





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

MCPB Date: 10/18/2018
Agenda Item: 3

MEMORANDUM

TO: Montgomery County Planning Board

VIA: Casey Anderson, Chair, Montgomery County Planning Board 

FROM: Joyce Pettigrew Garcia, Special Assistant to the County Planning Board 

SUBJ: FY20 Commissioners' Office Proposed Operating Budget Discussion

DATE: October 18, 2018

Staff Recommendation

Approval to prepare the Commissioners' Office Proposed FY20 Operating Budget at the Base Budget plus New Initiatives level.

Background

The Planning Board received a presentation on September 13 from the M-NCPPC Department of Human Resources and Management (DHRM) regarding the FY19 Budget process including budget outlook, strategy, timelines, and trends. As reported by DHRM, the assessable base for Montgomery County grew by 22% from FY13-FY19, gradually reversing the declining trends that were encountered in FY11-13. It is estimated by the Montgomery County Office of Management and Budget that the assessable base will grow by 4.3% in FY20. Important factors that contribute to this increase in projections are wages and personnel benefits, estimated to increase by 13%.

With acknowledgement of the Commission's mandated requirements, essential needs and new initiatives to meet the agency's evolving work program, and awareness of the County's anticipated challenges, the Planning Board provided general guidance for developing the FY20 Operating Budget.

Base Budget

Known Operating Commitments

The preliminary known operating increases in the Commissioners' Office for salaries, benefits, retirement, and other post-employment benefits (OPEB) were reviewed by DHRM during the September 13 meeting.

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The following is a list of major known operating commitments for the Commissioners' Office in FY20:

Salaries and Benefits	\$18,114
CPI Increase for Contracts and Supplies	<u>500</u>
Total of Major Known Operating Commitments	\$18,614

Salaries and Benefits (\$18,114)

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 modest increase of just over 1%, \$500, over the FY19 Adopted Budget for supplies and services.

New Initiatives

Planning Board Trainings, Conferences and Retreat (\$6,500)

The Commissioners' Office is requesting funding for professional services for Board trainings and retreats. The trainings and retreats may also include department leadership. The funding request for professional services is \$4,000.

Additional funding is requested in the amount of \$2,500 for Planning Board members to attend planning and parks related conferences. Planning Board members are invited to serve as speakers, presenters, and panel members at national conferences. In addition to the contributions that Board members provide at events, interacting with other jurisdictions provides opportunities to hear new ideas and consider different solutions that could assist with addressing issues that impact planning and parks in Montgomery County.

Activation of a Frozen Administrative Specialist Position (\$15,000)

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, which is currently frozen, is included in the approved staffing levels in FY19. For FY20, 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 duties currently performed by the part-time position and additional duties including serving as Human Resources Coordinator and providing assistance with financial processing responsibilities in the Commissioners' Office. This would be in addition to current duties, which include management of the correspondence response management system MC-Tracker and serving as chief clerk to the Planning Board. By freezing the part-time position, the savings would serve as the foundation for funding the full-time Administrative Specialist position, requiring additional funding in the amount of \$15,000 for salary and benefits in FY20. These requested position conversions would not alter the total approved staffing levels in FY19 of 12 positions and only slightly alter the workyears from 8.0 to 8.5. This position would be filled in the second quarter of FY20.

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Support for Events and Activities that Support Diversity (\$2,500)

This is a request for additional funding to support internal Montgomery County Parks and Planning events and activities that promote diversity. Staff in the Commissioners' Office serve on various committees and assist with sponsoring events that celebrate various activities, including Black History Month, Asian Pacific American Heritage Month, Hispanic Heritage Month and other activities that promote diversity. Additionally, a member of the Commissioners' Office staff serves on the Commission's Diversity Council.

Work Program Overview

The Commissioners' Office includes the five-member Planning Board, with one full-time Chair and four part-time Commissioners. Comparative staffing levels for FY19 and, as requested for FY20, are as follows:

	FY19		FY20	
	Adopted		Proposed	
	POS	WYS	POS	WYS
COMMISSIONERS' OFFICE				
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
Career Total	11.00	7.50	11.00	8.00
Term Contract	1.00	.50	1.0	.50
Seasonal/Intermittent	-	-	-	-
Subtotal Commissioners' Office	12.00	8.0	12.0	8.50

A partial listing of the Commissioners' Office FY20 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
- 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

Proposed staffing for FY20, 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 FY20
- Administrative Assistant, Request this Part-time career position to be frozen in FY20

Summary

The following chart provides a snapshot of the Base Budget and proposed Essential Needs/New Initiatives. The FY20 proposed request, as presented, demonstrates a continued commitment to service. The Commissioner's Office Proposed Budget for FY20 is \$1,289,960 an increase of 3.4% or \$42,614 from the FY19 Adopted Budget.

MONTGOMERY COUNTY COMMISSIONER'S OFFICE			
PRELIMINARY FY20 OPERATING BUDGET REQUEST			
	FY19 Adopted Budget		% Change
FY20 BASE BUDGET		\$1,247,346	
CHANGES			
	Salaries & Benefits *	\$18,114	
	CPI Increase for contracts & Supplies (1%)	\$500	
	Subtotal - Base Budget Changes	<u>\$18,614</u>	<u>1.5%</u>
 Add: Departmental Proposed Ongoing Initiatives			
	Planning Board Trainings, Conferences and Retreat	\$6,500	
	Activation of a Frozen Administrative Specialist Position	\$15,000	
	Support for Events and Activities that Support Diversity	\$2,500	
	Subtotal -Proposed Ongoing Changes	<u>\$24,000</u>	<u>1.9%</u>
	Net Change from FY19 Adopted to FY20 Proposed Base Budget including all new initiatives	<u>\$42,614</u>	<u>3.4%</u>
	*FY20 Proposed Budget including New Initiatives	<u>\$1,289,960</u>	<u>3.4%</u>

Notes:

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