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# County Executive

## MISSION STATEMENT

The Offices of the County Executive provide political leadership to the community and administrative direction to the County's departments and offices. The Offices are 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 FY13 Operating Budget for the Offices of the County Executive is \$4,400,303, an increase of \$222,563 or 5.3 percent from the FY12 Approved Budget of \$4,177,740. Personnel Costs comprise 87.7 percent of the budget for 28 full-time positions and five part-time positions for 27.20 FTEs. Operating Expenses account for the remaining 12.3 percent of the FY13 budget.

## LINKAGE TO COUNTY RESULTS AREAS

The Offices of the County Executive support and also enforce all eight of the County Results Areas.

## PERFORMANCE MEASURES

The primary focus of the Offices of the County Executive is to provide policy direction, reinforce accountability, and ensure the achievement of results for our residents. In support of these objectives, this office primarily uses the following tools to measure the effectiveness of the policy directions provided to County departments:

1. Departmental performance plans, headline performance measures and program performance measures that are reviewed and monitored on a routine basis;
2. A "Dashboard" reporting system on departments' headline performance measures and program performance measures that monitors and reports to the public, in real time, the County's successes and challenges; and
3. High level indicators of County performance and quality of life, that serve as a barometer of County performance benchmarked against a regional and national grouping of comparable jurisdictions.

## ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***Worked with numerous departments to build, deliver and analyze customer satisfaction surveys which allow for the improvement of programming to better meet the needs of Montgomery County residents.***
- ❖ ***Issued audit reports to Departments containing recommendations for improving internal controls and programmatic operations. Implementation of all audit recommendations are closely monitored.***
- ❖ ***Productivity Improvements***
  - ***Managed the "paper reduction initiative" that has saved the County \$3.3 million dollars in less than two years and significantly improved the County's impact on the environment.***
  - ***Developed strategy for better managing and monitoring County mobile device use and cost.***
  - ***Continues to analyze and manage the County's overtime reduction efforts which have saved the County more than \$20 million dollars over the past three years.***
  - ***Analyzed state tax assessment data and identified several issues of potential concern that are being addressed at the state level.***
  - ***Worked with the data being collected by the MC311 system to evaluate the effectiveness of data collection and service delivery process. This has resulted in the change of a number of business processes and improved***

government service.

- Analyzed and managed all Executive departments performance plans and outcome metrics resulting in a range of improved processes, cost savings and program improvements.

## PROGRAM CONTACTS

Contact Sonetta Neufville of the Offices of the County Executive at 240.777.2516 or Bryan Hunt of the Office of Management and Budget at 240.777.2770 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### 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. This program also coordinates the review and analysis of referrals regarding Bethesda Naval Base Realignment related matters and manages the Base Realignment and Closure grant.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>903,490</b>	<b>6.00</b>
Increase Cost: Elected Officials Compensation Adjustment	2,627	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. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	201,892	1.00
<b>FY13 CE Recommended</b>	<b>1,108,009</b>	<b>7.00</b>

Notes: Multi-program adjustments include the shift of the Base Realignment and Closure Grant (\$126,620, 1.00 FTE) to this program.

### Chief Administrative Officer - Oversight 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 tools to carry out his responsibilities:

- 1) CountyStat provides a forum for ongoing monitoring and measurement of the effectiveness and efficiency of County government services in order to improve performance, reinforce accountability and focus on results.
- 2) The Constituent Services section coordinates responses to correspondence and electronic mail from our residents and identifies community/residents concerns that require special attention/response.
- 3) The Criminal Justice Coordinating Commission (CJCC) function 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.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>2,548,750</b>	<b>16.40</b>
Increase Cost: Technology Modernization - Restoration of Personnel Costs	75,100	0.00
Decrease Cost: Underfill Three Postions in Countystat Program with Public Administration Interns	-81,022	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. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	122,957	0.80
<b>FY13 CE Recommended</b>	<b>2,665,785</b>	<b>17.20</b>

### Community Partnerships

The County Executive's Community Partnerships program budget has been shifted to the Community Engagement Cluster.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>0</b>	<b>0.00</b>
<b>FY13 CE Recommended</b>	<b>0</b>	<b>0.00</b>

### **Base Realignment and Closure Grant**

This program coordinates the review and analysis of referrals regarding Bethesda Naval Base Realignment related matters and also manages the Base Realignment and Closure grant.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>124,410</b>	<b>1.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	-124,410	-1.00
<b>FY13 CE Recommended</b>	<b>0</b>	<b>0.00</b>

Notes: Multi-program adjustments include the shift of this grant (\$126,620, 1.00 FTE) to the County Executive - Policy Planning and Development program.

### **Internal Audit**

The Internal Audit program provides independent strategic risk-based auditing services. The core function of this program is to improve internal controls and provide reasonable assurance of reliable financial reporting; effective and efficient operations; legal and regulatory compliance; fraud investigations and deterrence; and the safeguarding of County assets.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>393,510</b>	<b>1.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	5,560	0.00
<b>FY13 CE Recommended</b>	<b>399,070</b>	<b>1.00</b>

### **Administration**

The Administration program provides budget development and analysis, fiscal and inventory control, personnel and payroll management, training and supervision, procurement, and contract administration.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>207,580</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. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	19,859	0.00
<b>FY13 CE Recommended</b>	<b>227,439</b>	<b>2.00</b>

## BUDGET SUMMARY

	Actual FY11	Budget FY12	Estimated FY12	Recommended FY13	% Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	3,147,392	2,781,010	2,759,485	2,896,164	4.1%
Employee Benefits	816,778	741,250	668,238	852,419	15.0%
<b>County General Fund Personnel Costs</b>	<b>3,964,170</b>	<b>3,522,260</b>	<b>3,427,723</b>	<b>3,748,583</b>	<b>6.4%</b>
Operating Expenses	502,947	528,860	476,924	525,100	-0.7%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>4,467,117</b>	<b>4,051,120</b>	<b>3,904,647</b>	<b>4,273,683</b>	<b>5.5%</b>
<b>PERSONNEL</b>					
Full-Time	32	25	25	27	8.0%
Part-Time	7	5	5	5	—
FTEs	28.50	25.40	25.40	26.20	3.1%
<b>GRANT FUND MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	167,798	96,240	96,240	94,167	-2.2%
Employee Benefits	35,686	15,500	15,500	17,573	13.4%
<b>Grant Fund MCG Personnel Costs</b>	<b>203,484</b>	<b>111,740</b>	<b>111,740</b>	<b>111,740</b>	—
Operating Expenses	66,232	14,880	14,880	14,880	—
Capital Outlay	0	0	0	0	—
<b>Grant Fund MCG Expenditures</b>	<b>269,716</b>	<b>126,620</b>	<b>126,620</b>	<b>126,620</b>	—
<b>PERSONNEL</b>					
Full-Time	2	1	1	1	—
Part-Time	0	0	0	0	—
FTEs	2.50	1.00	1.00	1.00	—
<b>REVENUES</b>					
Federal Grants	267,216	126,620	126,620	126,620	—
State Grants	2,500	0	0	0	—
<b>Grant Fund MCG Revenues</b>	<b>269,716</b>	<b>126,620</b>	<b>126,620</b>	<b>126,620</b>	—
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>4,736,833</b>	<b>4,177,740</b>	<b>4,031,267</b>	<b>4,400,303</b>	<b>5.3%</b>
<b>Total Full-Time Positions</b>	<b>34</b>	<b>26</b>	<b>26</b>	<b>28</b>	<b>7.7%</b>
<b>Total Part-Time Positions</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>5</b>	—
<b>Total FTEs</b>	<b>31.00</b>	<b>26.40</b>	<b>26.40</b>	<b>27.20</b>	<b>3.0%</b>
<b>Total Revenues</b>	<b>269,716</b>	<b>126,620</b>	<b>126,620</b>	<b>126,620</b>	—

## FY13 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY12 ORIGINAL APPROPRIATION</b>	<b>4,051,120</b>	<b>25.40</b>
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Retirement Adjustment	103,397	0.00
Increase Cost: Technology Modernization - Restoration of Personnel Costs [Chief Administrative Officer - Oversight of Executive Branch Departments]	75,100	0.00
Increase Cost: Group Insurance Adjustment	65,811	0.00
Increase Cost: Lump Sum Wage Adjustment	56,140	0.00
Increase Cost: Longevity Adjustment	4,270	0.00
Increase Cost: Elected Officials Compensation Adjustment [County Executive - Policy Planning and Development]	2,627	0.00
Increase Cost: Motor Pool Rate Adjustment	2,250	0.00
Technical Adj: Conversion of WYs to FTEs in the New Hyperion Budgeting System; FTEs are No Longer Measured for Overtime and Lapse	0	0.80
Shift: Help Desk - Desk Side Support to the Desktop Computer Modernization NDA	-2,110	0.00
Decrease Cost: Printing and Mail Adjustment	-3,900	0.00
Decrease Cost: Underfill Three Positions in Countystat Program with Public Administration Interns [Chief Administrative Officer - Oversight of Executive Branch Departments]	-81,022	0.00
<b>FY13 RECOMMENDED:</b>	<b>4,273,683</b>	<b>26.20</b>

	Expenditures	FTEs
<b>GRANT FUND MCG</b>		
<b>FY12 ORIGINAL APPROPRIATION</b>	<b>126,620</b>	<b>1.00</b>
<b>FY13 RECOMMENDED:</b>	<b>126,620</b>	<b>1.00</b>

## PROGRAM SUMMARY

Program Name	FY12 Approved		FY13 Recommended	
	Expenditures	FTEs	Expenditures	FTEs
County Executive - Policy Planning and Development	903,490	6.00	1,108,009	7.00
Chief Administrative Officer - Oversight of Executive Branch Departments	2,548,750	16.40	2,665,785	17.20
Community Partnerships	0	0.00	0	0.00
Base Realignment and Closure Grant	124,410	1.00	0	0.00
Internal Audit	393,510	1.00	399,070	1.00
Administration	207,580	2.00	227,439	2.00
<b>Total</b>	<b>4,177,740</b>	<b>26.40</b>	<b>4,400,303</b>	<b>27.20</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY12		FY13	
		Total\$	FTEs	Total\$	FTEs
<b>COUNTY GENERAL FUND</b>					
CIP	CIP	75,110	0.40	198,387	1.40
Economic Development	County General Fund	0	0.00	174,660	1.00
<b>Total</b>		<b>75,110</b>	<b>0.40</b>	<b>373,047</b>	<b>2.40</b>

## FUTURE FISCAL IMPACTS

Title	CE REC.			(\$000's)		
	FY13	FY14	FY15	FY16	FY17	FY18
<b>This table is intended to present significant future fiscal impacts of the department's programs.</b>						
<b>COUNTY GENERAL FUND</b>						
<b>Expenditures</b>						
<b>FY13 Recommended</b>	<b>4,274</b>	<b>4,274</b>	<b>4,274</b>	<b>4,274</b>	<b>4,274</b>	<b>4,274</b>
No inflation or compensation change is included in outyear projections.						
<b>Elimination of One-Time Lump Sum Wage Adjustment</b>	<b>0</b>	<b>-56</b>	<b>-56</b>	<b>-56</b>	<b>-56</b>	<b>-56</b>
This represents the elimination of the one-time lump sum wage increases paid in FY13.						
<b>Subtotal Expenditures</b>	<b>4,274</b>	<b>4,218</b>	<b>4,218</b>	<b>4,218</b>	<b>4,218</b>	<b>4,218</b>

