



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

OFFICE OF THE CHAIR

MCPB Date: 10/20/2016

Agenda Item: 3

**MEMORANDUM**


**TO:** Montgomery County Planning Board

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

**FROM:** Joyce Pettigrew Garcia, Special Assistant to the Planning Board

**SUBJ:** FY18 Commissioners' Office Proposed Operating Budget Discussion

**DATE:** October 18, 2016



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**Staff Recommendation**

Approval to prepare the Commissioners' Office Proposed FY18 Operating Budget at the Base Budget plus Essential Needs/New Initiatives level.

**Background**

The Planning Board received a presentation on September 15 from the M-NCPPC Department of Human Resources and Management (DHRM) regarding the FY18 Budget process including budget outlook, strategy, timelines, and trends. As reported by DHRM, the Montgomery County Office of Management and Budget estimates that the assessable base will grow by 5% in FY18. This reflects a gradual reversal of the declining trends experienced in FY11-13 and represents a Montgomery County growth by 13% from FY13-17.

With the acknowledgement of mandated and Essential Needs/New Initiatives and an awareness of the County's anticipated challenges, the Planning Board provided general guidance for developing the FY18 Budget.

**Budget Preparation**

**Known Operating Commitments**

The preliminary known operating increases in the Commissioners' Office for salaries, benefits, retirement, and other post-employment benefits (OPEB) were reviewed by DHRM during the September 15 meeting.

**Memorandum Re: FY18 Proposed Operating Budget  
for the Commissioners' Office  
October 18, 2016  
Page Two**

The Commissioners' Office is requesting a modest increase of \$1,000 for supplies and contract services for inflation costs.

Although the Commissioners' Office does not have a specific budget request related to IT foundation improvements, the Commissioners' Office supports such requests by the Planning and Parks Departments as they would positively impact the efficiencies of this office, as well. Requests by the Planning and Parks Departments are for an increased ISF Budget for replacement of the IT infrastructure for basic foundation communications improvements and for a Gen9 database server with SSD drives to replace an older GIS database server for better performance, reliability, and expandability.

**Essential Needs/New Initiatives**

**Bulk Email Client**

Over the past several months, the Commissioners' Office has been developing a modernized and improved system for tracking communication from the public. The new Communication Response Management (CRM) system will replace the current Correspondence Tracking (C-Track) system, which has been in use for more than 15 years.

An added mechanism of the CRM will solicit feedback from members of the public and proactively contact and inform them of upcoming agenda items or Commission events related to their areas of interest. The bulk email client will send the emails in a professional manner that complies with all legal requirements related to mass emailing. Although the Planning and Parks Departments have similar capabilities, the Commissioners' Office should have the required independence and transparency. The Senior Advisor to the Planning Board performs this service on behalf of the Chair and the Planning Board. The fee for the type of service needed to suit current need is \$700 annually.

**Research Funding**

In order to have access to relevant academic work, research related to current public policy trends is conducted by the Senior Advisor to the Planning Board. This request is for sufficient funding to allow for the occasional purchase of exceptionally relevant academic and historical research for an annual estimated total of \$600.

**Staffing**

For FY18, the Commissioners' Office proposes to maintain its current budgeted staffing level of 12 positions and 8.5 workyears. In addition to the Planning Board members (one full-time Chair and four part-time Commissioners), this includes four full-time staff, one part-time career staff position, and one term contract position. One full-time administrative position, which is vacant, remains frozen.

**Memorandum Re: FY18 Proposed Operating Budget  
for the Commissioners' Office  
October 18, 2016  
Page Three**

The proposed staffing for FY18 is as follows:

	FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS
<b><u>COMMISSIONERS' OFFICE</u></b>				
Full-Time Career	5.00	5.00	5.00	5.00
Frozen Career	1.00		1.00	-
Part-Time Career	5.00	2.50	5.00	2.50
<b>Career Total</b>	<b>11.00</b>	<b>7.50</b>	<b>11.00</b>	<b>7.50</b>
Term Contract	1.00	1.00	1.00	1.00
Seasonal/Intermittent		-		-
<b>Subtotal Commissioner's Office</b>	<b>12.00</b>	<b>8.50</b>	<b>12.00</b>	<b>8.50</b>

**Work Program Overview**

A partial listing of the Commissioners' Office FY18 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 review
- Manage the Chair's public email account and receive, acknowledge, and distribute correspondence directed to the Planning Board for hearings
- Manage the correspondence tracking system and ensure timely response to written and verbal issues concerning parks and planning issues
- Represent the Commission on internal committees related to diversity and special events
- Coordinate transcription of Planning Board meetings as requested by the Office of the General Counsel

**Summary**

The following chart provides a snapshot of the Base Budget and proposed Essential Needs/New Initiatives. The FY18 proposed request demonstrates a continued commitment to service with a reduction of \$17,435, or 1.5%, from the FY17 Adopted Budget. This reduction is due primarily to decreased Unemployment Insurance, with the variance a reflection of the actuals for the Commissioners' Office.

Memorandum Re: FY18 Proposed Operating Budget  
 for the Commissioners' Office  
 October 18, 2016  
 Page Four

**MONTGOMERY COUNTY COMMISSIONERS' OFFICE  
 PRELIMINARY FY18 OPERATING BUDGET REQUEST**

		% Change	Positions
	FY17 Adopted Budget	<b>\$1,193,633</b>	
<b>FY18 BASE BUDGET CHANGES</b>			
	Salaries & Benefits	(\$1,835)	
	Unemployment Insurance	(\$17,900)	
	CPI Increase	\$1,000	
	<b>Subtotal - Base Budget Changes</b>	<u>(\$18,735)</u>	<u>(1.5%)</u>
<b>Add: Proposed On-going Initiatives</b>			
	Bulk Email Client	\$700	
	Funding for Research	\$600	
	<b>Subtotal -Proposed On-going Changes</b>	<u>\$1,300</u>	<u>0.1%</u>
	<b>Net Change from FY17 Adopted to FY18 Proposed Budget</b>	<u>(\$17,435)</u>	<u>(1.5%)</u>
	<b>**FY18 Proposed Budget Plus Essential Needs/New Initiatives</b>	<u>\$1,176,198</u>	<u>(1.5%)</u>

**Notes:**

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