





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

MCPB Date: 10/15/2015
Agenda Item # 8

MEMORANDUM

TO: Montgomery County Planning Board

VIA: Casey Anderson, Chair, Montgomery County Planning Board 

FROM: Joyce P. Garcia, Special Assistant to the Planning Board 

SUBJ: FY17 Operating Budget Planning Session – Commissioners' Office

DATE: October 14, 2015

Staff Recommendation

Approval to prepare the FY17 Commissioners' Office Operating Budget at the Base Budget which reflects the FY16 reorganization and some additional funding for increased hours for part-time career position that was approved in FY16.

Base Budget

Known Operating Commitments

The preliminary increases in the Commissioners' Office for salaries and benefits were provided by the Corporate Budget Office. Information regarding the known operating commitments, mandated, contractual, and inflationary increases for the operations of the Commissioners' Office are incorporated in the proposed request.

The Commissioners' Office is reorganizing in FY16 to enable a new term contract position to advise the Board actions related to present and future development issues. The reorganization will be funded by converting one vacant merit position to a contract term position and freezing a second merit position. As a result, some additional hours will be required of the part-time career staff. Utilizing a term contract position provides flexibility to meet the changing work program demands of the Commissioners' Office.

The information in this memorandum does not include adjustments in expenses such as risk management, long term disability payments, and unemployment. The Department of Finance expects to provide this information by the end of the October or early November in the Schedule of Fees and Charges. As a result, the Commissioners' Office has not yet included any increases for these expenses in the proposed FY17 Operating Budget.

Essential Needs

No additional essential needs are requested for FY17.

Position/WYS Comparison

With the current year reorganization, the total number of positions in FY16 would remain the same for the proposed FY17 budget. This would be accomplished by converting a merit position to a term contract position, freezing a second merit position, and requiring additional hours of the part-time career staff.

	FY16 Adopted		FY17 Proposed	
	POS	WYS	POS	WYS
<i>COMMISSIONERS' OFFICE</i>				
Full-Time Career	7	7	6	5
Part-Time Career	5	2.5	5	2.5
Career Total	12	9.5	11	7.5
Term Contract	0	0	1	1
Seasonal/Intermittent			-	-
Subtotal Commissioner's Office	12	9.5	12	8.5

Budget Items in Support of Work Program

The combined total of the FY17 proposed budget for the Commissioners' Office is \$1,294,223. This amount is \$16,714 or 1.3% above the FY16 budget.

<u>Current</u>	<u>FY16 Approved</u>	<u>FY17 Proposed</u>	<u>Amount Change</u>
Personnel	\$1,240,909	\$1,257,623	\$16,714
Supplies	\$24,600	\$24,600	\$0
Other Services and charges	\$12,000	\$12,000	\$0
Total	\$1,277,509	\$1,294,223	\$16,714

The following chart outlines the increases for the base budget with known operating commitments.

**MONTGOMERY COUNTY COMMISSIONERS' OFFICE
 PRELIMINARY FY17 OPERATING BUDGET REQUEST**

			%
			Change
	FY16 Adopted Budget	\$1,277,509	
 FY17 BASE BUDGET CHANGES			
	Salaries & Benefits	\$16,714	
Major known commitments		\$0	
Risk Management, LTD, Unemployment, and CAS Chargebacks		<i>TBD*</i>	
	Subtotal - Base Budget Changes	<u>\$16,714</u>	<u>1.3%</u>
	**FY17 Proposed Budget	<u>\$1,294,223</u>	<u>1.3%</u>

Notes:

* TBD Waiting for the schedule of fees & Charges from CAS in early November

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