



Staff: Marlene Michaelson, Executive Director
Purpose: To make preliminary decisions – straw vote expected
Keywords: Council Office Budget, FY21 Operating Budget

AGENDA ITEM #13
 May 7, 2020
Worksession

SUBJECT

FY21 Operating Budget for the County Council

EXPECTED ATTENDEES

Philip Weeda, OMB

EXECUTIVE RECOMMENDATION

FY21 Executive Recommendation	\$13,648,272	88.43 FTE
Increase (Decrease) from FY20	\$1,234,857 9.95%	3.25 FTE 3.8%

COUNCIL STAFF RECOMMENDATION – CONTINUITY OF SERVICES BUDGET

FY21 Council Staff Recommendation	\$12,627,534	87.43 FTE
Increase (Decrease) from FY20	\$214,119 1.7%	2.25 FTE 2.6%
Increase (Decrease) from CE FY21 Rec	(\$1,020,738) (7.5%)	(1.0) FTE (1.1%)

EXECUTIVE RECOMMENDED ITEMS NOT INCLUDED IN CONTINUITY OF SERVICES

- Recommended budget includes FY21 compensation adjustment of \$126,131. Compensation adjustments will be considered for all of County Government separately. The FY21 adjustment is not included in the Council Staff recommendation above. (Staff notes that Councilmember compensation increases are set by law and cannot be changed by the Council during its term of office.)
- Increase in contractual support in Councilmember offices - \$675,000.
- Increase in Central Staff Operating Expenses - \$115,000
- New Legislative Attorney Position - \$104,607. (Staff recommends that the Council reconsider this position as soon as the resource situation changes.)

CONTINUITY OF SERVICES FROM FY20

- Annualization of FY20 personnel costs; annualization of FY20 compensation adjustments; and annualization of FY20 MLS base pay
- A decrease in retirement cost as employees in the older retirement system retire and are replaced by new employees in less expensive retirement plans.
- Print and mail adjustments result in a small increase.
- Increase in consulting fees to reflect the contract initiated in FY20 for transportation planning and analysis.

- Activation of unfunded positions to reflect changes in Councilmember Office staffing and to enable staff to provide services required to respond to COVID-19 issues and implement recently-approved legislation (e.g., to staff the Police Advisory Commission).

PROPOSED REDUCTIONS DUE TO SOCIAL DISTANCING RESTRICTIONS

None

POTENTIAL ITEMS RELATED TO COVID-19

- While workload has increased significantly, staffing and resource needs are ongoing and not limited to COVID-19 issues.

This report contains:

Relevant section from the proposed FY21 Operating Budget

© 1-4

Alternative format requests for people with disabilities. If you need assistance accessing this report you may [submit alternative format requests](#) to the ADA Compliance Manager. The ADA Compliance Manager can also be reached at 240-777-6197 (TTY 240-777-6196) or at adacompliance@montgomerycountymd.gov



County Council

RECOMMENDED FY21 BUDGET

\$13,648,272

FULL TIME EQUIVALENTS

88.43

 **MARLENE MICHAELSON**, EXECUTIVE DIRECTOR

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 FY21 Operating Budget for the County Council is \$13,648,272, an increase of \$1,234,857 or 9.95 percent from the FY20 Approved Budget of \$12,413,415. Personnel Costs comprise 87.12 percent of the budget for 97 full-time position(s) and seven part-time position(s), and a total of 88.43 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 12.88 percent of the FY21 budget.

PROGRAM CONTACTS

Contact Sandra Marin of the County Council at 240.777.7930 or Philip Weeda of the Office of Management and Budget at 240.777.2780 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Council Staff Operations

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

FY21 Recommended Changes	Expenditures	FTEs
FY20 Approved	6,104,900	35.58
Enhance: Professional Contract Services	845,000	0.00
Enhance: Create Four New Positions	335,460	4.00
Enhance: Activate Unfunded Positions	289,985	3.60
Enhance: Operating Expenses	115,000	0.00
Increase Cost: Operating Expenses	19,441	0.00
Technical Adj: Headcount and Workforce Adjustment	0	(0.35)
Decrease Cost: Charge Personnel Costs to Legislative Branch Communications NDA	(230,853)	(3.00)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(1,028,020)	(1.20)
FY21 Recommended	6,450,913	38.63

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, conducts public hearings, and worksessions throughout the year. Each Councilmember serves on two of the following six Council Committees: Education and Culture; Health and Human Services; Government Operations and Fiscal Policy; Planning, Housing, and Economic Development; Public Safety; and Transportation 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.

FY21 Recommended Changes	Expenditures	FTEs
FY20 Approved	6,308,515	49.60
Increase Cost: Personnel Costs	91,710	0.00
Decrease Cost: Charge Personnel Costs to Legislative Branch Communications NDA	(94,591)	(1.00)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	891,725	1.20
FY21 Recommended	7,197,359	49.80

BUDGET SUMMARY

	Actual FY19	Budget FY20	Estimate FY20	Recommended FY21	%Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	8,530,987	8,877,838	8,913,914	9,251,843	4.2 %
Employee Benefits	2,595,433	2,759,825	2,759,825	2,637,870	-4.4 %
County General Fund Personnel Costs	11,126,420	11,637,663	11,673,739	11,889,713	2.2 %
Operating Expenses	750,524	775,752	775,752	1,758,559	126.7 %
County General Fund Expenditures	11,876,944	12,413,415	12,449,491	13,648,272	9.9 %
PERSONNEL					
Full-Time	88	92	92	97	5.4 %
Part-Time	5	4	4	7	75.0 %
FTEs	83.28	85.18	85.18	88.43	3.8 %
County General Fund Revenues	0	0	0	0	—

FY21 RECOMMENDED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
	FY20 ORIGINAL APPROPRIATION	12,413,415 85.18
<u>Changes (with service impacts)</u>		
Enhance: Professional Contract Services [Council Staff Operations]	845,000	0.00
Enhance: Create Four New Positions [Council Staff Operations]	335,460	4.00
Enhance: Activate Unfunded Positions [Council Staff Operations]	289,985	3.60
Enhance: Operating Expenses [Council Staff Operations]	115,000	0.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY21 Compensation Adjustment	126,131	0.00
Increase Cost: Annualization of FY20 Compensation Increases	109,653	0.00
Increase Cost: Personnel Costs [Councilmember Offices]	91,710	0.00
Increase Cost: Operating Expenses [Council Staff Operations]	19,441	0.00
Increase Cost: MLS Pay for Performance (Increase to Base Pay)	4,900	0.00

FY21 RECOMMENDED CHANGES

	Expenditures	FTEs
Increase Cost: Print and Mail Adjustment	3,366	0.00
Technical Adj: Headcount and Workforce Adjustment [Council Staff Operations]	0	(0.35)
Decrease Cost: Retirement Adjustment	(91,857)	0.00
Decrease Cost: Charge Personnel Costs to Legislative Branch Communications NDA [Councilmember Offices]	(94,591)	(1.00)
Decrease Cost: Charge Personnel Costs to Legislative Branch Communications NDA [Council Staff Operations]	(230,853)	(3.00)
Decrease Cost: Annualization of FY20 Personnel Costs	(288,488)	0.00
FY21 RECOMMENDED	13,648,272	88.43

PROGRAM SUMMARY

Program Name	FY20 APPR Expenditures	FY20 APPR FTEs	FY21 REC Expenditures	FY21 REC FTEs
Council Staff Operations	6,104,900	35.58	6,450,913	38.63
Councilmember Offices	6,308,515	49.60	7,197,359	49.80
Total	12,413,415	85.18	13,648,272	88.43

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY20 Total\$	FY20 FTEs	FY21 Total\$	FY21 FTEs
COUNTY GENERAL FUND					
NDA - Legislative Branch Communications Outreach	General Fund	328,421	3.00	678,173	7.00
Cable Television Communications Plan	Cable TV	636,775	5.00	663,125	5.00
Total		965,196	8.00	1,341,298	12.00

FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY21	FY22	FY23	FY24	FY25	FY26
COUNTY GENERAL FUND						
EXPENDITURES						
FY21 Recommended	13,648	13,648	13,648	13,648	13,648	13,648
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	65	65	65	65	65
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	13,648	13,713	13,713	13,713	13,713	13,713