

GO COMMITTEE #5
April 29, 2011

Worksession

MEMORANDUM

April 27, 2011

TO: Government Operations and Fiscal Policy Committee
FROM: Stephen B. Farber, Council Staff Director *SBF*
SUBJECT: FY12 Operating Budget: **Council Office**

Those expected for this worksession:

Mary Jane Berry, Administrative Services Coordinator, Council Office
Jane Mukira, Office of Management and Budget

The recommended FY12 budget for the Council Office is attached on ©1-4.

Overview

For FY12, the recommended total expenditures are \$8,473,670 **down 2.7%** from the FY11 approved budget and **down 6.4%** from the FY10 approved budget. Personnel costs are 92.2% of the total; operating expenses are 7.8%. Workyears increase by 0.5, or 0.7%.

	FY10 Actual	FY11 Approved	FY12 Recommended	% Change FY10-FY11
Expenditures (\$):				
General Fund	9,057,090	8,712,490	8,473,670	-2.7%
TOTAL Expenditures	9,057,090	8,712,490	8,473,670	-2.7%
Positions:				
Full-time	65	70	69	-1.4%
Part-time	20	16	13	-18.8%
TOTAL Positions	85	86	82	-5.8%
WORKYEARS	75.0	72.4	72.9	0.7%

The recommended decrease is \$238,820. This decrease comes from the following adjustments:

Administrative Specialist	\$	(111,300)
Legislative Analyst	\$	(155,210)
Restore Personnel Costs - Furloughs	\$	140,540
Shift Personnel Cost to Operating	\$	42,610
Printing and Mail Cost Adjustments	\$	4,960
Help Desk Support	\$	1,140
Retirement Adjustment	\$	(50,850)
Group Insurance Adjustments	\$	(110,710)
TOTAL	\$	(238,820)

The Council Office has consistently set the standard for cost-effective operation. Restructuring, re-engineering, and new technology, combined with the hard work of our talented staff, have enabled us to sharply improve our productivity and reduce our administrative staff workyears as positions have become vacant. Meanwhile, we have strengthened our legal and analytical staff resources and buttressed them with expert contractual support on specialized legal, actuarial, fiscal, engineering, transportation, and technology issues.

Compared with FY91, central staff workyears in FY11 are actually **down 27.2%**, from 40.8 to 29.7. A good example of productivity improvement is the introduction of the Granicus system (previously the Pictron system). This system places the video, analysts' packets, and word-searchable transcripts of Council sessions, by agenda item, on our web site. The system has enabled us to provide the community with a complete (rather than partial) record of Council proceedings, accessible 24/7, while eliminating one workyear from our complement.

Please note that in its review of the Cable Fund budget on April 13, the Committee decided to expand the definition of the "bilingual producer" for \$91,000 to include a 50% allocation for a bilingual broadband communications contractor to address Council communication and production priorities under the direct supervision of the Council's Legislative Information Coordinator.

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County Council

MISSION STATEMENT

The mission of the County Council is to legislate for the peace, good government, health, safety, and welfare of Montgomery County and establish policies under which a system of public administration and finance provides services effectively, efficiently, and equitably.

BUDGET OVERVIEW

The total recommended FY12 Operating Budget for the County Council is \$8,473,670, a decrease of \$238,820 or 2.7 percent from the FY11 Approved Budget of \$8,712,490. Personnel Costs comprise 92.2 percent of the budget for 69 full-time positions and 13 part-time positions for 72.9 workyears. Operating Expenses account for the remaining 7.8 percent of the FY12 budget.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

❖ **A Responsive, Accountable County Government**

PROGRAM CONTACTS

Contact Mary Jane Berry of the County Council at 240.777.7930 or Jane Mukira of the Office of Management and Budget at 240.777.2754 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Councilmember Offices

The nine elected County Councilmembers enact all local laws, oversee zoning and planning, appropriate funding for the budgets of public agencies, establish spending affordability guidelines, set property tax rates, and meet as the County Board of Health. The Council holds regular weekly sessions and conducts public hearings and worksessions throughout the year. Each Councilmember serves on two of the following six Council Committees: Education; Health and Human Services; Management and Fiscal Policy; Planning, Housing, and Economic Development; Public Safety; and Transportation, Infrastructure, Energy and Environment. Five Councilmembers are elected by district, and four are elected countywide.

Councilmembers have staffs which are responsible for carrying out their work programs. The County Charter provides for a Confidential Aide for each Councilmember. Staff may consist of interns, analysts, legislative service coordinators, legislative senior aides, and other administrative personnel.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	4,102,520	41.0
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-119,895	2.3
FY12 CE Recommended	3,982,625	43.3

Council Staff Operations

Council Staff Operations is responsible for four activities in support of the Council: Legislative Program, Planning, and Budget; Legislative Information Services; Office of the Clerk of the Council; and Administration.

Legislative Program, Planning, and Budget staff perform research and analysis on issues before the Council and prepare written reports and recommendations for all agenda items at Council sessions and Committee meetings. Staff also respond to requests from individual Councilmembers for research, legal advice, and data relevant to their work program. Staff draft legislation and resolutions for Council action; analyze reports, bills, plans, and budgets forwarded to the Council by the County Executive and County agencies; and advise Councilmembers on issues related to the Council work program. Personnel in this unit provide staffing for the Charter Review Commission and other groups created by the Council, and represent the Council at meetings held on issues before the

Council.

Legislative Information Services performs the public relations function of the Council. In order to facilitate two-way communication between the Council and County residents, staff prepare informational materials, serve as first-line telephone contact with the public, provide information about the legislative process, update the Council's website, and produce programs for the County's cable channel. Staff inform Councilmembers of the views of citizens through a correspondence control system, telephone tabulation system, and documentation of petitions. Legislative Information Services arranges for and provides notice of public hearings and assembles packets of background material for Councilmembers, the press, and the public.

The Office of the Clerk of the Council prepares and maintains all official records of the Council; attends meetings of the Council and its six committees; writes minutes; processes resolutions and legislation; prepares Council and Committee agendas; arranges for both regular and special meetings; and tracks sunset, expiration, and deadline dates of legislation and regulations.

Administration performs the Council's personnel, procurement, payroll, and budgetary functions; provides supervision; manages the automation system for the legislative branch; monitors inventory and office space; coordinates program issues; and serves as liaison between Councilmembers and program staff. The staff in this unit contribute to the Legislative Program, Planning, and Budget work program. The administrative staff also provide staff orientation, training for the automation and telephone systems, backup support for all programs, volunteer coordination, and receptionist coverage for Councilmember offices.

<i>FY12 Recommended Changes</i>	<i>Expenditures</i>	<i>WYs</i>
FY11 Approved	4,609,970	31.4
Eliminate: Administrative Specialist Position	-111,300	-1.0
Eliminate: Legislative Analyst Position	-155,210	-1.0
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	147,585	0.3
FY12 CE Recommended	4,491,045	29.7

BUDGET SUMMARY

	Actual FY10	Budget FY11	Estimated FY11	Recommended FY12	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	6,589,447	6,219,790	6,132,670	6,153,570	-1.1%
Employee Benefits	1,819,553	1,927,510	1,927,510	1,658,950	-13.9%
County General Fund Personnel Costs	8,409,000	8,147,300	8,060,180	7,812,520	-4.1%
Operating Expenses	682,427	565,190	565,190	661,150	17.0%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	9,091,427	8,712,490	8,625,370	8,473,670	-2.7%
PERSONNEL					
Full-Time	65	70	70	69	-1.4%
Part-Time	20	16	16	13	-18.8%
Workyears	75.0	72.4	72.4	72.9	0.7%

FY12 RECOMMENDED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY11 ORIGINAL APPROPRIATION	8,712,490	72.4
Changes (with service impacts)		
Eliminate: Administrative Specialist Position [Council Staff Operations]	-111,300	-1.0
Eliminate: Legislative Analyst Position [Council Staff Operations]	-155,210	-1.0
Other Adjustments (with no service impacts)		
Increase Cost: Restore Personnel Costs - Furloughs	140,540	2.9
Increase Cost: Shift Personnel Costs to Operating and Adjust Operating Budget	42,610	-0.4
Increase Cost: Printing and Mail Adjustment	4,960	0.0
Increase Cost: Help Desk - Desk Side Support	1,140	0.0
Decrease Cost: Retirement Adjustment	-50,850	0.0
Decrease Cost: Group Insurance Adjustment	-110,710	0.0
FY12 RECOMMENDED:	8,473,670	72.9

PROGRAM SUMMARY

Program Name	FY11 Approved		FY12 Recommended	
	Expenditures	WYs	Expenditures	WYs
Councilmember Offices	4,102,520	41.0	3,982,625	43.3
Council Staff Operations	4,609,970	31.4	4,491,045	29.7
Total	8,712,490	72.4	8,473,670	72.9

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY11		FY12	
		Total\$	WYs	Total\$	WYs
COUNTY GENERAL FUND					
Cable Television	Cable Television	155,690	1.3	156,690	1.3

FUTURE FISCAL IMPACTS

Title	(5000's)					
	CE REC. FY12	FY13	FY14	FY15	FY16	FY17
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY12 Recommended	8,474	8,474	8,474	8,474	8,474	8,474
No inflation or compensation change is included in outyear projections.						
Subtotal Expenditures	8,474	8,474	8,474	8,474	8,474	8,474