MEMORANDUM

February 17, 2021

TO: Government Operations & Fiscal Policy Committee

FROM: Craig Howard, Deputy Director

SUBJECT: FY21 Savings Plan: Round 2

PURPOSE: Make Committee recommendations for Council Consideration

On January 15, the County Executive transmitted an FY21 Recommended Revised Spending Plan – Second Submission (attached at ©1-8). The GO Committee will consider the Executive's recommended savings for the departments listed in the table below.

Department	FY21 Appropriation	Round 1 Savings Plan: Approved Reduction (% of original budget)	Round 2 Savings Plan: CE Rec. Reduction (% of original budget)	Council Staff Rec.
Technology Services	\$43,328,778	\$2,086,048 (4.8%)	\$515,612 (1.2%)	\$515,612
Human Resources	\$7,842,794	\$85,568 (1.1%)	\$385,000 (4.9%)	\$385,000
Inspector General	\$1,835,612	\$87,655 (4.8%)	\$171,000 (9.3%)	\$171,000
County Council and Leg. Branch Comm. NDA	\$13,672,340	\$365,976 (2.7%)	\$390,976 (2.9%)	\$390,976
Community Engagement Cluster	\$4,237,109	\$127,113 (3.0%)	\$127,114 (3.0%)	\$127,114
County Attorney	\$6,361,363	\$193,395 (3.0%)	\$188,296 (2.9%)	\$188,296
Intergovernmental Relations	\$1,151,763	\$28,186 (2.4%)	\$40,002 (3.5%)	\$0

Summary of Recommended Reductions

The Executive recommends a reduction of \$1,818,000 for all the items reviewed by the GO Committee. Most of the recommended reductions for operating expenses are accrued through the County's remote work policies, and most of the recommended reductions for personnel costs are accrued through lapse and turnover savings. Council staff recommends approval of all reductions recommended by the Executive except for a \$40,002 reduction for contractual services in the Office of Intergovernmental Relations.

1. Department of Technology Services (Toregas)

Attendees:

Gail Roper, CIO and DTS Director Felicia Hyatt, Office of Management and Budget

The Executive recommends a reduction of \$515,612 for the Department of Technology Services (DTS), or 1.2% of their original approved FY21 appropriation. If approved, this would result in a total reduction of 6.0% for DTS when combined with the July savings plan.

The savings would be achieved from six lapsed positions – five Senior Information Technology Specialist positions and one Program Specialist position. DTS notes that contractors are currently backfilling these lapsed positions. As a result, there is no service impact.

Council staff recommends approval of the reductions as submitted by the Executive.

2. Office of Human Resources (Howard)

Attendees:

Berke Attila, Director, Office of Human Resources Corey Orlosky, Office of Management and Budget

The Executive recommends a reduction of \$385,000 for the Office of Human Resources (OHR), or 4.9% of their original approved FY21 appropriation. If approved, this would result in a total reduction of 6.0% for OHR when combined with the July savings plan.

The savings would be achieved as follows:

- \$310,000 is lapse savings from currently unfilled positions. There is no additional service impact from assuming these lapse savings.
- \$75,000 is operating savings for Occupational Medical Services lab services. OHR notes
 that this reduction reflects savings from a carryover purchase order and will have no service
 impact.

Council staff recommends approval of the reductions as submitted by the Executive.

3. Office of the Inspector General (Howard)

Attendees:

Megan Limarzi, Inspector General Phil Weeda, Office of Management and Budget Estela Boronat de Gomes, Office of Management and Budget

The Executive recommends a reduction of \$171,000 for the Office of the Inspector General (OIG), or 9.3% of their original approved FY21 appropriation. If approved, this would result in a total reduction of 14.1% for OIG when combined with the July savings plan.

The savings reflects lapse from the delayed hiring of four positions. All four positions have now been filled. Two of the four positions stated in December, one started in January, and one in February. As this lapse savings has already occurred, there is no additional service impact.

Council staff recommends approval of the reductions as submitted by the Executive.

4. County Council and Legislative Branch Communications NDA (Howard)

Attendees:

Phil Weeda, Office of Management and Budget Estela Boronat de Gomes, Office of Management and Budget

The Executive recommends a combined reduction of \$390,976 for the County Council and the Legislative Brach Communications NDA, or 2.9% of the original approved FY21 appropriation. If approved, this would result in a total reduction of 5.6% for the Council when combined with the July savings plan.

The County Council office budget will achieve \$142,224 in operating savings and \$58,871 in personnel savings. The operating savings reflects a reduction in printing and other costs associated with continued remote operations. The personnel savings primarily reflects accrued lapse savings from a Manager II position and a Legislative Attorney position. In mid-January the Legislative Attorney position was filled and in mid-February the Manager II position (Racial Equity Manager) position was filled. The Council budget does plan to keep a administrative support position lapsed through the end of the fiscal year.

The Legislative Branch Communications NDA will achieve \$189,881 in savings, primarily in personnel costs due to lapse. The Council communications team recently finalized the hiring of two Public Information Officer positions, one of which was added by the Council as part of the FY21 budget, and anticipates hiring a graphics/visual information specialist shortly.

Council staff recommends approval of the reductions as submitted by the Executive.

5. Community Engagement Cluster (Chen)

Attendees:

Ken Hartman-Espada, Director, Bethesda-Chevy Chase Regional Services Center Catherine Matthews, Director, Upcounty Regional Services Center Corey Orlosky, Office of Management and Budget

The Executive recommends a reduction of \$127,114 for the Community Engagement Cluster (CEC), or 3.0% of their original approved FY21 appropriation. If approved, this would result in a total reduction of 6.0% for CEC when combined with the July savings plan.

The savings would be achieved through the continued lapse of three vacant positions – an Administrative Specialist, a Program Manager, and a Program Specialist. These three positions were lapsed for six months as part of the first savings plan and this recommendation would lapse them for the rest of the fiscal year.

Council staff notes that the CEC has played an integral role in community engagement and multilingual outreach for the Executive Branch throughout the pandemic. Following the recent Census briefing, Councilmembers supported translating CEC's successful census outreach to vaccine community outreach.

Council staff recommends approval of the reductions as submitted by the Executive. Additionally, as part of the FY22 budget process, Council staff recommends that the Council review both funding and staffing structures in the CEC and Public Information Office budgets based on ongoing pandemic-related service demands.

6. Office of the County Attorney (Camacho)

Attendees:

Marc Hansen, County Attorney John Markovs, Deputy County Attorney, OCA Carolyn Kilgariff, Administrative Specialist III, OCA Raphael Murphy, Office of Management and Budget

The Executive recommends a reduction of \$188,926 for the Office of the County Attorney (OCA), or 2.9% of their original approved FY21 appropriation. If approved, this would result in a total reduction of 5.9% for OCA when combined with the July savings plan.

The recommended savings include \$139,439 in operating expenses and \$48,857 in lapse savings from an Administrative Aide position. OCA reports that the operating savings, which include reductions in office supplies, computer equipment repairs, books, and metropolitan travel are naturally occurring savings due to current telework operations. The lapsed Administrative Aide position is currently vacant and is unlikely to have a service impact given the continued telework environment.

Council staff recommends approval of the reductions as submitted by the Executive.

7. Office of Intergovernmental Relations (Camacho)

Attendees:

Melanie Wenger, Director, Office of Intergovernmental Relations Wanda Wells, Office of Intergovernmental Relations Phil Weeda, Office of Management and Budget Jane Mukira, Office of Management and Budget

The Executive recommends a reduction of \$40,002 for the Office of Intergovernmental Relations (OIR), or 3.5% of their original approved FY21 appropriation. If approved, this would result in a total reduction of 5.9% for OIR when combined with the July savings plan.

The County Executive's recommended reduction would eliminate a contract for services related to attracting and retaining federal leases and jobs in the County. A \$68,186 reduction in this professional services contract was proposed in the CE's first savings plan this year but the GO Committee and the Council opted to reduce the contract by \$28,186 and allow OIR to keep \$40,000 to procure these services on an hourly basis. OIR indicated that it could still provide these services on a reduced budget by procuring these services on an as-needed hourly basis instead of using a retainer payment model.

As OIR's budget primarily consists of staffing costs, and they do not have any vacancies that could provide lapse savings, Council staff understands the rationale for including contractual funding for the department's contribution to the savings plan. However, the GO Committee and the Council previously expressed concerns with eliminating this contract given the current economic climate and the potential for federal agencies to consider different real estate/leasing options. Furthermore, if the funds for this contract were eliminated, Council staff does not believe the County has the in-house expertise to attract, negotiate and retain federal office building leases.

Council staff recommends rejection of the proposed reduction of \$40,002 for OIR, consistent with the Council's previous decision on this issue.



Marc Elrich
County Executive

MEMORANDUM

January 15, 2021

TO: Tom Hucker, President, County Council

FROM: Marc Elrich, County Executive

SUBJECT: FY21 Recommended Revised Spending Plan – Second Submission

The purpose of this memorandum is to transmit my second Recommended Fiscal Year 2021 Revised Spending Plan for Montgomery County Government departments and other tax-supported agencies. The attached plan identifies savings of approximately \$16.4 million from the County Government's Operating Budget and \$8.6 million in savings from the County's Capital Budget, for a total of \$25.0 million. When combined with the first approved revised spending plan, FY21 County government operations will be reduced by \$48.3 million and the tax-supported Current Revenue/PAYGO portions of the Capital Budget will be reduced by almost \$50.0 million.

As I indicated to the Council when I transmitted my initial FY21 Revised Spending Plan, the ongoing and unpredictable impacts of COVID-19 on the public health and economic vitality of our community would likely necessitate identifying additional savings to maintain the County's fiscal health. As we discussed with the Council in December, when compared to the FY21 approved budget and fiscal plan, FY21 tax supported revenues are projected to be \$101.5 million less than initially projected and FY22 tax supported revenues are projected to be \$163.9 million lower. At the same time, our first quarter spending analysis for FY21 projects, that spending will be \$194 million above the FY21 approved budget – much of this is due to the County's response to the COVID-19 pandemic. The December Fiscal Plan update estimated that without action, the County's reserves will be 7.6 percent of adjusted governmental revenues at the end of FY21 compared to the 10.2 percent estimated in the FY21 approved budget. Most of this increased spending is directly related to the County's response to the pandemic, and we anticipate that much of it will be covered through reimbursements from either the Federal Emergency Management Agency (FEMA) or the Federal Coronavirus Relief Fund.

In June, most County Government departments participated in the initial FY21 revised spending plan and identified savings while minimizing adverse impacts on service delivery to the residents of Montgomery County. Departments that achieved six percent in savings as a result of the approved July 2020 Savings Plan were not asked to identify additional savings. Because of pandemic response efforts and public safety concerns, the Department of Health and Human Services, Department of Correction and Rehabilitation, Fire and Rescue Service, and the Police Department were asked to identify only an additional two percent in savings. The Office of Management and Budget performed an impact analysis on items identified by the departments and proposed additional actions where savings could be achieved.

We are currently in active negotiations with our labor partners with regard to the continuation of the hazard pay differential. I am unable to share details of this negotiation at this time; however, a finalized agreement between my Administration and the County's labor representatives will be completed on this subject imminently. Providing this incentive to County employees who deliver vital services to our community, at great risk to their health, has been an important tool. However, the structure of the hazard pay differential is not currently fiscally sustainable. Moving forward, with the availability of vaccines and plentiful personal protective equipment, the need for the differential could be mitigated. The fiscal update provided to Council in December included an assumption that the differential payments would continue through the remainder of the fiscal year. Thus, any cost avoided by early termination of the differential or by decreasing the differential amount would revise our fiscal assumptions accordingly. I will transmit the details of any revised agreement along with an analysis of how it impacts the County's fiscal outlook to the Council as soon as it is finalized.

Capital budget amendments were developed to reduce PAYGO and Current Revenue funding in the CIP. The initial savings plan reduced all PAYGO funding but \$23.4 million. In order to support the FY21 operating budget, the CIP amendments sent under separate cover today include project savings, deferrals, and other adjustments that will make it possible to eliminate the remaining \$8.6 million in FY21 PAYGO. FY21 reductions and delays in current revenue spending, as well as FY22 adjustments, will be recognized in the FY22 CIP appropriation requests. All agencies are recommended to participate in these reductions.

While not reflected in the attached reports, Montgomery County Public Schools (MCPS) will participate in the FY21 Savings Plan by reverting to fund balance \$25 million of current-year appropriation and re-appropriate it in FY22. This provides General Fund relief by reducing the amount of County support needed in FY22 by \$25 million. The State's education maintenance of effort law precludes the County from recognizing this savings in FY21.

The hiring freeze and procurement freeze exemption process that I instituted on March 18, 2020 will continue for the duration of this crisis and will provide us with additional fiscal oversight.

In addition, work continues on the cost efficiency study to broadly evaluate the service delivery model of each department. Among the several goals of the study is to identify a minimum of 100 vacant positions across the Executive Branch that can be eliminated over the next one to two years. The impacts of the initial implementation will be included in my FY22 Recommended Budget.

As we move forward, we must recognize there are still several unknown variables that will impact County government finances, including the lasting impact of COVID-19 on the County's economy and our tax revenues, the need to maintain funds in reserve to continue to provide enhanced services to those most impacted by the pandemic, and whether there will be additional relief from the Federal government. While the incoming Federal administration has signaled its support for providing additional resources to states and local governments, that plan is not yet final. We will continue to monitor developments on that front and will work with Council to ensure that whatever funds we may receive are used to bolster vital services we must provide to County residents. I am greatly appreciative of our State's Congressional delegation for their continued assistance and leadership.

In the meantime, I urge the Council to work with the Executive Branch to ensure that our spending remains equitable, prudent, and socially responsible. I look forward to working with you and your colleagues as we strive to help County residents and businesses navigate these unprecedented times.

ME:jw

Attachments

c: County Council Members
Marlene Michaelson, Executive Director, Montgomery County Council
Richard S. Madaleno, Chief Administrative Officer
Michael Coveyou, Director, Department of Finance
Jennifer R. Bryant, Acting Director, Office of Management and Budget

Ref. No Title	Total \$	Re	evenue
Tax Supported			
Tax-Supported General Fund			
Agriculture 1 Suspend Services due to COVID - Maryland Agriculture Education Foundation and MCPS Contracts	-25,292		0
Agriculture Total:	-25,292		0
Animal Services	,		
2 Hiring Deferral After 12-16 Weeks Vacant	-150,000		0
	·		
Animal Services Total:	-150,000		0
Community Engagement Cluster			
3 Lapse/Turnover Savings	-127,114		0
Community Engagement Cluster Total:	-127,114		0
Consumer Protection	-127,114		
4 Investigator III Position 6-Month Lapse	-64,144		0
	.		
Consumer Protection Total:	-64,144		O
Correction and Rehabilitation			
5 Lapse Community Services Work Crew for Second Half of Year	-53,000		C
6 Adjust Lapse to Reflect Temporarily Closure of Pre-Release and Reentry Services Facility and Lapse Trends	-1,150,000		C
Correction and Rehabilitation Total:	-1,203,000		0
County Attorney			
7 Administrative Operating Expenses Reduction	-139,439		C
8 Lapse Administrative Aide Position	-48,857		C
County Attornou Total	400 200		•
County Attorney Total:	-188,296		0
County Council 9 Reduce Operating Expenses for Round II Savings Plan	-142,224		0
10 Lapse Positions	-142,224		C
To Lapse 1 ositions	-30,071		
County Council Total:	-201,095		C
Emergency Management and Homeland Security			
11 Faith-Based Security Grants Reduction	-100,000		C
12 Computer Equipment and Repair	-10,000		C
13 EOC Equipment Purchase and Repair	-18,419		C
Emergency Management and Homeland Security Total:	-128,419		0
Health and Human Services			
14 Realign of Developmental Disability Supplement Budget to Reflect Decrease in	-46,312		0
Participation 15 Realign Inter-Generational Volunteer Program (Interages) Budget to Reflect Projected Expenditures	-15,000	(4)	0

Rouliu - 2					
Ref. No	Title	Total \$	Revenue		
16	Reduce Supports Planning Agency Broker Position	-97,400	0		
17	Reduce Street Outreach Network Operating Expenses	-25,000	0		
18	Reduce Early Childhood Service (ECS) Child Link PT Counselor Contractor Not Needed Due to COVID-Related Closures	-31,107	0		
19	Reduce Child Care Subsidies Because of Lower Utilization Due to COVID	-600,000	0		
20	Reduce Temporary Manpower for Child Welfare Services	-5,067	0		
21	Reduce Operating Expenses in Child Welfare Services	-5,300	0		
22	Reduce Budget for Residential Rehab Supplemental Contracts	-307,060	0		
23 24	Realign Budget for Local Behavioral Health Authority to Reflect Fee for Service Contracts Delay Alignment of Local Behavioral Health Authority - Substance Abuse Projects	-200,000 -100,000	0		
25	Reduce Brokers and Temporary Staff in the Office of the Chief Operating Officer	-186,831	0		
26	Reduce General Fund Budget for Preventive Services for Mammograms and	-98,527	0		
27	Colonoscopies that Can Be Provided Through the County Cancer Control Program Realign Maternity Partnership Program Budget to Reflect Updated Enrollment	-96,32 <i>1</i> -120,000	0		
28	Projections Reduce In Person Translation Services Due to COVID	-80,000	0		
29	Asian American Health Initiative, Reduction Due to Delayed Hiring of Community	-54,891	0		
30	Health Worker Contractors Latino Health Initiative, Health Promoters Program Funded by Por Nuestra Salud y	-7,628	0		
31	Bienestar Initiative Latino Health Initiative, Reduce "Ama tu Vida" Annual Health Fair Campaign and	-10,000	0		
32	Newsletters Due to COVID Latino Health Initiative, Reduce Environmental Intervention Program Due to COVID	-15,000	0		
33	Latino Health Initiative, Reduce Miscellaneous Operating Expenses Due to COVID	-54,543	0		
34	African American Health Program, Reduce Funding for Data Services No Longer Needed	-47,750	0		
35	African American Health Program, Reduce Miscellaneous Operating Expenses Due to COVID	-19,949	0		
36	Suspend Adult Evaluation and Review Service PT Broker due to COVID	-20,307	0		
37	Realign Home Care Services Budget to Reflect Projected Expenditures	-119,550	0		
38	Realign Assisted Living Services Budget to Reflect Projected Expenditures	-158,921	0		
39	Reduce Linkages to Learning (LTL) and School and Community Youth Services	-160,000	0		
40	(SCYS) Contracts Due to Contractor Vacancies African American Health Program, Reduce Facility Space Funding Due to COVID	-4,000	0		
	Health and Human Services Total:	-2,590,143	0		
Hous	ing and Community Affairs				
41	Increase Lapse	-14,720	0		
	Housing and Community Affairs Total:	-14,720	0		
Huma	an Resources				
42	Lapse Savings	-310,000	0		
43	Operating Savings - OMS	-75,000	0		
	Human Resources Total:	-385,000	0		
Hum	an Rights	230,000			
44	Lapse Vacant Investigator II Position & Reduce Operating Expenses	-48,049	0		
	Human Rights Total:	-48,049	0		
	naman ragino rotal.		(5)		

Printed: 1/15/2021 12:31:36PM

Kouliu - 2				
Ref. No	Title	Total \$	Reven	
Inspe	ector General			
45	Lapse Savings due to delayed Hiring	-171,000		
	Inspector General Total:	-171,000		
Inter	governmental Relations			
46	Eliminate Professional Services Contract Related to Federal Real Estate Services	-40,002		
	Intergovernmental Relations Total:	-40,002		
NDA	- Legislative Branch Communications Outreach	ŕ		
47	Operating Expenses	-10,000		
48	Lapse Positions	-179,881		
	NDA - Legislative Branch Communications Outreach Total:	-189,881		
Polic		,		
49	Reduce the POC class scheduled in the winter of 2021 from 22 to 14	-461,539		
50	Reduce overtime	-1,750,000		
51	Reduce operating expenses department-wide	-2,803,445		
	Police Total:	-5,014,984		
Publi	c Libraries	-,- ,		
52	Reduce Library Pages Budget Because Activities Can Be Performed by MCPL Staff	-172,050		
53	While Branches are Closed to the Public Reduce Contractual Services to Reflect Services Being Provided Virtually at a Lower	-251,640		
54	Cost Reduce Office Equipment Repair/Maintenance Costs	-5,000		
55	Reduce Office Supplies, Materials, and Equipment Costs Because of Branch Facility	-63,600		
56	Closures Reduce Office Furniture Budget	-5,000		
57	Reduce Central Duplicating (Printing and Bulk Postage) Costs	-27,773		
58	Reduce Staff Training Costs	-8,900		
59	Reduce Travel, Advertising, and Miscellaneous Costs	-34,450		
60	Increase Library Lapse Savings to Reflect Projections	-174,990		
61	Reduce Library Materials Budget by \$250,000	-250,000		
	Public Libraries Total:	-993,403		
State	's Attorney			
62	Hold Three Contractual Assistant State's Attorney Positions Vacant	-68,265		
	State's Attorney Total:	-68,265		
Tech	nology Services	,		
63	Lapse Sr Info Technology Spec	-118,930		
64	Lapse Program Specialist II	-39,894		
65	Lapse Sr Info Technology Spec (New Unclassified Position)	-89,197		
66	Lapse Sr Info Technology Spec (New Unclassified Position)	-89,197		
67	Lapse Sr Info Technology Spec (New Unclassified Position)	-89,197	(6)	
			(6)	

Roulia - 2		
Ref. No Title	Total \$	Revenue
68 Lapse Sr. Info Technology Spec	-89,197	0
Technology Services Total:	-515,612	0
General Fund Total:	-12,118,419	0
-ire	-12,110,419	
Fire and Rescue Service		
69 Reduce FY21 Recruit Class from 57 to 37 to Reflect COVID-19 Capacity	-1,200,000	C
· · · · · · · · · · · · · · · · · · ·	,,	
Fire and Rescue Service Total:	-1,200,000	(
Fire Total:	-1,200,000	(
Recreation		
Recreation		
70 Provide Same Level Service (FY20) for Youth Development Programming and Delay Launch of New Excel Beyond the Bell Sites.	-651,767	(
71 Department Wide Seasonal Funding Savings	-102,765	(
Recreation Total:	-754,532	(
Recreation Total:	-754,532	
Mass Transit	-704,332	
Transit Services		
72 Motorpool Reduction Due to Less Service in Operation	-1,384,008	C
Transit Services Total:	-1,384,008	(
Mass Transit Total:	-1,384,008	C
Tax-Supported Total:	-15,456,959	0
Non-Tax Supported		
Bethesda Parking		
Parking District Services	50.070	,
73 Personnel Adjustment: Bethesda PLD from CIP Amendment	-56,373	(
74 Operating Expenses Adjustment: Bethesda PLD from CIP Amendment	-798,038	(
Parking District Services Total:	-854,411	(
Bethesda Parking Total:	-854,411	(
Wheaton Parking		
Parking District Services		
75 Personnel Adjustment: Wheaton PLD from CIP Amendment	-8,734	(
76 Operating Adjustment: Wheaton PLD from CIP Amendment	-120,000	()
		(7)

No Title	Total \$	Revenue
Parking District Services Total:	-128,734	0
Wheaton Parking Total:	-128,734	0
Non-Tax Supported Total:	-983,145	0
MCG Total:	-16,440,104	0