

**Worksession**

**MEMORANDUM**

April 10, 2009

TO: Management and Fiscal Policy Committee

FROM: Amanda M. Mihill, Legislative Analyst *A. Mihill*

SUBJECT: **Worksession:** Supplemental appropriation to the County Government's FY09 Operating Budget: Board of Elections – \$2,153,000 for Administration – Relocation Costs (Source: General Fund Undesignated Reserves)

On April 8, 2009, the County Executive transmitted to the Council a \$2,153,000 supplemental appropriation request to the Board of Elections (BOE) FY09 Operating Budget. The Council is scheduled to introduce the requested supplemental appropriation on April 14 at its morning session. A public hearing is tentatively scheduled for April 28.

In his transmittal memorandum, the Executive states that the appropriation will fund costs associated with the Board's relocation to a new facility in Gaithersburg. The Executive notes that these costs were identified at the time relocation was approved and funding was set aside for this purpose. These funds were assumed in the Executive's transmittal of the FY10 recommended budget. Board staff indicates that this supplemental is comprised of the following costs:

<b>Item</b>	<b>Amount</b>
Build-out	\$1,930,122
IT and Telecommunications	\$125,000
Fibernet	\$97,878
<b>Total</b>	<b>\$2,153,000</b>

This relocation project arises from the facility needs identified in the Board of Election's Strategic Facilities Plan, which the Committee has discussed on several different occasions. During the FY09 budget, the Committee recommended approval of the Lease NDA as it related to the Board's lease of a new facility and understood at that time that there would be costs associated with the build out of the new facility. Barring issues presented during the public hearing, **Council staff tentatively recommends approval of the supplemental appropriation.** A draft resolution approving the supplemental appropriation is attached at ©2-3.

This packet contains

Transmittal memorandum

Draft resolution

Request summary

Circle

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OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850

Isiah Leggett  
County Executive

MEMORANDUM

April 8, 2009

TO: Phil Andrews, President, County Council

FROM: Isiah Leggett, County Executive 

SUBJECT: Supplemental Appropriation #09-258 to the FY09 Operating Budget  
Montgomery County Government  
Montgomery County Board of Elections  
Administration – Relocation Costs, \$2,153,000

I am recommending a supplemental appropriation to the FY09 Operating Budget of the Montgomery County Board of Elections in the amount of \$2,153,000 for Administration - Relocation Costs. This appropriation will fund costs associated with their relocation to a new facility in Gaithersburg.

This increase is needed as a result of the Board of Elections' relocation to a new facility in Gaithersburg and covers the cost of build-out for the facility as well as IT, telecommunications, and fibernet costs. These costs were identified at the time relocation was approved and funding has been set aside for this purpose.

I recommend that the County Council approve this supplemental appropriation in the amount of \$2,153,000 and specify the source of funds as General Fund Undesignated Reserves. This supplemental appropriation will reduce the County General Fund Undesignated Reserve by \$2,153,000 and is consistent with the fund balance policy for tax supported reserves. Use of these funds was assumed in my March transmittal of the FY10 Recommended Budget.

I appreciate your prompt consideration of this action.

IL:bh

Attachment: Supplemental Appropriation #09-258

c: Margaret A. Jurgensen, Election Director, Board of Elections  
Joseph F. Beach, Director, Office of Management and Budget  
Kathleen Boucher, Assistant Chief Administrative Officer

Resolution No: \_\_\_\_\_

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

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By: Council President at the Request of the County Executive

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SUBJECT: Supplemental Appropriation #09-258 to the FY09 Operating Budget  
Montgomery County Government  
Montgomery County Board of Elections  
Administration – Relocation Costs, \$2,153,000

Background

1. Section 307 of the Montgomery County Charter provides that any supplemental appropriation shall be recommended by the County Executive who shall specify the source of funds to finance it. The Council shall hold a public hearing on each proposed supplemental appropriation after at least one week's notice. A supplemental appropriation that would comply with, avail the County of, or put into effect a grant or a Federal, State or County law or regulation, or one that is approved after January 1 of any fiscal year, requires an affirmative vote of five Councilmembers. A supplemental appropriation for any other purpose that is approved before January 1 of any fiscal year requires an affirmative vote of six Councilmembers. The Council may, in a single action, approve more than one supplemental appropriation. The Executive may disapprove or reduce a supplemental appropriation, and the Council may reapprove the appropriation, as if it were an item in the annual budget.
2. The County Executive has requested the following FY09 Operating Budget appropriation increases for the Montgomery County Board of Elections:

<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Capital Outlay</u>	<u>Total</u>	<u>Source of Funds</u>
	\$2,153,000		\$2,153,000	General Fund Undesignated Reserves

3. This increase is needed as a result of the Board of Elections' relocation to a new facility in Gaithersburg and covers the cost of build-out for the facility as well as IT, telecommunications, and fibernet costs. These costs were identified at the time relocation was approved and funding has been set aside for this purpose.
4. The County Executive recommends a supplemental appropriation to the FY09 Operating Budget in the amount of \$2,153,000 for the Board of Elections' Administration - Relocation Costs and specifies that the source of funds will be General Fund Undesignated Reserves.
5. Notice of public hearing was given, and a public hearing was held.

Action

The County Council for Montgomery County, Maryland, approves the following action:

A supplemental appropriation to the FY09 Operating Budget of the Montgomery County Board of Elections is approved as follows:

<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Capital Outlay</u>	<u>Total</u>	<u>Source of Funds</u>
	\$2,153,000		\$2,153,000	General Fund Undesignated Reserves

This is a correct copy of Council action.

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Linda M. Lauer, Clerk of the Council

**OPERATING BUDGET**

**SUPPLEMENTAL OR SPECIAL APPROPRIATION REQUEST SUMMARY**

1. Please fill in the following table:

Agency	Montgomery County Government
Department	Montgomery County Board of Elections
Fund (County Government only)	General
Fiscal year	2009
Supplemental or Special	Supplemental
Operating or Capital budget	Operating

2. What is the amount and source of funding?

Source of funding (Please list sources)	Amount
General Fund Undesignated Reserces	\$2,153,000
Total request	\$2,153,000

3. Is the request one-time or continuing? If continuing and funded by a grant, what will you do when the grant ends? One-time

4. Please provide a brief description, justification, expected outcomes, and how the outcomes will be measured.

This increase is needed as a result of the Board of Elections' relocation to a new facility in Gaithersburg and covers the cost of build-out for the facility as well as IT, telecommunications, and fibernet costs. These costs were identified at the time relocation was approved and funding has been set aside for this purpose.

5. Please explain why you did not request this during the annual budget process.

Relocation was not approved, nor was a site selected, during the annual budget process. When the relocation was approved; however, funds were set aside for this purpose.

6. For your agency, what is the current fiscal year budget for the relevant fund and what is the latest estimate? (do not fill out if the appropriation is funded entirely by a non-County grant)

Budget for current fiscal year for the relevant fund	
+ Supplemental/special appropriations already approved	
= Revised budget for current fiscal year	
Latest estimate of spending for current year	

7. County Government only: For your department or fund, whichever is applicable, what is the current fiscal year budget and what is the latest estimate? (do not fill out if the appropriation is funded entirely by a non-County grant)

Budget for current fiscal year for the department:	\$6,954,140
+ Supplemental/special appropriations already approved	0
= Revised budget for current fiscal year (includes transfers)	\$6,957,870
Latest estimate of spending for current year	\$7,949,970*

\* This does not include an estimated \$1,441,000 to conduct the two special elections in April and May.

## FY09 2ND QUARTERLY ANALYSIS

Department	Original	Latest	Estimate	Variance	% Change
	Budget (A)	Budget (B)	(2ndQA) (C)	to Budget (B-C)	to Budget (B-C)/(B)
<b>Tax Supported</b>					
<b>General Fund</b>					
Board of Appeals	619,300	620,440	601,230	19,210	3.1%
Board of Elections	6,954,140	6,957,870	7,949,970	(992,100)	-14.3%
Circuit Court	10,747,630	10,747,630	10,403,550	344,080	3.2%
Commission for Women	1,317,430	1,320,150	1,287,210	32,940	2.5%
Consumer Protection	2,708,490	2,663,420	2,594,710	68,710	2.6%
Correction and Rehabilitation	65,602,820	65,595,320	65,595,320	-	0.0%
County Attorney	5,680,860	5,660,490	5,481,280	179,210	3.2%
County Council	9,580,700	9,484,260	8,967,400	516,860	5.4%
County Executive	6,979,440	6,972,870	6,683,350	289,520	4.2%
Economic Development	8,048,580	8,026,370	7,843,710	182,660	2.3%
Emergency Management and Homeland Security	1,653,690	1,622,820	1,480,110	142,710	8.8%
Environmental Protection	4,401,540	4,333,270	4,118,910	214,360	4.9%
Ethics Commission	264,310	264,310	278,780	(14,470)	-5.5%
Finance	10,727,300	10,614,260	10,233,450	380,810	3.6%
General Services	28,321,280	28,431,490	27,723,460	708,030	2.5%
Health and Human Services	201,256,130	199,871,030	196,850,780	3,020,250	1.5%
Housing and Community Affairs	5,634,370	5,718,650	5,572,580	146,070	2.6%
Human Resources	9,522,970	9,444,010	9,032,200	411,810	4.4%
Human Rights	2,501,500	2,345,300	2,150,940	194,360	8.3%
Inspector General	700,720	701,850	684,330	17,520	2.5%
Intergovernmental Relations	882,770	882,770	860,700	22,070	2.5%
Legislative Oversight	1,370,300	1,374,250	1,314,620	59,630	4.3%
Management and Budget	4,067,640	4,045,910	3,848,920	196,990	4.9%
Merit System Protection Board	155,460	155,460	151,940	3,520	2.3%
Non-Departmental Accounts	115,528,850	121,622,170	112,939,860	8,682,310	7.1%
People's Counsel	250,170	250,170	250,170	-	0.0%
Police	240,313,050	239,746,010	238,366,170	1,379,840	0.6%
Public Information	1,308,720	1,311,220	1,311,220	-	0.0%
Public Libraries					
Administration, Outreach, and Support	3,769,380	3,774,660	3,604,150	170,510	4.5%
Library Services to the Public	27,639,510	26,586,460	26,068,600	517,860	1.9%
Collection Management	8,846,640	8,849,140	8,071,480	777,660	8.8%
Regional Services Centers	4,494,100	4,420,610	4,158,600	262,010	5.9%
Sheriff	20,533,520	20,522,420	20,628,300	(105,880)	-0.5%
State's Attorney	12,595,950	12,595,950	12,439,970	155,980	1.2%
Technology Services	33,711,050	33,546,390	32,427,540	1,118,850	3.3%
Transportation	48,747,030	47,831,840	46,680,070	1,151,770	2.4%
Utilities	25,866,880	25,866,880	25,739,990	126,890	0.5%
Zoning and Administrative Hearings	551,910	551,910	528,870	23,040	4.2%
<b>General Fund Total</b>	<b>933,856,130</b>	<b>935,330,030</b>	<b>914,924,440</b>	<b>20,405,590</b>	<b>2.2%</b>

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