

GO COMMITTEE #4
April 30, 2012

Worksession

MEMORANDUM

April 26, 2012

TO: Government Operations and Fiscal Policy Committee

FROM: Stephen B. Farber, Council Staff Director *SBF*

SUBJECT: FY13 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 FY13 budget for the Council Office is attached on ©1-4.

Overview

For FY13, the recommended total expenditures are \$9,188,282 **up 5.9%** from the FY12 approved budget. Personnel costs are 91.5% of the total; operating expenses are 8.5%. FTEs increase by 2.3, or 3.1%.¹

	FY11 Actual	FY12 Approved	FY13 Recommended	% Change FY10-FY11
Expenditures (\$):				
General Fund	8,606,781	8,673,670	9,188,282	5.9%
TOTAL Expenditures	8,606,781	8,673,670	9,188,282	5.9%
Positions:				
Full-time	70	69	69	0.0%
Part-time	16	13	13	0.0%
TOTAL Positions	86	82	82	0.0%
FTE	72.4	72.9	75.2	3.1%

¹ As with other budgets, the FTE number, drawn from OMB's new Hyperion budget system, is larger than the previous workyear number because lapse and overtime are no longer counted as negative and positive workyears, respectively.

The recommended increase is \$514,612. This increase comes from the following adjustments:

Analytical Support - Contracts	\$ (50,000)
Retirement Adjustment	\$ 213,416
Group Insurance Adjustment	\$ 158,873
Lump Sum Wage Adjustment	\$ 152,623
Elected Officials Comp Adjustment	\$ 51,326
Benefit Adjustment	\$ 8,923
Longevity Adjustment	\$ 6,211
Help Desk Support	\$ (1,140)
Printing and Mail Adjustment	\$ (25,620)
TOTAL	\$ 514,612

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.

Last year, in its review of the Cable Fund budget, the Committee recommended funding for a part-time bilingual broadband communications contractor to address Council communication and production priorities. The Council agreed. This year, as it reviews the Cable Fund budget, the Committee is considering additional options to strengthen communications outreach for the five offices of the Legislative Branch. The Committee's review of the Council Office budget and its second meeting on the Cable Fund budget are both scheduled for April 30.

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 FY13 Operating Budget for the County Council is \$9,188,282, an increase of \$514,612 or 5.9 percent from the FY12 Approved Budget of \$8,673,670. Personnel Costs comprise 91.5 percent of the budget for 69 full-time positions and 13 part-time positions for 75.18 FTEs. Operating Expenses account for the remaining 8.5 percent of the FY13 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; Government Operations 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.

<i>FY13 Recommended Changes</i>	Expenditures	FTEs
FY12 Approved	3,982,625	43.25
Increase Cost: Elected Officials Compensation Adjustment	51,326	0.00
Increase Cost: Benefit Adjustment	8,923	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	415,043	1.51
FY13 CE Recommended	4,457,917	44.76

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.

FY13 Recommended Changes	Expenditures	FTEs
FY12 Approved	4,691,045	29.65
Reduce: Analytical Support Operating Expenses	-50,000	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	89,320	0.77
FY13 CE Recommended	4,730,365	30.42

BUDGET SUMMARY

	Actual FY11	Budget FY12	Estimated FY12	Recommended FY13	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	6,166,330	6,153,569	6,043,955	6,356,473	3.3%
Employee Benefits	1,789,537	1,658,951	1,724,212	2,047,419	23.4%
County General Fund Personnel Costs	7,955,867	7,812,520	7,768,167	8,403,892	7.6%
Operating Expenses	650,914	861,150	861,149	784,390	-8.9%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	8,606,781	8,673,670	8,629,316	9,188,282	5.9%
PERSONNEL					
Full-Time	70	69	69	69	—
Part-Time	16	13	13	13	—
FTEs	72.40	72.90	72.90	75.18	3.1%
REVENUES					
Other Charges/Fees	-127	0	0	0	—
County General Fund Revenues	-127	0	0	0	—

FY13 RECOMMENDED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY12 ORIGINAL APPROPRIATION	8,673,670	72.90
<u>Changes (with service impacts)</u>		
Reduce: Analytical Support Operating Expenses [Council Staff Operations]	-50,000	0.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Retirement Adjustment	213,416	0.00
Increase Cost: Group Insurance Adjustment	158,873	0.00
Increase Cost: Lump Sum Wage Adjustment	152,623	0.00
Increase Cost: Elected Officials Compensation Adjustment [Councilmember Offices]	51,326	0.00
Increase Cost: Benefit Adjustment [Councilmember Offices]	8,923	0.00
Increase Cost: Longevity Adjustment	6,211	0.00
Technical Adj: Conversion of WYs to FTEs in the New Hyperion Budgeting System; FTEs are No Longer Measured for Overtime and Lapse	0	2.25
Technical Adj: Increase FTEs	0	0.03
Shift: Help Desk - Desk Side Support to the Desktop Computer Modernization NDA	-1,140	0.00
Decrease Cost: Printing and Mail Adjustment	-25,620	0.00
FY13 RECOMMENDED:	9,188,282	75.18

PROGRAM SUMMARY

Program Name	FY12 Approved		FY13 Recommended	
	Expenditures	FTEs	Expenditures	FTEs
Councilmember Offices	3,982,625	43.25	4,457,917	44.76
Council Staff Operations	4,691,045	29.65	4,730,365	30.42
Total	8,673,670	72.90	9,188,282	75.18

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY12		FY13	
		Totals	FTEs	Totals	FTEs
COUNTY GENERAL FUND					
Cable Television	Cable Television	156,692	1.30	156,692	1.30

FUTURE FISCAL IMPACTS

Title	CE REC. FY13	FY14	FY15	(S000's) FY16	FY17	FY18
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY13 Recommended	9,188	9,188	9,188	9,188	9,188	9,188
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Lump Sum Wage Adjustment	0	-153	-153	-153	-153	-153
This represents the elimination of the one-time lump sum wage increases paid in FY13.						
Subtotal Expenditures	9,188	9,036	9,036	9,036	9,036	9,036