672</b>
No inflation or compensation change is included in outyear projections.						
<b>Annualization of Positions Approved in FY23</b>	<b>0</b>	<b>860</b>	<b>860</b>	<b>860</b>	<b>860</b>	<b>860</b>
New positions in the FY23 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
<b>Elimination of One-Time Items Approved in FY23</b>	<b>0</b>	<b>(400)</b>	<b>(400)</b>	<b>(400)</b>	<b>(400)</b>	<b>(400)</b>
Items recommended for one-time funding in FY23, including payouts for Council member and staff turnover, will be eliminated from the base in the outyears.						
<b>Labor Contracts</b>	<b>0</b>	<b>531</b>	<b>531</b>	<b>531</b>	<b>531</b>	<b>531</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>15,672</b>	<b>16,663</b>	<b>16,663</b>	<b>16,663</b>	<b>16,663</b>	<b>16,663</b>

## ANNUALIZATION OF FULL PERSONNEL COSTS

	FY23 Approved		FY24 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
New Council Member Offices	965,268	12.00	1,654,745	12.00
FY22 Mid Year Position Changes	760,078	9.00	930,103	9.00
<b>Total</b>	<b>1,725,346</b>	<b>21.00</b>	<b>2,584,848</b>	<b>21.00</b>

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