



# County Council

## APPROVED FY24 BUDGET

\$16,778,016

## FULL TIME EQUIVALENTS

106.55

 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 FY24 Operating Budget for the County Council is \$16,778,016, an increase of \$1,105,765 or 7.06 percent from the FY23 Approved Budget of \$15,672,251. Personnel Costs comprise 90.54 percent of the budget for 124 full-time position(s) and one part-time position(s), and a total of 106.55 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 9.46 percent of the FY24 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 Grace Pedersen of the Office of Management and Budget at 240.773.1088 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.

FY24 Approved Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>6,589,983</b>	<b>44.55</b>
Shift: Personnel Costs from Cable Fund to General Fund	110,270	1.00
Shift: Cable Fund Adjustment to the General Fund	42,341	0.00
Increase Cost: Advertising Expenditures	368	0.00
Re-align: One-time Budget Adjustment to Reflect Higher than Expected Vacant Positions	(280,000)	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.	853,054	0.00
<b>FY24 Approved</b>	<b>7,316,016</b>	<b>45.55</b>

## Councilmember Offices

The eleven 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, and conducts public hearings and work sessions throughout the year. Each Councilmember serves on two of the following seven Council Committees: Education and Culture; Economic Development; Government Operations and Fiscal Policy; Health and Human Services; Planning, Housing, and Parks; Public Safety; and Transportation and Environment. Seven 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.

FY24 Approved Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>9,082,268</b>	<b>65.50</b>
Decrease Cost: Remove 4.5 FTE that are Inactive due to Councilmember Office Transitions	(150,201)	(4.50)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	529,933	0.00
<b>FY24 Approved</b>	<b>9,462,000</b>	<b>61.00</b>

## BUDGET SUMMARY

	Actual FY22	Budget FY23	Estimate FY23	Approved FY24	%Chg Bud/App
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	8,628,225	11,200,486	11,250,107	11,968,411	6.9 %
Employee Benefits	2,302,206	2,951,437	2,951,437	3,222,274	9.2 %
<b>County General Fund Personnel Costs</b>	<b>10,930,431</b>	<b>14,151,923</b>	<b>14,201,544</b>	<b>15,190,685</b>	<b>7.3 %</b>
Operating Expenses	1,025,674	1,520,328	1,520,328	1,587,331	4.4 %
Capital Outlay	3,008	0	0	0	—
<b>County General Fund Expenditures</b>	<b>11,959,113</b>	<b>15,672,251</b>	<b>15,721,872</b>	<b>16,778,016</b>	<b>7.1 %</b>
<b>PERSONNEL</b>					
Full-Time	94	127	127	124	-2.4 %
Part-Time	9	2	2	1	-50.0 %
FTEs	87.83	110.05	110.05	106.55	-3.2 %
<b>County General Fund Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>

## FY24 APPROVED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
	<b>FY23 ORIGINAL APPROPRIATION</b>	<b>15,672,251 110.05</b>
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Annualization of FY23 Lapsed Positions	859,502	0.00
Increase Cost: Annualization of FY23 Compensation Increases	549,564	0.00
Increase Cost: FY24 Compensation Adjustment	356,551	0.00
Shift: Personnel Costs from Cable Fund to General Fund [Council Staff Operations]	110,270	1.00
Shift: Cable Fund Adjustment to the General Fund [Council Staff Operations]	42,341	0.00
Increase Cost: Printing and Mail	24,294	0.00
Increase Cost: Advertising Expenditures [Council Staff Operations]	368	0.00
Decrease Cost: Retirement Adjustment	(6,924)	0.00
Decrease Cost: Remove 4.5 FTE that are Inactive due to Councilmember Office Transitions [Councilmember Offices]	(150,201)	(4.50)

## FY24 APPROVED CHANGES

	Expenditures	FTEs
Re-align: One-time Budget Adjustment to Reflect Higher than Expected Vacant Positions [Council Staff Operations]	(280,000)	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY23	(400,000)	0.00
<b>FY24 APPROVED</b>	<b>16,778,016</b>	<b>106.55</b>

## PROGRAM SUMMARY

Program Name	FY23 APPR Expenditures	FY23 APPR FTEs	FY24 APPR Expenditures	FY24 APPR FTEs
Council Staff Operations	6,589,983	44.55	7,316,016	45.55
Councilmember Offices	9,082,268	65.50	9,462,000	61.00
<b>Total</b>	<b>15,672,251</b>	<b>110.05</b>	<b>16,778,016</b>	<b>106.55</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY23 Total\$	FY23 FTEs	FY24 Total\$	FY24 FTEs
<b>COUNTY GENERAL FUND</b>					
NDA - Legislative Branch Communications Outreach	General Fund	1,438,270	13.00	1,662,044	13.00
Cable Television Communications Plan	Cable TV	655,672	5.00	596,997	4.00
<b>Total</b>		<b>2,093,942</b>	<b>18.00</b>	<b>2,259,041</b>	<b>17.00</b>

## FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY24	FY25	FY26	FY27	FY28	FY29
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY24 Approved</b>	<b>16,778</b>	<b>16,778</b>	<b>16,778</b>	<b>16,778</b>	<b>16,778</b>	<b>16,778</b>
No inflation or compensation change is included in outyear projections.						
<b>Restore One-Time Lapse Increase</b>	<b>0</b>	<b>280</b>	<b>280</b>	<b>280</b>	<b>280</b>	<b>280</b>
Restore One-Time Lapse Adjustment.						
<b>Labor Contracts</b>	<b>0</b>	<b>361</b>	<b>361</b>	<b>361</b>	<b>361</b>	<b>361</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>16,778</b>	<b>17,419</b>	<b>17,419</b>	<b>17,419</b>	<b>17,419</b>	<b>17,419</b>