




County Executive

APPROVED FY23 BUDGET

\$7,683,678

FULL TIME EQUIVALENTS

39.78

 MARC ELRICH, COUNTY EXECUTIVE

MISSION STATEMENT








The Office of the County Executive provides leadership to the community and administrative direction to the County's departments and offices. The Office is committed to providing accurate, timely, and effective support to the County Executive and the Chief Administrative Officer (CAO) as they carry out their responsibilities to residents and employees of Montgomery County in an atmosphere that is characterized by excellence, efficiency, openness, equity, and integrity.

BUDGET OVERVIEW


The total approved FY23 Operating Budget for the Office of the County Executive is \$7,683,678, an increase of \$1,967,316 or 34.42 percent from the FY22 Approved Budget of \$5,716,362. Personnel Costs comprise 76.75 percent of the budget for 48 full-time position(s) and six part-time position(s), and a total of 39.78 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 23.25 percent of the FY23 budget.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

-  **Thriving Youth and Families**
-  **A Growing Economy**
-  **A Greener County**
-  **Easier Commutes**
-  **An Affordable, Welcoming County for a Lifetime**
-  **Safe Neighborhoods**
-  **Effective, Sustainable Government**

INITIATIVES

-  The Office of Food System Resilience, new for FY23, enacts a key recommendation of the Food Security Taskforce and will tackle the long-term changes needed to meaningfully improve the food system and make permanent the expansion of

coordination efforts with non-profit partners and public-private partnerships that grew out of the COVID-19 response. The focus of the Office will be to facilitate targeted food system projects and coordinate food systems efforts across the County.

- ★ In support of the Montgomery County Business Community, additional funding is being provided for the Business Advancement Team. This funding will enable increased communication and support to businesses throughout the County looking for assistance and guidance in their efforts to start, sustain, and grow their businesses.
- ★ The County Executive has launched an initiative to improve the experience of small retail and restaurant businesses in their interactions with County government services.
- ★ To better serve residents, the County Executive's Office has initiated a cross-departmental effort to improve the experience of residents across County services by implementing cohesive and equitable customer service solutions through process improvement, technology, and measuring performance.
- ★ In an effort to provide job coaching and placement services to County residents and expand career paths and opportunities for all citizens, the County Executive is providing continued support for Worksource Montgomery's programs.
- ★ In December 2021, a Development Ombudsman was appointed to focus on building stronger relationships with industry partners and other State and local entities, and to facilitate the resolution of systematic issues and projects associated with business development.
- ★ In order to equitably meet the County's greenhouse gas reduction goals and increase resilience in the face of climate hazards, the County Executive is providing funds to create a Climate Change Coordinator to lead this work.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ The Office of Internal Audit completed and published ten audit reports (FY21 and FY22, to date) on a wide array of programming.
- ★ Working with Departments, the Office of Internal Audit has seen continued progress in closure of open recommendations from the Office of the Inspector General, Office of Legislative Oversight, and Internal Audit reviews, maintaining the closure rate of 87% or better for all audit recommendations.
- ★ The Innovation Team enhanced support for the County employee Accelerator community using structured problem solving to deliver rapid process improvement to users. In FY22, Accelerator projects ranged from making it easier for Health and Human Services clients to schedule appointments to improving the dental referral process for those experiencing homelessness.
- ★ The Innovation Team partnered service designers with County departments seeking human-centered design capacity to make online 311 information clearer to residents, improve job ad language to reduce gender bias in hiring, map Board of Elections processes for transparency and streamlining, reduce administrative burden in police recruitment, and engage residents in visioning for the future of libraries.

PROGRAM CONTACTS

Contact Taleah Parker of the Office of the County Executive at 240.777.2516 or Thomas Tippet of the Office of Management and Budget at 240.777.2628 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Administration

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

FY23 Approved Changes	Expenditures	FTEs
FY22 Approved	112,500	1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	2,693	0.00
FY23 Approved	115,193	1.00

Business Advancement Team

The Business Advancement Team serves as a visible point of entry for the business community by coordinating the delivery of County services and projects related to business development. The office guides business clients in identifying where to go for assistance, and ensures results-driven relationships and projects with related business development organizations outside the realm of County government.

FY23 Approved Changes	Expenditures	FTEs
FY22 Approved	905,239	5.00
Shift: Two Positions from The Community Engagement Cluster	225,622	2.00
Shift: Community Grants moved from Community Grants Non Departmental Account to The County Executive's Base	66,250	0.00
Increase Cost: Eight Percent Inflationary Increase to Non-Profit Service Provider Contracts	7,250	0.00
Shift: Mid-Year Change - Position from Business Advancement Team to Innovation Accelerator	(107,067)	(1.00)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	22,105	0.00
FY23 Approved	1,119,399	6.00

CAO - Supervision & Management of Executive Branch Departments

The Chief Administrative Officer (CAO) oversees the operations and services of all departments and offices of the Executive Branch. The CAO also advises the County Executive on all administrative and government operations/service-related matters and coordinates final review and decision-making on policies, programs, service delivery, budgets, legislation, regulations, and related matters. The CAO uses the following to carry out his responsibilities: 1) The Constituent Services section coordinates responses to correspondence and electronic mail from our residents and identifies community/residents' concerns that require special attention/response; 2) The Innovation Program provides space and support for workers to collaborate cross-departmentally as they improve processes, reduce costs and errors, and improve constituent service; 3) The Business Advancement Team administers programs to support the growth and expansion of businesses in the County and serves as the business community's point of entry into the County government, providing direct services such as training and technical assistance through Business Connect, assistance with County processes and procedures, and economic development project incentives. The Business Advancement Team also manages the County's incubator network system and coordinates the implementation of the White Oak and White Flint Master Plans; and 4) The Criminal Justice Coordinating Commission (CJCC) seeks to enhance cooperation among the agencies involved in the criminal justice system in Montgomery County and to ensure that they address the issues facing the system.

FY23 Approved Changes	Expenditures	FTEs
FY22 Approved	2,696,335	17.70
Increase Cost: Mid-Year Creation- Development Ombudsman Position	215,683	1.00
Add: Climate Funding and Performance Specialist Position	75,782	1.00
Add: Mid-Year Creation- Climate Change Coordinator Position	16,152	0.08
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	142,901	0.00
FY23 Approved	3,146,853	19.78

County Executive - Policy Planning and Development

The County Executive oversees the enforcement of the laws of Montgomery County and provides executive direction to all departments and offices of the County government. The County Executive develops policies; proposes services, programs, budgets, and legislation to the County Council; adopts Executive Orders and Regulations; and appoints citizens to boards, committees, and commissions.

FY23 Approved Changes	Expenditures	FTEs
FY22 Approved	1,074,732	6.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	55,016	0.00
FY23 Approved	1,129,748	6.00

Food Resilience

The Office of Food System Resilience works to make Montgomery County's food system more resilient and equitable in order to improve the health of residents, the economy, and the environment.

FY23 Approved Changes	Expenditures	FTEs
FY22 Approved	0	0.00
Add: Food System Resilience Office - Director, Policy Analyst, and Partner Specialist Positions	354,854	3.00
Add: Food System Resilience Office - Farm to Food Bank Program	350,000	0.00
Add: Food System Resilience Office - Montgomery County Food Council	200,000	0.00
Add: Food System Resilience Office - Market Money Grants Program	125,000	0.00
Add: Food System Resilience Office - Community Gardening and Local Resilience Grants Program	50,000	0.00
Add: Food System Resilience Office - Miscellaneous Operating Expenses	8,000	0.00
FY23 Approved	1,087,854	3.00

Innovation

The Innovation Program provides space and support for workers to collaborate cross-departmentally as they improve processes, reduce costs and errors, and improve customer service.

FY23 Approved Changes	Expenditures	FTEs
FY22 Approved	382,889	2.00
Shift: Mid-Year Change - Position from Business Advancement Team to Innovation Accelerator	107,067	1.00

FY23 Approved Changes	Expenditures	FTEs
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	47,214	0.00
FY23 Approved	537,170	3.00

Internal Audit

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

FY23 Approved Changes	Expenditures	FTEs
FY22 Approved	544,667	1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	2,794	0.00
FY23 Approved	547,461	1.00

BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Approved FY23	%Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	3,475,080	3,831,253	3,892,648	4,721,083	23.2 %
Employee Benefits	888,790	941,469	941,340	1,176,467	25.0 %
County General Fund Personnel Costs	4,363,870	4,772,722	4,833,988	5,897,550	23.6 %
Operating Expenses	2,201,129	943,640	1,073,366	1,786,128	89.3 %
County General Fund Expenditures	6,564,999	5,716,362	5,907,354	7,683,678	34.4 %
PERSONNEL					
Full-Time	36	35	35	48	37.1 %
Part-Time	6	6	6	6	—
FTEs	33.70	32.70	32.70	39.78	21.7 %
County General Fund Revenues	0	0	0	0	—

GRANT FUND - MCG

EXPENDITURES					
Salaries and Wages	10,961	0	0	0	—
Employee Benefits	0	0	0	0	—
Grant Fund - MCG Personnel Costs	10,961	0	0	0	—
Operating Expenses	7,068,448	0	0	0	—
Grant Fund - MCG Expenditures	7,079,409	0	0	0	—
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—

BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Approved FY23	%Chg Bud/App
FTEs	0.00	0.00	0.00	0.00	—
REVENUES					
Federal Grants	1,160,117	0	0	0	%
State Grants	23,926,296	0	0	0	%
Grant Fund - MCG Revenues	25,086,413	0	0	0	—

DEPARTMENT TOTALS

Total Expenditures	13,644,408	5,716,362	5,907,354	7,683,678	34.4 %
Total Full-Time Positions	36	35	35	48	37.1 %
Total Part-Time Positions	6	6	6	6	—
Total FTEs	33.70	32.70	32.70	39.78	21.7 %
Total Revenues	25,086,413	0	0	0	—

FY23 APPROVED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
	FY22 ORIGINAL APPROPRIATION	5,716,362 32.70
<u>Changes (with service impacts)</u>		
Add: Food System Resilience Office - Director, Policy Analyst, and Partner Specialist Positions [Food Resilience]	354,854	3.00
Add: Food System Resilience Office - Farm to Food Bank Program [Food Resilience]	350,000	0.00
Add: Food System Resilience Office - Montgomery County Food Council [Food Resilience]	200,000	0.00
Add: Food System Resilience Office - Market Money Grants Program [Food Resilience]	125,000	0.00
Add: Climate Funding and Performance Specialist Position [CAO - Supervision & Management of Executive Branch Departments]	75,782	1.00
Add: Food System Resilience Office - Community Gardening and Local Resilience Grants Program [Food Resilience]	50,000	0.00
Add: Mid-Year Creation- Climate Change Coordinator Position [CAO - Supervision & Management of Executive Branch Departments]	16,152	0.08
Add: Food System Resilience Office - Miscellaneous Operating Expenses [Food Resilience]	8,000	0.00
<u>Other Adjustments (with no service impacts)</u>		
Shift: Two Positions from The Community Engagement Cluster [Business Advancement Team]	225,622	2.00
Increase Cost: Mid-Year Creation- Development Ombudsman Position [CAO - Supervision & Management of Executive Branch Departments]	215,683	1.00
Increase Cost: Annualization of FY22 Personnel Costs	160,534	0.00
Shift: Mid-Year Change - Position from Business Advancement Team to Innovation Accelerator [Innovation]	107,067	1.00
Shift: Community Grants moved from Community Grants Non Departmental Account to The County Executive's Base [Business Advancement Team]	66,250	0.00
Increase Cost: Annualization of FY22 Compensation Increases	41,736	0.00
Increase Cost: FY23 Compensation Adjustment	39,527	0.00

FY23 APPROVED CHANGES

	Expenditures	FTEs
Increase Cost: Motor Pool Adjustment	29,516	0.00
Increase Cost: Eight Percent Inflationary Increase to Non-Profit Service Provider Contracts [Business Advancement Team]	7,250	0.00
Increase Cost: Retirement Adjustment	1,067	0.00
Increase Cost: Printing and Mail Adjustment	343	0.00
Shift: Mid-Year Change - Position from Business Advancement Team to Innovation Accelerator [Business Advancement Team]	(107,067)	(1.00)
FY23 APPROVED	7,683,678	39.78

GRANT FUND - MCG

FY22 ORIGINAL APPROPRIATION	0	0.00
FY23 APPROVED	0	0.00

PROGRAM SUMMARY

Program Name	FY22 APPR Expenditures	FY22 APPR FTEs	FY23 APPR Expenditures	FY23 APPR FTEs
Administration	112,500	1.00	115,193	1.00
Business Advancement Team	905,239	5.00	1,119,399	6.00
CAO - Supervision & Management of Executive Branch Departments	2,696,335	17.70	3,146,853	19.78
County Executive - Policy Planning and Development	1,074,732	6.00	1,129,748	6.00
Food Resilience	0	0.00	1,087,854	3.00
Innovation	382,889	2.00	537,170	3.00
Internal Audit	544,667	1.00	547,461	1.00
Total	5,716,362	32.70	7,683,678	39.78

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY22 Total\$	FY22 FTEs	FY23 Total\$	FY23 FTEs
COUNTY GENERAL FUND					
Transit Services	Mass Transit	0	0.00	151,323	0.74
Permitting Services	Permitting Services	203,028	0.90	214,749	1.03
CIP	Capital Fund	90,326	0.50	73,507	0.50
NDA - Conference Center	General Fund	124,683	1.00	110,155	1.00
NDA - Incubator Programs - Economic Development Partnership	General Fund	526,382	5.00	542,794	5.00
NDA - Vision Zero	General Fund	130,702	1.00	140,020	1.00
NDA - Climate Change Planning	General Fund	0	0.00	10,225	0.05
NDA - Police Accountability Board	General Fund	0	0.00	181,029	2.00

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY22 Total\$	FY22 FTEs	FY23 Total\$	FY23 FTEs
Total		1,075,121	8.40	1,423,802	11.32

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY23	FY24	FY25	FY26	FY27	FY28
COUNTY GENERAL FUND						
EXPENDITURES						
FY23 Approved	7,684	7,684	7,684	7,684	7,684	7,684
No inflation or compensation change is included in outyear projections.						
Annualization of Positions Approved in FY23	0	28	28	28	28	28
New positions in the FY23 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
Elimination of One-Time Items Approved in FY23	0	(6)	(6)	(6)	(6)	(6)
Items recommended for one-time funding in FY23, including computers and other office supplies, will be eliminated from the base in the outyears.						
Labor Contracts	0	153	153	153	153	153
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	7,684	7,859	7,859	7,859	7,859	7,859

ANNUALIZATION OF FULL PERSONNEL COSTS

	FY23 Approved		FY24 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Climate Funding and Performance Specialist Position	75,782	1.00	104,186	1.00
Total	75,782	1.00	104,186	1.00