




# County Executive

## RECOMMENDED FY25 BUDGET

\$7,267,330

## FULL TIME EQUIVALENTS

37.33

 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 recommended FY25 Operating Budget for the Office of the County Executive is \$7,267,330, an increase of \$196,807 or 2.78 percent from the FY24 Approved Budget of \$7,070,523. Personnel Costs comprise 82.43 percent of the budget for 50 full-time position(s) and six part-time position(s), and a total of 37.33 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 17.57 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

- ★ Proactive outreach - Business Liaisons in the Business Center 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 and expects to publish nine audit reports (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.
- ★ With approval of the two new investigative analyst positions in FY25, we estimate that Internal Audit will be able to conduct 10-15 follow-up audits annually (once the positions are filled) to ensure timely resolution of audit findings through implementation of appropriate corrective actions that address root cause issues associated with internal control gaps and weaknesses.

## 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 Recommended Changes	Expenditures	FTEs
<b>FY24 Approved</b>	<b>363,192</b>	<b>1.05</b>
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
<b>FY25 Recommended</b>	<b>422,308</b>	<b>1.05</b>

## 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 Recommended Changes	Expenditures	FTEs
<b>FY24 Approved</b>	<b>1,088,544</b>	<b>6.00</b>
Add: Two Business Liaisons for Small Business Support Services NDA	195,114	2.00
Shift: Funding for Innovation Alliance Position from Montgomery County Economic Development Corporation NDA to CEX	147,795	1.00
Add: Program Manager II for Business Center Team	97,557	1.00
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: Funding for Innovation Alliance Position from CEX to Incubator Programs NDA	(147,795)	(1.00)
Shift: Positions from Business Center Team to Small Business Support Services NDA	(662,911)	(5.00)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	160,182	0.00
<b>FY25 Recommended</b>	<b>744,786</b>	<b>4.00</b>

## 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 Recommended Changes	Expenditures	FTEs
<b>FY24 Approved</b>	<b>3,292,640</b>	<b>19.28</b>
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.	240,883	0.00
<b>FY25 Recommended</b>	<b>3,338,378</b>	<b>20.28</b>

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## 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.

<b>FY25 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY24 Approved</b>	<b>1,194,333</b>	<b>6.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	132,985	0.00
<b>FY25 Recommended</b>	<b>1,327,318</b>	<b>6.00</b>

## 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 InnovationTeam 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.

<b>FY25 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY24 Approved</b>	<b>559,832</b>	<b>3.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	53,818	0.00
<b>FY25 Recommended</b>	<b>613,650</b>	<b>3.00</b>

## 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.

<b>FY25 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY24 Approved</b>	<b>571,982</b>	<b>1.00</b>
Add: Two Investigative Analyst Positions for Internal Audits	209,663	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.	39,245	0.00
<b>FY25 Recommended</b>	<b>820,890</b>	<b>3.00</b>

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## BUDGET SUMMARY

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	Actual FY23	Budget FY24	Estimate FY24	Recommended FY25	%Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	4,515,743	4,541,440	5,240,967	4,681,435	3.1 %
Employee Benefits	1,083,917	1,182,919	1,220,328	1,309,205	10.7 %
<b>County General Fund Personnel Costs</b>	<b>5,599,660</b>	<b>5,724,359</b>	<b>6,461,295</b>	<b>5,990,640</b>	<b>4.7 %</b>
Operating Expenses	1,186,518	1,346,164	654,575	1,276,690	-5.2 %
<b>County General Fund Expenditures</b>	<b>6,786,178</b>	<b>7,070,523</b>	<b>7,115,870</b>	<b>7,267,330</b>	<b>2.8 %</b>
<b>PERSONNEL</b>					
Full-Time	48	44	44	50	13.6 %
Part-Time	6	6	6	6	—
FTEs	39.78	36.33	36.33	37.33	2.8 %
<b>REVENUES</b>					
Miscellaneous Revenues	338	0	0	0	—
<b>County General Fund Revenues</b>	<b>338</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>GRANT FUND - MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
<b>Grant Fund - MCG Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
Operating Expenses	8,248,709	0	0	0	—
<b>Grant Fund - MCG Expenditures</b>	<b>8,248,709</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	4,897,605	0	0	0	—
State Grants	11,209	0	0	0	—
<b>Grant Fund - MCG Revenues</b>	<b>4,908,814</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>15,034,887</b>	<b>7,070,523</b>	<b>7,115,870</b>	<b>7,267,330</b>	<b>2.8 %</b>
<b>Total Full-Time Positions</b>	<b>48</b>	<b>44</b>	<b>44</b>	<b>50</b>	<b>13.6 %</b>
<b>Total Part-Time Positions</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>—</b>
<b>Total FTEs</b>	<b>39.78</b>	<b>36.33</b>	<b>36.33</b>	<b>37.33</b>	<b>2.8 %</b>
<b>Total Revenues</b>	<b>4,909,152</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>

### FY25 RECOMMENDED CHANGES

	Expenditures	FTEs
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## FY25 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY24 ORIGINAL APPROPRIATION</b>	<b>7,070,523</b>	<b>36.33</b>
<b>Changes (with service impacts)</b>		
Add: Two Investigative Analyst Positions for Internal Audits [Internal Audit]	209,663	2.00
Add: Two Business Liaisons for Small Business Support Services NDA [Business Center Team]	195,114	2.00
Add: Program Manager II for Business Center Team [Business Center Team]	97,557	1.00
Add: Bisnow Biotechnology Conference [Administration]	50,000	0.00
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Annualization of FY24 Personnel Costs	359,551	0.00
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
Shift: Funding for Innovation Alliance Position from Montgomery County Economic Development Corporation NDA to CEX [Business Center Team]	147,795	1.00
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
Shift: Funding for Innovation Alliance Position from CEX to Incubator Programs NDA [Business Center Team]	(147,795)	(1.00)
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 Small Business Support Services NDA [Business Center Team]	(662,911)	(5.00)
<b>FY25 RECOMMENDED</b>	<b>7,267,330</b>	<b>37.33</b>

## PROGRAM SUMMARY

Program Name	FY24 APPR Expenditures	FY24 APPR FTEs	FY25 REC Expenditures	FY25 REC FTEs
Administration	363,192	1.05	422,308	1.05
Business Center Team	1,088,544	6.00	744,786	4.00
CAO - Supervision & Management of Executive Branch Departments	3,292,640	19.28	3,338,378	20.28
County Executive - Policy Planning and Development	1,194,333	6.00	1,327,318	6.00
Innovation	559,832	3.00	613,650	3.00
Internal Audit	571,982	1.00	820,890	3.00

## PROGRAM SUMMARY

Program Name	FY24 APPR Expenditures	FY24 APPR FTEs	FY25 REC Expenditures	FY25 REC FTEs
<b>Total</b>	<b>7,070,523</b>	<b>36.33</b>	<b>7,267,330</b>	<b>37.33</b>

### CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY24 Total\$	FY24 FTEs	FY25 Total\$	FY25 FTEs
<b>COUNTY GENERAL FUND</b>					
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	579,699	4.00
NDA - Vision Zero	General Fund	152,475	1.00	164,414	1.00
NDA - Police Accountability Board	General Fund	258,732	2.00	307,836	2.00
NDA - Small Business Support Services	General Fund	0	0.00	791,512	6.00
<b>Total</b>		<b>1,616,412</b>	<b>10.77</b>	<b>2,353,791</b>	<b>15.77</b>

### FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY25	FY26	FY27	FY28	FY29	FY30
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY25 Recommended</b>	<b>7,267</b>	<b>7,267</b>	<b>7,267</b>	<b>7,267</b>	<b>7,267</b>	<b>7,267</b>
No inflation or compensation change is included in outyear projections.						
<b>Annualization of Positions Recommended in FY25</b>	<b>0</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>
New positions in the FY25 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 Recommended in FY25</b>	<b>0</b>	<b>(65)</b>	<b>(65)</b>	<b>(65)</b>	<b>(65)</b>	<b>(65)</b>
Items recommended for one-time funding in FY25 will be eliminated from the base in the outyears.						
<b>Restore One-Time Lapse Increase</b>	<b>0</b>	<b>122</b>	<b>122</b>	<b>122</b>	<b>122</b>	<b>122</b>
Restores in FY26 the one-time lapse increase made in the FY25 budget.						
<b>Labor Contracts</b>	<b>0</b>	<b>109</b>	<b>109</b>	<b>109</b>	<b>109</b>	<b>109</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>7,267</b>	<b>7,530</b>	<b>7,530</b>	<b>7,530</b>	<b>7,530</b>	<b>7,530</b>

### ANNUALIZATION OF FULL PERSONNEL COSTS

FY25 Recommended	FY26 Annualized
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	Expenditures	FTEs	Expenditures	FTEs
Add Investigative Analyst III Grade 28	103,528	1.00	138,037	1.00
Add Investigative Analyst II Grade 26	96,135	1.00	128,180	1.00
Program Manager II for Business Center Team	92,557	1.00	123,409	1.00
<b>Total</b>	<b>292,220</b>	<b>3.00</b>	<b>389,626</b>	<b>3.00</b>