



**Committee:** GO  
**Committee Review:** Completed  
**Staff:** Eunice Jeong, Legislative Analyst  
**Purpose:** To make preliminary decisions – straw vote expected  
**Keywords:** #PEF, Elections

AGENDA ITEM #15  
 May 11, 2023  
**Action**

**SUBJECT**

Public Election Fund NDA FY24 Operating Budget

**EXPECTED ATTENDEES**

None

**FY24 COUNTY EXECUTIVE RECOMMENDATION**

Public Election Fund	FY23 Approved	FY24 CE Recommended
Total Expenditures (General Fund)	\$ 2,500,000	\$250,000

**COMMITTEE RECOMMENDATIONS**

The GO Committee’s decisions are as follows:

- FY24 Addition to the Public Election Fund: 2-1 vote to add this item to the reconciliation list as a Priority item.

**This report contains:**

Staff Report	Pages 1-10
Non-Departmental Accounts FY24 Budget, pg. 73-18 (PEF)	©1-23
2023 Report of Committee to Recommend Funding for the Public Election Fund (PEF)	©24

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**Worksession**

**MEMORANDUM**

April 26, 2023

TO: Government Operations & Fiscal Operations (GO) Committee

FROM: Eunice Jeong, Legislative Analyst

SUBJECT: Board of Elections (BOE) FY24 Operating Budget; Supplemental Appropriation to the FY23 Operating Budget; Public Election Fund NDA

PURPOSE: Make recommendations for GO Committee consideration

***4/25 edit:***

- ***Additional line item included due to CE's amendment to the FY24 Operating Budget: Increase Cost: Election Judge Stipend Required Increase - HB1200 Impact.***

**Expected Participants**

- Nahid Khozeimeh, Board President, Board of Elections (BOE)
- David Naimon, Board Secretary, BOE
- Boris Brajkovic, Election Director, BOE
- Alysoun McLaughlin, Deputy Election Director, BOE
- Katherine Bryant-Higgins, Office of Management and Budget (OMB)

**Summary of CE Recommended FY24 Budget:**

<b>Board of Elections</b>	<b>FY23 Approved</b>	<b>FY24 CE Recommended</b>	<b>Change from FY23 Approved</b>
<b>Total Expenditures (General Fund)</b>	<b>\$ 10,630,327</b>	<b>\$ 12,239,983</b>	<b>15.1 %</b>
Personnel Costs	\$ 4,632,747 56.35 FTEs	\$ 5,307,286 56.35 FTEs	14.6 % 0%
Operating Costs	\$ 5,997,580	\$ 6,932,697	15.6 %

## 1. Overview

The mission of the Board of Elections is to register voters, conduct elections, assist persons seeking elective office with candidate filings and campaign fund reports, assist citizens seeking to place questions on the ballot, and preserve election data. BOE is divided into several divisions: Administration, Election Operations, Information Technology, and Voter Services.

The total recommended FY24 Operating Budget for the Montgomery County Board of Elections is \$12,239,983, an increase of \$1,609,656 or 15.14 percent from the FY23 Approved Budget of \$10,630,327. Personnel Costs comprise 43.36 percent of the budget for 32 full-time position(s) and two part-time position(s), and a total of 56.35 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 56.64 percent of the FY24 budget.

In addition to reviewing the FY24 recommended Operating Budget, the GO Committee will also review a FY23 Supplemental Appropriation to BOE in the amount of \$4,244,911 from General Fund undesignated reserves. This appropriation will fund unbudgeted expenditures due to the postponement of the 2022 Gubernatorial Primary Election, which resulted in two elections occurring in the same fiscal year. This appropriation will also fund unbudgeted expenditures that resulted from Court action related to the 2022 Gubernatorial General Election. The public hearing took place on Tuesday, April 18.

In addition, the Public Election Fund (PEF) currently has a balance of \$3,800,000 and is recommended to add \$250,000 in FY24 and for the next four years.

## 2. Expenditure Changes in FY24 Budget – agenda item #2

Under the FY24 Operating Budget approach recommended by the Council President, all increases recommended by the Executive must be placed on the reconciliation list except for annualization of compensation and personnel costs, FY24 compensation adjustments, or other items the County is required to fund.

The following is a list of FY24 adjustments and recommended priority type to guide councilmembers' decisions, followed by detailed explanations.

<b>Adjustments</b>	<b>Expenditures</b>	<b>FTEs</b>	<b>Priority Type</b>
Increase Cost: State Board of Elections Expenses [Administration]**	\$2,262,255	0.0	<b>Required</b>
Increase Cost: Election Judge Stipend Required Increase - HB1200 Impact**	\$831,580	0.0	<b>Required</b>

Increase Cost: Additional Postage Required for Mail-in Ballots [Administration]**	\$280,000	0.0	<b>Required</b>
Increase Cost: Annualization of FY23 Compensation Increases	\$168,863	0.0	<b>Required</b>
Increase Cost: Annualization of FY23 Lapsed Positions	\$45,579	0.0	<b>Required</b>
Decrease Cost: Annualization of FY23 Personnel Costs	\$14,957	0.0	<b>Required</b>
Enhance: Election Judges - Expand Days/Hours of Early Voting and Canvassing [Election Operations] – <i>service impact</i>	\$253,000	0.0	High Priority
Increase Cost: Lease Payments for Ballot Sorting Equipment [Administration]	\$181,729	0.0	High Priority
Enhance: Rebuild Election Worker Management System [Information Technology] – <i>service impact</i>	\$163,000	0.0	High Priority
Increase Cost: Overtime Expenses	\$109,970	0.0	High Priority
Restore: Personnel Costs Associated with Lease of Ballot Sorting and Imaging Equipment [Voter Services]	\$71,800	0.0	High priority
Restore: Prior-Year Reductions to Seasonal Temps	\$220,115	0.0	Priority
Increase Cost: Three Percent Inflationary Adjustment to Non-Profit Service Provider Contracts [Administration]	\$146	0.0	Priority
Increase Cost: FY24 Compensation Adjustment*	\$140,074	0.0	<i>Separate GO Committee decision</i>
Increase Cost: Motor Pool Adjustment*	\$16,177	0.0	<i>Separate T&amp;E Committee Decision</i>
Increase Cost: Printing and Mail*	\$2,594	0.0	<i>Separate GO Committee Decision</i>
Decrease Cost: Retirement Adjustment	\$(2,931)	0.0	<i>Reduction</i>
Re-align: One-time Budget Adjustment to Reflect Higher Than Expected Vacant Positions	\$(93,888)	0.0	<i>Reduction</i>
Decrease Cost: Elimination of One-Time Items Approved in FY23	\$(2,223,784)	0.0	<i>Reduction</i>

\*Please note that FY24 Compensation Adjustments, Motor Pool Adjustment, and Printing/Mail are handled separately by the GO and T&E Committees.

\*\*These items represent legally required changes, but are estimated costs based on BOE and State projections

Below is an explanation of the major changes recommended.

- **Increased costs from the State Board of Elections, \$2,262,255:** The FY23 budgeted figure for State Board of Elections cost sharing was based on a three-year average past invoice amount. The FY24 requested figure is a recent estimate provided by the State Board of Elections. The charges from the State Board of Elections are generally calculated based on a per capita share of expenditures that are split between the state and counties under state law for such expenditures as voting equipment lease payments and ballot printing and mailing.
  - *Staff recommendation: Approve as is.*
  - *Note: This cost number is an estimate, but the item is a legally required change. If this item is not approved during this budget cycle, BOE will require a supplemental appropriation next year for this invoice.*
  
- **Increase Cost: Election Judge Stipend Required Increase - HB1200 Impact, \$831,580 – amendment to the Recommended FY24 Operating Budget:** During the 2023 legislative session, the General Assembly passed, and the Governor signed HB1200, which established a floor for election judge stipends of \$250 per day for the first-time serving election judges (an increase of \$70 per day), an additional \$100 per day for those who have served previously (an increase of \$170 per day), and \$50 for training (an increase of \$20 per election judge). The State Board of Elections is required to reimburse each local Board of Elections \$50 of the extra compensation provided to returning election judges. The Board of Elections estimates that it will need 4,111 election judges with 7,083 service days to conduct the 2024 Primary Election, including the assumption that the State reimburses the County for the \$50 of the cost associated with returning election judges and implementing HB1200 results in a cost increase of \$831,580 in FY24. Funding for this initiative will come from General Fund: Undesignated Reserves.

The number of Election Workers is based on the estimated turnout, number of polling places and Early Voting Centers, allocated equipment for each polling place and Early Voting Center, election process requirements, number of Drop Boxes operated in the county, and number of Nursing Homes participating in the Nursing Homes program.

- *Staff recommendation: Approve as is.*
  - *Note: This cost number is an estimate, but the item is a legally required change. If this item is not approved during this budget cycle, BOE will require a supplemental appropriation next year for this invoice.*
- 
- **Increase Cost: Additional Postage Required for Mail-in Ballots, \$280,000:** The postage is calculated based on the projected volume of ballots that will be requested and returned by mail. This item is legally required, and non-discretionary.
    - *Staff recommendation: Approve as is.*

- *Note: This cost number is an estimate, but the item is a legally required change. If this item is not approved during this budget cycle, BOE will require a supplemental appropriation next year for this invoice.*
  
- **Enhancement to election judges to expand the hours and days of early voting and canvassing (Service Impact), \$253,000:** The county has no legal authority to delay or reduce the hours of early voting, which are set by state law. Canvassing before Election Day was conducted by emergency authority of the governor in FY20 and FY21, and by court order in FY22 and FY23. Legislation was recently passed by the General Assembly and is awaiting signature by the Governor to establish this requirement in state law. There is a waiver provision in the legislation, however it is operationally necessary for Montgomery County to canvass early due to the increased volume of voting by mail.
  - *Staff recommendation: High Priority. Note: operationally necessary*
- **Increase Cost: Lease Payments for Ballot Sorting Equipment, \$181,729:** The equipment lease is not legally mandated, but it is operationally necessary to carry out legally mandated tasks. Staff cannot hand-sort Vote by Mail ballots by precinct in the volume they are now receiving. The equipment BOE is using is required to interface with state systems and therefore selected through a state procurement process. Recently enacted law requires the County to sort and receive standard Vote by Mail ballots into the system within 48 hours.
  - *Staff recommendation: High priority. Note: operationally necessary*
- **Enhancement to rebuild election worker management system (Service Impact), \$163,000:** The system was originally developed by TEBS, which has made a determination that the platform it was built on is now outdated and can no longer be supported for the 2024 election. The system is no longer operational for use in its current form. The department has an operational need for a functioning system by the second quarter of the fiscal year.
  - *Staff recommendation: High Priority. Note: operationally necessary*
  
- **Increase Cost: Overtime Expenses, \$109,970:** this amount is a significant reduction from BOE's prior year actual expenses. BOE historically has had significant overtime during the peak of the election season, which they aim to reduce to this amount.
  - *Staff recommendation: High priority*
  
- **Restore: Personnel Costs Associated with Lease of Ballot Sorting and Imaging Equipment, \$71,800:** This amount had reflected savings initially assumed due to the lease of the ballot sorting and imaging equipment. This year, it is requested for restoration because personnel costs have increased due to the scope and complexity of the tasks required to serve voters who use Vote by Mail.
  - *Staff recommendation: High priority*

- **Restore: Prior-Year Reductions to Seasonal Temps, \$220,115:** This amount is due to the increased complexity of seasonal temporary employees' work. An increase in the hourly rate of pay is recommended to improve recruitment, particularly in light of recently enacted legislation which increases the daily stipend for Election Judges from \$180/day to \$250-350/day.
  - *Staff recommendation: Priority*
- **Increase Cost: Three Percent Inflationary Adjustment to Non-Profit Service Provider Contracts, \$146:** This is a voluntary adjustment and not contractually obligated.
  - *Staff recommendation: Priority*

**Note about the CE recommended reduction – *Decrease Cost: Elimination of One-Time Items Approved in FY23, (\$2,223,784):***

- The one-time items approved in FY23 were: \$1,689,052 in additional funds for State Board of Elections cost sharing, \$353,000 for stipends for Election Judges, \$181,732 for the first year of the lease payment for the ballot sorting equipment.
- The corresponding amounts that appear as additions to the FY24 budget are \$2,262,255 in additional cost sharing for the State Board of Elections, \$253,000 in stipends for Election Judges, \$181,729 for the second year of the lease for the ballot sorting equipment.
- The adjustments in FY23 for these items were budgeted as one-time due to uncertainty about the long-term fiscal impact. This decrease is generally due to the subtraction of one-time items from the FY23 baseline budget, itemized above, that have corresponding increases in FY24 requested amounts.

### 3. Vacancy List

BOE has six vacant positions for FY24, with a total PC of \$646,180. There are two positions that have been vacant for more than one year, of which one has been vacant for more than two years (three years and 65 days), with a total projected cost of \$189,114.

Organization Department	Position	Number of Days Vacant (as of March 3, 2023)	FY24 Budgeted Cost
Polling Place Management	Office Services Coordinator*	1160	\$86,518
Director's Office	Administrative Specialist II*	434	\$102,596
Registration Services	Office Services Coordinator	224	\$86,518
Registration Services	Principal Administrative Aide	138	\$108,792
Information Technology Division	Information Technology Technician III	125	\$120,655
Voter Services	Program Manager I	40	\$141,101

\*Vacant for over one year

Years Vacant	Total FY24 Budgeted Cost
Total – vacant 1+ years	\$189,114
Total – vacant 2+ years	\$86,518

BOE provided the following explanations for their 1+ year vacancies:

- **Office Services Coordinator:** This position was held vacant by the Acting Election Director, to allow a permanent Election Director to establish a priority for filling unmet needs. The department has significant overtime and is utilizing temporary staff year-round in multiple sections of the department. Rather than requesting multiple new positions, the new Election Director intends to leverage this existing position to reduce overtime and reliance on year-round temporary personnel.
- **Administrative Specialist II:** This position was recently reclassified from a Management and Budget Specialist position and interviews are ongoing. It is part of the administrative core of the department responsible for financial management.



#### **4. Supplemental Appropriation to the FY23 Operating Budget – agenda item #3**

The County Executive recommends a supplemental appropriation to the FY23 Operating Budget of the Board of Elections in the amount of \$4,244,911. The source of funds is General Fund *Undesignated Reserves*. This supplemental will reduce County General Fund Undesignated Reserves by \$4,244,911 and is consistent with the fund balance policy for tax supported reserves. This amount is also consistent with assumptions included in the FY24 Recommended Budget.

This appropriation will fund unbudgeted expenditures due to the postponement of the 2022 Gubernatorial Primary Election, which resulted in two elections occurring in the same fiscal year. This appropriation will also fund unbudgeted expenditures that resulted from Court action related to the 2022 Gubernatorial General Election.

This increase is needed because between March 15, 2022, and October 7, 2022, the Court of Appeals issued orders postponing the 2022 Gubernatorial Primary Election due to redistricting litigation and extending the timeframe for processing Vote by Mail ballots in the 2022 Gubernatorial General Election. Due to the timing of the primary election, which split expenditures between FY22 and FY23, and the timing and nature of the litigation related to the general election, it was not immediately apparent how much of a supplemental appropriation would be required by the department.

The additional funding will be used to pay for the following necessary expenditures that were incurred in FY23 to conduct two elections in the same fiscal year:

- Overtime & FICA Expenditures: \$945,957
- Seasonal Temporary Employees: \$440,087
- Election Judge Stipends: \$1,011,454
- Moving Services: \$136,605
- Sample Ballot Printing: \$45,163
- Advertising: \$11,862
- Annual State Board of Elections Bill: \$994,038
- Printing: \$70,386
- Postage for Mail-in Ballots: \$472,676
- Building and space rentals for offsite training and ballot canvassing: \$50,189
- Legal/Attorney Services: \$66,494

**5. Public Election Fund (PEF) NDA – agenda item #4**

Article IV of Chapter 16 of the County Code requires the Director of Finance to create a Public Election Fund to provide public campaign financing for qualified candidates for County Executive or County Council. The law is intended to encourage more candidates who do not have access to large contributions from interest groups or individuals to run for County elective offices. This NDA provides for the distribution of public contributions to qualified candidates in a contested election. This funding level was recommended by the Public Election Fund Committee.

The current balance in PEF is \$3,800,000.

**FY24 Recommended changes**

	<b>FY23 Approved</b>	<b>FY24 Recommended</b>
<b>Expenditures</b>	\$2,500,000	\$250,000
<b>FTEs</b>	0.0	0.0

The only major change in PEF is a reduction in the one-time FY23 enhancement for PEF in the amount of -\$2,500,000 and a realignment addition in the amount of \$250,000 as part of the PEF committee’s plan to increase the funding level in PEF by \$250,000 per year for a four-year term. The PEF Committee’s full 2023 recommendation is below:

- 1) *The \$3.8M currently in the fund remain there, increasing as investments may allow; and*
- 2) *An additional \$250,000 be added to the fund annually over the next four years, to bring the total closer to the c.\$5.2M that was disbursed in the 2018 election cycle.*

***Staff recommendation: Do not add to reconciliation list.***

**6. Operating Budget Equity Tool Rating and Justification**

BOE received a rating of “1: Department-level budget demonstrates an emerging commitment to advancing racial equity and social justice in Montgomery County” from the Office of Racial Equity and Social Justice. Per ORESJ:

*“Department-level responses demonstrate an emerging commitment to advancing RESJ. The small staff size, due in part to a 20% departmental vacancy rate, has precluded them from making more formal efforts in alignment with the GARE framework. BOE has however identified specific areas of its work that would benefit from a racial equity analysis, using data on voters who submit provisional ballots.”*

For reference, the following staff packet contains OMB’s answers to ORESJ questions in detail.

This packet contains:

	<u>Pages</u>
• CE Recommended FY24 BOE Budget	© 1-8
• Transmittal Memo for Supplemental Appropriation #23-96 to the FY23 Operating Budget, Montgomery County Government Board of Elections, \$4,244,911	© 9-10
• Resolution for Supplemental Appropriation #23-96 to the FY23 Operating Budget, Montgomery County Government Board of Elections, \$4,244,911	© 11-12
• RESJ analysis and impact statement, Supplemental Appropriation #23-96	© 13
• Non-Departmental Accounts FY24 Budget, pg. 73-18 (PEF)	© 14
• 2023 Report of Committee to Recommend Funding for the Public Election Fund (PEF)	© 15
• Department-level OBET Responses and ORESJ comments	© 16-18
• Amendments to the Recommended FY24 Operating Budget	© 19-22




# Board of Elections

## RECOMMENDED FY24 BUDGET

\$12,239,983

## FULL TIME EQUIVALENTS

56.35

 BORIS BRAJKOVIC, ELECTIONS DIRECTOR

## MISSION STATEMENT


The mission of the Board of Elections is to register voters, conduct elections, assist persons seeking elective office with candidate filings and campaign fund reports, assist citizens seeking to place questions on the ballot, and preserve election data.

## BUDGET OVERVIEW



The total recommended FY24 Operating Budget for the Montgomery County Board of Elections is \$12,239,983, an increase of \$1,609,656 or 15.14 percent from the FY23 Approved Budget of \$10,630,327. Personnel Costs comprise 43.36 percent of the budget for 32 full-time position(s) and two part-time position(s), and a total of 56.35 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 56.64 percent of the FY24 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**
-  **Effective, Sustainable Government**

## INITIATIVES

-  Continue to expand opportunities for voters to request and cast their ballot, including permanent vote by mail, early voting options, and ballot drop boxes.
-  Increase temporary staffing levels during the peak election season to ensure quality customer service and improve resiliency and scalability of election operations.

## INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

-  Reconfigured facility to accommodate expanded vote by mail along with a return to traditional polling places on Election Day.
-  Expanded use of Short Message Service (SMS) texting application to allow voters to register to vote, find their nearest early voting center or drop box, or sign up to be an Election Judge.

- ☀ Continued to invest in ballot sorting and imaging technology to improve the efficiency of vote-by-mail ballot handling and results reporting.
- ☀ Identified need to upgrade legacy technology to modernize the methods of communicating with Election Judges and make it easier for voters to sign up and serve during early voting and on Election Day.
- ☀ Streamed live video of election procedures to bolster public confidence.

## PROGRAM CONTACTS

Contact Boris Brajkovic of the Montgomery County Board of Elections at 240.777.8523 or Katherine Bryant-Higgins of the Office of Management and Budget at 240.777.2764 for more information regarding this department's operating budget.

## PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY23 estimates reflect funding based on the FY23 Approved Budget. The FY24 and FY25 figures are performance targets based on the FY24 Recommended Budget and funding for comparable service levels in FY25.

## PROGRAM DESCRIPTIONS

### ☀ Administration

The Administration program of the Board of Elections is responsible for delivering a fundamental and legally mandated public good by ensuring that all eligible citizens have the right to vote, and that elections are accurate, fair, and equitable. This requires effective management of resources from the State Board of Elections and County Government, as well as adherence to all Federal, State, and local laws and regulations. This is accomplished through the following activities: public records management, including the certification of election results with the Board of Canvassers; support to the County Board of Elections and its attorney; compliance with Montgomery County Government policies and regulations related to human resources, procurement, budget, etc.; liaising with the Maryland State Board of Elections; compliance with Federal and State statutory and regulatory requirements; and the effective coordination of public information. These combined activities are essential to ensure the accuracy and integrity of the election process and to instill public confidence in election results.

Program Performance Measures	Actual FY21	Actual FY22	Estimated FY23	Target FY24	Target FY25
Percent of precincts reporting election results by 11:00 p.m. <sup>1</sup>	8.00%	93.75%	96.50%	96.50%	96.50%
Average voter wait time on election day (minutes)	3	0	3	5	8
Total ballots cast (000s)	537	181	346	306	510

<sup>1</sup> For the 2020 Presidential General Election, all sites returned their results to the Board of Elections in a timely manner but a technical issue in State software prevented the reporting of full results that night.

FY24 Recommended Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>4,478,387</b>	<b>4.00</b>
Increase Cost: State Board of Elections Expenses	2,262,255	0.00
Increase Cost: Additional Postage Required for Mail-in Ballots	280,000	0.00

FY24 Recommended Changes	Expenditures	FTEs
Increase Cost: Lease Payments for Ballot Sorting Equipment	181,729	0.00
Increase Cost: Three Percent Inflationary Adjustment to Non-Profit Service Provider Contracts	146	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.	(2,165,006)	0.00
<b>FY24 Recommended</b>	<b>5,037,511</b>	<b>4.00</b>

## Election Operations

The Election Operations program consists of three independent sections that ensure Early Voting and Election Day is successful. These sections are Polling Place Management, Election Judge Recruitment and Training, and Outreach.

The Polling Place Management section is responsible for leasing Early Voting locations and Election Day polling places, assigning all Montgomery County voters to Election Day polling places that are in the same or an adjacent precinct to the voter's home address, ensuring each polling place complies with the Americans with Disabilities Act and other State and Federal requirements, ensuring all polling places have adequate ballots and supplies, and providing the Board of Elections with information about the cost of facilities, the accessibility of voting sites, and other criteria.

The timeline of Montgomery County's election process is dictated by the Maryland State Election Calendar, and begins with the establishment of Early Voting Centers and Election Day polling places. As Polling Place Management is preparing the supplies and equipment necessary to facilitate an election, other sections within Election Operations are preparing Election Judges, and providing voter outreach to the public.

Election Judge Recruitment and Training is responsible for the recruitment of registered Maryland voters to serve as Election Judges during Early Voting and Election Day. This section also provides training, assigns Election Judges to sites, and provides payment to each volunteer. Recruitment of volunteers is done year-round utilizing a variety of methods, with increased effort and focus in the six months preceding an election. A database of interested volunteers is managed by the section to maintain the efficiency of the selection process.

Training for all election workers is required by State law and is necessary for successful operations on Election Day. The training program includes both on-line and in-person class instruction throughout the County over a period of approximately 12 weeks. Each precinct team includes volunteers that are registered in different political parties, have various levels of experience, and have bilingual language capabilities. Following each election, the Election Judge Recruitment and Training staff completes payroll processing and conducts a thorough precinct performance review and audit.

Montgomery County is required under Section 203 of the Voting Rights Act to provide voting information in Spanish as well as English, and the Outreach section is responsible for meeting the cultural and linguistic needs of Montgomery County voters. This section is responsible for working with community groups and providing direct assistance to eligible residents, including those who are unregistered, for whom English is a second language, who have special needs or disabilities, who are homeless, or who live in underserved communities. With over 170 recognized languages, Montgomery County is a nationally recognized leader in providing effective voter outreach through voter-focused planning and community engagement. A key asset for the Outreach section is its national award-winning Future Vote Initiative that has recruited over 48,000 students to participate in elections since

2004. The Initiative has also recruited nearly 11,000 students that are at least 16 years old to serve as Election Judges.

Program Performance Measures	Actual FY21	Actual FY22	Estimated FY23	Target FY24	Target FY25
Percent of voters rating Election Day polling place as "well run"	97%	95%	95%	97%	97%
Percent of no-show Election Judges on Election Day	5%	4%	3%	3%	3%
Number of election judges recruited, trained, and placed per election	3,353	2,504	2,905	4,200	4,200
Percent of polling places opening on time	100%	100%	100%	100%	100%
Tax dollars saved by leveraging Future Vote students earning Student Learning (SSL) hours <sup>1</sup>	\$13,413	\$18,206	\$29,072	\$23,000	\$32,000

<sup>1</sup> The reduced figure for FY21 reflects restriction of the program only to those age 16 or older due to the pandemic.

FY24 Recommended Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>3,360,781</b>	<b>21.53</b>
Enhance: Election Judges - Expand Days/Hours of Early Voting and Canvassing	253,000	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.	(226,989)	(1.00)
<b>FY24 Recommended</b>	<b>3,386,792</b>	<b>20.53</b>

## Information Technology

The Information and Technology (IT) program supports the year-round security of all data and the efficient performance of voting equipment for thousands of voters during an election cycle. The IT program is responsible for network infrastructure; the production of data reports; the maintenance of systems related to election operations; the maintenance, storage and security of equipment; and the maintenance of website and database applications mandated for use by the State Board of Elections. The program coordinates with the Maryland State Board of Elections to organize and integrate voter registration information, to modify polling place precincts and district boundaries, and to transport voting equipment.

The IT program collaborates with Montgomery County's Department of Technology and Enterprise Business Solutions (TEBS) to implement enhancements to the Election Management System. The Election Management System is used to manage election workers, Future Vote students, and polling places. The program also coordinates with TEBS to implement technology that provides valuable information and resources to voters such as the display of wait times on the department website, and allowing voters to request and receive voting information by text message.

Program Performance Measures	Actual FY21	Actual FY22	Estimated FY23	Target FY24	Target FY25
Number of electronic poll books prepared and used on election days <sup>1</sup>	581	1,134	903	910	910
Percent of required voting units per precinct that were operable on election day	100%	100%	100%	100%	100%
Average response time to resolve equipment and/or maintenance concerns during voting hours (hours)	1.0	0	1.0	1.0	1.0
Incidents of emergency bin use during voting hours	0	0	0	0	0

<sup>1</sup> Less equipment was used in FY21 due to restrictions in the number of in-person voting sites and an increase in the footprint required for each check-in station due to the restrictions presented by the COVID-19 virus. FY22 data and projections for future years reflect acquisition of additional equipment due to expansion of early voting.

FY24 Recommended Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>897,141</b>	<b>12.45</b>

<b>FY24 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
Enhance: Rebuild Election Worker Management System	163,000	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.	68,678	0.00
<b>FY24 Recommended</b>	<b>1,128,819</b>	<b>12.45</b>

## Voter Services

Accurate voter registration records are the foundation for fair and equitable elections, and accurate voter registration records are the basis of effective election planning. The Voter Services program administers voter registration and mail-in voting under procedures established by the State Administrator of Elections and is consistent with election law. Voter Services is also responsible for answering voters' questions, and ensures compliance with Federal and State confidentiality requirements. In addition, the Voter Services program coordinates the counting of mail-in and provisional ballots, and ensures that each ballot for an election corresponds to a single eligible voter who has not cast more than one ballot.

Voter Services is a deadline-driven program that diligently processes a constant stream of incoming data. The program processes all changes to name, address, and party affiliation, and maintains a database of citizens that may not vote for reasons of death, felony conviction, ineligibility for jury duty, residency outside of the jurisdiction, or other valid legal reasons.

The program provides legally-required training for volunteer registrars; responds to various voter and candidate requests for voter registration applications, listings, and data regarding registered voters; files candidates for office; verifies nominating and referenda petitions; and issues and canvasses mail-in and provisional ballots. The program also tracks returned mail and sends multiple mailings to voters for whom new eligibility information is obtained in order to comply with State and Federal requirements.

The program also provides voter registration data to municipalities within Montgomery County, and is responsible for researching provisional ballots, verifying same-day registration, performing monthly peer audits of other jurisdictions within the state, assisting military and overseas voters, administering voting for residents of nursing homes and assisted living facilities, receiving and staging ballots, conducting the post-election canvassing, counting and auditing of ballots cast, and reconciling and auditing mail-in and provisional voter credit.

<b>Program Performance Measures</b>	<b>Actual FY21</b>	<b>Actual FY22</b>	<b>Estimated FY23</b>	<b>Target FY24</b>	<b>Target FY25</b>
Number of registered voters served per program FTE	35,932	36,699	33,121	32,000	32,000
Number of absentee ballots requested (000s)	378	114	142	165	200
Number of active registered voters (000s)	673	676	679	682	685
Number of provisional ballots issued on election day(s)	19,117	8,366	13,879	10,000	17,000

<b>FY24 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY23 Approved</b>	<b>1,894,018</b>	<b>18.37</b>
Restore: Personnel Costs Associated with Lease of Ballot Sorting and Imaging Equipment	71,800	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.	721,043	1.00
<b>FY24 Recommended</b>	<b>2,686,861</b>	<b>19.37</b>



## BUDGET SUMMARY

	Actual FY22	Budget FY23	Estimate FY23	Recommended FY24	%Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	3,495,344	3,696,686	4,949,420	4,305,036	16.5 %
Employee Benefits	763,572	936,061	986,008	1,002,250	7.1 %
<b>County General Fund Personnel Costs</b>	<b>4,258,916</b>	<b>4,632,747</b>	<b>5,935,428</b>	<b>5,307,286</b>	<b>14.6 %</b>
Operating Expenses	4,249,209	5,997,580	9,824,641	6,932,697	15.6 %
<b>County General Fund Expenditures</b>	<b>8,508,125</b>	<b>10,630,327</b>	<b>15,760,069</b>	<b>12,239,983</b>	<b>15.1 %</b>
<b>PERSONNEL</b>					
Full-Time	29	32	32	32	—
Part-Time	2	2	2	2	—
FTEs	56.35	56.35	56.35	56.35	—
<b>REVENUES</b>					
Other Charges/Fees	2,023	1,300	1,300	1,300	—
Miscellaneous Revenues	2	0	0	0	—
<b>County General Fund Revenues</b>	<b>2,025</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>—</b>

## FY24 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
	<b>FY23 ORIGINAL APPROPRIATION</b>	<b>10,630,327 56.35</b>
<b><u>Changes (with service impacts)</u></b>		
Enhance: Election Judges - Expand Days/Hours of Early Voting and Canvassing [Election Operations]	253,000	0.00
Enhance: Rebuild Election Worker Management System [Information Technology ]	163,000	0.00
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: State Board of Elections Expenses [Administration]	2,262,255	0.00
Increase Cost: Additional Postage Required for Mail-in Ballots [Administration]	280,000	0.00
Restore: Prior-Year Reductions to Seasonal Temps	220,115	0.00
Increase Cost: Lease Payments for Ballot Sorting Equipment [Administration]	181,729	0.00
Increase Cost: Annualization of FY23 Compensation Increases	168,863	0.00
Increase Cost: FY24 Compensation Adjustment	140,074	0.00
Increase Cost: Overtime Expenses	109,970	0.00
Restore: Personnel Costs Associated with Lease of Ballot Sorting and Imaging Equipment [Voter Services]	71,800	0.00
Increase Cost: Annualization of FY23 Lapsed Positions	45,579	0.00
Increase Cost: Motor Pool Adjustment	16,177	0.00
Decrease Cost: Annualization of FY23 Personnel Costs	14,957	0.00
Increase Cost: Printing and Mail	2,594	0.00
Increase Cost: Three Percent Inflationary Adjustment to Non-Profit Service Provider Contracts [Administration]	146	0.00

## FY24 RECOMMENDED CHANGES

	Expenditures	FTEs
Decrease Cost: Retirement Adjustment	(2,931)	0.00
Re-align: One-time Budget Adjustment to Reflect Higher Than Expected Vacant Positions	(93,888)	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY23	(2,223,784)	0.00
<b>FY24 RECOMMENDED</b>	<b>12,239,983</b>	<b>56.35</b>

## PROGRAM SUMMARY

Program Name	FY23 APPR Expenditures	FY23 APPR FTEs	FY24 REC Expenditures	FY24 REC FTEs
Administration	4,478,387	4.00	5,037,511	4.00
Election Operations	3,360,781	21.53	3,386,792	20.53
Information Technology	897,141	12.45	1,128,819	12.45
Voter Services	1,894,018	18.37	2,686,861	19.37
<b>Total</b>	<b>10,630,327</b>	<b>56.35</b>	<b>12,239,983</b>	<b>56.35</b>

## FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY24	FY25	FY26	FY27	FY28	FY29
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY24 Recommended</b>	<b>12,240</b>	<b>12,240</b>	<b>12,240</b>	<b>12,240</b>	<b>12,240</b>	<b>12,240</b>
No inflation or compensation change is included in outyear projections.						
<b>Elimination of One-Time Items Recommended in FY24</b>	<b>0</b>	<b>(2,425)</b>	<b>(2,425)</b>	<b>(2,425)</b>	<b>(2,425)</b>	<b>(2,425)</b>
Items recommended for one-time funding in FY24, including Rebuild Election Worker Management System and State Board of Elections Expenses, will be eliminated from the base in the outyears.						
<b>Labor Contracts</b>	<b>0</b>	<b>107</b>	<b>107</b>	<b>107</b>	<b>107</b>	<b>107</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>12,240</b>	<b>9,922</b>	<b>9,922</b>	<b>9,922</b>	<b>9,922</b>	<b>9,922</b>

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OFFICE OF THE COUNTY EXECUTIVE

Marc Elrich  
*County Executive*

M E M O R A N D U M

March 15, 2023

TO: Evan Glass, President  
Montgomery County Council

FROM: Marc Elrich, County Executive 

SUBJECT: Supplemental Appropriation #23-96 to the FY23 Operating Budget  
Montgomery County Government  
Board of Elections, \$4,244,911

I am recommending a supplemental appropriation to the FY23 Operating Budget of the Board of Elections in the amount of \$4,244,911. This appropriation will fund unbudgeted expenditures due to the postponement of the 2022 Gubernatorial Primary Election, which resulted in two elections occurring in the same fiscal year. This appropriation will also fund unbudgeted expenditures that resulted from Court action related to the 2022 Gubernatorial General Election.

This increase is needed because between March 15, 2022, and October 7, 2022, the Court of Appeals issued orders postponing the 2022 Gubernatorial Primary Election due to redistricting litigation and extending the timeframe for processing Vote by Mail ballots in the 2022 Gubernatorial General Election. Due to the timing of the primary election, which split expenditures between FY22 and FY23, and the timing and nature of the litigation related to the general election, it was not immediately apparent how much of a supplemental appropriation would be required by the department.

The additional funding will be used to pay for the following necessary expenditures that were incurred in FY23 to conduct two elections in the same fiscal year:

- Overtime & FICA Expenditures: \$945,957
- Seasonal Temporary Employees: \$440,087
- Election Judge Stipends: \$1,011,454
- Moving Services: \$136,605

Supplemental Appropriation #23-96 to the FY23 Operating Budget

March 15, 2023

Page 2 of 2

- Sample Ballot Printing: \$45,163
- Advertising: \$11,862
- Annual State Board of Elections Bill: \$994,038
- Printing: \$70,386
- Postage for Mail-in Ballots: \$472,676
- Building and space rentals for offsite training and ballot canvassing: \$50,189
- Legal/Attorney Services: \$66,494

I recommend that the County Council approve this supplemental appropriation in the amount of \$4,244,911 and specify the source of funds as General Fund Undesignated Reserves. This supplemental will reduce County General Fund Undesignated Reserves by \$4,244,911 and is consistent with the fund balance policy for tax supported reserves. This amount is also consistent with assumptions included in my FY24 Recommended Budget.

I appreciate your prompt consideration of this action.

ME:anm

Enclosure: Supplemental Appropriation #23-96

cc: Richard S. Madaleno, Chief Administrative Officer, Office of the County Executive  
Fariba Kassiri, Deputy Chief Administrative Officer, Office of the County Executive  
Jennifer Bryant, Director, Office of Management and Budget  
Boris Brajkovic, Election Director, Montgomery County Board of Election

Resolution: \_\_\_\_\_  
Introduced: \_\_\_\_\_  
Adopted: \_\_\_\_\_

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

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By: Council President at the Request of the County Executive

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SUBJECT: Supplemental Appropriation #23-96 to the FY23 Operating Budget  
Montgomery County Government  
Board of Elections  
General Fund, \$4,244,911

Background

1. Section 307 of the Montgomery County Charter provides that any supplemental appropriation shall be recommended by the County Executive who shall specify the source of funds to finance it. The Council shall hold a public hearing on each proposed supplemental appropriation after at least one week's notice. A supplemental appropriation that would comply with, avail the County of, or put into effect a grant or a Federal, State or County law or regulation, or one that is approved after January 1 of any fiscal year, requires an affirmative vote of six Councilmembers. A supplemental appropriation for any other purpose that is approved before January 1 of any fiscal year requires an affirmative vote of seven Councilmembers. The Council may, in a single action, approve more than one supplemental appropriation. The Executive may disapprove or reduce a supplemental appropriation, and the Council may reapprove the appropriation, as if it were an item in the annual budget.
2. The County Executive has requested the following FY23 Operating Budget appropriation increases for the Board of Elections:

<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Total</u>	<u>Source of Funds</u>
\$1,386,044	\$2,858,867	\$4,244,911	General Fund Undesignated Reserves

3. This increase is needed because between March 15, 2022, and October 7, 2022, the Court of Appeals issued orders postponing the 2022 Gubernatorial Primary Election due to redistricting litigation and extending the timeframe for processing Vote by Mail ballots in the 2022 Gubernatorial General Election. Due to the timing of the primary election, which split expenditures between FY22 and FY23, and the timing and nature of the litigation related to the general election, it was not immediately apparent how much of a supplemental appropriation would be required by the department.
4. The County Executive recommends a supplemental appropriation to the FY23 Operating Budget in the amount of \$4,244,911 and specifies that the source of funds will be General Fund Undesignated Reserves.
5. Notice of public hearing was given and a public hearing was held.

Action

The County Council for Montgomery County, Maryland, approves the following action:

A supplemental appropriation to the FY23 Operating Budget of the Board of Elections is approved as follows:

<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Total</u>	<u>Source of Funds</u>
\$1,386,044	\$2,858,867	\$4,244,911	General Fund Undesignated Reserves

This is a correct copy of Council action.

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Judy Rupp, Clerk of the Council



## OFFICE OF RACIAL EQUITY AND SOCIAL JUSTICE


Marc Elrich  
County Executive

Tiffany Ward  
Director and Chief Equity Officer

### MEMORANDUM

April 11, 2023

To: Jennifer Bryant, Director  
Office of Management and Budget

From: Tiffany Ward, Director  
Office of Racial Equity and Social Justice 

Re: Racial Equity Impact Assessment (REIA) Supplemental Appropriation (SA) #23-96  
FY23 Operating Budget - Board of Elections

- I. **FINDING:** The Office of Racial Equity and Social Justice (ORESJ) finds that Supplemental Appropriations #23-96 to add \$4,244,911 to the Board of Elections FY23 operating budget neither advances nor impedes racial equity and social justice in the County as the increased funds cover previously incurred expenses related to the 2022 Gubernatorial Primary and General elections. The added expenditures were legally mandated and of benefit to all voters in Montgomery County.
- II. **BACKGROUND:** The purpose of SA #23-96 is to cover previously incurred expenditures due to court orders that postponed the 2022 Gubernatorial Primary Election and extended the timeframe for processing Vote by Mail ballots in the 2022 Gubernatorial General Election. These actions caused both the primary and general elections to occur within the same fiscal year, which led to unbudgeted expenditures to accommodate the shift in timing. The increase in vote by mail ballots and the extended period needed to canvass ballots also added expenses. Unbudgeted expenditures related to election costs include: Overtime & FICA Expenditures; Seasonal Temporary Employees; Election Judge Stipends; Moving Services; Sample Ballot Printing; Advertising; Annual State Board of Elections Bill; Printing; Postage for Mail-in Ballots; Building and space rentals for offsite training and ballot canvassing; and Legal/Attorney Services.

cc: Boris Brajkovic, Director, Board of Elections  
Ken Hartman, Director, Strategic Partnerships, Office of the County Executive



(MPTSC) an estimate consistent with other certifications provided by MPTSC was used. The operations of the Police Accountability Board and the Administrative Charging Committee are independent of all Montgomery County law enforcement agencies and leadership.

FY24 Recommended Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>436,541</b>	<b>2.00</b>
Increase Cost: Annualization of Positions	55,007	0.00
Increase Cost: Police Accountability Board and Administrative Charging Committee Salary Increase	12,560	0.00
Increase Cost: FY24 Compensation Adjustment	5,114	0.00
<b>FY24 Recommended</b>	<b>509,222</b>	<b>2.00</b>

## Prisoner Medical Services

This NDA provides reimbursements to physicians and hospitals for medical care provided to individuals in the custody of any Montgomery County law enforcement agency, with the following exceptions:

- Offenders committed to the custody of the Department of Correction and Rehabilitation (DOCR) and receiving medical treatment paid for by the budget of that department,
- Medical treatment expenses covered by Workers' Compensation,
- Medical treatment expenses covered by personal medical insurance,
- Medical treatment expenses covered by the Federal Government,
- Medical treatment expenses covered by other appropriate and available outside resources.

The Department of Police manages this account with the assistance of the County Attorney. All bills are reviewed to determine the appropriateness of the medical expense reimbursement and to assess the responsible party for the medical expense.

FY24 Recommended Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>20,000</b>	<b>0.00</b>
<b>FY24 Recommended</b>	<b>20,000</b>	<b>0.00</b>

## Public Elections Fund

Article IV of Chapter 16 of the County Code requires the Director of Finance to create a Public Election Fund to provide public campaign financing for qualified candidates for County Executive or County Council. The law is intended to encourage more candidates who do not have access to large contributions from interest groups or individuals to run for County elective offices.

This NDA provides for the distribution of public contributions to qualified candidates in a contested election. This funding level was recommended by the Public Election Fund Committee.

FY24 Recommended Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>2,500,000</b>	<b>0.00</b>
Re-align: Committee Recommendation - Public Elections Fund 4-Year Plan	250,000	0.00
Reduce: One-Time FY23 Enhancement for Public Elections Fund	(2,500,000)	0.00
<b>FY24 Recommended</b>	<b>250,000</b>	<b>0.00</b>



**PUBLIC ELECTION FUND COMMITTEE**

Hon. Evan Glass, President  
Montgomery County Council  
100 Maryland Ave.  
Rockville, MD 20850

January 9, 2023

**Re: 2023 Report of Committee to Recommend Funding for the Public Election Fund (PEF)**

Dear President Glass and Councilmembers:

The 2022 election cycle ended with total disbursements from the Public Election Fund (PEF) of c.\$3.8M, and with a remaining balance in the fund of another c.\$3.8M.

The Committee believes that the program's success over the past two election cycles is due in part to the willingness of the Council and Executive to fund the program at a level representing the higher end of the range that could be required as matching payments, thereby avoiding any fear that the fund might be unable to meet its obligations.

We therefore recommend that:

- 1) The \$3.8M currently in the fund remain there, increasing as investments may allow;  
and
- 2) An additional \$250,000 be added to the fund annually over the next four years, to bring the total closer to the c.\$5.2M that was disbursed in the 2018 election cycle.

We thank the Council for the opportunity to assist in the development of this important program.

Respectfully submitted,

David Scull, Chair  
Nancy McMahan Farrar, Vice Chair  
Lee Annis  
William Ewing  
Lionel Lissom  
Jackie Sackstein  
Stephen Whitted

### 3. What persistent gaps or limitations could inhibit your department's ability to advance racial equity and social justice?

The Board of Appeals is fortunate to be under the umbrella of the County Council, which devotes extensive time and effort toward ensuring the advancement of racial equity and social justice, both in its enactment of laws and in its selection and appointment of Board personnel. As noted above, the Board's program is quasi-judicial in nature and its caseload is customer-driven. As such, the Board's work is more reactive than proactive. The Board does not market its services per se, but rather receives most of its business as a result of actions taken by and referrals from other County agencies (e.g. DPS, HPC, OZAH, etc.). The small size of the Board's office and budget, the resultant workload borne by Board staff, and the reactive as opposed to proactive nature of the Board's work combine to inhibit the ability of Board staff to participate more proactively in the advancement of racial equity and social justice, but do not prevent the Board and Board staff from advancing these goals through their fair and equitable treatment of all persons coming before the Board and seeking the Board's assistance.

#### ORESJ Rating

2-Department-level budget demonstrates a commitment to advancing racial equity and social justice in Montgomery County

#### ORESJ Justification

The department indicated a commitment in two areas of the GARE framework. The department's mission statement demonstrates a commitment to advancing equitable outcomes as does their structure as a quasi-judicial department with oversight from the County Council. However, it's unclear based on available information how the department receives feedback on its work from the public or other government entities or how it ensures equitable treatment. For example, are there client surveys or other ways of getting information about customer experience? Are there case data that can be disaggregated by race, ethnicity, gender, income, or other relevant demographic characteristics? If these processes or data do not exist, it will be difficult for the department to assess whether all residents are experiencing the system in an equitable way.

## Board of Elections



1. How will your overall budget support the department's commitment to advancing racial equity and social justice? To aid you in the formulation of your response, we've offered a list of activities, using the GARE framework, that demonstrate department-level commitments to racial equity and social justice. More



information about the GARE framework is below and here.

**Normalize** - Establish racial equity as a key value by developing a shared understanding of key concepts across the department and create a sense of urgency to make changes

★ We're doing something else and will use the text box to describe.

The department took preliminary steps prior to the 2022 gubernatorial election to establish a racial equity team and begin discussions around a racial equity statement and principles. The group did not meet during the peak election season but its work will be resumed during the planning phase for the 2024 presidential election.

**Organize** - Build staff and organizational capacity, skills, and competencies through training while also building infrastructure to support the work, like internal organizational change teams and external partnerships with other institutions and community.

★ Designate permanent and sustainable staff resources, with an FTE or similar investment, to organize and lead the department's commitment to racial equity and social justice.

No Data

**Operationalize** - Put theory into action by implementing new tools for decision-making, measurement, and accountability like a Racial Equity Tool and developing a Racial Equity Action Plan.

★ We're doing something else and will use the text box to describe.

We began to identify our current inventory and externally available data and tools to support racial equity analysis as part of our discussions, prior to the peak phase of the 2022 gubernatorial election. We will return to this work in the planning phase for the 2024 presidential election.

2. How does your department's budget allocate funds towards ensuring that public documents (including websites and related apps), policies, plans, meetings, and hearings are readily accessible to the public? Please use the checkboxes below to indicate which activities your department budget will enable. Then, in the text box that follows, please describe how your budget targets resources towards these activities.

★ Translating documents and marketing material to relevant languages based on the project impact area. Completed in partnership or at the advisement of the Office of Community Partnerships.

★ Ensuring interpretation services (ASL and closed-captioning) are available to the public in all relevant places and programs (such as service desks, service phone lines, open houses, public meetings, etc.).

★ Ensuring accessibility for people with disabilities using Section 508 of the Rehabilitation Act; Web Content Accessibility Guidelines; and compliance with the Americans with Disabilities Act as a minimum standard.

No Data

3. What persistent gaps or limitations could inhibit your department's ability to advance racial equity and social justice?

The department shares the same challenges as other county departments in the current labor market (vacancies, retention issues, retirements, leadership gaps). The department is currently led by an acting



director and has had an approximately 20% vacancy rate for more than a year.

### ORESJ Rating

1-Department-level budget demonstrates an emerging commitment to advancing racial equity and social justice in Montgomery County

### ORESJ Justification

Department-level responses demonstrate an emerging commitment to advancing RESJ. The small staff size, due in part to a 20% departmental vacancy rate, has precluded them from making more formal efforts in alignment with the GARE framework. BOE has however identified specific areas of its work that would benefit from a racial equity analysis, using data on voters who submit provisional ballots.

## Cable Television Communications Plan



1. How will your overall budget support the department's commitment to advancing racial equity and social justice? To aid you in the formulation of your response, we've offered a list of activities, using the GARE framework, that demonstrate department-level commitments to racial equity and social justice. More information about the GARE framework is below and here.

**Normalize** - Establish racial equity as a key value by developing a shared understanding of key concepts across the department and create a sense of urgency to make changes

★ We're doing something else and will use the text box to describe.

The Montgomery Connects Computer For You program hosted events in the East County, Silver Spring/Takoma Park, Germantown/Gaithersburg, White Oak, and Wheaton, where there are more low-income families who do not have access to computers and home internet. The County received grant funds to benefit low-income families by providing a laptop Chromebook computer to people who do not have access to a computer for their educational needs if the County did not provide them one. In addition, the County is providing assistance to enable low-income families enrolled in benefit programs (e.g., SNAP, Medicaid, etc.) to get free home internet. In pilot events, preliminary data about people receiving computers and responding to survey questions is as follows:

- 55% of recipients earn less than \$25,000 per year and 35% earn between \$25,001 and \$50,000 per year.
- 54% of recipients are Black or African American, and 31% are of Hispanic, Latino, or Spanish origin.
- 85% of recipients responding to our survey stated they have a smartphone, but only 11% had a computer and most existing computers were more than 9 years old.?






OFFICE OF THE COUNTY EXECUTIVE

Marc Elrich  
County Executive

MEMORANDUM

April 25, 2023

TO: Evan Glass, President  
Montgomery County Council

FROM: Marc Elrich, County Executive 

SUBJECT: Amendments to the Recommended FY24 Operating Budget

Since I submitted my FY24 Recommended Operating Budget on March 15, there have been a number of developments that necessitate sending over amendments to the recommended budget. These amendments center around the creating the new Friendship Heights Urban District, funding for the Youth Harm Initiative, and funding an increase to election judge stipends mandated by HB1200. The amendments are described in detail below (including the source of funds), and the attached report contains the necessary information for the Council analysts to account for them. The amendments submitted are consistent with the County's policy to maintain 10 percent of adjusted governmental revenues in reserve.

**CHANGES IN RESOURCES / EXPENDITURES**

**Friendship Heights Urban District**

In accordance with Bill 13-23 enacted by Council on April 11, 2023, this amendment would provide funds to establish the Friendship Heights Urban District (FHUD). The Friendship Heights Urban District will be fully funded by a commercial district charge within the Urban District of \$120 per residential rental unit (excluding MPDUs) or hotel room and \$0.165 per square foot of the rentable commercial property. There are 230 hotel rooms, 1,079 residential units (excluding MPDUs), 649,627 square feet of retail space, and 2,140,906 square feet of office space within the Urban District. This will generate annual revenue of \$617,518, which will be fully expended to support the Friendship Heights Alliance. All the expenditures for FHUD

will be for operating expenses for the contract with Friendship Heights Alliance. The contract management will be absorbed by existing County staff that currently manages the Bethesda Urban District.

## **CHANGES IN EXPENDITURES**

### **Department of Health and Human Services**

Recently, Montgomery County has seen an increase in gun violence and aggravated assaults. Simultaneously, the County has experienced an increase in youth victimization and the number of youths under seventeen in possession of weapons. Strategic engagement, prevention, and awareness is needed to progress the County toward consistent violence prevention. In FY23, the Youth Harm Initiative was created by a special appropriation (Resolution 19-1451) to launch and expand a series of offerings to bolster youth engagement and programming to divert youth from engaging in violent activities. The initiative included funding for employment opportunities for youth, mentorship, peer-to-peer community engagement, positive youth development and skills building, and mental health awareness. Funding for this program was inadvertently left out of the FY24 Recommended Operating Budget. This amendment for \$853,699 will continue funding this initiative and its portfolio of programming to continue to promote and empower adolescents and families in Montgomery County, with a particular focus on most at-risk populations residing in the Germantown, Montgomery Village, and Gaithersburg communities. Funding for this initiative will come from General Fund: Undesignated Reserves.

### **Board of Elections**

During the 2023 legislative session, the General Assembly passed, and the Governor signed HB1200, which established a floor for election judge stipends of \$250 per day for the first-time serving election judges (an increase of \$70 per day), an additional \$100 per day for those who have served previously (an increase of \$170 per day), and \$50 for training (an increase of \$20 per election judge). The State Board of Elections is required to reimburse each local Board of Elections \$50 of the extra compensation provided to returning election judges. The Board of Elections estimates that it will need 4,111 election judges with 7,083 service days to conduct the 2024 Primary Election, including the assumption that the State reimburses the County for the \$50 of the cost associated with returning election judges and implementing HB1200 results in a cost increase of \$831,580 in FY24. Funding for this initiative will come from General Fund: Undesignated Reserves.

Expenditures for the new Friendship Heights Urban District are completely offset by revenues. Thus, the net impact of the above actions totals \$1,685,279. My FY24 Recommended Operating Budget estimates that the County will end FY24 with reserves totaling \$715.4 million, which represents 11.4 percent of Adjusted Governmental Revenues (AGR), or approximately \$86 million more than required to meet the County's fund balance policy of maintaining a reserve level of 10

Amendments to the Recommended FY24 Operating Budget

April 25, 2023

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percent of AGR. The effect of these actions would be to decrease the amount of excess reserves to approximately \$84.3 million.

The Departments and Office of Management and Budget staff are available to answer any questions you may have about these amendments as we work together to finalize the FY24 Operating Budget.

CE:jw

Enclosure: Details on Recommended FY24 CE Amendments Report

cc: Marlene Michaelson, Executive Director, Montgomery County Council  
Valeria Carranza, Chief of Staff to the Council President  
Richard S. Madaleno, Chief Administrative Officer, Office of the County Executive  
Fariba Kassiri, Deputy Chief Administrative Officer, Office of the County Executive  
Boris Brajkovic, Director, Board of Elections  
James Bridgers, Acting Director, Department of Health and Human Services  
Jennifer Bryant, Director, Office of Management and Budget  
Michael Coveyou, Director, Department of Finance



# Detail on Recommended FY24 CE Amendments

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## Tax Supported

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### EXPENDITURE AMENDMENTS

#### Urban Districts

Add: Friendship Heights Urban District 617,518

#### Board of Elections

Increase Cost: Election Judge Stipend Required Increase - HB1200 Impact 831,580

#### Health and Human Services

Add: Youth Harm Initiative 853,699

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**Total Tax Supported Expenditures** 2,302,797

### RESOURCE AMENDMENTS

#### Urban Districts

Friendship Heights Urban District 617,518

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**Total Tax Supported Resources** 617,518

(MPTSC) an estimate consistent with other certifications provided by MPTSC was used. The operations of the Police Accountability Board and the Administrative Charging Committee are independent of all Montgomery County law enforcement agencies and leadership.

FY24 Recommended Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>436,541</b>	<b>2.00</b>
Increase Cost: Annualization of Positions	55,007	0.00
Increase Cost: Police Accountability Board and Administrative Charging Committee Salary Increase	12,560	0.00
Increase Cost: FY24 Compensation Adjustment	5,114	0.00
<b>FY24 Recommended</b>	<b>509,222</b>	<b>2.00</b>

## Prisoner Medical Services

This NDA provides reimbursements to physicians and hospitals for medical care provided to individuals in the custody of any Montgomery County law enforcement agency, with the following exceptions:

- Offenders committed to the custody of the Department of Correction and Rehabilitation (DOCR) and receiving medical treatment paid for by the budget of that department,
- Medical treatment expenses covered by Workers' Compensation,
- Medical treatment expenses covered by personal medical insurance,
- Medical treatment expenses covered by the Federal Government,
- Medical treatment expenses covered by other appropriate and available outside resources.

The Department of Police manages this account with the assistance of the County Attorney. All bills are reviewed to determine the appropriateness of the medical expense reimbursement and to assess the responsible party for the medical expense.

FY24 Recommended Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>20,000</b>	<b>0.00</b>
<b>FY24 Recommended</b>	<b>20,000</b>	<b>0.00</b>

## Public Elections Fund

Article IV of Chapter 16 of the County Code requires the Director of Finance to create a Public Election Fund to provide public campaign financing for qualified candidates for County Executive or County Council. The law is intended to encourage more candidates who do not have access to large contributions from interest groups or individuals to run for County elective offices.

This NDA provides for the distribution of public contributions to qualified candidates in a contested election. This funding level was recommended by the Public Election Fund Committee.

FY24 Recommended Changes	Expenditures	FTEs
<b>FY23 Approved</b>	<b>2,500,000</b>	<b>0.00</b>
Re-align: Committee Recommendation - Public Elections Fund 4-Year Plan	250,000	0.00
Reduce: One-Time FY23 Enhancement for Public Elections Fund	(2,500,000)	0.00
<b>FY24 Recommended</b>	<b>250,000</b>	<b>0.00</b>



**PUBLIC ELECTION FUND COMMITTEE**

Hon. Evan Glass, President  
Montgomery County Council  
100 Maryland Ave.  
Rockville, MD 20850

January 9, 2023

**Re: 2023 Report of Committee to Recommend Funding for the Public Election Fund (PEF)**

Dear President Glass and Councilmembers:

The 2022 election cycle ended with total disbursements from the Public Election Fund (PEF) of c.\$3.8M, and with a remaining balance in the fund of another c.\$3.8M.

The Committee believes that the program's success over the past two election cycles is due in part to the willingness of the Council and Executive to fund the program at a level representing the higher end of the range that could be required as matching payments, thereby avoiding any fear that the fund might be unable to meet its obligations.

We therefore recommend that:

- 1) The \$3.8M currently in the fund remain there, increasing as investments may allow; and
- 2) An additional \$250,000 be added to the fund annually over the next four years, to bring the total closer to the c.\$5.2M that was disbursed in the 2018 election cycle.

We thank the Council for the opportunity to assist in the development of this important program.

Respectfully submitted,

David Scull, Chair  
Nancy McMahan Farrar, Vice Chair  
Lee Annis  
William Ewing  
Lionel Lissom  
Jackie Sackstein  
Stephen Whitted