



**Office of the General Counsel**  
**Maryland-National Capital Park and Planning Commission**

Reply To  
 Office of the General Counsel  
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DATE: October 16, 2018

TO: Montgomery County Planning Board  
 Prince George's County Planning Board

FROM: Adrian R. Gardner *Adrian Gardner*  
 General Counsel *myb*

RE: Legal Department – Preliminary Budget Estimate – FY 2020

This memorandum presents a preliminary estimate to guide development of a final FY 2020 budget proposal for the Office of the General Counsel (“OGC” or “Legal Department”). We submit the following budget framework for discussion:

LEGAL DEPARTMENT PRELIMINARY FY20 OPERATING BUDGET REQUEST				
	MC Admin Fund	PGC Admin Fund	Department Total	% Change
<b>FY19 Adopted Budget</b>	<b>\$1,425,142</b>	<b>\$1,269,475</b>	<b>\$ 2,694,617</b>	
<b>FY20 BASE BUDGET INCREASE</b>				
Salaries	40,493	-30,222	10,271	
Benefits	41,753	19,843	61,596	
Other Services and Charges	49,628	47,491	97,119	
Chargebacks	(17,758)	(22,695)	(40,453)	
<b>Subtotal Increase</b>	<b>\$ 114,116</b>	<b>\$ 14,417</b>	<b>\$ 128,533</b>	
<b>Changes Above Base Budget</b>	<b>\$ 1,539,258</b>	<b>\$1,283,892</b>	<b>\$ 2,823,150</b>	<b>4.8%</b>
<b>CHANGES TO ABOVE BASE BUDGET</b>				
Allocation of CIO Initiative	971	816	1787	
Allocation of CWIT Initiatives	480	480	960	
<b>Subtotal proposed Changes</b>	<b>1,451</b>	<b>1,296</b>	<b>2,747</b>	<b>0.1%</b>
<b>Total Increase FY20 Proposed Budget Request</b>	<b>\$ 1,540,709</b>	<b>\$1,285,188</b>	<b>\$ 2,825,897</b>	<b>4.9%</b>

### **Base Budget Overview**

I am proposing a maintenance level budget – that is, no enhancements to our current staffing model or service levels. Therefore, as you can see, after accounting for the combined fiscal impact of personnel changes, including expected changes in fringe benefit costs, the fiscal impact of our personnel budget would be a net increase of \$71,867, which results in a budget for personnel services allocable to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$1,975,128 (4.3% increase)
- Prince George's County Administration Fund: \$1,890,089 (0.5% decrease)

These figures reflect the updated labor allocation formula ("split") for Montgomery/Prince George's County at 48.9%/51.1% respectively, as well as any changes in non-departmental charges passed through for capital equipment, the CIO allocation, etc. Please refer to those non-departmental CAS budget estimates for specific details.

In addition, our proposed estimate is based on a modest pass-through of interdepartmental chargebacks that remain under discussion with our client departments. In addition, the General Counsel is also in discussions with the Montgomery County Parks Department about its request for a service-level enhancement and a potential additional chargeback required to fund that enhancement.

### **Restoration of FY 18 Non-Personnel Spending Levels**

As you may recall, last year, the Legal Department was able to attain the reduced spending targets imposed during the budget cycle by reducing non-personnel items – i.e., cutting funding for online legal research, outside counsel and similar ongoing operating costs. We are accordingly proposing to restore the capacity to cover those expenses at their approved FY 18 levels. For this reason, the total departmental budget proposal that includes non-personnel items reflects a combined net increase of \$97,119, allocable as follows:

- Montgomery County Administration Fund: \$49,628
- Prince George's County Administration Fund: \$47,491

### **Conclusion**

We trust the approach discussed above reflects an appropriate level of prudence and look forward to our further discussions.

cc: Melva Brown, Department Business Manager

