



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

To: Montgomery County Planning Board  
 From: John Kroll, Corporate Budget Director *JK*  
 Date: April 4, 2019  
 Subject: Bi-County Impact of Non-Recommended Reductions to Meet Montgomery County Executive's Recommended Budget

**Background:**

On March 15<sup>th</sup>, Montgomery County Executive Elrich released his recommended budget. That budget for the Montgomery County portion of the Commission included reductions from our proposed budget for both the Administration and Park Funds. A total reduction of \$5,335,863 was recommended.

On March 21<sup>st</sup>, staff presented possible reductions for Planning, Parks, DHRM, Finance, Legal, CIO, and OIG. Concerns and suggestions from the Commissioners regarding CAS reductions were factored into a revised presentation to the PGC Planning Board on March 28<sup>th</sup>. PGC Planning Board voted to move forward with the proposed CAS reductions as proposed, with minor modifications to the DHRM budget on the allocation of reductions within the tiers. Planning and Parks have also revised their proposed reductions by considering MC Commissioner concerns.

After prorating to the various departments, and applying certain Commission-wide savings, the net MC reduction was reduced to \$4,389,271.

				Bi-County Reductions - MC			
	FY20 Adjusted Proposed Budget	MC CE's Budget	MC Amounts to be reduced	Reclass Marker	OPEB Pay-Go	Remaing Reduction Necessary - MC	Remaining Reduction - CAS MC + PGC
<b>Administration Fund</b>							
Commissioners' Office	1,347,784		50,743	(781)	(4,920)	45,042	
Planning Department	22,125,406		833,001	(45,974)	(121,361)	665,666	
DHRM	2,546,019		95,855	(5,673)	(14,514)	75,668	152,666
Finance	2,520,144		94,881		(15,006)	79,875	149,115
Legal	1,638,030		61,670		(10,250)	51,420	82,538
Merit System Board	88,276		3,324		(410)	2,914	5,359
Office of Inspector General	299,233		11,266		(1,394)	9,872	21,077
Corporate IT	1,566,344		58,971		(6,478)	52,493	94,553
CAS Support Services	643,676		24,234			24,234	54,146
<b>Total Administration Fund</b>	<b>32,774,912</b>	<b>31,799,761</b>	<b>1,233,946</b>	<b>(52,428)</b>	<b>(174,333)</b>	<b>982,950</b>	
<b>Park Fund</b>	<b>108,951,294</b>	<b>104,590,582</b>	<b>4,101,917</b>	<b>(81,410)</b>	<b>(614,186)</b>	<b>3,406,321</b>	
<b>Total MC</b>	<b>141,726,206</b>	<b>136,390,343</b>	<b>5,335,863</b>	<b>(133,838)</b>	<b>(788,519)</b>	<b>4,389,271</b>	559,454

Also requested on March 21<sup>st</sup> was a more complete discussion of the Commissioners' Office budget. A memo from Joyce Garcia is attached.

### **Revised Non-Recommended Reductions**

At the March 21<sup>st</sup> Planning Board meeting, the Board asked the Planning Department to provide additional options to meet its Tier 2 reconciliation amount of \$164, 582. The Planning Department has provided a menu of seven options in Tier 2 totaling \$383,777. The Board may choose from among the seven options to meet the Tier 2 target amount. In addition, the Planning Department revised the Wheaton HQ OBI numbers based on updated information and to match the Parks Wheaton HQ OBI numbers.

Based on the feedback from the Planning Board, the Parks Department made the following changes:

- Realigned funding so that the following positions are no longer on the restoration list and will be included in our budget:
  - Data Specialist for EAM
  - Data Analyst for EAM
- Reviewed our contractual services funding request and added \$76,391 to the restoration list under tier-2.
- Reduced the program enhancements for the CIO Office and the Commission-Wide IT so that the amount on the restoration list matches the amount provided by the Office of the CIO.
- Added the Cable Fund request for the Wi-Fi in the Parks to the restoration list.
- Added a budget reduction of \$209,007 for increased salary lapse. This increased lapse will be met by deferring the hiring for the new positions approved in the budget.

Planning and Parks have assumed reductions in the CIO/CWIT requests. The PGC Planning Board has approved moving forward with those reductions. If the MC Planning Board also agrees, then the following amounts can would be used to lower the necessary reductions from the following CAS departments. Further information on the CIO/CWIT reductions can be found in the CIO's memos.

DHRM - \$10,719 MC; \$10,510 PGC; \$21,229 Total  
Finance - \$10,799 MC; \$10,567 PGC; \$21,366 Total  
Legal - \$479 MC  
OIG - \$32 MC; \$23 PGC; \$55 Total  
Corporate IT - \$1,868 MC; \$1,761 PGC; \$3,629 Total

Revised reductions are provided by the departments in the attached documents.




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


OFFICE OF THE CHAIR

**MCPB Date: April 4, 2019**  
**Item #6**

**MEMORANDUM**

**TO:** Montgomery County Planning Board

**VIA:** Casey Anderson, Chair, Montgomery County Planning Board 

**FROM:** Joyce Pettigrew Garcia, Planning Board Administrator 

**RE:** FY20 Proposed Budget Reductions, Montgomery County Commissioners' Office

**DATE:** March 28, 2019

As requested at the March 21 Planning Board meeting, attached is the FY20 Proposed Budget for the Commissioners' Office, approved by the Board on November 15, 2018, which also includes a work program overview.

As you know, the County Executive has recommended a FY20 budget reduction of 3.76% for the Commission, which represents a \$45,042 reduction (excluding the reclass marker of \$781 and the OPEB Pay-Go of \$4,920) for the Commissioners' Office. In past years, the Planning or Parks Department assumed any required budget reduction for the Commissioners' Office due to its limited budget and staff size.

Thank you.

Attachment: FY20 Proposed Budget for the Commissioners' Office

JPG



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

OFFICE OF THE CHAIR

MCPB Date: 11/15/2018  
 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 County Planning Board  
**SUBJ:** Approval of FY20 Commissioners' Office Proposed Operating Budget Request  
**DATE:** November 15, 2018

**Staff Recommendation**

Approval of the Commissioners' Office FY20 Proposed Budget funding and staffing levels.

**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%.

At its October 18 meeting, the Planning Board approved the Commissioners' Office request to prepare the budget as proposed at the base budget plus new initiative level.

**FY20 Proposed Budget Overview**

The Commissioners' Office Proposed Budget request for FY20 is \$1,273,939, which includes the base budget plus new initiatives. This budget request reflects an increase of \$26,593 or 2.1%, from the FY19 Adopted Budget for the Commissioners' Office.

**Known Operating Commitments**

The Commissioners' Office known operating commitments, mandated, contractual, and inflationary increases for operations are:

Salaries & Benefits*	\$2,093
CPI Increase for Contracts and Supplies (1.0%)	<u>500</u>
<b>Total of Major Known Commitments</b>	<b>\$2,593</b>

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

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**Salaries & Benefits (\$2,093)**

Costs are adjusted from the October 18 budget presentation to the Planning Board to reflect the reclassification of a position by the Merit System Board and pension revisions. Significantly reduced pension costs offset the Commissioners' Office adjustments.

**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.

**Staffing Level**

The Commissioners' Office is requesting a very minor change in the staffing level for FY20 than in FY19, with a request that one full-time administrative position, which is currently frozen, be activated and filled. Although additional funding is requested for this action, costs would be offset by freezing one part-time administrative position. This will be discussed in more detail under the New Initiatives section of this request.

Comparative staffing levels for FY19 and, as requested for FY20, are as follows:

	FY19		FY20	
	Adopted		Proposed	
	POS	WYS	POS	WYS
<b>COMMISSIONERS' OFFICE</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	.50	1.0	.50
Seasonal/Intermittent	-	-	-	-
<b>Subtotal Commissioners' Office</b>	<b>12.00</b>	<b>8.0</b>	<b>12.0</b>	<b>8.50</b>

**Work Program Overview**

In addition to the five-member Planning Board, one full-time Chair and four part-time Commissioners, the Commissioners' Office proposed staffing for FY20 is as follows:

- Senior Advisor to the Chair, Term/Contract
- Special Assistant to the County Board, Full-time Career
- Senior Administrative Specialist, Full-time Career
- Senior Technical Writers/Editors (2 positions), Full-time Career
- Administrative Specialist, Full-time career position to be unfrozen in FY20
- Administrative Assistant, Part-time career position to be frozen in FY20

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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

**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

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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.

**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.

**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 excellent public service. The Commissioner's Office Proposed Budget for FY20 is \$1,273,939, an increase of 2.1% or \$26,593 from the FY19 Adopted Budget.

Staff is requesting Planning Board approval to finalize the FY20 Commissioners' Office Proposed Operating Budget, as presented.

<b>MONTGOMERY COUNTY COMMISSIONERS' OFFICE PRELIMINARY FY20 OPERATING BUDGET REQUEST</b>		
	FY19 Adopted Budget	% Change
<b><i>FY20 BASE BUDGET CHANGES</i></b>		
	<b>\$1,247,346</b>	
	Salaries & Benefits*	\$2,093
	CPI Increase for contracts & Supplies (1%)	\$500
	<b>Subtotal - Base Budget Changes</b>	<b><u>\$2,593</u>     <u>0.2%</u></b>
<b><i>FY20 New Initiatives</i></b>		
<b><i>Add: Departmental Proposed On-going New Initiatives</i></b>		
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	
	<b>Subtotal - Proposed On-going Changes</b>	<b><u>\$24,000</u>     <u>1.9%</u></b>
<b>Net Change from FY19 Adopted to FY20 Proposed Budget</b>		<b><u>\$26,593</u>     <u>2.1%</u></b>
	<b>*FY20 Proposed Budget</b>	<b><u>\$1,273,939</u>     <u>2.1%</u></b>

**Notes:**

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

**MC Planning Department's Non-Recommended Reductions  
to Meet CE FY20 Budget Recommendation**

FY20 Proposed Budget	\$22,125,406
Reduction to Meet County Executive's Recommendation - Planning	\$833,001
Reduction to Meet County Executive's Recommendation - Commissioner's Office	\$50,743
Total Reduction	\$883,744
% Reduction from FY20 Proposed Budget	3.99%

Tier 1 - Departmental Priority for Restoration		Funding
	Cut - Wheaton Headquarters Operating Budget Impact (including WiFi, Data Center Move, Network Engineering, and Auditorium AV)	
1-a	Will impact our ability to obtain a U&O permit for the building and move in on schedule	\$393,796
<b>SUB-TOTAL TIER 1 - Departmental Priority to go on Reconciliation List</b>		<b>\$393,796</b>

Tier 2 - Departmental Priority for Restoration (ADDITIONAL TIER 2 OPTIONS FOR PLANNING BOARD NOT IN DEPARTMENTAL PRIORITY ORDER)		Funding	TIER 2 OPTIONS
2-a	Reduce - General Plan Support (from \$300K to \$200K) May delay the completion of the General Plan and impact our ability to do outreach to under represented communities		\$100,000
2-b	Reduce - New CIO-CWIT Initiatives (from \$73,571 to \$39,794) Will delay ECM, Intranet Upgrade, Active Directory		\$33,777
2-c	Cut - Preserving Community Value of Ethnically Diverse Retail Centers Determined another method to accomplish the study objectives		\$60,000
2-d	Cut FY20 Increased Funding Request for Placemaking Initiatives \$75,000 will remain in budget		\$25,000
2-e	Eliminate - Intern Program Will eliminate 1) an low cost means to accomplish our work program, 2) a valuable recruitment tool and 3) our department's presence on university campuses.		\$65,000
2-f	Delay Hiring 1 position by 6 months Will impact our ability to complete our work program		\$50,000
2-g	Delay Hiring 2nd position by 6 months Will impact our ability to complete our work program		\$50,000
<b>SUB-TOTAL TIER 2 - Departmental Priority to go on Reconciliation List</b>			<b>\$383,777</b>
<b>SUB-TOTAL TIER 2 - REDUCTION AMOUNT NEEDED TO GET TO CE TOTAL = \$164,582</b>			
<b>Choose from Options Above (2-a to 2-g) to Total Up to \$164,582</b>			

REDUCTIONS		Funding
	Pay off the Equipment Internal Service Fund with FY19 year end funds By paying off this debt in total, it will free up \$45,600 for next 5 years	\$45,600
	Reduce - Wheaton HQ OBI based on updated substantial completion date	\$106,730
	Savings - reclass marker and Other Post Employment Benefits (OPEB) - Planning	\$167,335
	Savings - reclass marker and OPEB - Commissioner's Office	\$5,701
<b>SUB-TOTAL REDUCTIONS - Will not go on Reconciliation List</b>		<b>\$325,366</b>

<b>TOTAL Tier 1 + Tier 2 + Reductions</b>	<b>\$883,744</b>
<b>CE Recommendation Reduction - Planning + Commissioner's Office</b>	<b>\$883,744</b>
<b>Reductions Over/(under) CE Recommendation</b>	<b>\$0</b>



**M-NCPPC**

**Montgomery County FY 20 Park Fund Budget**

	\$	%
FY 19 Adopted Budget (excluding grants, CIP debt service transfer, and CIP transfer)	96,648,926	
Compensation Adjustments (salary, retirement, benefits, merit/COLA marker, reclassification marker, OPEB)	1,378,595	1.4%
Known Operating Commitments Excl Compensation	2,590,805	2.7%
WQPF Mandate	77,564	0.1%
Program Enhancements	1,130,994	1.2%
FY 19 Requested Budget (excluding grants, CIP debt service transfer, and CIP transfer)	101,826,884	5.4%

County Executive's Recommended Budget

Difference between Adopted FY 19 and Recommended FY 20  
 Pro rata adjustment between Administration and Park fund  
 Difference between Requested FY 20 and Recommended FY 20

97,466,172	817,246	0.8%
258,795	<b>4,101,917</b>	

Tier 1 - Departmental Priority for Restoration			
	Funding	Positions	Workyears
1-a	\$393,796		
1-b	\$355,049	3.0	4.9
1-c	\$164,704	1.0	2.0
1-d	\$137,264	1.0	1.0
	<b>1,050,813</b>	<b>5.0</b>	<b>7.9</b>
<b>SUB-TOTAL TIER 1 - Departmental Priority for Restoration</b>			

Tier 2 - Departmental Priority for Restoration			
	Funding	Positions	Workyears
2-a	\$250,000		
2-b	\$96,168	1.0	1.0
2-c	\$130,000		
2-d	\$76,391		
2-e	\$93,212		
	<b>645,771</b>	<b>1.0</b>	<b>1.0</b>
<b>SUB-TOTAL TIER 2 - Departmental Priority for Restoration</b>			

CABLE FUND - Departmental Priority for Restoration			
	Funding	Positions	Workyears
Cable 1-a	\$100,000		
<b>Expanding Wi-Fi technology in public spaces (Cable Fund)</b>			

Budget Reductions to Meet the FY20 County Executive Recommendation			
	Funding	Positions	Workyears
Reclassification marker - reduction based on current projected timing of completion of the study	\$81,410		
Debt Service for CIP - reduction based on deferring the timing of the bond sale	\$500,000		
OPEB Reduction based on updated projections	\$614,186		
Debt Service on Capital Equipment ISF - prepay a portion of cost using FY19 funding	\$684,000		
OBI - Capital Outlay - fund purchases using the Capital Equipment Internal Service Fund	\$110,000		
Increase salary lapse - defer hiring new positions and selective hiring freeze	\$209,007		
Reduce Wheaton HQ OBI based on updated substantial completion date	\$106,730	2.0	2.0
	<b>2,305,333</b>	<b>2.0</b>	<b>2.0</b>
<b>SUB-TOTAL - Budget Reductions</b>			

4,101,917	8.0	10.9
<b>TOTAL OF ALL TIERS</b>		



March 29, 2019

AAB 19-29

To: Montgomery County Planning Board

From: Anju Bennett, Acting Executive Director *AMB*  
Katie Knaupe, Budget & Management Operations Chief *KLK*

Subject: FY20 Proposed Budget Reductions – Administration Fund

- Department of Human Resources and Management
- Merit System Board
- Central Administrative Services Support Services

This memo presents non-recommended reductions to meet the Montgomery County Executive's 3.76% reduction to the proposed FY20 budgets for the following units:

- I. Department of Human Resources and Management
- II. Merit System Board
- III. Central Administrative Services Support Services

Non-recommended reductions were first presented on March 21<sup>st</sup> to the Montgomery Planning Board. A reduction in the funding of services for Montgomery operations necessitates a reduction in funding of similar services being delivered to Prince George's operations. Therefore, on March 28<sup>th</sup>, we presented non-recommended reductions to the Prince George's Planning Board, along with feedback that was shared with us by the Montgomery Planning Board.

- With reductions to services on both sides of the agency, CAS operations are facing nearly \$681,000 in reductions, before the application of agency-wide savings by the Corporate Budget Office.
- After application of salary marker savings due to the timing of the classification study outcomes, and Post retirement health benefits (OPEB) Pay-Go, the total required reduction for CAS is \$559,000.

Because all three budgets presented in this memo are very tightly budgeted from "right-sizing", there are very few options in which to make reductions. We have carefully reviewed this budget for areas which will have the least impact on service delivery. While FY19 salary savings may assist with offsetting a portion of reductions for FY20, the more significant challenge will be in FY21 when it will be necessary for the County to restore service funding to needed levels.

This memo provides updated reduction recommendations based on the feedback from both Planning Boards. Tier 1 reductions are those with highest priority for restoration.

**I. Department of Human Resources and Management Budget**

The Corporate Budget Office has indicated that this budget has a total reduction to the proposed FY20 budget of \$152,666, which is comprised of a \$75,668 reduction in funding from Montgomery County and \$76,998 from Prince George’s County. Prior to the County Executive’s budget reduction, the proposed FY20 budget reflected a 2.2% increase over FY19 budget levels. Following the FY20 reduction, the budget will decrease by 0.8% from FY19 budget levels.

<b>DHRM Reductions to Meet Montgomery County FY20 Budget</b>			
FY20 Proposed Budget: \$5,306,740		Required Reduction: \$152,666	
<b>Tier 1 Priority for Restoration</b>	<b>Total Reduction</b>	<b>MC Portion</b>	<b>PGC Portion</b>
Reduce funding for legal consulting services (Reduces funding from \$150k to \$127k)	<b>\$22,666</b>	\$11,234	\$11,432
Reduce funding for Classification & Compensation study consultant (Reduces funding from \$175k to \$115k)	<b>\$60,000</b>	\$29,739	\$30,261
<b>SUB-TOTAL TIER 1</b>	<b>\$82,666</b>	<b>\$40,973</b>	<b>\$41,693</b>
<b>Tier 2 Priority for Restoration</b>	<b>Total Reduction</b>	<b>MC Portion</b>	<b>PGC Portion</b>
Delay hiring of training manager for three months (Reduces funding from \$120k to \$90k)	<b>\$30,000</b>	\$14,869	\$15,131
Defer funding of program webinar tool for six months (Reduces funding from \$80k to \$40k)	<b>\$40,000</b>	\$19,826	\$20,174
<b>SUB-TOTAL TIER 2</b>	<b>\$70,000</b>	<b>\$34,695</b>	<b>\$35,305</b>
<b>Total Proposed Reductions</b>	<b>\$152,666</b>	<b>\$75,668</b>	<b>\$76,998</b>

**Reduction #1 for DHRM: Tier 1 – Reduce funding for Legal Consulting Services**

<b>FY20 Budget</b>	<b>Proposed Reduction</b>	<b>MC Portion</b>	<b>PGC Portion</b>
\$150,000	\$22,666	\$11,234	\$11,432

The Department utilizes external legal consulting services to address confidential employment matters that impact the entire agency. These matters include collective bargaining negotiations with the FOP and MCGEO unions, grievance hearings, and specialized internal investigations. We are proposing a reduction of \$22,666 to help make our targeted reduction as we are limited in areas where a reduction can be taken. With a full labor agreement and wage opener negotiations in FY20, the impact of this reduction could be significant and will reduce the ability to carry out review of other employment matters in a timely manner.

**Input from the Montgomery Planning Board:** The Board did not support reduced funding of this area as it felt that areas related to grievance and compliance should be restored. However, we are very restricted in finding other services where we can take the \$22,666 reduction to the base budget. Therefore, we will be requesting the Commission’s approval to use identified FY19 salary

savings to prefund the FY20 budget for this item, so there is no reduction in services for the coming cycle.

**Input from the Prince George’s Planning Board:** The Board supported maintaining this as a Tier 1 reduction and using FY19 salary savings to prefund this item in FY20.

**Reduction #2 for DHRM: Tier 1 – Reduce funding for Classification & Compensation Study Consultant**

<b>FY20 Budget</b>	<b>Proposed Reduction</b>	<b>MC Portion</b>	<b>PGC Portion</b>
\$175,000	\$60,000	\$29,739	\$30,261

To meet the targeted reduction, we are recommending a reduction of \$60,000 in funds used to complete the agency-wide Classification & Compensation study. The study was approved by the Commission to ensure better alignment of positions based on needs expressed by the departments, and to ensure compensation is assessed for the relevant market place. The agency utilizes skilled consultants to assist with this work. The funding reduction may delay the completion of position reviews for operating departments and our ability to fully implement the study’s findings.

Our preliminary projections for FY19 yearend salary savings (from current position vacancies) may allow us to offset some of the reductions in the FY20 budget. The bigger challenge will occur in the FY21 budget development when we request funding to return to pre-reduction levels.

**Input from the Montgomery Planning Board:** Item accepted without substantive modifications.

**Input from the Prince George’s Planning Board:** The Board expressed concern over the proposed reduction to this program, as this study is critical to meeting the needs of the agency and its workforce. The Board asked that this item be moved to a Tier 1 reduction, from its initial identification as Tier 2 reduction.

**Reduction #3: Tier 1 – Defer full implementation of agency-wide training program**

<b>FY20 Budget</b>	<b>Proposed Reduction</b>	<b>MC Portion</b>	<b>PGC Portion</b>
\$200,000	\$70,000	\$34,695	\$35,305

Due to repeated budget reductions, this critical program has not been able to be fully implemented to address agency-wide training, although some training elements have already been put in place. This program was supported by the Commission and the joint County Councils to fill a need identified by our operating departments and the Inspector General’s office. Additionally, the agency and County Councils have stressed the need to provide more regular instruction on prohibited activities and best practices. The cuts identified for DHRM are difficult to meet without deferring the fulfillment of this program along with other cuts identified in this memo. \$120,000 of the FY20 budgeted amount was allocated for the hiring of the Commission-wide training manager, with the remaining \$80,000 allocated for an online web-based training platform to improve training access, tracking, and delivery to the departments.

The \$70,000 reduction will be met by taking the following actions:

1. The hiring of the training manager will be delayed for three months. (Reduces funding by \$30,000)
2. Implementation of the agency-wide web-based training platform will be deferred for six months. (Reduces funding from \$80,000 to \$40,000)

**Input from the Montgomery Planning Board:** Item accepted without substantive modifications.

**Input from the Prince George’s Planning Board:** Item accepted without substantive modifications. However, it was moved to Tier 2 when the classification study consultant was moved to Tier 1.

## II. Merit System Board Budget

The Corporate Budget Office has indicated that this Budget has a total reduction to the Proposed FY20 budget of \$5,360. Because the budget is equally funded by both Counties, the reduction will be comprised of \$2,680 for Montgomery County and \$2,680 for Prince George’s County funding.

Prior to the County Executive’s budget reduction, the proposed FY20 budget reflected a slight increase of 0.3% over FY19 budget levels. Following the FY20 reduction, the budget will decrease by 3% from FY19 budget levels.

<b>Merit System Board Reductions to Meet Montgomery County FY20 Budget</b>			
FY20 Proposed Budget: \$164,130	Required Reduction: \$5,360		
<b>Tier 1 Priority for Restoration</b>	<b>Total Reduction</b>	<b>MC Portion</b>	<b>PGC Portion</b>
Reduce funding for legal consulting services (Reduces funding from \$18k to \$13k)	<b>\$5,360</b>	\$2,680	\$2,680
<b>Total Proposed Reductions</b>	<b>\$5,360</b>	<b>\$2,680</b>	<b>\$2,680</b>

The FY20 reductions will impact funding of the Merit Board’s outside legal counsel which supports the Board in its review of complex matters. The Merit Board is seeing an increase in appeals from Classification and Compensation matters. In the last 5 years, appeals have increased by approximately 110%. A reduction may slow down the ability to meet and address this increase in appeals in a timely manner.

**Input from the Montgomery Planning Board:** The Board did not support this proposed reduction as it felt that areas related to employment and compliance should be restored. Therefore, while this cut will be listed to meet the target budget reductions in FY20, we are recommending using FY19 budget savings to prefund the FY20 budget for this item, so there is no reduction in services for the coming cycle.

**Input from the Prince George’s Planning Board:** The Board supported our recommendation to use FY19 salary savings to prefund this item in FY20.

### III. CAS Support Services Budget

The CAS Support Services budget accounts for non-discretionary shared operating expenses attributable to bi-county operations. Operating costs for office space and building operations represent the largest portion of the CAS Support Services budget, along with a few other shared services such as utilities, printing, and the Commission-wide public records program. No positions are funded by this budget.

Because the budget is lean and covers essential services, it is very difficult to find areas to reduce. The total identified reduction to this budget is \$54,146, which is comprised of \$24,234 for Montgomery County and \$29,912 for Prince George’s County. Prior to the County Executive’s budget reduction, the proposed FY20 budget reflected an increase of 1.5% over FY19 budget levels. Following the FY20 reduction, the budget will decrease by 2.3% from FY19 budget levels.

<b>CAS Support Services Reductions to Meet Montgomery County FY20 Budget</b>			
FY20 Proposed Budget: \$1,438,164	Required Reduction: \$54,146		
<b>Tier 1 Priority for Restoration</b>	<b>Total Reduction</b>	<b>MC Portion</b>	<b>PGC Portion</b>
Agency-wide public records program	<b>\$54,146</b>	\$24,234	\$29,912
<b>Total Proposed Reductions</b>	<b>\$54,146</b>	<b>\$24,234</b>	<b>\$29,912</b>

As the CAS Support Services budget is already lean, it is very difficult to find areas to reduce. Therefore, we are recommending the FY20 reductions be taken in funding of the agency-wide public records program activities.

The archives/public records program is currently undergoing a comprehensive review with the State to maintain compliance with public recordkeeping requirements. The State has made a number of recommendations including improved protection of records and modernization of the recordkeeping tools. This reduction will impact the timing and implementation of these recommendations.

**Input from the Montgomery Planning Board:** Item accepted without additional comment.

**Input from the Prince George’s Planning Board:** Item accepted without additional comment.

## Finance Reductions to Meet Montgomery FY20 Budget

Tier 1 - Departmental Priority for Restoration		Total Reduction	MC Portion	PGC Portion
1-a	Move Requested new Acct III to mid year hire	63,119	28,719	34,400
1-b	Move Requested new Payroll Tech to mid year hire	50,802	23,115	27,687
<b>SUB-TOTAL TIER 1 - Departmental Priority to go on Reconciliation List</b>		<b>\$113,921</b>	<b>\$51,834</b>	<b>\$62,087</b>

Tier 2 - Departmental Priority for Restoration		Total Reduction	MC Portion	PGC Portion
2-a	Increase lapse by 1%	\$52,117	23,713	28,404
<b>SUB-TOTAL TIER 2 - Departmental Priority to go on Reconciliation List</b>		<b>\$52,117</b>	<b>\$23,713</b>	<b>\$28,404</b>

<b>TOTAL Possible Reductions (Tier 1 + Tier 2)</b>		<b>\$166,038</b>	<b>MC Portion</b>	<b>PGC Portion</b>
<b>CE Recommendation Reduction - Finance</b>		<b>\$149,115</b>	67,847	81,268
<b>Reductions Over/(under) CE Recommendation- apply to Insp. General</b>		<b>\$16,923</b>	7,700	9,223

## Legal Reductions to Meet Montgomery FY20 Budget

Tier 1 - Departmental Priority for Restoration		Total Reduction	MC Portion	PGC Portion
SUB-TOTAL TIER 1 - Departmental Priority to go on Reconciliation List		\$0	\$0	\$0

Tier 2 - Departmental Priority for Restoration		Total Reduction	MC Portion	PGC Portion
SUB-TOTAL TIER 2 - Departmental Priority to go on Reconciliation List		\$0	\$0	\$0

REDUCTIONS		Total Reduction	MC Portion	PGC Portion
	Achieve salary lapse by deferred hiring (maintain vacancy at MRO)	\$51,420	51,420	-
SUB-TOTAL TIER 2 - Departmental Priority to go on Reconciliation List		\$51,420	\$51,420	\$0

TOTAL Possible Reductions (Tier 1 + Tier 2 + Reductions)		Total Reduction	MC Portion	PGC Portion
<b>CE Recommendation Reduction - Legal</b>		<b>\$51,420</b>	<b>\$ 51,420</b>	-
Reductions Over/(under) CE Recommendation		\$0	\$0	\$0





THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

**DATE:** March 25, 2019

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

**FROM:** Mazen Chilet, Chief Information Officer

**RE:** FY20 Proposed Budget Reductions – Corporate IT

Based on the Montgomery County Executive's budget, the Commission was asked to take a 3.76% reduction in the FY20 proposed budgets for Administrative Funds. Corporate IT is a Bi-County function carries out agency-wide Data Center operations and business platforms such as Enterprise Resource Planning (financial, procurement, employment), security, email, Intranet and Internet, etc.

The reduction identified by the Corporate Budget Office is \$94,553 which is made up of \$52,493 reduction in funding from MC and \$42,060 in funding from Prince George's County. Corporate IT is a Bi-County function so any fund reduction from Montgomery will have an impact Prince George's as well. Outlined below is the proposed reductions and their impact.

**Tier 1**

**Training/Workshops (From \$41,414 to \$10,000) reduction amount \$31,414**

Specialize training is critical for our IT professional to ensure strong understanding of new security protocols and evolving technology requirements need to ensure efficient and secure operations of our platforms.

**Impact:**

We may be able to endure this reduction by putting off certain trainings to FY21, but we may also find ourselves looking for alternatives if the demand for training becomes critical, especially for technologies that focus on cloud computing and cyber security.

**Tier 2**

**a. PC Peripheral Refresh (from \$100,000 to \$56,403) – reduction amount \$43,597**

**Impact:**

This will be the second year of reductions, so our PC replacements are further behind, resulting in older hardware with some diminished computing capacity. Some desktop computers, laptops and other peripherals will soon be below our minimum acceptable performance level. Additionally, the reduction will hamper our ability to proactively replace aging equipment prior to breaking down. The ERP Cloud migration enabled many features that require more computing power. Also upgraded applications and the addition of functionality such as document imaging management is processor and memory intensive. This is not true for all users, but has a wide impact mostly in procurement, HR, and Recruitment.

**b. Professional Services (from \$210,000 to \$190,458)- reduction amount \$19,542**

Specialized experts are needed for short term needs to achieving security and application related activities such as: firewalls, networking issues, application matters and others. Reductions may make it a little challenging towards the end of the year

**Corporate IT reductions summary**

**Corporate IT Reductions to Meet Montgomery FY20 Budget**

Tier 1 - Priority for Restoration		MC Portion	PGC Portion	Total Reduction
1-a	Training/Workshops (From 41,414 to 10,000)	\$13,979	\$17,435	\$31,414
<b>SUB-TOTAL TIER 1</b>		<b>\$13,979</b>	<b>\$17,435</b>	<b>\$31,414</b>
Tier 2 - Priority for Restoration		MC Portion	PGC Portion	Total Reduction
2-a	PC Peripheral Refresh (43,597 to 0)	\$19,401	\$24,196	\$43,597
2-b	Professional Services (from 210,000 to 190,458)	\$8,696	\$10,846	\$19,542
<b>SUB-TOTAL TIER 2</b>		<b>\$28,097</b>	<b>\$35,042</b>	<b>\$63,139</b>
<b>TOTAL Possible Reductions (Tier 1 + Tier 2)</b>		<b>\$42,076</b>	<b>\$52,477</b>	<b>\$94,553</b>
<b>County Executive's Recommended reductions</b>		<b>\$42,076</b>	<b>\$52,477</b>	<b>\$94,553</b>
<b>Reductions Over/(under) CE Recommendation</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**DATE:** March 25, 2019

**TO:** Prince George's Planning Board

**FROM:** Mazen Chilet, Chief Information Officer *Chilet*

**RE:** FY20 Proposed Budget Reductions – OCIO

- Commission-Wide IT (CWIT)
- Chief Information Officer (CIO)

The CWIT and CIO budgets are internal service funds. While not directly affected by the reductions to the Administrative Funds, the IT Council reviewed CWIT and CIO initiatives for potential deferment of projects, which are ultimately are charged to Administrative Funds. Any deferred initiatives impact both Montgomery and Prince George's. Outlined below is the proposed reductions and their impact.

### **Commission-Wide IT (CWIT)**

#### **Tier 1: Defer Active Directory Phase V – (\$100,000)**

Active Directory (AD) is a Microsoft technology used to provide access control and manage a large number of computers, servers and devices on a network. Phases I through IV included the migration of users, computers, and the majority of servers. Phase V addresses the migration of legacy applications which will not easily migrate without some sort of an upgrade or significant change. Without this funding, any legacy applications that require replacement will need to be funded directly by the departments which require services.

#### **Tier 2: Defer Enhanced Content Management – (\$100,000)**

These funds were intended for requirement gathering and solution recommendation to address challenges the agency is facing with paper-based and digital content creation, management, and distribution. Content created during the regular course business is being stored in multiple different systems which encourages the duplication of content and restricts the agency's ability to collaborate across departments and with its customers, partners, and suppliers.

#### **Tier 3: Defer Commission-Wide Intranet Upgrade – (\$100,000)**

The current Intranet platform (InSite) is at end-of-life. Deferring the replacement may create an availability risk. IT Council supports redirecting the FY19 web development fund (\$60,000) to this initiative.

## **Chief Information Officer Budget**

### **Tier 1: Defer Hiring of Project Manager/Systems Analyst for 3 Months (\$37,000)**

This position was supported by the IT Council to help address ongoing initiatives for which use of an external consultant is too expensive to maintain. The cost to hire a Project Manager/Systems Analyst will be a more cost-effective long-term solution. I am recommending a delay in the hiring of the requested position by three months to achieve the reduction identified above. With over 10 ongoing (some multi-year) projects currently in progress, this deferral delays the transition from a costly consultant to the more cost-effective merit position.

**CWIT and CIO reductions are summarized in Attachment A**

### CWIT Reductions to Meet Montgomery FY20 Budget

Tier 1 - Priority for Restoration		MC Portion	PGC Portion	CAS Portion	Total Reduction
1-a	Active Directory Phase V – (100,000 to 0)	\$42,500	\$54,500	\$3,000	\$100,000
<b>SUB-TOTAL TIER 1</b>		<b>\$42,500</b>	<b>\$54,500</b>	<b>\$3,000</b>	<b>\$100,000</b>
Tier 2 - Priority for Restoration		MC Portion	PGC Portion	CAS Portion	Total Reduction
2-a	Enterprise Content Management (ECM) – (100,000 to 0)	\$35,000	\$45,000	\$20,000	\$100,000
<b>SUB-TOTAL TIER 2</b>		<b>\$35,000</b>	<b>\$45,000</b>	<b>\$20,000</b>	<b>\$100,000</b>
Tier 3 - Priority for Restoration		MC Portion	PGC Portion	CAS Portion	Total Reduction
3-a	Commission-Wide Intranet upgrade – (100,000 to 0)	\$35,000	\$40,000	\$25,000	\$100,000
<b>SUB-TOTAL TIER 3</b>		<b>\$35,000</b>	<b>\$40,000</b>	<b>\$25,000</b>	<b>\$100,000</b>
<b>TOTAL Possible Reductions (Tier 1 + Tier 2 + Tier3)</b>		<b>\$112,500</b>	<b>\$139,500</b>	<b>\$48,000</b>	<b>\$300,000</b>

### CIO Reductions to Meet Montgomery FY20 Budget

Tier 1 - Priority for Restoration		MC Portion	PGC Portion	CAS Portion	Total Reduction
1-a	Project Manager/Systems Analyst (146,636 to 109,977)	\$12,960	\$19,576	\$4,123	\$36,659
<b>SUB-TOTAL TIER 1</b>		<b>\$12,960</b>	<b>\$19,576</b>	<b>\$4,123</b>	<b>\$36,659</b>
<b>Total possible ISF Reductions</b>		<b>\$125,460</b>	<b>\$159,076</b>	<b>\$52,123</b>	<b>\$336,659</b>



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Office of the Inspector General • 7833 Walker Drive, Suite 425 • Greenbelt, Maryland 20770

March 28, 2019

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

From: Renee Kenney, Inspector General *Renee M Kenney*

Re: Office of the Inspector General – FY20 Proposed Budget Cuts

Total recommended cuts for the Office of the Inspector General are \$21,077. The Department of Finance was able to identify \$16,923 in savings that could be transferred to the OIG, reducing the OIG's total reduction to **\$4,154**. Although the remaining balance appears small, any reduction will impact OIG operations.

- Reduction of Administrative Hours

The OIG employs one part-time administrative assistant (term/intermittent). This position supports 5 professionals within the OIG (including the Inspector General). The position is responsible for petty cash, purchase card, PO requisitions, and Audit Committee minutes. This position also assists the Inspector General in calculating and tracking required OIG key performance indicators/metrics. OIG professional personnel will need to assume some of these duties if hours are reduced.

- Reduction of Operating Expenses

After personnel and interdepartmental transfers, the OIG's TOTAL budget for operations is \$25,365. Included in this amount are funds for the Commission's hotline (\$4,600) and the license costs for the OIG's workpapers (\$3,500). The OIG adheres to Generally Accepted Government Auditing Standards (GAGAS). GAGAS requires certified professional training for all Auditors and Inspectors. This requires training and paid professional memberships. The OIG is also required to obtain a peer review every three years. These funds must also cover all costs associated with the peer review. Although the proposed cuts of \$348 appear small, they are necessary to support OIG operations.

Thank you for your consideration and support.

**Office of the Inspector General (OIG) Reductions to Meet Montgomery FY20 Budget**

Tier 1 - Departmental Priority for Restoration		Total Reduction	MC Portion	PGC Portion
1-a	Reduce Admin hours from 20 hours per week to 16 hours per week (208 hours)	\$3,806	\$1,990	\$1,816
1-b	Reduce Non-Employee (Audit Committee Public Member) Expense Reimb.	\$50	\$26	\$24
1-c	Reduce Office Supplies	\$298	\$156	\$142
<b>SUB-TOTAL TIER 1 - Deparmental Priority to go on Reconciliation List</b>		<b>\$4,154</b>	<b>\$2,172</b>	<b>\$1,982</b>
Tier 2 - Departmental Priority for Restoration		Funding	MC Portion	PGC Portion
	None			\$0
<b>SUB-TOTAL TIER 2 - Deparmental Priority to go on Reconciliation List</b>				<b>\$0</b>
REDUCTIONS		Funding	MC Portion	PGC Portion
	None			\$0
<b>SUB-TOTAL TIER 2 - Deparmental Priority to go on Reconciliation List</b>				<b>\$0</b>
<b>TOTAL Possible Reductions (Tier 1 + Tier 2 + Tier 3)</b>		<b>\$4,154</b>	<b>\$2,172</b>	<b>\$1,982</b>
			MC Portion	PGC Portion
<b>CE Recommendation Reduction - OIG</b>		<b>\$21,077</b>	<b>\$9,872</b>	<b>\$11,205</b>
<b>Transfer from the Department of Finance</b>		<b>-\$16,923</b>	<b>-\$7,700</b>	<b>-\$9,223</b>
		<b>\$4,154</b>	<b>\$2,172</b>	<b>\$1,982</b>
<b>Reductions Over/(under) CE Recommendation</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>