

GO COMMITTEE #7 & 8
May 2, 2016

Worksession

MEMORANDUM

April 28, 2016

TO: Government Operations and Fiscal Policy Committee
FROM: Stephen B. Farber, Council Administrator *SBF*
SUBJECT: FY17 Operating Budget: **Council Office and Legislative Branch Communications Outreach NDA**

Those expected for this worksession:

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

Council Office

The recommended FY17 budget for the Council Office is on ©1-3.

For FY17, the recommended total expenditures are \$11,098,372, up 2.51% from the FY16 approved budget. Personnel costs are 94.93% of the total; operating expenses are 5.07%. FTEs decrease by -0.10, or 0.1%.

	FY15 Actual	FY16 Approved	FY17 Recommended	% Change FY16-FY17
Expenditures (\$):				
General Fund	10,699,573	10,826,866	11,098,372	2.5%
TOTAL Expenditures	10,699,573	10,826,866	11,098,372	2.5%
Positions:				
Full-time	81	87	86	-1.1%
Part-time	6	5	5	0.0%
TOTAL Positions	87	92	91	-1.1%
FTE	79.1	82.2	82.1	-0.1%

The recommended increase is \$271,506. This increase comes from the following adjustments:

FY16 Mid-Year Changes - Personnel	\$ 192,101
FY17 Compensation Adjustment	\$ 121,312
Annualization of FY16 Personnel Costs	\$ 77,782
Group Insurance Adjustment	\$ 52,938
Printing and Mail Adjustment	\$ 1,399
Telecommunications NDA	\$ (32,500)
Retirement Adjustment	\$ (141,526)
TOTAL	\$ 271,506

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 reduction of 0.1 FTEs in FY17 results from changes in part-time schedules.

Legislative Branch Communications Outreach Non-Departmental Account

In 2012, at the Committee's initiative, the Council established this NDA. See the description and history on ©4-5 for the impressive results generated by the NDA. It was funded in the Cable Plan at \$580,000 in FY13, \$400,000 in FY14, \$488,000 in FY15, and \$490,000 in FY16. The FY17 recommended amount is \$490,000.

In FY17, the NDA will continue to support most of the elements outlined on ©5. 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.

While the proposed allocation of \$490,000 – the same level as in FY16 – is sufficient to fund most of the elements outlined on ©5, a further allocation of \$30,000 would help fund the remaining elements and any new initiatives developed for the Committee's review in June. The Committee can determine whether to place this further allocation on the FY17 operating budget reconciliation list.

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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 FY17 Operating Budget for the County Council is \$11,098,372, an increase of \$271,506 or 2.51 percent from the FY16 Approved Budget of \$10,826,866. Personnel Costs comprise 94.93 percent of the budget for 86 full-time position(s) and five part-time position(s), and a total of 82.10 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 5.07 percent of the FY17 budget.

Program Contacts

Contact Mary Jane Berry of the County Council at 240.777.7930 or Jennifer Nordin of the Office of Management and Budget at 240.777.2779 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.

FY17 Recommended Changes	Expenditures	FTEs
FY16 Approved	5,132,221	47.60
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	271,502	(0.10)
FY17 Recommended	5,403,723	47.50

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.

FY17 Recommended Changes	Expenditures	FTEs
FY16 Approved	5,694,645	34.60
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	4	0.00
FY17 Recommended	5,694,649	34.60

Budget Summary

	Actual FY15	Budget FY16	Estimate FY16	REC FY17	%Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	7,345,159	7,602,725	7,815,659	7,987,875	5.1 %
Employee Benefits	2,554,935	2,629,985	2,598,071	2,547,442	-3.1 %
County General Fund Personnel Costs	9,900,094	10,232,710	10,413,730	10,535,317	3.0 %
Operating Expenses	799,479	594,156	377,616	563,055	-5.2 %
County General Fund Expenditures	10,699,573	10,826,866	10,791,346	11,098,372	2.5 %
PERSONNEL					
Full-Time	81	87	87	86	-1.1 %
Part-Time	6	5	5	5	—
FTEs	79.05	82.20	82.20	82.10	-0.1 %
County General Fund Revenues	0	0	0	0	—

FY17 Recommended Changes

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY16 ORIGINAL APPROPRIATION	10,826,866	82.20
Other Adjustments (with no service impacts)		
Increase Cost: FY16 Mid-Year Action - Personnel	192,101	(0.10)
Increase Cost: FY17 Compensation Adjustment	121,312	0.00
Increase Cost: Annualization of FY16 Personnel Costs	77,782	0.00
Increase Cost: Group Insurance Adjustment	52,938	0.00
Increase Cost: Printing and Mail	1,399	0.00
Shift: Telecommunications to the Telecommunications Non-Departmental Account	(32,500)	0.00
Decrease Cost: Retirement Adjustment	(141,526)	0.00

	Expenditures	FTEs
FY17 RECOMMENDED	11,098,372	82.10

Program Summary

Program Name	FY16 APPR		FY17 REC	
	Expenditures	FTEs	Expenditures	FTEs
Councilmember Offices	5,132,221	47.60	5,403,723	47.50
Council Staff Operations	5,694,645	34.60	5,694,649	34.60
Total	10,826,866	82.20	11,098,372	82.10

Charges to Other Departments

Charged Department	Charged Fund	FY16		FY17	
		Total\$	FTEs	Total\$	FTEs
COUNTY GENERAL FUND					
NDA - Legislative Branch Communications Outreach	General Fund	188,892	2.00	196,177	2.00
Cable Television Communications Plan	Cable TV	485,476	4.30	498,341	4.30
Total		674,368	6.30	694,518	6.30

Future Fiscal Impacts

Title	CE RECOMMENDED (\$000s)					
	FY17	FY18	FY19	FY20	FY21	FY22
COUNTY GENERAL FUND						
EXPENDITURES						
FY17 Recommended	11,098	11,098	11,098	11,098	11,098	11,098
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	94	94	94	94	94
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	11,098	11,192	11,192	11,192	11,192	11,192

Legislative Branch Communications Outreach Non-Departmental Account

In 2012, at the initiative of the Government Operations and Fiscal Policy Committee, the Council established this NDA. See the description below. The NDA was funded in the Cable Plan at \$580,000 in FY13, \$400,000 in FY14, and \$488,000 in FY15, and \$490,000 in FY16. **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.

In 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 supported 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.

In FY16, in addition to all these elements, the NDA has supported the following initiatives:

1. Expansion of the weekly shows on Radio America from a half hour to an hour.
2. Support for Linea Directa, which produces five shows for Telemundo and CCM that are directly related to Montgomery County issues.
3. Support for a web design contractor to help our IT staff fully implement the vision of the 2014 TDI report on the Council's website, build interactive district/county maps, and develop a legislative information management system (LIMS) to offer public records online.
4. Support for translation and interpretation services needed for the Council's public hearings and other events.

Legislative Branch Communications Outreach NDA

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.

April 28, 2016