

GO COMMITTEE #4 & 5
April 28, 2015

Worksession

MEMORANDUM

April 24, 2014

TO: Government Operations and Fiscal Policy Committee
FROM: Stephen B. Farber, Council Administrator *SBF*
SUBJECT: FY16 Operating Budget: **Council Office and Legislative Branch Communications Outreach NDA**

Those expected for this worksession:

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

Council Office

The recommended FY16 budget for the Council Office is on ©1-4.

For FY16, the recommended total expenditures are \$10,826,866, up 4.3% from the FY15 approved budget. Personnel costs are 94.5% of the total; operating expenses are 5.5%. FTEs increase by 3.1, or 4.0%.

| | FY14 Actual | FY15 Approved | FY16 Recommended | % Change FY15-FY16 |
|---------------------------|------------------|-------------------|---------------------|-----------------------|
| Expenditures (\$): | | | | |
| General Fund | 9,737,122 | 10,382,000 | 10,826,866 | 4.3% |
| TOTAL Expenditures | 9,737,122 | 10,382,000 | 10,826,866 | 4.3% |
| Positions: | | | | |
| Full-time | 79 | 81 | 87 | 7.4% |
| Part-time | 6 | 6 | 5 | -16.7% |
| TOTAL Positions | 85 | 87 | 92 | 5.7% |
| FTE | 77.1 | 79.1 | 82.2 | 4.0% |

The recommended increase is \$444,866. This increase comes from the following adjustments:

| | |
|---------------------------------------|-------------------|
| FY15 Mid-Year Changes - Personnel | \$ 446,899 |
| FY16 Compensation Adjustment | \$ 256,748 |
| Retirement Adjustment | \$ 49,502 |
| Group Insurance Adjustment | \$ 22,901 |
| Printing and Mail Adjustment | \$ (8,039) |
| Annualization of FY15 Personnel Costs | \$ (78,145) |
| Operating Expenses | \$ (245,000) |
| TOTAL | \$ 444,866 |

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 those 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. Each Councilmember office determines the combination of full-time, part-time, and contractual staff that works best for it. The 3.1 additional FTEs in FY16 relate to two new Legislative Analyst positions and one Legislative Senior Aide position initiated in mid-FY15. These additions were counterbalanced by the \$245,000 reduction in operating expenses (for contractors) listed above.

Legislative Branch Communications Outreach Non-Departmental Account

In 2012, at the Committee's initiative, the Council established this NDA. See the description on ©5. The NDA was funded in the Cable Plan at \$580,000 in FY13, \$400,000 in FY14, and \$488,000 in FY15. The FY16 recommended amount is \$490,000. Its five initial goals in FY13-14 were achieved:

1. A Customer Relationship Management (CRM) system to strengthen our electronic communications was procured and implemented.
2. Televising was expanded from one-third of Committee meetings to all meetings. They are broadcast either live or (for simultaneous meetings) at a later time and are available on demand within 24 hours on the Council's website. Televising was expanded in FY14 to include Council meetings on State Legislation and interviews conducted by Committees and the Council.
3. A new Legislative Branch webmaster position was created and filled.
4. A new IT support position to help our Senior IT Specialist meet the expanded IT needs of Legislative Branch offices was created and filled.
5. The multi-lingual communications specialist position (focusing on Spanish) was expanded from half-time in FY12 to two-thirds time in FY13. It became full-time starting in FY14.

For FY14, funding for televising all Council and Committee meetings and for the multi-lingual communications specialist position was located in the Council section of the Cable Plan. The NDA

continued to fund the webmaster and IT support positions and the operational cost of the CRM system. Other FY14 initiatives supported by the NDA included:

1. A project to further strengthen the Council website with the assistance of our contractor, TDI.
2. Development of an app to enable the community to use the Interactive Fiscal Plan tool created by OLO.
3. A weekly Council program on Radio America, the region's leading Spanish language station, as first proposed by Councilmember Navarro in 2011.
4. Support for equipment and maintenance required for our communications outreach efforts.

In FY15, funding for televising all Council and Committee meetings and for the multi-lingual communications specialist position was again located in the Council section of the Cable Plan. The NDA is supporting the following elements:

1. The webmaster and IT support positions.
2. CRM system maintenance and support.
3. The weekly shows on Radio America, in which all Councilmembers have participated.
4. Support for equipment and maintenance required for our communications outreach efforts.
5. Recruitment of three part-time contractors to strengthen communications outreach: a video editor, a videographer, and a second multi-lingual specialist to expand outreach to our Korean, Chinese, and Vietnamese communities. The first two contractors are on board; recruitment of the third contractor will be completed shortly.

In FY16, the NDA will continue to support these elements. As in past years, we will solicit ideas for other initiatives in June and prepare an overall action plan for the Committee's review and approval. One element will be a specific allocation for translation services needed for the Council's public hearings and other events, which are currently covered by the Council Office budget.

Apart from the array of personal and online translation resources that are available to all County departments and offices, the Council Office has had good results this year with a contractor who has wirelessly provided simultaneous translation from English to Spanish, via headphones, for people attending public hearings. For speakers who wish to testify in a language other than English, our staff has worked with our closed captioning contractor to produce simultaneous English translation on the screen for viewers both inside and outside the hearing room. The goal is to provide viewers with accurate and reliable closed captioning starting in June. The new online sign-up option for Council public hearings, also starting in June, will be available in both English and Spanish. A full strategy for effective translation services will be part of the action plan for the FY16 NDA that we will bring to the Committee in June.

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 FY16 Operating Budget for the County Council is \$10,826,866, an increase of \$444,866 or 4.3 percent from the FY15 Approved Budget of \$10,382,000. Personnel Costs comprise 94.5 percent of the budget for 87 full-time positions and five part-time positions, and a total of 82.20 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 5.5 percent of the FY16 budget.

PROGRAM CONTACTS

Contact Mary Jane Berry of the County Council at 240.777.7930 or Crystal B. Sallee of the Office of Management and Budget at 240.777.2778 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 services coordinators, legislative senior aides, and other administrative personnel.

| <i>FY16 Recommended Changes</i> | Expenditures | FTEs |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|
| FY15 Approved | 4,975,345 | 46.45 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 156,876 | 1.15 |
| FY16 CE Recommended | 5,132,221 | 47.60 |

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; 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>FY16 Recommended Changes</i> | Expenditures | FTEs |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|
| FY15 Approved | 5,406,655 | 32.60 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 287,990 | 2.00 |
| FY16 CE Recommended | 5,694,645 | 34.60 |

BUDGET SUMMARY

| | Actual FY14 | Budget FY15 | Estimated FY15 | Recommended FY16 | % Chg Bud/Rec |
|--------------------------------------------|------------------|-------------------|-------------------|---------------------|------------------|
| COUNTY GENERAL FUND | | | | | |
| EXPENDITURES | | | | | |
| Salaries and Wages | 6,687,848 | 7,110,721 | 7,102,282 | 7,602,725 | 6.9% |
| Employee Benefits | 2,354,375 | 2,424,084 | 2,482,135 | 2,629,985 | 8.5% |
| County General Fund Personnel Costs | 9,042,223 | 9,534,805 | 9,584,417 | 10,232,710 | 7.3% |
| Operating Expenses | 694,899 | 847,195 | 829,134 | 594,156 | -29.9% |
| Capital Outlay | 0 | 0 | 0 | 0 | --- |
| County General Fund Expenditures | 9,737,122 | 10,382,000 | 10,413,551 | 10,826,866 | 4.3% |
| PERSONNEL | | | | | |
| Full-Time | 79 | 81 | 81 | 87 | 7.4% |
| Part-Time | 6 | 6 | 6 | 5 | -16.7% |
| FTEs | 77.05 | 79.05 | 79.05 | 82.20 | 4.0% |

FY16 RECOMMENDED CHANGES

| | Expenditures | FTEs |
|------------------------------------------------------|-------------------|--------------|
| COUNTY GENERAL FUND | | |
| FY15 ORIGINAL APPROPRIATION | 10,382,000 | 79.05 |
| Other Adjustments (with no service impacts) | | |
| Increase Cost: FY15 Mid-Year Changes - Personnel | 446,899 | 3.50 |
| Increase Cost: FY16 Compensation Adjustment | 256,748 | 0.00 |
| Increase Cost: Retirement Adjustment | 49,502 | 0.00 |
| Increase Cost: Group Insurance Adjustment | 22,901 | 0.00 |
| Decrease Cost: Printing and Mail | -8,039 | 0.00 |
| Decrease Cost: Annualization of FY15 Personnel Costs | -78,145 | -0.35 |
| Decrease Cost: Decrease in Operating Expenses | -245,000 | 0.00 |
| FY16 RECOMMENDED: | 10,826,866 | 82.20 |

PROGRAM SUMMARY

| Program Name | FY15 Approved | | FY16 Recommended | |
|--------------------------|-------------------|--------------|-------------------|--------------|
| | Expenditures | FTEs | Expenditures | FTEs |
| Councilmember Offices | 4,975,345 | 46.45 | 5,132,221 | 47.60 |
| Council Staff Operations | 5,406,655 | 32.60 | 5,694,645 | 34.60 |
| Total | 10,382,000 | 79.05 | 10,826,866 | 82.20 |

CHARGES TO OTHER DEPARTMENTS

| Charged Department | Charged Fund | FY15 | | FY16 | |
|--------------------------------------------------|---------------------|----------------|-------------|----------------|-------------|
| | | Total\$ | FTEs | Total\$ | FTEs |
| COUNTY GENERAL FUND | | | | | |
| Cable Television | Cable Television | 179,358 | 1.30 | 485,476 | 4.30 |
| NDA - Legislative Branch Communications Outreach | County General Fund | 169,813 | 2.00 | 188,892 | 2.00 |
| Total | | 349,171 | 3.30 | 674,368 | 6.30 |

FUTURE FISCAL IMPACTS

| Title | (S000's) | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|---------------|---------------|---------------|---------------|
| | CE REC. FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
| This table is intended to present significant future fiscal impacts of the department's programs. | | | | | | |
| COUNTY GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| FY16 Recommended | 10,827 | 10,827 | 10,827 | 10,827 | 10,827 | 10,827 |
| No inflation or compensation change is included in outyear projections. | | | | | | |
| Labor Contracts | 0 | 30 | 30 | 30 | 30 | 30 |
| These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits. | | | | | | |
| Subtotal Expenditures | 10,827 | 10,856 | 10,856 | 10,856 | 10,856 | 10,856 |

Legislative Branch Communications Outreach

This NDA provides funds to strengthen the capacity of five Legislative Branch offices (the Council Office, the Office of Legislative Oversight, the Board of Appeals, the Office of Zoning and Administrative Hearings, and the Office of the Inspector General) to inform constituent communities of issues that directly affect them and to ensure that these communities' concerns are effectively taken into account. Communications efforts supported by this NDA include expanded outreach in Spanish and other languages, greater use of web and social media resources, Open Government initiatives, and improved management of constituent requests.

| <i>FY16 Recommended Changes</i> | Expenditures | FTEs |
|-------------------------------------------------------------|----------------|-------------|
| FY15 Approved | 483,000 | 2.00 |
| Increase Cost: Annualization of FY15 Personnel Costs | 9,251 | 0.00 |
| Increase Cost: Annualization of FY15 Compensation Increases | 828 | 0.00 |
| Decrease Cost: Operating Expenses | -8,079 | 0.00 |
| FY16 CE Recommended | 490,000 | 2.00 |