



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

OFFICE OF THE CHAIR

MCPB Date: 11/17/16
Agenda Item # 3

MEMORANDUM

DATE: November 16, 2016
TO: Montgomery County Planning Board
VIA: Casey Anderson, Chair, Montgomery County Planning Board
FROM: Joyce Pettigrew Garcia, Special Assistant to the Planning Board
SUBJECT: Approval of Commissioners' Office FY18 Proposed Budget

Action Requested: Approval of the FY18 Proposed Budget funding and staffing levels.

Background

At its September 15 meeting, the Planning Board received a presentation from the Commission's Department of Human Resources and Management (DHRM) on the FY18 budget process including key trends and the budget outlook, strategy, and timeline.

DHRM reported that the assessable base for Montgomery County grew by 13% from FY13-FY17, gradually reversing the declining trends that were encountered in FY11-FY13. The Montgomery County Office of Management and Budget estimates that the assessable base will grow by 5% in FY18.

At the October 20 Operating Budget worksession, the Planning Board approved the Commissioners' Office request to prepare the proposed FY18 Budget, as presented, at the base budget plus new initiative level.

FY18 Proposed Budget Overview

The Commissioners' Office FY18 proposed budget request is \$1,176,198, which reflects the base budget plus new initiatives. This proposed budget is 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.

The FY18 personnel costs do not include any assumption for a salary adjustment as those costs, and Other Post Employment Benefit (OPEB) costs are included in a Non-Departmental Account.

Memorandum to the Planning Board

November 16, 2016

Page Two

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

Lapse and 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.

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

Known Operating Commitments

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 feature 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, it is important for the Commissioners' Office to 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.

**MONTGOMERY COUNTY COMMISSIONERS' OFFICE
 EXPENDITURES
 PROPOSED BUDGET FISCAL YEAR 2018**

	FY 16 Actual	FY 17 Adopted	FY18 Proposed	% Change
<u>Commissioners' Office</u>				
Personnel Services	1,112,588	1,157,033	1,137,298	-1.7%
Supplies and Materials	17,633	24,600	25,600	4.1%
Other Services and Charges	16,388	12,000	13,600	13.3%
Capital Outlay	0	0	0	-
Other Classifications	0	0	0	-
Chargebacks	0	0	0	-
Total	1,146,609	1,193,633	1,176,198	-1.5%

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 providing excellent service with a reduction of \$17,435, or 1.5%, from the FY17 Adopted Budget.

Staff is requesting approval to finalize the FY18 Commissioners' Office Operating Budget, as proposed.

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

		% Change	Positions
	FY17 Adopted Budget	\$1,193,633	
 <i>FY18 BASE BUDGET CHANGES</i>			
	Salaries & Benefits	(\$1,835)	
	Unemployment Insurance	(\$17,900)	
	CPI Increase	\$1,000	
	Subtotal - Base Budget Changes	<u>(\$18,735)</u>	<u>(1.6%)</u>
 <i>Add: Proposed On-going Initiatives</i>			
	Bulk Email Client	\$700	
	Funding for Research	\$600	
	Subtotal -Proposed On-going Changes	<u>\$1,300</u>	<u>0.1%</u>
	<i>Net Change from FY17 Adopted to FY18 Proposed Budget</i>	<u>(\$17,435)</u>	<u>(1.5%)</u>
	FY18 Proposed Budget Plus Essential Needs/New Initiatives	<u>\$1,176,198</u>	<u>(1.5%)</u>