





**MONTGOMERY COUNTY PLANNING BOARD**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

OFFICE OF THE CHAIR

MCPB Date: 11/16/2017  
Agenda Item: 7

**MEMORANDUM**

**TO:** Montgomery County Planning Board  
**VIA:** Casey Anderson, Chair, Montgomery County Planning Board   
**FROM:** Joyce Pettigrew Garcia, Special Assistant to the Planning Board   
**SUBJ:** Approval of FY19 Commissioners' Office Proposed Budget  
**DATE:** November 16, 2017

---

**Staff Recommendation**

Approval of the FY19 Commissioners' Office Proposed Operating Budget funding and staffing levels.

**Background**

The Planning Board received a presentation on September 14, 2017 from the M-NCPPC Department of Human Resources and Management (DHRM) regarding the FY19 budget process including outlook, strategy, timelines, and trends.

DHRM reported that the assessable base for Montgomery County grew by 17% from FY13-18, gradually reversing the declining trends that were encountered in FY11-13. The County's Office of Management and Budget estimates that the assessable base will grow by 4% in FY19.

At the October 19 operating budget worksession, the Board reviewed the Commissioners' Office proposed budget and approved the Department's request to prepare the budget as proposed at the base budget plus new initiative level.

**FY19 Proposed Budget Overview**

The Commissioners' Office FY19 proposed budget is \$1,262,647, which includes the base budget plus new initiatives. This proposed budget is an increase of \$58,059 or 4.8% from the FY19 adopted budget. As a reminder, the FY19 personnel costs do not include any assumption for a salary adjustment as those costs and Other Post Employment Benefit (OPEB) costs are included in a Non-Departmental Account.

**Known Operating Commitments**

The known operating commitments, mandated, contractual, and inflationary increase for the operations of the Commissioners' Office are as follows:

Salaries and Benefits*	\$22,559
CPI increase for contracts/services/supplies (1%)	<u>500</u>
Total of Known Operating Commitments	\$23,059

**\*Salaries and Benefits total does not include compensation marker, OPEB PayGo and OPEB prefunding, as they are in the Administration Fund's Non-Departmental account.**

**Salaries and Benefits (\$22,559)**

The Salaries and Benefits adjustment is based on changes in current staffing including the preliminary retirement estimate. It does not include a compensation marker, OPEB PayGo, and OPEB prefunding as they are in the Administration Fund's non-departmental account.

**CPI Increase for Contracts and Supplies (\$500)**

The Commissioners' Office is requesting a 1% increase, \$500, over the FY18 adopted budget for contracts, services, and supplies.

**New Initiatives**

**Planning Board Training/Conference (\$10,000)**

The Commissioners' Office is requesting \$10,000 for training and conferences for Planning Board members to attend planning and parks related trainings and conferences. Planning Board members have been invited to serve as speakers and panel members at national conferences based on their expertise in general planning and parks issues, and specialized expertise related to transportation, outreach, and other areas. In addition to the contributions that Board members could provide at trainings and conferences, interacting with other jurisdictions provides opportunities for Board members to hear new ideas and potential new solutions that could assist with resolving issues that impact planning and parks in Montgomery County.

**Activation of a Frozen Administrative Specialist Position (\$25,000)**

The role and responsibilities of the part-time career Administrative Assistant position have increased, requiring a full-time staff member. A full-time Administrative Specialist position is included in the approved staffing levels in FY18 but is currently frozen. For FY19, this is a request to unfreeze this position and un-fund/freeze the current career part-time Administrative Assistant position. If approved, the duties of the full-time Administrative Specialist position would include management of the newly implemented Correspondence Response Management system (replaces the Correspondence Tracking or C-Track system), serving as chief clerk to the Planning Board, serving as HR Coordinator, and providing assistance with financial process responsibilities in the Commissioners' Office. By

**Memorandum Re: FY19 Proposed Operating Budget for the Commissioners' Office**  
**November 16, 2017**  
**Page Three**

freezing the part-time position, the savings would serve as the foundation for funding the full-time Administrative Specialist position, requiring a difference of a modest \$25,000 increase in salary and benefits in 2019. These requested position conversions would not alter the total approved staffing level from FY18 of 12 positions and only slightly alter the workyears from 8.50 to 9.0.

**Work Program Overview**

The Commissioners' Office includes the five-member Planning Board, with one full-time Chair and four part-time Commissioners. Proposed staffing for FY19, including the requested position conversions, are as follows:

- Senior Advisor to the Chair, Term/Contract
- Special Assistant to the Board, Full-time Career
- Senior Administrative Specialist, Full-time Career
- Senior Technical Writers/Editors (2 positions), Full-time Career
- Administrative Specialist, request this Full-time career position to be unfrozen in FY19
- Administrative Assistant, request this Part-time career position to be frozen in FY19

Comparative staffing levels for FY18 and, as requested for FY19 are as follows:

	FY 18		FY 19	
	Adopted		Proposed	
	POS	WYS	POS	WYS
<b><u>COMMISSIONERS' OFFICE</u></b>				
Full-Time Career	5.00	5.00	6.00	6.00
Frozen Career Full Time	1.00			-
Frozen Career Part Time		-	1.00	-
Part-Time Career	5.00	2.50	4.00	2.00
<b>Career Total</b>	<b>11.00</b>	<b>7.50</b>	<b>11.00</b>	<b>8.00</b>
Term Contract	1.00	1.00	1.00	1.00
Seasonal/Intermittent		-		-
<b>Subtotal Commissioner's Office</b>	<b>12.00</b>	<b>8.50</b>	<b>12.00</b>	<b>9.00</b>

**Memorandum Re: FY19 Proposed Operating Budget for the Commissioners' Office**  
**November 16, 2017**  
**Page Four**

A partial listing of the Commissioners' Office FY19 work program includes the following staff functions:

- Provide and coordinate administrative, technical, and public support at Board hearings
- Serve as liaison to the public to assist with resolution of issues related to Planning Board meetings, planning, and parks issues
- Develop and manage the Planning Board meeting agenda
- Produce the meeting minutes for Planning Board open and closed session meetings
- Web post the Board's meeting agenda, meeting minutes, and Resolutions for public view
- Manage the Chair's public email account and receive, acknowledge, and distribute correspondence directed to the Planning Board for hearings, and the Planning and Parks Departments
- Manage the correspondence tracking system and distribute to the Planning and Parks Departments to ensure timely response to written and verbal issues
- Represent the Commission on internal committees related to Commission initiatives and projects, diversity programs, and special events
- Coordinate transcription and certification of Planning Board hearing items as requested by the Office of the General Counsel

**Summary**

The attached is an updated FY19 Budget Summary Chart for the Commissioners' Office, which includes a request for new initiatives, as listed. The FY19 budget request demonstrates our continued commitment to excellent service and responsiveness to the residents of Montgomery County, with a budget request of \$1,262,647, which represents a 4.8% increase as compared to the FY18 budget.

Staff is requesting Planning Board approval to finalize the proposed FY19 Commissioners' Office operating budget request.

**MONTGOMERY COUNTY COMMISSIONERS' OFFICE  
PRELIMINARY FY19 OPERATING BUDGET REQUEST**

			<b>% Change</b>
	<b>FY18 Adopted Budget</b>	<b>\$1,204,588</b>	
<b><i>FY18 Base Budget Changes</i></b>			
	Salaries & Benefits *	\$22,559	
	CPI Increase for Contracts/Supplies (1%)	\$500	
	<b>Subtotal - Base Budget Changes</b>	<b><u>\$23,059</u></b>	<b><u>1.9%</u></b>
<b><i>Add: Proposed New Initiatives</i></b>			
	Request Funding for One Frozen Position	\$25,000	
	Travel and Conference for Commissioners	\$10,000	
	<b>Subtotal - Proposed One-time Changes</b>	<b><u>\$35,000</u></b>	<b><u>2.9%</u></b>
	<b><i>Net Change from FY18 Adopted to FY19 Proposed Budget including initiatives, as listed</i></b>	<b><u>\$58,059</u></b>	<b><u>4.8%</u></b>
	<b>*FY19 Proposed Budget including Base Budget and New Initiatives</b>	<b><u>\$1,262,647</u></b>	<b><u>4.8%</u></b>

**Notes:**

\* The total does not include compensation marker, OPEB PayGo, and OPEB prefunding. They are budgeted in the Administration Fund's non- departmental account.