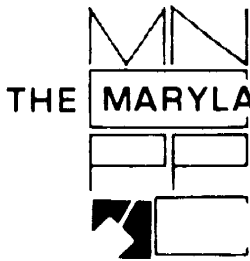


MCPB
Items 10+11
5/4/06



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

To: Montgomery County Planning Board

From: Bruce Crawford *bc*
Budget Manager

Re: Actions on Seasonal/Intermittent Employees and Appointment of a Fixed
Income Manager

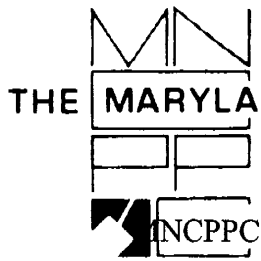
Attached to this memorandum are two separate items for the Board's consideration. The first item addresses two issues regarding the salary scales for the Commission's seasonal/intermittent employees. The Commission's budget as proposed to the County government included funding for a 5% wage scale adjustment for our seasonal pay scales. This would be the first adjustment to these scales since May 2000. The entry-level salary would increase from roughly \$5.41/hour to \$5.68/hour.

Subsequent to providing the budget to the County, the Maryland General Assembly overturned a veto of House Bill 391-2005, which increased the State minimum wage to \$6.15. As a governmental entity, we are not required to comply with HB 391. However, we believe we should comply, and have adjusted the pay scales accordingly. The cost impact on Montgomery park and enterprise activities is approximately \$14,000 in FY07.

The second issue is timing. The resolution before you would make the pay scale adjustments effective May 7th. There are two justifications to this request. Seasonal hiring picks up sharply in May. If we wait until July, we will be bringing in seasonals with potential salaries below minimum wage, and then have to do a second round of paperwork two months later to give them their 5% increase and bring them up to minimum wage. It would be simpler and cleaner to do it at one time; especially at a time when a great deal of hiring is underway. Further, there are over 7,000 seasonal/intermittent employees in Prince George's alone. A wage increase action for seasonals creates a tremendous volume of paperwork. If we undertake this effort in July, this work will be underway at the same time that the paperwork is needed for the cost of living adjustments for career employees. Dealing with the seasonals in May balances the workload better for personnel staff. The fiscal impact in FY06 is approximately \$8,000.

The second item in this package is a request from the Employees' Retirement System Board of Trustees to replace W. R. Huff Asset Management as a fixed income manager with Loomis Sayles & Company. W. R. Huff failed to meet established performance objectives. Loomis Sayles was selected out of a field of firms identified by our investment consultant.

Staff recommends approval of both items, and will be available to answer questions and provide additional information as needed. Thank you for your consideration of these matters.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

RESOLUTION 06-07

**ADJUSTMENT TO THE PAY RATE SCHEDULES FOR
SEASONAL/INTERMITTENT EMPLOYEES**

WHEREAS, the Commission approved an FY07 proposed budget for submission to the Montgomery and Prince George's County governments at its meeting on December 21, 2005; and

WHEREAS, in the proposed budget, the Commission endorsed a proposal to provide a 5% adjustment to the minimum, midpoint, and maximum pay rate of each grade in the Commission's Seasonal/Intermittent Pay Schedule and the Aquatics Seasonal/Intermittent Pay Schedule; and

WHEREAS, subsequent to the provision of the proposed budget to the two counties, the Maryland General Assembly overrode a veto by the Governor and adopted legislation to increase the Maryland Minimum Wage to \$6.15 per hour effective February 16, 2006; and

WHEREAS, M-NCPPC recognizes that, although, as a governmental entity chartered by the State, it is exempt from this minimum wage provision, it is a matter of good public policy to conform to the new minimum wage; and

WHEREAS, the majority of seasonal/intermittent employees are hired in May to meet the needs of our customers of Commission summer programs and services; and

WHEREAS, to encourage hires of seasonal/intermittent employees and to ensure that all seasonal/intermittent employees are paid, at a minimum, the current minimum wage of \$6.15 per hour, it would be necessary to adjust the pay scales effective the pay period beginning May 7, 2006.

NOW, THEREFORE, BE IT RESOLVED that the Maryland-National Capital Park and Planning Commission adopts the pay schedule adjustment of 5.0% as well as additional adjustments to implement the Maryland Minimum Wage of \$6.15 per hour effective May 7, 2006 to the Commission's Seasonal/Intermittent Pay Schedule and the Aquatics Seasonal/Intermittent Pay Schedule.

BE IT FURTHER RESOLVED, that the Commission hereby approves the attached Seasonal/Intermittent Pay Schedule and Aquatic Seasonal/Intermittent Pay Schedule.

BE IT FURTHER RESOLVED that all previous versions of pay schedules for Seasonal/Intermittent employees are hereby rescinded.

APPROVED AS TO LEGAL SUFFICIENCY

eli

M-NCPPC Legal Department

Date

4/22/06

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 Seasonal/Intermittent Pay Schedule
 Revised to include Intern I and Intern II effective November 19, 2003
 Proposed May 7, 2006 (5%) and Adjusted for Minimum Wage

	<u>GRADE</u>	<u>ADJUSTED MINIMUM</u>	<u>ADJUSTED MIDPOINT</u>	<u>ADJUSTED MAXIMUM</u>
PFA I - 2001	N01	\$6.1500	\$7.0110	\$7.8720
PFA II - 2018	N02	\$6.3653	\$7.7338	\$9.1023
PFA III - 2042	N03	\$6.5880	\$8.3997	\$10.2115
PFMA I - 2047	N04	\$6.8186	\$8.6937	\$10.5689
PFMA II - 2051	N05	\$7.6403	\$9.7417	\$11.8431
	N06	\$8.3283	\$10.6187	\$12.9092
PFMA III - 2059	N07	\$8.8277	\$11.2554	\$13.6831
	N08	\$9.3569	\$11.9302	\$14.5034
	N09	\$9.9181	\$12.6457	\$15.3733
Intern I	N10	\$10.5134	\$13.4047	\$16.2961
	N11	\$11.3546	\$14.4769	\$17.5992
	N12	\$12.2631	\$15.6357	\$19.0082
Intern II	N13	\$14.1021	\$17.9801	\$21.8582
	N14	\$16.2178	\$20.6779	\$25.1381
	N15	\$18.6510	\$23.7798	\$28.9087

Intern Inclusion approved by the Commission November 19, 2003

The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Proposed May 7, 2006 (5%) + Minimum Wage

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A01	\$6.15	\$6.61	\$7.07
A02	\$6.76	\$7.27	\$7.78
A03	\$7.38	\$7.99	\$8.64
A04	\$8.49	\$9.19	\$9.93
A05	\$9.77	\$10.56	\$11.42
A06	\$11.24	\$12.14	\$13.14
A07	\$12.92	\$13.97	\$15.11

Note: Maryland Minimum Wage Effective 2/16/06 is \$6.15 per hour

MEMORANDUM

The Maryland-National Capital Park and Planning Commission
Employees' Retirement System
6611 Kenilworth Avenue, Suite 100
Riverdale, Maryland 20737
301-454-1415 FAX: 301-454-1420

Andrea L. Rose
Administrator

BOARD OF TRUSTEES

Chairman Allison Bryant, Ph.D.
Vice Chairman Vacant
Khalid Afzal
Patricia Colihan Barney
Richard H. Bucher, Ph.D.
E. Eugene Giddens
Adrienne Jacobs
Trudye Morgan Johnson
Elton F. King
Deloris Kirby
Sgt. James Richards

To: The Commission

Date: April 4, 2006

From: Andrea L. Rose
ERS Administrator

Subject: Appointment of Loomis Sayles & Company as a Fixed Income Manager for The Maryland-National Park and Planning Commission Employees' Retirement System

The Maryland-National Capital Park and Planning Commission Employees' Retirement System (ERS) Board of Trustees has determined it appropriate to replace W. R. Huff Asset Management as a result of not meeting the performance objectives established by the Investment Guidelines. Due diligence was conducted by the Board's investment consultant, Wilshire Associates, who selected five firms for the Investment Monitoring Group (IMG) to review. The IMG interviewed two of the five firms and selected Loomis Sayles & Company to present to the full Board at the March 7, 2006, Board of Trustees Meeting. The Board determined that the approach of Loomis Sayles, satisfied the ERS' criteria and as the new high yield manager would make a positive contribution to the funds under management.

On behalf of the Board, I respectfully request approval from the Commission to add Loomis Sayles & Company as an investment manager for the ERS.

Thank you for your consideration and action.