




County Executive

APPROVED FY25 BUDGET

\$6,960,110

FULL TIME EQUIVALENTS

34.33

 MARC ELRICH, COUNTY EXECUTIVE

MISSION STATEMENT








The Office of the County Executive provides 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 FY25 Operating Budget for the Office of the County Executive is \$6,960,110, a decrease of \$110,413 or 1.56 percent from the FY24 Approved Budget of \$7,070,523. Personnel Costs comprise 81.87 percent of the budget for 44 full-time position(s) and six part-time position(s), and a total of 34.33 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 18.13 percent of the FY25 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

-  The Business Center Team has expanded proactive outreach. Business Liaisons spend about two days a week engaging businesses in the community to better assist and understand their challenges.

- ★ Launched client management system that provides faster, more reliable customer service to businesses. The system also ensures the County is tracking required metrics for the Racial Equity and Social Justice Act.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ Increased staffing and efficiencies allowed the Business Center to assist more than 1,000 businesses to start and grow in the County, an increase of 230 percent from 2022.
- ★ Assigned Business Liaisons to regional offices to create greater synergies between the Regional Service Centers and County's service delivery. The Executive's support for more liaisons is to ensure all Regional Centers and Council Districts have at least one Business Liaison to personalize service delivery to more businesses.
- ★ Internal Audit completed nine audit reports in FY23 and FY24, including the following audits: Cash Management Reviews in the Recreation Department, Department of Transportation, Police Department, and Alcohol Beverage Services; Marriott Conference Center Management Agreement Audit; Vendor Administration; Information Technology Governance; and Purchasing Card Administration in Department of General Services and the Community Engagement Cluster. The audits are expected to be published in FY25.

PROGRAM CONTACTS

Contact Taleah Parker of the Office of the County Executive at 240.777.2516 or Julie Knight of the Office of Management and Budget at 240.777.2800 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.

| FY25 Approved Changes | Expenditures | FTEs |
|---|----------------|-------------|
| FY24 Approved | 363,192 | 1.05 |
| Add: Bisnow Biotechnology Conference | 50,000 | 0.00 |
| Increase Cost: Three Percent Inflationary Adjustment to Non-Profit Service Provider Contracts | 2,766 | 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. | 6,350 | 0.00 |
| FY25 Approved | 422,308 | 1.05 |

★ Business Center Team

The Business Center Team program 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 Business Center Team guides business clients in identifying where to go for assistance and ensures results-driven relationships and projects with related business development organizations outside the realm of County government.

| FY25 Approved Changes | Expenditures | FTEs |
|-----------------------|------------------|-------------|
| FY24 Approved | 1,088,544 | 6.00 |

| FY25 Approved Changes | Expenditures | FTEs |
|---|---------------------|-------------|
| Increase Cost: CoStar Contract Escalation | 3,300 | 0.00 |
| Shift: Non-Competitive Contracts from CEX to Small Business Support Services NDA | (137,000) | 0.00 |
| Shift: Positions from Business Center Team to NDA - Small Business | (467,797) | (3.00) |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 174,697 | 0.00 |
| FY25 Approved | 661,744 | 3.00 |

CAO - Supervision & Management of Executive Branch Departments

The Chief Administrative Officer (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 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 Center 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 Center 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.

| FY25 Approved Changes | Expenditures | FTEs |
|---|---------------------|--------------|
| FY24 Approved | 3,292,640 | 19.28 |
| Shift: Fiscal and Policy Analyst Position from NDA - Incubator Programs to CEX | 188,102 | 1.00 |
| Technical Adj: Lapse FY23 Mid-Year Position - Deputy Director for Special Projects | (183,651) | 1.00 |
| Shift: Manager II Position from CEX to Community Engagement Cluster | (199,596) | (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. | 258,178 | 0.00 |
| FY25 Approved | 3,355,673 | 20.28 |

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.

| FY25 Approved Changes | Expenditures | FTEs |
|---|---------------------|-------------|
| FY24 Approved | 1,194,333 | 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. | 132,985 | 0.00 |

| FY25 Approved Changes | Expenditures | FTEs |
|-----------------------|------------------|-------------|
| FY25 Approved | 1,327,318 | 6.00 |

Innovation

The Innovation Team Program supports colleagues across the Montgomery County government to more deeply understand challenges and redesign how government serves people. The Accelerator course guides employees through a structured problem-solving approach to make tangible improvements to their processes and systems. The Civic Design Team facilitates progress on cross-departmental challenges, such as improving hiring and the customer experience. The Innovation Team uses a human-centered design approach to build a government where those closest to the challenges shape the solutions leading to services that seamlessly meet user needs. The Innovation Team anticipates the future needs of the County and proactively builds the capacity to deliver better services internally and externally.

| FY25 Approved Changes | Expenditures | FTEs |
|---|----------------|-------------|
| FY24 Approved | 559,832 | 3.00 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 23,818 | 0.00 |
| FY25 Approved | 583,650 | 3.00 |

Internal Audit

The Internal Audit program provides independent strategic risk-based auditing services. The core functions of this program are to: improve internal controls and provide reasonable assurance of reliable financial reporting; ensure effective and efficient operations; meet legal and regulatory compliance requirements; conduct fraud investigations and inform deterrence; and safeguard County assets.

| FY25 Approved Changes | Expenditures | FTEs |
|---|----------------|-------------|
| FY24 Approved | 571,982 | 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. | 37,435 | 0.00 |
| FY25 Approved | 609,417 | 1.00 |

BUDGET SUMMARY

| | Actual FY23 | Budget FY24 | Estimate FY24 | Approved FY25 | %Chg Bud/App |
|--|------------------|------------------|------------------|------------------|-----------------|
| COUNTY GENERAL FUND | | | | | |
| EXPENDITURES | | | | | |
| Salaries and Wages | 4,515,743 | 4,541,440 | 4,595,338 | 4,453,964 | -1.9 % |
| Employee Benefits | 1,083,917 | 1,182,919 | 1,149,014 | 1,244,456 | 5.2 % |
| County General Fund Personnel Costs | 5,599,660 | 5,724,359 | 5,744,352 | 5,698,420 | -0.5 % |
| Operating Expenses | 1,186,518 | 1,346,164 | 626,698 | 1,261,690 | -6.3 % |
| County General Fund Expenditures | 6,786,178 | 7,070,523 | 6,371,050 | 6,960,110 | -1.6 % |
| PERSONNEL | | | | | |

BUDGET SUMMARY

| | Actual FY23 | Budget FY24 | Estimate FY24 | Approved FY25 | %Chg Bud/App |
|---|-------------------|------------------|------------------|------------------|-----------------|
| Full-Time | 48 | 44 | 44 | 44 | — |
| Part-Time | 6 | 6 | 6 | 6 | — |
| FTEs | 39.78 | 36.33 | 36.33 | 34.33 | -5.5 % |
| REVENUES | | | | | |
| Miscellaneous Revenues | 338 | 0 | 0 | 0 | — |
| County General Fund Revenues | 338 | 0 | 0 | 0 | — |
| GRANT FUND - MCG | | | | | |
| EXPENDITURES | | | | | |
| Salaries and Wages | 0 | 0 | 0 | 0 | — |
| Employee Benefits | 0 | 0 | 0 | 0 | — |
| Grant Fund - MCG Personnel Costs | 0 | 0 | 0 | 0 | — |
| Operating Expenses | 8,248,709 | 0 | 0 | 0 | — |
| Grant Fund - MCG Expenditures | 8,248,709 | 0 | 0 | 0 | — |
| PERSONNEL | | | | | |
| Full-Time | 0 | 0 | 0 | 0 | — |
| Part-Time | 0 | 0 | 0 | 0 | — |
| FTEs | 0.00 | 0.00 | 0.00 | 0.00 | — |
| REVENUES | | | | | |
| Federal Grants | 4,897,605 | 0 | 0 | 0 | — |
| State Grants | 11,209 | 0 | 0 | 0 | — |
| Grant Fund - MCG Revenues | 4,908,814 | 0 | 0 | 0 | — |
| DEPARTMENT TOTALS | | | | | |
| Total Expenditures | 15,034,887 | 7,070,523 | 6,371,050 | 6,960,110 | -1.6 % |
| Total Full-Time Positions | 48 | 44 | 44 | 44 | — |
| Total Part-Time Positions | 6 | 6 | 6 | 6 | — |
| Total FTEs | 39.78 | 36.33 | 36.33 | 34.33 | -5.5 % |
| Total Revenues | 4,909,152 | 0 | 0 | 0 | — |

FY25 APPROVED CHANGES

| | Expenditures | FTEs |
|---|------------------------------------|------------------------|
| COUNTY GENERAL FUND | | |
| | FY24 ORIGINAL APPROPRIATION | 7,070,523 36.33 |
| <u>Changes (with service impacts)</u> | | |
| Add: Bisnow Biotechnology Conference [Administration] | 50,000 | 0.00 |
| <u>Other Adjustments (with no service impacts)</u> | | |
| Increase Cost: Annualization of FY24 Personnel Costs | 359,551 | 0.00 |

FY25 APPROVED CHANGES

| | Expenditures | FTEs |
|---|------------------|--------------|
| Increase Cost: Annualization of FY24 Compensation Increases | 205,954 | 0.00 |
| Shift: Fiscal and Policy Analyst Position from NDA - Incubator Programs to CEX [CAO - Supervision & Management of Executive Branch Departments] | 188,102 | 1.00 |
| Increase Cost: FY25 Compensation Adjustment | 173,636 | 0.00 |
| Increase Cost: Retirement Adjustment | 20,232 | 0.00 |
| Increase Cost: CoStar Contract Escalation [Business Center Team] | 3,300 | 0.00 |
| Increase Cost: Three Percent Inflationary Adjustment to Non-Profit Service Provider Contracts [Administration] | 2,766 | 0.00 |
| Increase Cost: Motor Pool Adjustment | 1,478 | 0.00 |
| Decrease Cost: Printing and Mail | (5,018) | 0.00 |
| Decrease Cost: Lapse Adjustment | (122,370) | 0.00 |
| Shift: Non-Competitive Contracts from CEX to Small Business Support Services NDA [Business Center Team] | (137,000) | 0.00 |
| Technical Adj: Lapse FY23 Mid-Year Position - Deputy Director for Special Projects [CAO - Supervision & Management of Executive Branch Departments] | (183,651) | 1.00 |
| Shift: Manager II Position from CEX to Community Engagement Cluster [CAO - Supervision & Management of Executive Branch Departments] | (199,596) | (1.00) |
| Shift: Positions from Business Center Team to NDA - Small Business [Business Center Team] | (467,797) | (3.00) |
| FY25 APPROVED | 6,960,110 | 34.33 |

PROGRAM SUMMARY

| Program Name | FY24 APPR Expenditures | FY24 APPR FTEs | FY25 APPR Expenditures | FY25 APPR FTEs |
|--|---------------------------|-------------------|---------------------------|-------------------|
| Administration | 363,192 | 1.05 | 422,308 | 1.05 |
| Business Center Team | 1,088,544 | 6.00 | 661,744 | 3.00 |
| CAO - Supervision & Management of Executive Branch Departments | 3,292,640 | 19.28 | 3,355,673 | 20.28 |
| County Executive - Policy Planning and Development | 1,194,333 | 6.00 | 1,327,318 | 6.00 |
| Innovation | 559,832 | 3.00 | 583,650 | 3.00 |
| Internal Audit | 571,982 | 1.00 | 609,417 | 1.00 |
| Total | 7,070,523 | 36.33 | 6,960,110 | 34.33 |

CHARGES TO OTHER DEPARTMENTS

| Charged Department | Charged Fund | FY24 Total\$ | FY24 FTEs | FY25 Total\$ | FY25 FTEs |
|----------------------------|---------------------|-----------------|--------------|-----------------|--------------|
| COUNTY GENERAL FUND | | | | | |
| Transit Services | Mass Transit | 171,018 | 0.74 | 124,238 | 0.74 |
| Permitting Services | Permitting Services | 219,992 | 1.03 | 234,857 | 1.03 |
| NDA - Conference Center | General Fund | 136,458 | 1.00 | 151,235 | 1.00 |
| NDA - Incubator Programs | General Fund | 677,737 | 5.00 | 431,904 | 3.00 |
| NDA - Vision Zero | General Fund | 152,475 | 1.00 | 164,414 | 1.00 |

CHARGES TO OTHER DEPARTMENTS

| Charged Department | Charged Fund | FY24 Total\$ | FY24 FTEs | FY25 Total\$ | FY25 FTEs |
|---------------------------------------|--------------|------------------|--------------|------------------|--------------|
| NDA - Police Accountability Board | General Fund | 258,732 | 2.00 | 307,836 | 2.00 |
| NDA - Small Business Support Services | General Fund | 0 | 0.00 | 595,430 | 4.00 |
| Total | | 1,616,412 | 10.77 | 2,009,914 | 12.77 |

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

| Title | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
| COUNTY GENERAL FUND | | | | | | |
| EXPENDITURES | | | | | | |
| FY25 Approved | 6,960 | 6,960 | 6,960 | 6,960 | 6,960 | 6,960 |
| No inflation or compensation change is included in outyear projections. | | | | | | |
| Elimination of One-Time Items Approved in FY25 | 0 | (50) | (50) | (50) | (50) | (50) |
| Items recommended for one-time funding in FY25 will be eliminated from the base in the outyears, including the Bisnow Biotechnology Conference. | | | | | | |
| Restore One-Time Lapse Increase | 0 | 122 | 122 | 122 | 122 | 122 |
| Restores in FY26 the one-time lapse increase made in the FY25 budget. | | | | | | |
| Labor Contracts | 0 | 109 | 109 | 109 | 109 | 109 |
| These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items. | | | | | | |
| Subtotal Expenditures | 6,960 | 7,141 | 7,141 | 7,141 | 7,141 | 7,141 |

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