




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

OFFICE OF THE CHAIR

**MCPB Agenda #2**  
**Hearing Date November 21, 2013**  
**November 19, 2013**

**MEMORANDUM**

**To:** Montgomery County Planning Board

**Via:** Françoise M. Carrier, Chair, Montgomery County Planning Board 

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

**Re:** Montgomery County Commissioners' Office Proposed FY15 Operating Budget

**Action Requested: Approval of the Commissioners' Office FY15 Proposed Budget funding and staffing levels.**

**Background**

The Planning Board provided guidance and direction for development of the Commissioners' Office proposed FY15 Operating Budget on October 17, 2013. Based on the guidance and direction of the Board, the proposed FY15 Budget includes major known mandatory commitments and obligations, and the requested Essential Needs.

**FY15 Proposed Budget Overview**

The Commissioners' Office Proposed Budget request for FY15 is \$1,239,277, which represents the base budget including mandatory commitments, essential needs, and an assumption for personnel costs adjustment. The FY15 proposed budget represents an 8.46% increase over the FY14 Adopted Budget for the Commissioners' Office.

The Commissioners' Office has projected costs associated with personnel that will increase the budget. At this time, the known costs are listed below however, the amounts are approximate and include corrected costs from the proposed budget that was presented on October 17 and the original Memorandum that was distributed to the Board for the November 21 meeting. There may be additional minor refinements. OPEB costs will be included in the non-departmental part of the Administration Fund.

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Please note the following FY15 Proposed Budget request for the Commissioners' Office:

	<b>FY14 Adopted Budget</b>	<b>\$1,142,601</b>
<b>FY15 BASE BUDGET</b>		
	*Personnel Costs	\$36,257
	**Benefits	\$15,419
	Chargebacks (CAS)	\$0
	Other Operating Changes	\$0
	<b>Subtotal change to the Base Budget Request</b>	<b>\$51,676</b>
	<b>Estimated Percent Change in Base from FY14 Adopted</b>	<b>4.5%</b>
<b>Base Plus Essential Needs Request</b>		
	***Term Contract Position, Part-Time	\$20,000
	Base Salary Increase	\$25,000
	<b>Subtotal Essential Needs Request</b>	<b>\$45,000</b>
	<b>Essential Needs as % of FY14 Budget</b>	<b>3.9%</b>
	<b>Total Increase in FY15 Proposed Budget Request</b>	<b>\$96,676</b>
	<b>Total FY15 Proposed Budget</b>	<b>\$1,239,277</b>
	<b>Estimated Percent Change in Total Request from FY14 Adopted</b>	<b>8.46%</b>

**Notes:**

\*Assumptions for the Personnel Costs adjustment are factored into the calculation to be consistent with the chart from the CAS Budget office. The Memo originally submitted for the 11/21/13 meeting did not factor in the Personnel Costs adjustment.

\*\*Benefits have been adjusted since the last memo to reflect a pension adjustment.

\*\*\*This position was identified as "Seasonal/Intermittent" in the Proposed Budget presented to the Board on 10/17/13, as an Essential Needs request. Classification of the position has been revised to "Term Contract" with no change in the funding request of \$20,000.

**SUMMARY OF COMMISSIONERS' OFFICE PROPOSED BUDGET FY15**

	FY14 Adopted Budget	FY15 Proposed Budget	% Change
<b>Expenditures</b>			
Personnel Services	\$1,106,001	\$1,166,420	5.46%
Supplies & Materials	\$24,600	\$24,600	0.00%
Other Services & Charges	\$12,000	\$12,000	0.00%
Assumptions for the Personnel Costs adjustment		\$36,257	
<b>*Total Commissioners' Office Operating Budget</b>	<b>\$1,142,601</b>	<b>\$1,239,277</b>	<b>8.46%</b>
**Funded Positions	11.0	12.0	9.09%
***Funded Workyears	9.0	9.5	5.56%

\*FY15 Total Commissioners Office Operating Budget has been reduced by \$13,981 to reflect a pension adjustment since the original Memo was submitted for the 11/21/13 meeting.

\*\* The Funded Positions count for FY15 includes a request for a new part-time position in FY15.

\*\*\* The Funded Workyear count includes .50 workyear request for FY15.



### **Essential Needs for FY15**

#### **Part-Time Term Contract Position (\$20K)**

Restoration of a part-time position for .5 workyear is requested in FY15. This unfunded workyear was removed from the Commissioners' Office budget in FY12. The Preliminary FY15 Budget presented on October 17, 2013 listed the position as "Seasonal/Intermittent" however; the classification of the position has since been revised to "Term Contract" with no change in the funding request. Primary duties for this position would include serving as clerk to the Planning Board, specifically for any added Board meetings, late night meetings, and on an on-call basis. Additionally, this position would assist the Commissioners' Office in performing general office tasks and special projects, as needed. A total annual budget of \$20,000 is requested for this position, with a limit of no more than 20 hours each week.

#### **Base Salary Adjustment (\$25K)**

The base salary adjustment includes increased funding for the Planning Board Chair position in the amount of \$25,000 in anticipation of the June, 2014, reappointment or appointment of a Chair by the Montgomery County Council. Over the past four years, there have been minimal annual increases for this position based on the Washington-Baltimore Metropolitan Area Consumer Price Index. The salary for this appointed position is set by the Montgomery County Council and any increase would be at the sole discretion and authority of the Council.

### **Work Program Overview for FY15**

The Commissioners' Office currently consists of the five-member Planning Board (one full-time chair and four part-time commissioners) and six staff positions. For FY15, the Commissioners' Office is requesting one part-time position, .5 workyear, with duties as described in the Essential Needs section of this document. The two major staff units in the Commissioners' Office are the Chairman's Office Unit and the Technical Writers Unit.

Major staff responsibilities for each unit are as follows:

#### Chair's Office Unit (Four full-time staff positions; for FY15 a request to add one part-time position)

- coordinate and provide administrative, technical, and public support at Planning Board hearings
- develop and manage the Planning Board meeting agenda, including collection of documents and distribution of packets
- receive, acknowledge, and distribute correspondence directed to the Chair and Planning Board members for hearings
- webpost the Board's meeting agenda, meeting minutes, and Resolutions
- manage the electronic Correspondence-Tracking (C-Track) system and ensure timely response to written and verbal inquiries concerning Planning Board, Parks and Planning issues
- serve as contact for county, state, regional and federal officials and agencies
- act as intermediary with the resolution of various issues
- manage the electronic database of homeowners, civic, and community association contacts and distribute to the public, officials, and internal staff, as requested
- develop and manage the budget for the Commissioners' Office

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- represent the Commission on internal and external committees related to outreach, diversity, and special events
- manage the human resource functions for the Commissioners' Office

Technical Writers/Editors Unit – (Two full-time staff positions)

- serve as official recordkeeper of Planning Board meetings, producing regular and closed session meeting minutes
- coordinate transcription and certification of specific Planning Board meetings as requested by the Office of the General Counsel
- certification of Planning Board Resolutions
- provide CD and audio tapes of Planning Board meetings to staff and the public
- edit certain Commission documents, including master and sector plans and other documents, as requested
- provide Spanish and French translation of public documents, as requested by communications staff
- participate on internal committees specifically related to general writing procedures and archival of documents

Your continued support is appreciated.

JG/