




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


OFFICE OF THE CHAIR

MCPB Date: 10/17/2019
Agenda Item #: 5

MEMORANDUM

TO: Montgomery County Planning Board

VIA: Casey Anderson, Chair, Montgomery County Planning Board 

FROM: Joyce Pettigrew Garcia, Planning Board Administrator 

SUBJ: FY21 Commissioners' Office Proposed Operating Budget Discussion

DATE: October 10, 2019

Staff Recommendation

Approval to prepare the Commissioners' Office Proposed FY21 Operating Budget at the Base Budget plus Enhancements level.

Background

The Planning Board received a presentation on September 12 from The Maryland-National Capital Park and Planning Commission (M-NCPPC), Department of Human Resources and Management (DHRM), including the FY21 budget process and outlook. As reported by DHRM, the assessable base for Montgomery County grew by 3% in FY20 and it is estimated that it will grow by 3.56% in FY21.

In FY20, the Administration Fund tax rate was increased by 0.14 cents to 1.70 cents. The preliminary projections provided by DHRM require a tax rate increase in FY21 as well. The leading drivers for the increase in projections are a wage increase as well as estimated increases in retirement of 7.15% and in personnel benefits of 9%.

With acknowledgement of the Commission's mandated requirements, essential needs and enhancements to meet the agency's evolving work program, the Planning Board provided general guidance for developing the FY21 Operating Budget.

Memorandum Re: FY21 Proposed Operating Budget for the Commissioners' Office
October 10, 2019
Page Two

Base Budget

Known Operating Commitments

The following lists major known operating commitments for the Commissioners' Office in FY21, including a significant savings in Salaries and Benefits:

Salaries and Benefits	(\$71,290)
CPI Increase for Contracts and Supplies	<u>1,054</u>
Total of Major Known Operating Commitments	(\$70,236)

Salaries and Benefits (\$71,290)

In the FY21 budget year, staffing changes that occurred in FY20 will result in a significant Personnel Services savings.

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

CPI Increase for Contracts and Supplies - \$1,054

The Commissioners' Office is requesting a modest increase of just over 2%, \$1,054, over the FY20 Adopted Budget for Supplies and Services.

Enhancements Requested for FY21

Planning Board Trainings, Memberships, Board Retreat, and Conferences - \$25,000

The Commissioners' Office is requesting funding for professional services for Board and staff trainings, memberships, and a Board retreat. The trainings and/or retreat may also include department leadership. The funding increase request for professional services is \$10,000.

Enhanced funding is requested in the amount of \$15,000 for Planning Board members and staff to attend conferences. Planning Board members are often invited to serve as speakers, presenters, and panel members at national conferences. In addition to the contributions that Board members provide to other jurisdictions at events, interacting with other jurisdictions also provides opportunities to consider different solutions that would assist with addressing issues that impact planning and parks in Montgomery County.

Support for Trainings, Events and Activities that Support Diversity - \$5,000

This request is for additional funding to support internal 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 M-NCPPC Diversity Council.

Memorandum Re: FY21 Proposed Operating Budget for the Commissioners' Office
October 10, 2019
Page Three

Work Program Overview

The Commissioners' Office consists of the five-member Planning Board, with one full-time Chair and four part-time Commissioners. Proposed staffing for FY21 remain the same as in FY20, as follows:

Planning Board Administrator, Full-time career
Senior Advisor to the Chair, Term/Contract
Senior Administrative Specialist, Full-time career
Senior Technical Writers/Editors (2 positions), Full-time career
Administrative Assistant, Full-time career

A partial listing of the Commissioners' Office FY21 work program includes continuation of the following staff functions:

- 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
- 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
- Manage the correspondence tracking system, MC-Tracker, and distribute to the Planning and Parks Departments to ensure timely response to correspondence
- Represent the Commission on internal committees related to Commission policies, 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 Commissioners' Office is seeking approval to prepare the FY21 Operating Budget at the Base Budget plus Enhancements level. The FY21 proposed request continues the Commissioners' Office commitment of providing support to the Planning Board and delivery of services to the residents of Montgomery County.

The Commissioners' Office Preliminary FY21 Operating Budget Request summary chart follows on the next page.

Memorandum Re: FY21 Proposed Operating Budget for the Commissioners' Office
 October 10, 2019
 Page Four

MONTGOMERY COUNTY COMMISSIONERS' OFFICE			
PRELIMINARY FY21 OPERATING BUDGET REQUEST			
			% Change
	FY20 Adopted Budget	\$1,299,038	
FY21 BASE BUDGET CHANGES			
	Salaries and Benefits *	(\$71,290)	
	CPI Increases for Supplies and Other Services and Charges 2%	\$1,054	
	Subtotal - Base Budget Changes	(\$70,236)	(5.4%)
ENHANCEMENT REQUESTS FOR FY21			
	Trainings, Conferences and Board Retreat	\$25,000	
	Support for Diversity Initiatives and Trainings	\$5,000	
	Subtotal Enhancements	\$30,000	2.3%
	Net Change from FY20 Adopted to FY21 Proposed Budget Request	(\$40,236)	(3.1%)
	FY21 Proposed Budget	\$1,258,802	(3.1%)
*Total does not include compensation marker, OPEB PayGo and OPEB Prefunding. They are budgeted in the Administration Funds non-departmental account.			