
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 approved FY14 Operating Budget for the Offices of the County Executive is \$4,896,327, an increase of \$348,240 or 7.7 percent from the FY13 Approved Budget of \$4,548,087. Personnel Costs comprise 87.6 percent of the budget for 29 full-time positions and five part-time positions, and a total of 30.60 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 12.4 percent of the FY14 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

- ❖ ***Created an online performance dashboard to give County management the ability to actively monitor departmental performance in meeting service level agreements in near real time.***
- ❖ ***Issued 5 audit reports to departments containing 40 recommendations for improving internal controls and programmatic operations. Of the 40 recommendations, departments have implemented 29 (73%) and are in the process of or plan to implement others.***
- ❖ ***Briefed visiting international delegations on performance management and government accountability techniques that can be applied to existing practices to improve internal practices and foster government transparency.***
- ❖ ***The New Montgomery initiative was launched by the County Executive in early 2013 to improve public perception of Montgomery County's business-friendliness and enhance its appeal to all generations, businesses and visitors.***
- ❖ ***The Rapid Transit System (RTS) initiative provides for the development of a comprehensive, integrated transit system for Montgomery County. This innovatively designed system will provide rapid access to major activity centers within the county, regional transit connectivity as well as extending the geographic reach of the current Metro subway system.***

❖ **Productivity Improvements**

- **Updated CountyStat's public calendar system to allow public users to receive automated meeting notifications via an online subscription that integrates with all major digital calendar platforms or via a RSS feed.**
- **Reconfigured CountyStat's internal data management practices to reduce its digital footprint on County servers and thereby reduce server costs and system burden.**

PROGRAM CONTACTS

Contact Sonetta Neufville of the Offices of the County Executive at 240.777.2516 or Erika Lopez-Finn of the Office of Management and Budget at 240.777.2771 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.

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	1,108,008	7.00
Increase Cost: Motor Pool Adjustment	26,750	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.	-136,525	0.00
FY14 Approved	998,233	7.00

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.
- 4) The Chief Innovation Officer provides an organized enterprise approach to innovation in Montgomery County. This function seeks to engage County employees and residents in order to facilitate innovation and assist with the design, development and implementation of innovative ideas.

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	2,813,570	18.20
Shift: Remove chargeback to Economic Development for Special Projects Manager	176,160	1.00
Increase Cost: Contract Services	50,000	0.00
Increase Cost: Annualization of FY13 Lapsed Positions	31,000	0.00
Increase Cost: Printing and Mail Adjustment	2,147	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.	60,589	0.40
FY14 Approved	3,133,466	19.60

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.

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	0	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.	126,620	1.00
FY14 Approved	126,620	1.00

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.

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	399,070	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.	10,394	0.00
FY14 Approved	409,464	1.00

Administration

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

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	227,439	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.	1,105	0.00
FY14 Approved	228,544	2.00

BUDGET SUMMARY

	Actual FY12	Budget FY13	Estimated FY13	Approved FY14	% Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	2,724,475	3,027,831	2,923,474	3,232,539	6.8%
Employee Benefits	691,280	868,536	866,845	933,171	7.4%
County General Fund Personnel Costs	3,415,755	3,896,367	3,790,319	4,165,710	6.9%
Operating Expenses	521,582	525,100	524,904	603,997	15.0%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	3,937,337	4,421,467	4,315,223	4,769,707	7.9%
PERSONNEL					
Full-Time	25	28	28	28	—
Part-Time	5	5	5	5	—
FTEs	25.40	27.20	27.20	29.60	8.8%
REVENUES					
Miscellaneous Revenues	-634	0	0	0	—
County General Fund Revenues	-634	0	0	0	—
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	107,404	94,167	94,167	96,491	2.5%
Employee Benefits	8,408	17,573	17,573	25,645	45.9%
Grant Fund MCG Personnel Costs	115,812	111,740	111,740	122,136	9.3%
Operating Expenses	20,549	14,880	14,880	4,484	-69.9%
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	136,361	126,620	126,620	126,620	—
PERSONNEL					
Full-Time	1	1	1	1	—
Part-Time	0	0	0	0	—
FTEs	1.00	1.00	1.00	1.00	—
REVENUES					
Federal Grants	136,921	126,620	126,620	126,620	—
State Grants	-560	0	0	0	—
Grant Fund MCG Revenues	136,361	126,620	126,620	126,620	—
DEPARTMENT TOTALS					
Total Expenditures	4,073,698	4,548,087	4,441,843	4,896,327	7.7%
Total Full-Time Positions	26	29	29	29	—
Total Part-Time Positions	5	5	5	5	—
Total FTEs	26.40	28.20	28.20	30.60	8.5%
Total Revenues	135,727	126,620	126,620	126,620	—

FY14 APPROVED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY13 ORIGINAL APPROPRIATION	4,421,467	27.20
Other Adjustments (with no service impacts)		
Shift: Remove chargeback to Economic Development for Special Projects Manager [Chief Administrative Officer - Oversight of Executive Branch Departments]	176,160	1.00
Increase Cost: FY14 Compensation Adjustment	103,857	0.00
Increase Cost: Contract Services [Chief Administrative Officer - Oversight of Executive Branch Departments]	50,000	0.00
Increase Cost: Annualization of FY13 Lapsed Positions [Chief Administrative Officer - Oversight of Executive Branch Departments]	31,000	0.00
Increase Cost: Motor Pool Adjustment [County Executive - Policy Planning and Development]	26,750	0.00
Increase Cost: Retirement Adjustment	8,187	0.00
Increase Cost: Other Labor Contract Costs	2,832	0.00
Increase Cost: Printing and Mail Adjustment [Chief Administrative Officer - Oversight of Executive Branch Departments]	2,147	0.00
Increase Cost: Group Insurance Adjustment	1,231	0.00
Increase Cost: Annualization of FY13 Lapsed Positions	0	1.40
Decrease Cost: Elimination of FY13 \$2,000 Lump Sum	-53,924	0.00
FY14 APPROVED:	4,769,707	29.60

	Expenditures	FTEs
GRANT FUND MCG		
FY13 ORIGINAL APPROPRIATION	126,620	1.00
FY14 APPROVED:	126,620	1.00

PROGRAM SUMMARY

Program Name	FY13 Approved		FY14 Approved	
	Expenditures	FTEs	Expenditures	FTEs
County Executive - Policy Planning and Development	1,108,008	7.00	998,233	7.00
Chief Administrative Officer - Oversight of Executive Branch Departments	2,813,570	18.20	3,133,466	19.60
Base Realignment and Closure Grant	0	0.00	126,620	1.00
Internal Audit	399,070	1.00	409,464	1.00
Administration	227,439	2.00	228,544	2.00
Total	4,548,087	28.20	4,896,327	30.60

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY13		FY14	
		Total\$	FTEs	Total\$	FTEs
COUNTY GENERAL FUND					
CIP	CIP	198,387	1.40	132,309	1.00
Economic Development	County General Fund	174,660	1.00	0	0.00
Total		373,047	2.40	132,309	1.00

