



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

OFFICE OF THE CHAIR

MCPB Date: 11/14/2019
 Agenda Item #: 4

MEMORANDUM

TO: Montgomery County Planning Board

VIA: Casey Anderson, Chair, Montgomery County Planning Board 

FROM: Joyce Pettigrew Garcia, Planning Board Administrator 

SUBJ: Approval of FY21 Commissioners' Office Proposed Operating Budget

DATE: November 8, 2019

Staff Recommendation

Staff requests Planning Board approval of the Commissioners' Office Proposed FY21 Operating Budget funding and staffing levels.

Background

On October 17, 2019, the Planning Board received a presentation on the Commissioners' Office FY21 Preliminary Proposed Operating Budget. With acknowledgement of the Commission's mandated requirements, essential needs and work program enhancements, the Planning Board provided general guidance for developing the Commissioners' Office FY21 Operating Budget.

FY21 Proposed Budget Overview

The Commissioners' Office Proposed FY21 Operating Budget reflects the base budget plus requested enhancements for a reduction of \$33,842 or 2.6% under the FY20 Adopted Budget.

Known Operating Commitments

Known operating commitments for the FY21 Commissioners' Office Proposed Budget – including mandated, contractual, and inflationary increases – are as follows.

Salaries and Benefits*	(\$64,896)
CPI Increases for Contracts and Supplies (2%)	1,054
Total Major Known Commitments	(\$63,842)

*Salary and 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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Base Budget

Salaries and Benefits (\$64,896)

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

As noted previously, 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.

Additional Funding/Enhancements Requested for FY21 - \$30,000

The FY20 base budget includes funding for conferences, trainings, and memberships for Planning Board members and Commissioners' Office staff. The request for FY21 includes additional or enhanced funding to participate in activities.

Professional Services and Trainings

The Commissioners' Office is requesting additional funding for professional services in the amount of \$10,000 for Planning Board members and Commissioners' Office staff trainings, memberships and a Board Retreat.

Attendance at Conferences

Additional funding is requested in the amount of \$15,000 for Planning Board members and Commissioners' Office staff to attend conferences. Planning Board members are often invited to serve as speakers, presenters, and panel members at national conferences. Board and staff interactions with other jurisdictions also provide opportunities to consider different solutions that would assist with addressing issues that impact the Commissioners' Office, planning and parks.

Support for Trainings, Events and Activities that Support Diversity

This request in the amount of \$5,000 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. A member of the Commissioners' Office staff also serves on the M-NCPPC Diversity Council.

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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, with five full-time career staff and one term/contract staff, as follows:

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

	FY20		FY21	
	POS	WYS	POS	WYS
COMMISSIONERS' OFFICE				
Full-Time Career	6.00	6.00	6.00	6.00
Frozen Career Full-Time	-	-	-	-
Frozen Career Part-Time	1.00	.50	1.00	.50
Part-Time Career	4.00	2.00	4.00	2.00
Career Total	11.00	8.50	11.00	8.50
Term Contract	1.00	.50	1.00	.50
Seasonal/Intermittent	-	-	-	-
Subtotal Commissioners' Office	12.00	9.00	12.00	9.00

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 and planning and parks issues
- Manage the correspondence tracking system, MC-Tracker, and distribute to the Planning and Parks Departments
- Represent the Commissioners' Office 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

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Summary

The Commissioners' Office is seeking the Planning Board's approval of the FY21 Operating Budget at the Base Budget plus Enhancements level. The FY21 proposed request continues the Commissioners' Office commitment to provide support to the Planning Board and delivery of services to the residents of Montgomery County.

Expenditures by major categories are as follows:

MONTGOMERY COUNTY COMMISSIONERS' OFFICE
Expenditures by Division by Type
PROPOSED BUDGET FY21

	FY 19 Adopted	FY 20 Adopted	FY21 Proposed	% Change
<i>Commissioners' Office</i>				
Personnel Services	1,204,143	1,246,335	1,181,439	-5.2%
Supplies and Materials	22,403	22,903	28,957	26.4%
Other Services and Charges	20,800	29,800	54,800	83.9%
Total	1,247,346	1,299,038	1,265,196	-2.6%

The Commissioners' Office FY21 Proposed Operating Budget Summary Chart follows on the next page.

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MONTGOMERY COUNTY COMMISSIONERS' OFFICE			
FY21 OPERATING BUDGET REQUEST			
			% Change
	FY20 Adopted Budget	\$1,299,038	
FY21 BASE BUDGET CHANGES			
	Salaries and Benefits *	(\$64,896)	
	CPI Increases for Supplies and Other Services and Charges 2%	\$1,054	
	Subtotal - Base Budget Changes	(\$63,842)	(4.9%)
ENHANCEMENT REQUESTS FOR FY21			
	Trainings, Conferences, Memberships	\$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	(\$33,842)	(2.6%)
	FY21 Proposed Budget	\$1,265,196	(2.6%)
<p>*Total does not include compensation marker, OPEB PayGo and OPEB Prefunding. They are budgeted in the Administration Funds non-departmental account.</p>			