

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PROPOSED ANNUAL BUDGET FISCAL YEAR 2017



MONTGOMERY COUNTY

The Maryland-National Capital Park and Planning
Commission

www.mncppc.org

Proposed Annual Budget
Fiscal Year 2017

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For the Fiscal Year Beginning

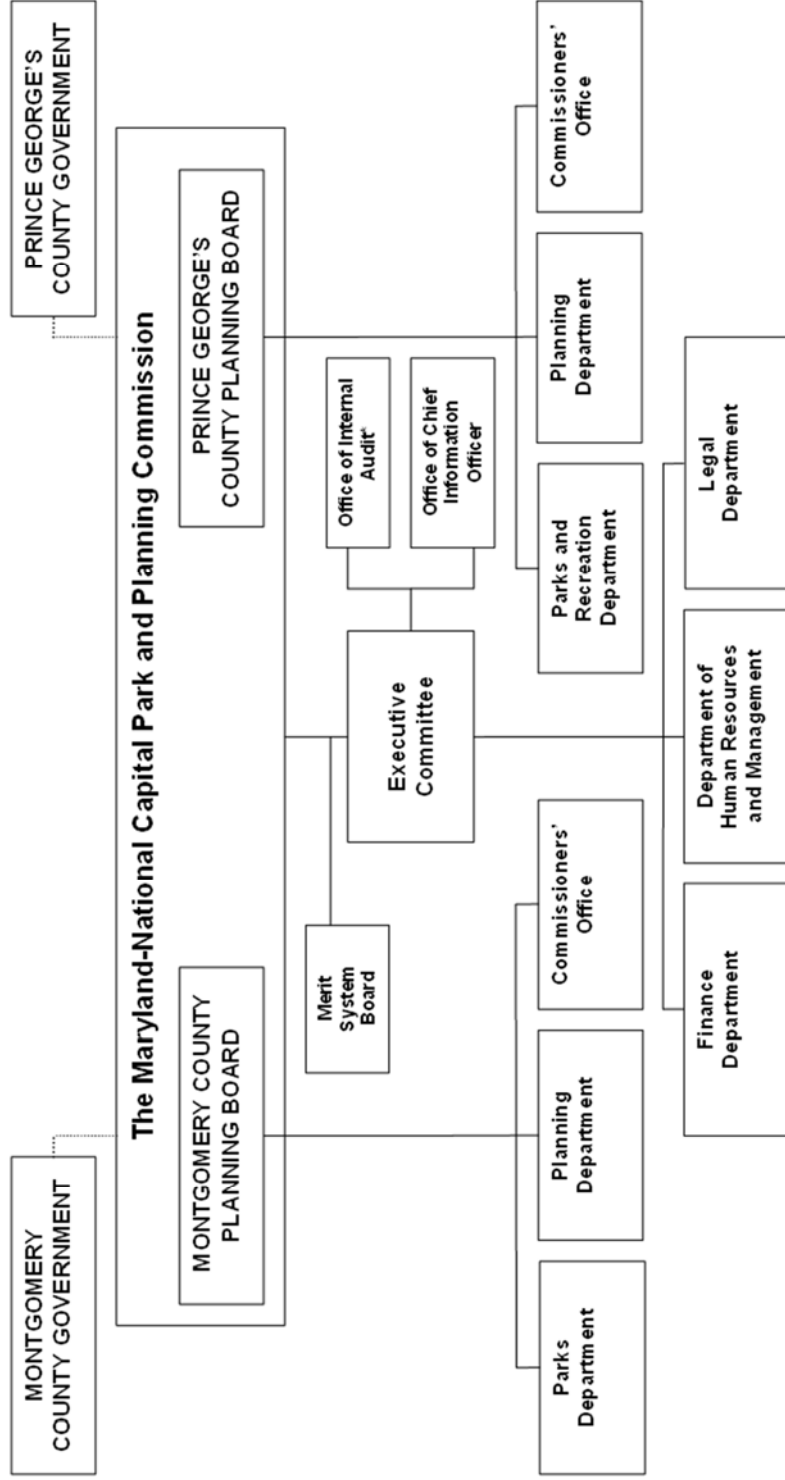
July 1, 2015

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Parks and Planning Commission for its annual budget for the fiscal year beginning July 1, 2015. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



*Office of Internal Audit reports to Chair and Vice Chair of the Commission and the Audit Committee

**The Maryland-National Capital Park and Planning Commission
Proposed Annual Budget Fiscal Year 2017
Montgomery County**

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MONTGOMERY COUNTY PLANNING BOARD
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

OFFICE OF THE CHAIR

January 11, 2016

The Honorable Isiah Leggett
Montgomery County Executive
Executive Office Building
101 Monroe Street
Rockville, MD 20850

The Honorable Nancy Floreen
President, Montgomery County Council
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, MD 20850

Dear Mr. Leggett and Ms. Floreen:

Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland, the Montgomery County Planning Board is pleased to transmit the FY17 Proposed Budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County. This document contains the comprehensive budget presented at the budget appropriate levels of department and division, including lists of the programs and services provided by each division.

As the current fiscal year began, the Commission adopted a savings plan as requested by the County. Consequently, the proposed FY17 budget was developed with the County's fiscal challenges in mind. After the proposed budget had been completed and was submitted for Commission approval, we became aware of additional direction provided to the County's internal departments and agencies. Our budget development and submission calendar did not allow for consideration of this information, and, therefore, this document is submitted as proposed.

Although we have proposed increases where needed to address critical needs, we fully understand the ongoing economic challenges and will work with the Council and Executive to incorporate adjustments as needed.

On-going Service Provision

The Commission's primary mission remains unchanged: providing clean and safe parks, and delivering a timely, comprehensive development review program, key master plans, and other critical planning programs which drive economic development. In this regard, in addition to being the recipient of numerous planning awards, I would like to call particular attention to the recognition received this past fall. We were awarded the National Gold Medal Award for excellence in Parks and Recreation Management. This is the sixth time we have been so recognized by the American Academy for Park and Recreation Administration in partnership with the National Recreation and Park Association.

Cognizant of the limited resources available, we will continue to work with the County to reach an appropriate balance with service delivery demands. The FY17 Proposed Budget focuses on maintaining service levels, responding to federal/state/local mandates, and addressing a limited number of critical needs. The FY17 Proposed Budget includes increases related to necessary planning studies, legislative mandates (which include a phased in increase of the minimum wage), and operating costs of new parks.

The FY17 proposed tax-supported operating budget is \$129.1 million. This is \$3.3 million more than the FY16 adopted budget, a 2.6 percent change, reflecting the critical needs requests. The total proposed budget, including Enterprise operations, Property Management, Park Debt Service and Special Revenue funds, is \$151.6 million, an increase of \$4.5 million or 3.1 percent from the FY16 adopted budget.

**Summary of FY17 Proposed Operating Budget Expenditures
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)**

	FY16 Adopted	FY17 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 30,723,597	\$ 30,479,202	\$ (244,395)	-0.8%
Park (2)	93,308,887	96,792,494	3,483,607	3.7%
ALA Debt	1,786,700	1,871,600	84,900	4.8%
Subtotal Tax Supported	125,819,184	129,143,296	3,324,112	2.6%
Enterprise (3)	9,431,262	10,012,147	580,885	6.2%
Property Management	1,126,800	1,319,000	192,200	17.1%
Special Revenue	5,656,827	5,751,622	94,795	1.7%
Park Debt	5,059,085	5,371,969	312,884	6.2%
Total Montgomery	\$ 147,093,158	\$ 151,598,034	\$ 4,504,876	3.1%

(1) Includes transfer to Special Revenue Fund

(2) Includes transfer to Park Debt Service and Capital Projects

(3) Includes transfer to Capital Projects

Fiscal challenges remain, however, at all levels of government, including the Commission. For FY17, assessable base is projected to grow at a rate of about 4.8 percent. The Economic and Revenue Update from the Montgomery County Department of Finance released in December 2015 shows a drop in unemployment from 4.4 percent in September 2014 to 4.0 percent in September 2015, a significant increase in resident employment, an estimated 4.4 percent increase in wage and salary income for 2015, up from 3.6 percent in 2014, and a 10.6 percent increase in existing home sales after declining 4.2 percent in 2014. These positive indicators are welcome after the declines experienced in recent years, but at the same time do not mean that the Commission is relieved of fiscal stress. Costs continue to grow at higher rates than the revenues that support them. Secondly, National Pollutant Discharge Elimination System (NPDES) mandates and Operating Budget Impact (OBI) from previously approved CIP projects impact the base budget. Maintenance needs are more expensive to address the longer they are deferred. With property tax revenue making up more than 94 percent of operating revenues, growth, although modest, means the Commission must manage its resources carefully to sustain a stable financial position.

The following table begins with our FY16 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 2.6 percent.

M-NCPPC
Summary of FY17 Proposed Budget Major Changes
Montgomery County General Fund Accounts
Administration and Park Funds (excludes property management and reserves)

	<u>Budget Amount</u>	<u>% Change</u>
FY 16 Adopted Budget	\$ 124,032,484	
<i>FY17 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
OPEB Paygo	(62,222)	
OPEB Prefunding	38,187	
Health Insurance	168,221	
Pension (ERS)	(2,850,662)	
Employee Compensation Marker	1,556,247	
Subtotal Major Personnel Changes	(1,150,229)	-0.9%
<u>Major Non-Personnel Cost Changes</u>		
Debt Service	312,884	
Transfer to Development Review	500,000	
Transfer from Admin Fund to Park Fund	(700,000)	
Park- NPDES	77,631	
OBI	984,617	
Investment in Critical Needs	3,027,484	
Operating Major Known Commitments	186,825	
Subtotal FY17 Major NonPersonnel Changes	4,389,441	3.5%
Total Dollar Change for Major Changes	3,239,212	2.6%
TOTAL FY17 Proposed Budget	\$ 127,271,696	2.6%

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY17 that includes increases for major known commitments and investments in critical needs, and seeks to continue to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY17:

- Medical insurance and benefit costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- A dollar marker to adjust employee compensation.

In past years, the Commission has taken a number of difficult steps to reduce costs in order to enable delivery of services. These steps included renegotiating union contracts, keeping wages flat

from FY11 through FY13, implementing retirement incentive plans, and redesigning medical and pension plans while continuing to ask our employees to share more of the cost.

As shown in the following table, personnel expenses actually reflect a decrease of \$1.15 million, due entirely to reduced cost for our pension plan.

The compensation marker represents the largest cost increase, which is more than offset by reduced costs for pension, and for retiree health benefits, otherwise known as Other Post Employment Benefits (OPEB).

The net change for total OPEB costs is \$24,035, a decrease of 0.4 percent. Total OPEB funding is \$6.46 million. OPEB is shown in Non-Departmental accounts in individual funds rather than being allocated to each department.

FY17 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Montgomery County Administration Fund and Park Fund					
		FY16	FY17	\$	%
		Adopted	Proposed	Change	Change
OPEB					
	OPEB Prefunding	\$ 1,789,414	\$ 1,827,601	\$ 38,187	2.1%
	OPEB Paygo	4,698,767	4,636,545	(62,222)	-1.3%
	Subtotal OPEB	6,488,181	6,464,146	(24,035)	-0.4%
Pension (ERS)					
	Pension (ERS)	11,149,140	8,298,478	(2,850,662)	-25.6%
Health and Benefits(1)					
	Employee Health Benefits	13,363,974	13,532,195	168,221	1.3%
	Subtotal Personnel Costs	\$ 31,001,295	\$ 28,294,819	\$ (2,706,476)	-8.7%
Employee Compensation					
	Marker for Changes to Employee Comp.	-	1,556,247	1,556,247	
	Total Major Personnel Costs			\$ (1,150,229)	

(1) Health and Benefits includes medical insurances (health, dental, vision, prescription), long-term disability, accidental death and dismemberment, and life insurance.

Note: The year over year difference in pension and health insurance cost is based on total cost and may exclude a reduction of that cost by salary lapse.

As determined by the actuary, pension costs will decrease by 25.6 percent in FY17, representing a savings of \$2.85 million from the FY16 budget. Health benefit costs are projected to increase by 1.3 percent, resulting in a minor cost increase of \$168,221 from the FY16 Budget.

As for employee compensation, the budget includes a dollar marker of \$1.56 million. This marker includes the funds necessary to implement the 2nd year of our agreement with MCGEO (and, by extension, non-represented employees), which calls for a one-half merit increase and a 1.75 percent COLA on September 1st. We have a wage reopener with the FOP; the results of which will be presented for approval at the Joint County Council Meeting in May 2016.

Investing to Meet Critical Equipment, Maintenance, and Essential Service Needs

Included in the funding levels of the Administration Fund and Park Fund is a funding request of approximately \$3.0 million to address critical maintenance, equipment, and essential service needs. Each department's budget sections provide detailed information on how this increased investment is proposed to be used. The following is a summary of the requests by department.

Fund	Department	Essential Needs Investment Amount
Administration	Planning	\$ 1,130,203
Administration	Commissioners' Office	-
Administration	DHRM	21,880
Administration	Legal	-
Administration	Finance	-
Administration	Internal Audit	-
Park	Parks	1,875,401
Total		\$ 3,027,484

Summary of FY17 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY17 proposed budget to the FY16 adopted budget for the General Fund. Specific changes in each of the departments are explained in full detail in the Department sections of the Budget Book.

M-NCPPC Summary of FY17 Proposed Budget General Fund Accounts By Fund by Department (excludes reserves)				
	FY16 Adopted	FY17 Proposed	\$ Change	% Change
Montgomery				
Administration Fund				
Commissioners' Office	\$ 1,277,509	\$ 1,171,932	\$ (105,577)	-8.3%
Planning Department Operating	19,344,792	19,272,712	(72,080)	-0.4%
CAS	7,549,813	7,433,164	(116,650)	-1.5%
Transfer to Development Review	-	500,000	500,000	-
Transfer to Park	700,000	-	(700,000)	-100.0%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	1,701,483	1,951,394	249,911	14.7%
Subtotal Admin Fund	30,723,597	30,479,202	(244,396)	-0.8%
Park Fund				
Park Department Operating	82,162,256	84,563,626	2,401,370	2.9%
Transfer to Debt Service	5,059,085	5,371,969	312,884	6.2%
Transfer to Capital Projects	350,000	350,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	5,337,546	6,106,899	769,353	14.4%
Subtotal Park Operating	93,308,887	96,792,494	3,483,607	3.7%
Montgomery Operating Subtotal	124,032,484	127,271,696	3,239,212	2.6%
Property Management	1,126,800	1,319,000	192,200	17.1%
Montgomery General Fund Total	\$ 125,159,284	\$ 128,590,696	\$ 3,431,412	2.7%

(1) Non-Departmental for FY16 Adopted includes OPEB prefunding and OPEB paygo. For FY17 Non-Departmental includes OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

PROGRAM HIGHLIGHTS

We are committed to a FY17 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in each Department's section of the Budget Book.

Parks Department

The Department of Parks will focus on delivering core services to properly operate, maintain and protect our park system.

The Commission continues to develop and maintain one of the largest and most diverse park systems in the nation with over 37,000 acres in 417 parks. Montgomery Parks has balanced the dual roles of providing developed parkland for active and passive recreational opportunities that promote healthy, active life styles, and serving as stewards and interpreters of Montgomery County's natural and cultural resources by conserving parkland. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn and grow. Proximity to parks has been shown to increase property values.

Montgomery Parks seeks to provide quality recreational and educational opportunities through its operation, construction, development, and maintenance of a wide variety of facilities to meet the varied needs and interests of the County's residents. Montgomery Parks' Vision 2030 plan, prepared together with the County's Department of Recreation, is a comprehensive planning effort to develop long range plans and serves as a guide for future park development and resource protection to better address changing needs and growth forecasts through 2030.

The Department's FY17 budget includes increases for:

- Compensation adjustments;
- Unfunded Operating Budget Obligations, including Operating Budget Impacts from Capital Improvement Projects;
- Known operating commitments;
- Debt service on general obligation park bonds, on capital equipment, and on Commission-wide information technology initiatives; and
- National Pollutant Discharge Elimination System (NPDES) mandates.

In addition, the FY17 budget includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the needs of the future that focus on the top priorities of the Department such as:

- Improving public safety, including body cameras for sworn park police officers, as well as the installation and maintenance of facility security cameras;
- Growing our urban parks program and maintaining our ballfields;
- Expanding Pesticide Management, as required by recent legislation;
- Identifying and implementing cost savings measures department-wide; and
- Expanding our Native Plant program.

Together, we have created a highly popular, valued, and nationally-recognized park system. Our entire team remains committed to honoring our core vision to provide "...an enjoyable, accessible, safe, and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves." We will continue to aggressively seek new funding opportunities and to improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with our stakeholders and within our communities.

The FY17 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

Planning Department

The Planning Department continues to deliver its core services to improve the quality of life in Montgomery County by conserving and enhancing both natural and man-made environments for current and future generations. Central to this role, the Department develops master plans, reviews development applications, and researches, analyzes and presents information to the community and public officials to aid in planning for Montgomery County's future.

In addition to the FY17 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

Improve Economic Analysis Capabilities

- Economic Research and Analysis Position
- On-Call Economic Services
- Real Estate Development Process Training

Support Master Plan Work Program

- Multi-modal Transportation Analysis for Montgomery Hills/Forest Glen Sector Plan
- Retail and Economic Study for Montgomery Hills/Forest Glen Sector Plan
- Consulting Funding for Silver Spring Streetscape
- Consulting funding for Retail Study in South Silver Spring
- Consulting funding for Design Studies for Veirs Mill Corridor Small Area Plan
- Consulting assistance for Corridor Study for MD355 from Gaithersburg to COMSAT
- Partnership with University of Maryland for assistance with the Bikeways Plan Update
- Bicycle Plan Implementation Activities

Improve Planning Tools

- Partnership with University of Maryland for Master Plan Reality Check
- Study of Employment Trends: Emerging Industries; Future Job Types; Future Workplaces; Design and Planning Implications
- Exploration of new transportation modeling tools
- Regional Transportation Model Network Development/Management
- Placemaking Initiatives
- Design Excellence Initiative and Award Ceremony

Central Administrative Services (CAS)

For FY17, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Restoration of funding for one frozen position to respond to significant increased demand for background checks and employment reviews within the Recruitment Office.
- Continuing implementation of functionality in Enterprise Resource Planning (ERP) system and upgrading to the latest version.
- Responding to significant need to update agency policies.
- Implementing critical workforce development training.

Commissioners' Office

The role of the Commissioners' Office staff is to support the Chair and Planning Board in the performance of their official duties, serve as the point of contact for meeting related issues, and coordinate prompt responses to issues and inquiries from agencies and the general public. This also includes preparing and web posting the Board's meeting agenda; producing and preserving records of official Board proceedings; managing correspondence between the Board and other agencies and the public; and assisting with the maintenance of the electronic database of over 1,900 homeowner associations, civic groups, and community association contacts.

In addition to known operating commitments, the FY17 Proposed Budget reflects the staffing restructuring that took place mid-FY16.

Capital Budget

In addition to the operating budget, this transmittal also includes the Capital Budget (the first year of the six year Capital Improvements Program). Highlights of this budget can be found within the Department of Parks detail pages.

TAX RATES AND LONG-TERM FISCAL SUSTAINABILITY

In addition to meeting the immediate FY17 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise more than 95 percent of operating revenue in the tax-supported funds. The FY17 Proposed Budget assumes no change in the real and personal property tax rates for the Administration Fund, the Park Fund and the Advance Land Acquisition Fund from the FY16 Adopted Budget. At this level, the total tax rate is still below what it was in FY06.

The FY17 Proposed Budget maintains a total tax rate for property tax supported funds of 7.42 cents real property and 18.55 cents personal property. The breakdown by fund is as follows:

- Administration Fund: 1.80 cents real and 4.50 cents personal;
- Park Fund: 5.52 cents real and 13.80 cents personal; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.25 cents personal.

At these tax rates, the Commission will have sufficient property tax revenues to meet the FY17 proposed expenditures and reserve requirements for the Administration and Park Funds.

MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)												
FUNDS	ACTUAL FY06	ACTUAL FY07	ACTUAL FY08	ACTUAL FY09	ACTUAL FY10	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	ACTUAL FY14	ACTUAL FY15	ADOPTED FY16	PROPOSED FY17
Administration Fund												
Real	2.2	2.0	1.9	1.9	1.8	1.5	1.7	1.8	1.8	1.7	1.8	1.8
Personal	5.5	5.0	4.7	4.7	4.5	3.8	4.3	4.5	4.5	4.25	4.5	4.5
Park Fund												
Real	6.1	5.7	5.8	5.3	5.0	4.5	4.8	5.4	5.3	5.6	5.52	5.52
Personal	15.3	14.3	14.5	13.2	12.5	11.2	12.0	13.5	13.25	14.0	13.8	13.8
Advance Land Acquisition Fund												
Real	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Personal	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.25	0.25	0.25	0.25
Total Tax Rates (Cents)												
Real	8.4	7.8	7.8	7.3	6.9	6.1	6.6	7.3	7.2	7.4	7.42	7.42
Personal	21.1	19.6	19.5	18.2	17.3	15.3	16.6	18.3	18.0	18.5	18.55	18.55

CONCLUSION

The Proposed 2017 Budget is respectfully submitted for your consideration. In this document, we are proposing a budget that not only moves us forward incrementally, but allows us to address several critical needs and previously scaled back parks maintenance. We continue to explore potential collaborative efforts across departments and counties in our effort to provide efficient, effective quality service, while maintaining our fiscal responsibility and commitment to the community we serve.

We continue to strive to find new ways to save taxpayer dollars while providing quality service and achieving progress in our many areas of focus. We look forward to working with you and your staffs on this budget. Working together, we will do everything in our power to ensure that taxpayer dollars are invested wisely in our collective future.

Respectfully Submitted,



Casey Anderson
 Chair

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Montgomery County Overview

One
Commission

- **A Leader in Managing Public Resources and Delivering Quality Customer-Focused Services**
-
-

Mission

- **Manage physical growth and plan communities**
 - **Protect and steward natural, cultural and historic resources**
 - **Provide leisure and recreational experiences**
-
-

Strategic
Focus

- **Mission-driven Core Services:** Delivery of quality, high performance programs and services directly related to the statutory mandates of the Land Use Article.
 - **Revenue Diversification:** Outreach for additional funding sources such as public/private partnerships and grants to diversify revenue sources and reduce reliance on the property taxes as a source of funds; development of fee structure for services and programs with an overall goal of covering cost but also recognizing equity and ability to pay realities; encouraging active volunteer participation to augment programs, services and service delivery.
 - **Customer Focused Programs:** Maintain on-going communication with users, key stakeholders and funders to determine needs, service performance and receive feedback. Use this information to help develop programs, facilities and services.
 - **Management and Employee Accountability:** Establish clear lines of accountability at all levels of the Commission that customers are a priority, innovation is promoted, service capacities are continuously developing and productivity is constantly improving.
 - **Contemporary Technologies:** Facilitate programs and services by advanced information technologies improving the flow of information and access to services by customers and stakeholders.
 - **Prioritized Capital Improvement Program:** Manage and direct the Commission's capital program in a method that permits the operating budget to absorb the impact of implementing new programs, facilities and services.
 - **Performance Measurement: Promote greater** efficiency, increase fiscal responsibility and meet customer and stakeholder expectation through a performance measurement system that reports and produces information to plan, monitor, evaluate, and adjust programs and services.
-
-



Montgomery County Overview - Budget Guide

BUDGET GUIDE

The Commission generates two budget documents annually – one for Montgomery County and one for Prince George’s County. Each budget document contains detailed information on the proposed operating budget and summary information on the Commission’s proposed capital budget and capital improvement program (CIP).

The Commission’s budget is adopted and managed by Fund, Department, and Division. Accordingly, the Budget Book is primarily organized by fund, department and division to clearly and consistently show the planned use of resources in a standard layout across the multiple service areas in Montgomery County, Prince George’s County, and Central Administrative Services.

BUDGET STRUCTURE AND CONTENT

The Budget Book can be read in an unfolding manner with each section first providing higher level information followed by the supporting and more detailed information. The **Overview, Fiscal and Budget Summary Schedules** sections of the Book are intended to provide the reader “the big picture” of the Commission and information on the budget as a fiscal plan. The **Department Budget Pages** are intended to present the budget as an operations and policy guide and provide the reader more targeted information about specific departments, the services they provide, and the resources needed to deliver services.

The Budget Book begins with a **Transmittal Letter** from the Planning Board Chair to the County Executive and Council Chair. The letter provides background information, summarizes the budget request, and highlights pressing issues. It establishes the framework and context under which each department’s budget should be considered.

This section is followed by the **Overview Section**, which is made up of four subsections:

- Budget Guide
- Background and Policies
- Budget Issues
- Fiscal and Budget Summary Schedules

The **Budget Guide** introduces the structure and content of the budget book, explains the basis of accounting and budgeting, and also provides a brief description of the budgetary process and timeline.

Background and Policies provide the following information:

- Historic, geographic, and demographic information on the County.
- Discussion of how the Commission defines and serves its customers.
- The Commission’s fiscal policies and fund structure.
- The Commission’s process for preparing long-range fiscal projections.
- The Commission’s performance measurement initiatives.

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY17 budget and the Commission’s long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget’s development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



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The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide the reader summary level information about the budget as a fiscal plan for the coming year. Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2017 are included:

- Commission Summary of FY17 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY15 and Budgeted Use of Fund Balance/Net Position for FY16 and FY17;
- Montgomery County FY17 Proposed Budget Summary by Fund Summary by Department by Division;
- Montgomery County FY17 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$155,898,569;
- Montgomery County FY17 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$155,229,534;
- Montgomery County FY17 Proposed Budget Expenditure Summary by Major Object;
- Montgomery County FY17 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$155,229,534;
- Montgomery County Budget Presentation in County Council Resolution Format and Groupings;
- Montgomery County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Ending Fund Balance General Fund Accounts FY08 Actual to FY17 Proposed;
- Montgomery County Revenues and Expenditures General Fund Accounts FY08 Actual to FY17 Proposed;
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object;
- Montgomery County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Property Management Subfund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position;
- Montgomery County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;



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- Montgomery County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Commission-wide CIO and IT Initiatives Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Commission-wide Executive Office Building Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Commission-wide Group Health Insurance Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Tax Rates and Assessable Base;
- Montgomery County Positions/Workyears Summary by Fund

Department Budget Section

This section of the Budget Book provides specific information about each department and division to help the reader understand the budget as an operations guide and policy guide.

The Department sections are comprised of:

- The Commissioners' Office
- Central Administrative Services (CAS):
 - Department of Human Resources and Management
 - Department of Finance
 - Legal Department
 - Office of Internal Audit
 - Merit System Board
 - CAS Support Services
- Planning Department
- Department of Parks

To the extent possible, departments are grouped by Fund. In Montgomery County, for example, the three component units of the Administration Fund – the Commissioners' Office, CAS and the Planning Department are presented first. The Department of Parks section includes the Park Fund, Enterprise Fund and Property Management subfund, a brief discussion of the capital improvement program and the Capital Projects Fund.

Department budget sections are organized at two levels: department summary level and division detail level. The same basic budget information is reported for both levels. The department level is intended to provide the reader a high level overview of what services the department provides and the budget for those services. The division level reports the same information types, but focuses on the services provided by just that division. Not all departments have division level budgets. The basic information included in each level is outlined below.

- An **Organization Chart** that illustrates the structure of the department or division;
- An **Overview**, department or division as is appropriate, that describes the department or division, how it is organized and how it serves its customers.
- A **Mission** or purpose statement;
- A list of the **Services and Programs Provided** and, where appropriate, a description;
- **Accomplishments** attained during the prior fiscal year and fiscal year to date;
- **Goals and Performance Measures**, actual and planned, for the budget year. This information is provided in multiple formats including narrative description, tables, and charts;



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- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY17 Proposed Budget**. This section points out significant changes in the budget and any additional information to help the reader understand major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide the reader a better understanding about a significant aspect of department operations. For example, the Planning Department's pages will include information about the planning work program.
- The last section for each department's budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

Other Funds

The Budget Book also provides information on funds that are not included in the department section of the Proposed Budget Book. These are referred to as Other Funds and include the following:

- **Special Revenue Funds**
- **Advance Land Acquisition (ALA) Funds**
 - ALA Debt Fund
 - ALA Revolving Fund
- **Park Debt Service Fund**
- **Internal Service Funds**
 - Risk Management Fund
 - Capital Equipment Fund
 - Commission-wide CIO & IT Initiatives Fund
 - Commission-wide Executive Office Building Fund
 - Commission-wide Group Insurance Fund

There is an executive overview for each of the Other Funds explaining its structure and purpose, a budget overview identifying relevant information on the proposed budget, a summary table of revenues, expenditures, positions and workyears, and proposed budget year major changes, if any. The Special Revenue Fund also provides information by specific program.

This Other Funds Section can be found towards the end of the budget document.



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Capital Improvement Program

Summary information regarding the CIP is provided in the operating budget books. In the Montgomery County document, the capital budget section includes a brief overview and highlights. The Capital Projects Fund, representing the capital budget, or first year of the CIP, is included in this section. The Commission does not publish a separate document for the Capital Budget and CIP. Readers interested in project description detail for individual projects should consult the capital budget documents prepared by the respective County governments. They are generally published by March 15th by both the Montgomery and Prince George's County governments.

Appendices

The final section of the Budget Book provides a glossary of relevant budget terms, other information helpful to understand and interpret the budget, as well as selected historical data and position pay schedule information.

BUDGETARY BASIS

Basis of Accounting

The General, Debt Service, Special Revenue, and Capital Projects Funds are maintained on the current financial resources measurement focus and the modified accrual basis of accounting under Generally Accepted Accounting Principles (GAAP). Revenues and expenditures are recorded in the accounting period in which they become both available and measurable. Tax revenues which are recognized when they have been levied are due on or before June of each year, and collection is expected within 60 days thereafter. All other revenue sources are recorded on the accrual basis of accounting. Expenditures are generally recorded as the liabilities are incurred. The exception to the rule is that principal and interest on general long-term debt are considered expenditures when due. All proprietary funds (Enterprise and Internal Service) are maintained on the accrual basis of accounting under which revenues are recorded when earned and expenses are recorded when incurred.

Basis of Budgeting

The Commission maintains budgetary controls to ensure compliance with legal provisions embodied in the annual budget approved by the Montgomery and Prince George's County governments, and in the Land Use Article of the Annotated Code of Maryland. Formal budgetary integration is employed as a management control device for the General Fund, the Special Revenue Funds, the Debt Service Fund, and the Capital Projects Fund. The budget for the General Fund is adopted on a basis consistent with GAAP except that encumbrances are treated as expenditures within the current fiscal year and inventories are treated as expenditures when purchased.

The Commission is authorized to transfer budget appropriations of up to 10 percent for each account, project, department or function as defined in the approved budget, but may not alter total expenditure authority without approval of the respective County Council through a budget amendment. Budgets may be amended by Resolution by the respective County Council on its initiative, or at the request of the Commission, and only after receipt of recommendations from the County Executive and public hearings.

The Commission's expenditures may not exceed the total approved budget for its General Fund and Special Revenue Funds without prior approval. Unencumbered expenditure authority for the General Fund, Special Revenue Funds, and the Debt Service Fund lapses at the end of the fiscal year and is rolled into the next year's fund balance. Capital project appropriations do not lapse until the project is completed.



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The budget plan for the proprietary funds serves as a guide to the Commission and is not a legally binding limitation. Facilities in the Enterprise Funds must be able to respond to consumer demand; the Commission's enabling legislation does not require strict expenditure limitation, but requires that increasing expenditures are offset by increasing revenues. For example, if increased participation in ice rinks generates more revenue, additional maintenance expenditures may be permitted to support greater attendance.

BUDGET PROCESS

Budget development at the Commission is a collaborative, iterative effort that uses input from many sources. The process involves citizens, agency staff, and appointed and elected officials. The Corporate Budget Office of the Department of Human Resources and Management in Central Administrative Services coordinates the preparation, development, and monitoring of the operating budget in a cooperative and collaborative relationship with department management and budget staff.

Planning for the proposed budget begins in July. The Corporate Budget Office develops preliminary six-year projections including revenue projections for the next fiscal year after incorporating input from the Counties (Finance Department in Montgomery and Office of Management and Budget in Prince George's) and individual departments. Preliminary salary and benefits projections by position are prepared and distributed to each department. Budget guidelines, including major budget assumptions and other budget development information are then prepared and disseminated to each department. In autumn, a rigorous review period is conducted by the respective Planning Boards. The Boards review, modify, and approve each department's budget proposal typically by early December. At its December meeting, the Commission approves the proposed operating budget of the Commission for transmittal to the respective approving bodies.

On or before January 15, the Commission submits to the County Executive and County Council of each County the proposed annual operating budget for the respective accounts of the General Fund, Special Revenue Funds, and the Debt Service Fund and a budget plan for the respective Enterprise and Internal Service Funds. The budget of the Capital Projects Fund and six-year expenditure plan are submitted prior to November 1, every other year in Montgomery County as a biennial process. In Prince George's County the Capital Projects Fund and six-year expenditure plan are submitted by January 15. These budgets and plans include the means of financing them.

By March 1, the County Executive transmits the budget, with recommendations, to the County Council. The County Council and County budget staff review the budget and conduct at least one public hearing on the operating and capital budgets and plans. State law requires final adoption prior to the beginning of the new fiscal year on July 1.

The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



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Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2015
• Budget Overview with Planning Board	September to November 2015
• Staff Develops Budget	September to November 2015
• Planning Board Work Sessions	September to December 2015
• Commission Approves Proposed Budget	December 16, 2015
• Staff Produce Proposed Budget Book	December 2015 to January 2016
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2016
• County Executive Makes Recommendations	January 15 to March 1, 2016
• County Council Holds Public Hearings	April 2016
• County Council Reviews Budget	April 2016
• County Councils Meet Jointly	May 2016
• County Councils Adopt Budget	By June 1, 2016
• Commission Adopts Budget Resolution	June 15, 2016



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BACKGROUND

AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 1.9 million citizens and extends over 1,000 square miles of Maryland, adjacent to the Nation's Capital. The purpose, powers and duties of the Commission are found in the Land Use Article of the Annotated Code of Maryland. Pursuant to this Article, the Commission is empowered to:

- Acquire, develop, maintain and administer a regional system of parks defined as the Metropolitan District;
- Prepare and administer a general plan for the physical development in the areas of the two Counties defined as the Regional District; and
- Conduct a comprehensive recreation program for Prince George's County.

The Commission is a nationally recognized planning, parks and recreation agency. M-NCPPC is the only six-time gold medal winner of the National Parks and Recreation Association Award for Excellence, and is one of 118 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

MONTGOMERY COUNTY PROFILE

Montgomery County was established by the State Convention in 1776; and from its establishment until 1948, the Montgomery County government functioned under the County Commission system. In 1948, the voters adopted a charter giving the county home rule and a council-manager form of government. In 1968, the voters approved a new charter providing for separate legislative and executive branches of government, with legislative power vested in an elected County Council and executive power in an elected County Executive. The new charter became effective with the election of the County Executive and County Council in November 1970. The Montgomery County Council is composed of nine members, four of whom are elected by all voters in the county (at large). The remaining five Council members are each elected from one of five Councilmanic districts.

Montgomery County contains 491 square miles (or 317,000 acres) of land area, with the Commission providing over 37,000 acres of parkland (over 10 percent of total acreage) within the County. Montgomery County lies in central Maryland west of the Fall Line, a geographic line of demarcation separating the upland plateau from the coastal plain, east of the Line. The topography of the upland plateau is rolling, with small hills. The County is bounded by the Potomac River to the west, Frederick County and Howard County to the north, Prince George's County to the east, and Fairfax County, Va. and Washington D. C. to the south.

THE RESIDENTS WE SERVE

With an estimated population of 1,030,447 as of July 1, 2014, Montgomery County is the most populous county in Maryland. One of the County's greatest resources and strengths lies in the diversity of its population, according to census data compiled by the Commission's Research and Special Projects Division. According to most recent Census Bureau data, minorities comprise about half of the population; 18.7 percent of residents are Hispanic or Latino; 18.8 percent are black or African American; 15.2 percent are Asian; and 46 percent are non-Hispanic white. About 32



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percent are foreign born, compared to the state of Maryland which shows about 13 percent. According to the 2012 American Community Survey, of the population above age 5, over 39.32 percent speak a language other than English at home. This is substantially greater than it is statewide (16.9 percent).

Over the past four decades, the median age of the county's population has matured from 30 in 1970 to 38.5 in 2014 with the maturing of baby boomers and improving life expectancy of the U.S. population. About 24 percent of the population is under 18 years old and another 14 percent is age 65 or older. About 36 percent of households have school age children. Student enrollment in public grades K-12 was projected to be 156,692 during the school year 2015-2016. In Montgomery County, one of the most highly educated counties in the nation, over half of adults age 25 and over have at least a bachelor's degree. Less than 9 percent did not graduate from high school.

Based on the American Community Survey, the 2014 median household income is \$98,704 compared to the state median household income of \$74,149. The median value of owner occupied housing units in Montgomery County is \$448,700 compared to the state median of \$287,500.

CUSTOMER DEFINITION AND FOCUS

It is important for the Commission to justify its operations based on the services it provides to its customers. We must clearly define our customer base, ascertain their needs and desires, and then communicate what services we can provide. The information that follows defines our customer base and explains the benefits of Commission programs and services.

A primary customer of the Commission is the County Council, who in their role, want to ensure that constituent needs for planning and park services are met. This customer relationship is a collaborative and ongoing relationship, where the Commission strives to be responsive to the Council and the Council strives to be responsive to its constituents. The service expectation relationship with the Council takes form in the Annual Budget and the Semi-Annual Report, both of which establish the Commission's work program. The Commission also maintains a customer relationship with other governmental units on a variety of issues, from renovating and maintaining athletic fields at some County schools to participating in the County's geographic information system consortium, to working with the Department of Public Works and Transportation on issues of road design and pedestrian safety.

Residents and visitors to Montgomery County, who actively use and enjoy our services, are primary Commission customers. Skating enthusiasts enjoy afternoons at Cabin John or Wheaton ice rinks; walkers, joggers, and bicyclists utilize our system of trails; people seek assistance in understanding the permitting process or with questions regarding new housing developments in their neighborhood.

The services provided by the Department of Parks and the Planning Department are vital to maintaining and enhancing the quality of life and economic vitality of the County. In this respect all the residents of, and visitors to, Montgomery County benefit from the services provided. Consider, for example, our stream valley parks. The Commission actively seeks to acquire land along County streams to serve as a buffer against development. This buffer serves to reduce the levels of pollution and sediment going into the stream, thus improving the water quality of the stream. Since citizens do not get their drinking water from streams, it may not sound important. However, these streams flow into rivers that a) supply the raw water that the Washington Suburban Sanitary Commission utilizes to provide potable water to citizens of both Montgomery and Prince George's



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Counties; or b) eventually flow into the Chesapeake Bay. Protecting our stream valleys and reducing the level of silt and pollution entering those waters is a major benefit to our communities and to society at large.

The Commission's reforestation efforts have had a major impact on air quality in the region. Consider the time and effort Commission planners spend reviewing requests for housing developments to ensure that they are not built on flood plains, or ground otherwise unsuitable for development; that they are spaced properly; that there are amenities such as adequate open space and sidewalks; and that existing and planned infrastructure can adequately support the development. When these factors are considered, it becomes clear that all the County's residents, visitors, and neighbors are customers of the Commission.

ORGANIZATION

The Commission is a bi-county agency, serving Montgomery County and Prince George's County. It is empowered under State law to acquire, develop, maintain and administer a regional system of parks in a defined Metropolitan District, and to prepare and administer a general plan for the physical development of a defined Regional District. In Montgomery County, the boundaries of the Metropolitan and Regional Districts are coterminous and include the entire County except for the incorporated municipalities of Rockville, Gaithersburg, Barnesville, Brookeville, Laytonsville, Poolesville, and Washington Grove.

The Commission consists of ten members – five from each county. In Montgomery County, the five Commissioners are appointed by the County Council, subject to approval by the County Executive. A Commissioner from each county serves as chair and vice-chair of the Commission, and the chairmanship rotates annually between counties. Terms of office are staggered, and no more than three of the five Commissioners from either county can belong to the same political party.

The Commission coordinates and acts collectively on regional and administrative issues, and divides into the two respective County Planning Boards to conduct all other matters. Organizationally, there are seven departments. In Prince George's County, these are the Department of Planning and the Department of Parks and Recreation; in Montgomery County, these are the Department of Planning and the Department of Parks. The Human Resources and Management, Finance, and Legal departments comprise the Central Administrative Services (CAS) unit that supports operations in both counties along with the Office of Internal Audit, the Office of Chief Information Officer, and Merit System Board.

The budget for the CAS staff functions is divided between the two counties based on service levels where applicable. Other CAS services due to their nature are divided equally, such as the Merit System Board. The budget for CAS units must be approved jointly by both counties. If the two counties cannot reach agreement on the budget for Central Administrative Services, the budget, as proposed by the Commission, is automatically implemented. Unlike the remainder of the budget, which must be adopted by June 1st, the two counties have until June 15th, under State law, to reach agreement on the budget for CAS.



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FUNDS AND FUNDING SOURCES

Under the statutory authority provided by State law, the Commission's park, recreation, planning and general administrative functions are financed primarily by five statutorily designated property taxes that must be levied on a separate county basis. In Montgomery County, county-assessed property taxes support more than 91 percent of the Commission's tax-supported operations. Remaining funding is derived from grants, interest income, fees and charges, and fund balance.

The five accounts (funds) are separately maintained within the General Fund, as follows:

District by County	Tax & Fund	Purpose
Regional District Montgomery County	Administration	Planning, Zoning, and General Administration
Metropolitan District Montgomery County	Park	Park Acquisition, Development and Park Operations
Regional District Prince George's County	Administration	Planning, Zoning, and General Administration
Metropolitan District Prince George's County	Park	Park Acquisition, Development and Park Operations
Prince George's County	Recreation	Comprehensive Public Recreation Program

Note: Park Tax in Montgomery County includes a statutorily required Park Maintenance Tax.

In Montgomery County, there are three tax-supported funds. Two of the three tax-supported funds constitute the Commission's General Fund, and are used to account for tax and non-tax revenues that fund general Commission operations. They are listed below.

The Administration Fund was established to provide funds to support current operational and administrative expenses. These include the costs necessary to exercise the powers and functions granted to the Commission, as well as the Commission's planning function. Additionally, funds to support staff operations serving the entire Commission, such as human resources, accounting, purchasing, and legal services, are budgeted in this Fund. Under State law, Montgomery County is required to levy a tax of at least 1.2 cents per \$100 of real property and 3.0 cents per \$100 of personal property to support operations paid from this Fund.

The Park Fund provides funds to support park maintenance, development and security operations; manage natural resources; and provide active and passive recreational opportunities. Payment of principal and interest on bonds sold to acquire and develop parkland is supported by the taxes from this Fund. Under State law, Montgomery County is required to levy a tax of at least 3.6 cents per \$100 of real property and 9.0 cents per \$100 of personal property first dedicated to support debt service with the balance available for operations paid from this Fund.

The third tax-supported fund is the **Advance Land Acquisition Debt Service Fund**. Revenues generated by this Fund's property tax rate support debt service payments on bonds sold to acquire land in advance of the need for governmental purposes, including school sites, and rights-of-way for State highways. This Fund is classified as a Debt Service Fund and is supported by a dedicated property tax rate which is currently 0.1 cent per \$100 of real property and 0.25 cents per \$100 of personal property. It is not part of the General Fund.

The Commission has five other types of funds in the budget. They are the Special Revenue Funds, Park Debt Service Fund, Capital Projects Fund, Enterprise Fund, and Internal Service Funds. They are discussed in the following sections.



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Special Revenue Funds

Special Revenue Funds account for revenue sources that are restricted or committed for specific purposes other than capital projects or debt service, if that revenue is a substantial portion of the fund's resources. Special Revenue Funds are used when the revenue is restricted or committed by grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. For example, the Park Police have the authority to seize certain assets when making an arrest on drug-related charges. Following conviction, the court can award those assets to the Commission. Pursuant to State law, proceeds are placed in a Special Revenue Fund where they can only be expended for costs associated with drug enforcement activities within the County's park system.

Park Debt Service Fund

The Park Debt Service Funds are used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs of bonds issued to fund the acquisition and development of parkland and park facilities.

Capital Projects Fund

The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities. This fund's budget consists of the first year of the 6 year Capital Improvement Program (CIP).

Enterprise Fund

The Commission has determined that certain recreational and cultural facilities should be predominantly self-supporting through user fees. Enterprise Fund accounting and reporting is used to emphasize the self-supporting nature of these activities and to provide improved cost accounting information. The fiscal management of ice rinks and indoor tennis facilities are good examples of the use of these funds.

Internal Service Funds

Internal Service Funds are used to account for the consolidated funding of those goods or services that are provided centrally to the departments on a cost reimbursement basis. Internal Service Funds are used by the Commission to account for such functions as the Commission's group insurance and risk management programs, and financing of capital equipment purchases. New for this fiscal year is the separating of the Commission-wide CIO & IT Initiatives Internal Service Fund from the Capital Equipment Fund.



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Overview – Policies

POLICIES

FISCAL POLICY

Throughout the management of the Commission’s fiscal resources, the following policies are maintained for tax-supported funds:

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. We have different reserve levels for different fund types. The Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund and Park Fund. In FY17, the proposed budget includes a designated fund reserve equaling 3 percent of expenditures in the General Fund accounts in Montgomery County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability, and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission’s goal is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

The Commission pays specific attention to the impact of the Capital Improvement Program (CIP) on the Operating Budget. The capital budget and operating budget must work in tandem. Decisions on the capital budget determine levels of debt service and operating and maintenance expenditures that must be supported by the operating budget, while the operating budget can impose limitations on the level of long-term debt that can be supported. Operating budget resources are governed by Commission revenues and debt management policies, and guide the levels and composition of the capital budget. The capital budget may receive direct project funding from the operating budget in the form of pay-as-you-go (PayGo), which reduces reliance on long-term debt.

Operating and maintenance costs (O&M) inherent in capital acquisition and construction have a direct and continuing effect on the operating budget. New facilities must be staffed, maintained, and provided with supplies. Some CIP projects, such as the purchase of raw parkland, require relatively little O&M funding, but other projects, such as the Sports and Learning Center in Prince George’s County, require intensive staffing and maintenance. Additional facilities also place indirect stress on areas such as general maintenance, park police or information technology that support the entire system. Some CIP projects, such as renovations, can result in a decrease of O&M costs. O&M costs are budgeted in the Park Fund and Enterprise Fund.



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Overview – Policies

Knowing that each dollar spent on construction must be funded by taxes, grants, contributions, debt or operating revenue, the Commission reviews each CIP project intensively to minimize short- and long-term operating budget impact. However, through the budget review process, the County has the opportunity to add, delete or modify projects.

INVESTMENT POLICY

The Commission has a comprehensive Investment Policy. Key components of the Policy are presented here. The Commission's Investment Policy applies to the investment of all unexpended or surplus funds held by the Commission and debt proceeds managed by investment management firms. Except for cash in certain restricted and special funds and debt proceeds, the Commission pools cash balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income is allocated to the various funds based on their respective cash balances. These funds are reported in the Commission's Comprehensive Annual Financial Report and include:

1. General Fund
2. Capital Project Funds
3. Enterprise Funds
4. Special Revenue Funds
5. Debt Service Funds
6. Internal Service Funds
7. Trust and Agency Funds
8. New funds authorized by the Commission unless specifically exempted

In accordance with the Annotated Code of Maryland, Article 95, Section 22, the responsibility for conducting investment transactions rests with the Secretary-Treasurer, Department of Finance. The Secretary-Treasurer shall establish written procedures for the operation of the Commission's investment programs consistent with the adopted Investment Policy.

The primary objectives of the Commission's Investment Policy are:

1. Protecting investment principal and mitigating credit risk by limiting investments to those investments authorized by State law; pre-qualifying financial institutions, brokers and advisers; diversifying the investing portfolio; and requiring third-party collateralization and safekeeping.
2. The Commission's investment portfolio will remain sufficiently liquid to enable the Commission to meet all operating requirements which might be reasonably anticipated.
3. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, with consideration of investment risk constraints and liquidity needs taking priority over return on investment.

The Secretary-Treasurer shall hold periodic investment strategy meetings with the delegated Accounting Division staff and shall document the resulting investment strategies approved to meet the objectives of the Investment Policy. Monthly investment reports of investment activities will be submitted to the Secretary-Treasurer for review and to the Executive Committee for information. The Secretary-Treasurer shall provide the Commission with quarterly and annual reports summarizing policy compliance, investment activity and the average rates of return.



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Overview – Policies

The Secretary-Treasurer shall establish and maintain a system of internal controls designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties or imprudent actions by employees and investment officers of the Commission. An Independent Auditor, as part of the Annual Financial Audit, will review the internal controls of the investment program.

In strict accordance with state law, the Commission invests in obligations backed by the federal government, certificates of deposit and time deposits, bankers' acceptances, commercial paper, money market mutual funds, bonds, and other similar instruments. Awards are made on a competitive bid basis whenever possible. Generally, Commission investments will have a maximum maturity of one year to maintain appropriate liquidity. The Commission strictly adheres to policy on diversification, both by type of security and institution to minimize risk. All investment policies are subject to periodic review by the Secretary-Treasurer and amendment with the approval of the Commissioners.

DEBT MANAGEMENT POLICY

The Commission has a comprehensive Debt Management Policy. Key components of the policy are presented here. The Debt Management Policy is intended to provide written guidelines and restrictions that affect the amount and type of debt permitted to be issued, the issuance process, and the management of the debt portfolio. The Policy provides justification for the structure of the debt issuance, identifies policy goals, and demonstrates a commitment to long-term financial planning, including a multi-year capital plan. The Policy is a critical aspect of our efforts to communicate to the Commissioners, County Officials, State Officials, the public, rating agencies and capital markets that the Commission is well managed and capable of meeting its financial obligations within its available resources and in a timely manner.

The Commission has legal authority under the Land Use Article of the Annotated Code of Maryland to issue Park Acquisition and Development Bonds (Park Bonds), Advance Land Acquisition Bonds (ALA Bonds), Revenue Bonds and Refunding Bonds for Park Bonds, ALA Bonds and Revenue Bonds as well as tax anticipation notes. Park and ALA bonds are secured by the full faith and credit of both the Commission and the county in which the bond proceeds will be spent. The Commission has legal authority to issue bond anticipation notes in accordance with Section 12 of Article 31 of the Annotated Code of Maryland (Article 31), and additional legal authority to issue Refunding Bonds in accordance with Section 24 of Article 31. Under the Commission's general powers, it is permitted to issue certificates of participation and to enter into master lease agreements to finance capital equipment, software systems, and other assets.

The Commission generally issues fixed-rate debt. Variable rate debt can be issued, but it must be monitored carefully so that the Commission is not subject to undue interest rate, liquidity, remarketing, and credit risks. The Commission determines the best form of debt and the most favorable debt structure based on the projects to be financed, market conditions and advice of the Commission's Secretary-Treasurer in consultation with the Commission's Bond Counsel and Financial Advisor. Bond and note issues are approved through the budget process in each county, and resolutions authorizing the issuance are subsequently adopted by the Commission. The Commission's Debt Management Policy incorporates the following debt limit targets and/or policies:

1. If, at any time, the planned debt levels of the approved capital budget are projected to be unaffordable based on conservative financial assumptions, the respective Planning Board



Montgomery County Overview – Policies

will slow down the implementation of the capital program to a level that meets the affordability standards of the policy.

2. In both counties, debt service cannot exceed the level of revenue generated by a portion of the Park Fund tax rate designated in state law. In the case of Montgomery County, the revenue limit is equivalent to the revenue generated by three and six-tenths cents of real property tax and nine cents of personal property tax, per \$100 of assessed value. For the Advance Land Acquisition Fund, the limit is the equivalent to the revenue generated by a one and two-tenths cents real property tax rate (three cents personal property).
3. Debt service as a percentage of General Fund expenditures in the Montgomery County Administration Fund and Park Fund should not exceed 10 percent.
4. Debt service as a percentage of General Fund expenditures in the Prince George's County Administration Fund, Park Fund and Recreation Fund should not exceed 10 percent.
5. Financing a major project critical to Commission business that will cause the debt service ratio to exceed 10 percent may be permitted as a special exception by a vote of the Commission that specifically grants the exception; however, the debt ratio will be brought back into conformance with the target within the next six-year period.
6. The percentage of principal to be paid over the next ten years should remain between 60 percent and 70 percent of the outstanding debt in each of the Commission's county debt portfolios.

Additionally, the two counties may impose further limitations through their respective spending affordability processes.

With regard to debt issuance, long-term debt will be issued only for acquisition, construction or renovation of capital assets, not for operation or general maintenance. PayGo capital financing is utilized when feasible. A competitive bidding process in issuing debt is employed unless there are unusual or complex reasons which justify an alternative method. The Commission's decision is rendered based on the advice of the Secretary-Treasurer after consultation with Bond Counsel and other financial advisors. The Commission also maintains regular communication with the bond rating agencies to keep them informed of the Commission's financial condition.

The Commission generally issues debt with a maximum term of 20 years. Dependent upon Commission financial planning, debt may be structured as level principal, equal payment, or another amortization schedule may be used. The Commission generally issues fixed rate debt. Variable rate debt is permissible, but cannot exceed 15 percent of the Commission's total outstanding debt. These policies are reviewed by the Secretary-Treasurer every three years. Any revisions must be approved by the Commission.

LONG-TERM SUSTAINABILITY

In 2009, the Commission re-initiated the development of a six-year model with projections of revenues, expenditures, debt service, reserves and changes in uncommitted and available fund balances in the two primary tax-supported funds – the Administration Fund and the Park Fund. The projections serve as an early warning device to alert the Commission and the County to any issues that could jeopardize the Commission's long-term fiscal soundness, including structural balance, reserve levels, debt affordability, and stability of the Commission's property tax rates (overall and in the individual funds). It allows for long-term fiscal planning and developing strategies jointly to bring on-going revenues and expenditures into better balance.



Montgomery County

Overview – Policies

With regard to revenues, the Commission generally employs the following assumptions.

- The County's total assessable base for both real and personal property for the budget year is based on the latest available projection from the Maryland Department of Assessment and Taxation and Montgomery County Finance Department. Based on historical patterns, a collection factor is calculated (we currently assume collecting 99.1 percent for real property taxes and 97.5 percent for personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year, unless trend changes on collection factors warrant modifications.
- Fees and Charges are generally projected with modest annual growth (2-4 percent), unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

On the expenditure side, the following factors are taken into account.

- The projection factors in committed (based on ratified union contracts) annual cost-of-living adjustments and merit increases. Compensation adjustments for projected years without a contract commitment are based on historical trend and other considerations such as annual affordability and long-term sustainability.
- Based on actuarial projections, payroll growth and trend analysis, we separately project changes in social security, retirement, health insurance, and retiree health benefit costs over the six years.
- Operating expenses in the categories of supplies and materials, other services and charges, and capital outlay are projected to grow in the future based on anticipated changes in CPI-U (consumer price index- urban) for the Baltimore-Washington MSA (metropolitan service area) and other factors.
- Using the assumptions contained in the most recent six-year Capital Improvement Program (CIP) and developed by the CIP team, projections are developed on debt service and PayGo requirements, as well as the expected impact to the operating budget as these capital facilities are completed in the future.

These projections are presented to the Planning Board in September, and are updated during the year as events warrant.

PERFORMANCE MEASURES

It is prudent for all government agencies to examine how well they meet their financial obligations and demonstrate value to their taxpayers. The Commission is using performance measurement as a means of documenting these efforts. In each of the department pages of the budget book, performance measurement information and data is provided. The Commission's performance measures are comprehensive and continue to evolve, including a continued effort to develop more outcome measures to evaluate results of the services delivered.



Montgomery County Overview – Budget Issues

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission’s FY17 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Montgomery County is continuing to recover from the Recession. For FY17, assessable base is projected to grow at a modest rate of about 4.8 percent, and general economic indicators show job growth, declining rates of unemployment, and low inflation. These positive indicators are welcome after the declines experienced in recent years. However, costs continue to grow at higher rates than the revenues that support them. Secondly, NPDES mandates and Operating Budget Impacts (OBI) from previously approved CIP projects impact the base budget. Thirdly, the Commission has budget needs that have been deferred over the last few years, particularly maintenance needs that grow more expensive to address the longer they are deferred. With property tax revenue making up more than 95 percent of operating revenues, a modest growth means the Commission must manage its resources carefully to sustain a stable financial position.

Property Tax Revenue

Historically, the change in assessable base has been volatile with years of sharp growth and years of decline. FY17 projects to be a year of modest growth of about 4.8 percent. This growth rate does not provide enough new dollars to keep pace with the growth of major known cost commitments as well as the proposed critical needs. To avert budget reductions in this situation, the Commission actively plans and manages expenditures to maintain adequate reserves which help ensure financial stability through difficult economic times.

The FY17 Proposed Budget assumes no change in the real and personal property tax rates for the Administration Fund, the Park Fund and the Advance Land Acquisition Fund from the FY16 Adopted Budget. At this level, the total tax rate is still below what it was in FY06.

Total proposed tax revenues in the three tax-supported funds are budgeted to increase by \$5.8 million or 5.1 percent in FY17 to \$121.1 million.

As in FY16, the FY17 Proposed Budget maintains a total tax rate for property tax supported funds of 7.42 cents real property and 18.55 cents personal property. The breakdown by fund is:

- Administration Fund: 1.80 cents real and 4.50 cents personal;
- Park Fund: 5.52 cents real and 13.80 cents personal; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.25 cents personal.

At these tax rates, the Commission will have sufficient property tax revenues to meet the proposed expenditures and reserve requirements for the Administration Fund and the Park Fund although both funds will continue to utilize fund balance in FY17.

The SDAT will update its assessable base projections at the end of March. Based on those revised projections, we will work with the County government to modify the projected property tax revenues if warranted.



Montgomery County

Overview – Budget Issues

Fees, Charges, and Rentals

Revenues resulting from operations and functions of the Parks and Planning Departments are considered non-tax operating revenues. These are mainly fees and charges from services and programs, and revenues from the rental of Commission properties. Some small miscellaneous fees are collected, such as parking fines from Park Police enforcement operations. Service charges and fees of the two major tax-supported funds (Administration and Park) are projected at \$2.74 million in FY17, a 6.7 percent increase from the FY16 budget.

The Planning Board continues to review the Commission’s fee schedules with the objective of generating fee revenue to lessen the burden on taxpayers, while maintaining programs that are affordable and desirable. FY17 numbers reflect the ongoing effort and cost recovery pyramid approach to setting fees.

Interest Income

Each tax-supported fund maintains a cash balance, and the balance fluctuates from the effects of tax and program revenue inflows as well as expenditure outflows. The cash balance from each fund is held in a cash pool, and cash in the pool is invested at the highest responsible rate within the constraints of protection of principal and liquidity requirements. Interest income depends on the cash balance in each fund as well as the prevailing interest rates earned throughout the year.

Total General Fund interest income for FY17 is proposed at \$65,000, an increase of 62.5 percent from the FY16 budget in line with expected FY16 estimates.

Grant Revenues

Total grant revenue is projected at \$590,000 in the Administration and Park funds, the same as last year.

Other Revenues

FY17 Proposed Budget includes the continued funding from the Water Quality Protection Fund in the amount of \$369,900 for the Administration Fund. In the Park Fund, funding from the Water Quality Protection Fund is increased to \$2,817,413. This is a total increase of 2.8 percent from FY16. The increase is necessary to cover staffing and other costs for the Parks Department to meet NPDES requirements. The budget also includes \$107,700 of miscellaneous revenue in the Park Fund.

Enterprise Fund Revenues

In FY17, total Enterprise Fund revenues are proposed at \$10.6 million and expenditures at \$10.0 million. Due to strong fiscal and operational management, the Enterprise Fund budget no longer depends on any subsidies from the Park Fund.

EXPENDITURES

The Commission is putting forth a budget for FY17 that includes increases for major known commitments, invests in critical needs, and seeks to continue to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY17:

- Medical Insurance and Benefit Costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- A dollar marker to adjust employee compensation.



Montgomery County Overview – Budget Issues

As can be seen in Exhibit 1, personnel expenses are proposed to decrease by \$1.15 million, due entirely to reduced cost for our pension plan.

Exhibit 1

FY17 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Montgomery County Administration Fund and Park Fund					
		FY16	FY17	\$	%
		Adopted	Proposed	Change	Change
<u>OPEB</u>					
	OPEB Prefunding	\$ 1,789,414	\$ 1,827,601	\$ 38,187	2.1%
	OPEB Paygo	4,698,767	4,636,545	(62,222)	-1.3%
	Subtotal OPEB	6,488,181	6,464,146	(24,035)	-0.4%
<u>Pension (ERS)</u>					
	Pension (ERS)	11,149,140	8,298,478	(2,850,662)	-25.6%
<u>Health and Benefits(1)</u>					
	Employee Health Benefits	13,363,974	13,532,195	168,221	1.3%
	Subtotal Personnel Costs	\$ 31,001,295	\$ 28,294,819	\$ (2,706,476)	-8.7%
<u>Employee Compensation</u>					
	Marker for Changes to Employee Comp.	-	1,556,247	1,556,247	
	Total Major Personnel Costs			\$ (1,150,229)	

(1) Health and Benefits includes medical insurances (health, dental, vision, prescription), long-term disability, accidental death and dismemberment, and life insurance.

An overview of the changes for each major personnel category is provided below.

OPEB

OPEB costs for FY17 have been determined by the actuary.

The net change for total OPEB costs is about a \$24,000 decrease or 0.4 percent less than FY16 Adopted.

Total OPEB funding is \$6.5 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension (ERS)

As determined by the actuary, pension costs are decreasing by 25.6 percent in FY17. This represents a cost savings of \$2.85 million from the FY16 adopted budget.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 1.3 percent in FY17, resulting in a cost increase of \$168,221 from the FY16 adopted budget. Health costs are growing more slowly due to the restructuring of employee benefits and the focus on wellness initiatives.

Employee Compensation

The Commission's FY17 budget includes a dollar marker of \$1.56 million. This marker includes the funds necessary to implement the 2nd year of our agreement with MCGEO (and, by extension, non-represented employees), which calls for a one-half merit increase and a 1.75 percent COLA after September 1st.



Montgomery County

Overview – Budget Issues

We have a wage reopener with the FOP; the results of which will be presented for approval at the Joint County Council Meeting in May 2016.

Total expenditures for tax supported funds in the FY17 Proposed Budget (excluding reserves) are \$129.1 million, a 2.6 percent increase from FY16. The total FY17 proposed budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise Fund, the Park Debt Service Fund, the Property Management and the Special Revenue Funds, is \$151.6 million, 3.1 percent higher than the FY16 budget. Exhibit 2 provides a comparative total funds summary.

Exhibit 2

Summary of FY17 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)				
	FY16 Adopted	FY17 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 30,723,597	\$ 30,479,202	\$ (244,395)	-0.8%
Park (2)	93,308,887	96,792,494	3,483,607	3.7%
ALA Debt	1,786,700	1,871,600	84,900	4.8%
Subtotal Tax Supported	125,819,184	129,143,296	3,324,112	2.6%
Enterprise (3)	9,431,262	10,012,147	580,885	6.2%
Property Management	1,126,800	1,319,000	192,200	17.1%
Special Revenue	5,656,827	5,751,622	94,795	1.7%
Park Debt	5,059,085	5,371,969	312,884	6.2%
Total Montgomery	\$147,093,158	\$151,598,034	\$ 4,504,876	3.1%

(1) Includes transfer to Special Revenue Fund

(2) Includes transfer to Park Debt Service and Capital Projects

(3) Includes transfer to Capital Projects

Investing to Meet Critical Equipment, Maintenance, and Essential Service Needs

One of the primary objectives in the FY17 proposed budget is to meet core public service needs in the present and future. Included in the funding levels of the Administration Fund and Park Fund is a funding request of \$3.03 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. This investment will be made primarily in the Planning and Parks Departments to address public safety, departmental efficiencies and priorities, water quality fund, and operating budget impact. In the Parks Department, new initiatives include body cameras for sworn police officers, a full time system administrator for the Park Police division, installation and maintenance of facility security cameras, tree removal and pesticide management, and 10 career positions, 2.6 seasonal workyears. In the Planning Department, new initiatives include partnering with the University of Maryland to update the Bikeways Plan and to develop the Master Plan Reality Check, funding for studies and consulting services for various projects, and a request for restoration of a full time career planner position to conduct market and development feasibility analysis. Each department's budget section provides detailed information on how this increased investment will be used. Below is a summary of the investment by department.



Montgomery County Overview – Budget Issues

<u>Fund</u>	<u>Department</u>	<u>Essential Needs Investment Amount</u>
Administration	Planning	\$ 1,130,203
Administration	Commissioners' Office	-
Administration	DHRM	21,880
Administration	Legal	-
Administration	Finance	-
Administration	Internal Audit	-
Park	Parks	1,875,401
Total		\$ 3,027,484

Some of these costs will be offset with savings and removal of one-time requests from the prior year, and by funding from the County.

FUND BALANCE

At the end of FY15, the Commission had \$5.2 million in fund balance in the Administration Fund and \$6.8 million fund balance in the Park Fund (which includes \$961,560 from the Property Management subfund). Based on current estimates, \$2.1 million and \$559,500 respectively, of these fund balances will be utilized in FY16. This will leave \$3.1 million in the Administration Fund and \$5.3 million in the Park Fund (or \$6.2 million when the Property Management subfund is included) going into FY17. Therefore, the fund balance in the Administration Fund and Park Fund is anticipated to be adequate to meet the proposed budgeted revenue, expenditure, and reserve requirements for both funds. This is based on the FY17 Proposed Budget being developed in accordance with the Commission's Fund Balance Policy of a 3 percent reserve requirement. Based on projected revenues from property taxes, with the current tax rate, and other sources and projected expenditures and other uses, the ending fund balances after meeting reserve requirements for FY17 are projected to be \$1.8 million in the Administration Fund and \$2.6 million in the Park Fund (which includes the Property Management subfund).

DEBT

Debt Service in the Park Fund is proposed to be \$5.4 million in FY17. Expenditures for the Advanced Land Acquisition Debt Service Fund are proposed at \$161,885 in FY17, as part of the continuing debt service repayment. Tax rates for the ALA debt service fund are proposed without change from the FY16 rates of personal property tax rate at 0.25 cent and real property tax rate at 0.10 cent.

Debt service is the amount the Commission must pay each year for the principal and interest on the Commission's bonded indebtedness. The debt limit is established by State law using a formula that is based on the mandatory tax rate over the next 30 years. For Park Acquisition and Development Bonds, the Commission's legal debt margin on June 30, 2015 is estimated at \$1.6 billion, roughly the same as last year. This represents the excess of anticipated tax revenue from the mandatory 9-cent personal property and 3.6-cent real property tax available during the next 30 years over the debt service on the \$40.1 million of outstanding Park Acquisition and Development bonds as of June 30, 2015. The Commission's Montgomery County bonds are rated AAA by Standard & Poor's Rating Services and Fitch Ratings, and Aaa by Moody's Investor Services Inc.



Montgomery County

Overview – Budget Issues

SPENDING AFFORDABILITY PROCESS

The Montgomery County Council annually adopts spending affordability guidelines (SAG) for the operating budgets of all County agencies as well as the Commission. The law stipulates that the Council set three preliminary guidelines for the upcoming fiscal year’s budget no later than the third Tuesday in February, including:

- A ceiling on property tax revenues.
- A ceiling on the aggregate operating budget. This is defined as the total appropriation from current operating revenues, including current revenue funding for capital projects, but excluding grants and Enterprise Fund operations.
- An allocation of the budget among operating expenses, current revenue funding for the capital budget, and debt service for the County government, the County’s school system, the Community College and the Commission.

Because the Commission is mandated to submit its proposed budget by January 15, the Commission’s proposed budget is produced while the SAG is still being developed.

DEVELOPMENT REVIEW

The Development Review Special Revenue Fund was created in recognition of the fact that a certain portion of the costs associated with the review of plans would be recovered through fees. However, there was always an understanding that a certain percentage of the costs of development review would continue to be covered by the Administration Fund. This was an acknowledgement of the fact that the regulatory review of plans was necessary to protect the public’s interest and that it was not reasonable to expect fees to cover 100 percent of such review.

In past years, fee collections have been greater than anticipated and allowed the fund balance to grow. This allowed for the discontinuance of the subsidy from the Administration Fund in FY14 through FY16. However, in anticipation of needing a larger subsidy in future years, a partial subsidy is proposed in FY17.



FY17 Proposed Budget
Fiscal and Budget Summary Schedules



Montgomery County Overview - Fiscal and Budget Summary Schedules

COMMISSION SUMMARY OF FY17 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			
	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	\$ 43,301,686	\$ 44,889,300	\$ 46,132,300	\$ 26,223,319	\$ 28,624,518	\$ 30,085,800	\$ 69,525,005	\$ 73,513,818	\$ 76,218,100	3.7%
Park Fund	120,113,682	144,285,600	126,217,000	89,914,971	92,749,436	95,860,156	210,028,653	237,035,036	222,077,156	-6.3%
Recreation Fund	65,757,736	71,599,600	73,227,800	-	-	-	65,757,736	71,599,600	73,227,800	2.3%
General Funds Total	229,173,104	260,774,500	245,577,100	116,138,290	121,373,954	125,945,956	345,513,394	382,148,454	371,523,056	-2.8%
ALA Debt Service Fund	310	-	-	1,738,887	1,786,700	1,871,600	1,739,197	1,786,700	1,871,600	4.8%
Tax Supported Funds Total	229,173,414	260,774,500	245,577,100	117,877,177	123,160,654	127,817,556	347,050,591	383,935,154	373,394,656	-2.7%
Park Debt Service Fund	10,741,849	11,853,237	11,539,571	4,789,723	5,059,085	5,371,969	15,531,572	16,912,322	16,911,540	0.0%
Property Management Fund	22,162,224	19,170,000	19,707,000	1,052,762	1,126,800	1,126,800	1,052,762	1,126,800	1,126,800	17.1%
Capital Projects Fund	7,162,393	8,715,776	8,401,215	19,631,273	17,795,000	44,918,000	41,793,497	36,965,000	64,625,000	74.8%
Special Revenue Funds	269,239,880	300,513,513	285,224,886	4,799,972	3,578,298	4,101,145	11,962,365	12,294,074	12,502,360	1.7%
Governmental Funds Total	19,300,333	19,707,147	19,391,147	9,927,891	10,316,041	10,681,182	29,228,224	30,023,188	30,072,329	0.2%
Proprietary Funds:										
Enterprise Fund	7,895,610	4,239,600	3,817,300	4,408,434	2,800,200	2,735,200	12,308,044	7,039,800	6,552,500	-6.9%
Internal Service Funds:	2,398,315	1,348,150	3,156,950	2,418,843	1,818,283	4,635,650	4,817,158	3,166,433	7,792,600	146.1%
Risk Management Fund	794,104	803,171	1,797,804	536,737	516,500	1,122,900	1,330,841	1,319,671	2,920,704	121.3%
Capital Equipment Fund	-	-	-	-	-	-	1,069,368	1,194,440	1,194,440	0.0%
Comm-wide CIO & IT Initiatives Fund	-	-	-	-	-	-	-	-	-	0.0%
Executive Office Building Fund*	-	-	-	-	-	-	-	-	-	0.0%
Group Insurance Fund*	11,092,029	6,390,921	8,772,054	7,364,014	5,134,983	8,493,750	67,370,682	69,866,631	75,624,028	8.2%
Internal Service Funds Total	30,392,362	26,098,068	28,163,201	17,291,905	15,451,024	19,174,932	96,598,906	99,889,819	105,696,357	5.8%
Proprietary Funds Total	11,092,029	6,390,921	8,772,054	7,364,014	5,134,983	8,493,750	67,370,682	69,866,631	75,624,028	8.2%
Private Purpose Trust Funds:										
ALA Revolving Fund	30,026	20,000	20,000	1,498,943	1,640,540	1,729,715	1,528,969	1,660,540	1,749,715	5.4%
GRAND TOTAL	\$ 299,662,268	\$ 326,631,581	\$ 313,408,087	\$ 166,941,755	\$ 167,811,401	\$ 204,432,317	\$ 515,518,662	\$ 552,783,709	\$ 576,198,628	4.2%
Total Uses and Funds Required: (includes reserve in budget amounts but not in actual)										
Governmental Funds:										
General Funds:										
Administration Fund	45,260,119	51,108,012	50,275,161	27,972,803	31,624,297	31,378,602	73,232,922	82,732,309	81,653,763	-1.3%
Park Fund	137,081,915	140,769,065	140,548,882	89,391,176	95,945,887	99,524,594	226,473,641	236,714,952	240,073,476	1.4%
Recreation Fund	69,829,806	76,142,606	75,038,930	-	-	-	69,829,806	76,142,606	75,038,930	-1.4%
General Funds Total	252,171,840	268,019,683	265,862,973	117,364,529	127,570,184	130,903,196	369,536,369	395,589,867	396,766,169	0.3%
ALA Debt Service Fund	(1,284)	1,748,450	1,786,700	1,748,450	1,871,600	1,871,600	1,747,176	1,786,700	1,871,600	4.8%
Tax Supported Funds Total	252,170,556	268,019,683	265,862,973	119,112,983	129,356,884	132,774,796	371,283,545	397,376,567	398,637,769	0.3%
Park Debt Service Fund	10,741,849	11,853,237	11,539,571	4,789,723	5,059,085	5,371,969	15,531,572	16,912,322	16,911,540	0.0%
Property Management Fund	41,819,760	40,535,000	19,707,000	1,086,760	1,126,800	1,319,000	1,086,760	1,126,800	1,319,000	17.1%
Capital Projects Fund	6,721,983	9,457,277	9,167,644	23,472,606	17,795,000	44,918,000	65,292,366	58,330,000	64,625,000	10.8%
Special Revenue Funds	311,454,148	329,865,197	306,277,188	4,613,867	5,656,827	5,751,622	11,336,850	15,114,104	14,919,266	-1.3%
Governmental Funds Total	21,560,807	19,707,147	19,391,147	9,402,804	9,431,262	10,012,147	30,963,611	29,138,409	29,403,294	0.9%
Enterprise Fund	5,952,670	5,028,364	4,617,255	4,347,140	3,335,045	3,235,155	10,299,810	8,363,409	7,852,410	-6.1%
Internal Service Funds:	760,935	1,610,700	2,399,931	1,833,324	2,625,351	3,827,125	2,594,259	4,236,051	6,227,056	47.0%
Risk Management Fund	794,757	769,122	1,873,588	557,330	463,082	1,188,934	1,352,087	1,232,204	3,062,522	148.5%
Capital Equipment Fund	-	-	-	-	-	-	864,514	1,194,440	1,194,440	0.0%
Comm-wide CIO & IT Initiatives Fund	-	-	-	-	-	-	45,036,053	58,038,275	57,236,784	-1.4%
Executive Office Building Fund*	-	-	-	-	-	-	61,146,723	73,064,379	75,573,212	3.4%
Group Insurance Fund*	2,508,362	7,408,186	8,890,774	6,737,794	6,423,478	8,251,214	90,146,723	102,202,788	104,976,506	2.7%
Internal Service Funds Total	29,069,169	27,115,333	28,281,921	16,140,598	15,854,740	18,263,361	61,146,723	73,064,379	75,573,212	3.4%
Proprietary Funds Total	84,000	2,532,215	784,935	3,885,521	9,924,355	10,563,315	3,969,521	12,456,570	11,348,250	-8.9%
ALA Revolving Fund	340,607,317	359,512,745	335,344,044	173,102,065	184,773,691	218,962,063	559,609,949	603,519,151	612,737,331	1.5%
GRAND TOTAL	\$ 340,607,317	\$ 359,512,745	\$ 335,344,044	\$ 173,102,065	\$ 184,773,691	\$ 218,962,063	\$ 559,609,949	\$ 603,519,151	\$ 612,737,331	1.5%

* The Executive Office Building Fund and the Group Insurance Fund are Commission-wide Internal Service Funds.

Explanatory Note: This schedule summarizes the total revenues and total funds required for FY17. The revenues do not include the use or gain in fund balance. Therefore, the schedule intentionally does not balance. The amount of fund balance used or gained is summarized in the schedule on the following page. The two schedules are intended to be read together to provide a fuller picture of the financial condition of each fund.

Montgomery County Overview - Fiscal and Budget Summary Schedules

COMMISSION SUMMARY Summary of Changes in Actual Fund Balance/Net Position for FY15 and Budgeted Use of Fund Balance/Net Position for FY16 and FY17

	Prince George's County			Montgomery County			Total Commission			
	FY 15	FY 16	FY 17	FY 15	FY 16	FY 17	FY 15	FY 16	FY 17	
	Actual	Adopted	Proposed	Actual	Adopted	Proposed	Actual	Adopted	Proposed	
Governmental Funds:										
Administration Fund	(1,958,433)	(6,218,712)	(4,142,861)	(1,749,484)	(2,999,779)	(1,292,802)	(3,707,917)	(9,218,491)	(5,435,663)	
Park Fund	(16,968,233)	3,516,535	(14,331,882)	523,245	(3,196,451)	(3,664,438)	(16,444,988)	320,084	(17,996,320)	
Recreation Fund	(4,072,070)	(4,543,006)	(1,811,130)	-	-	-	(4,072,070)	(4,543,006)	(1,811,130)	
General Funds Total	(22,998,736)	(7,245,183)	(20,285,873)	(1,226,239)	(6,196,230)	(4,957,240)	(24,224,975)	(13,441,413)	(25,243,113)	
ALA Debt Service Fund	1,594	-	-	(9,573)	-	-	(7,979)	-	-	
Tax Supported Funds Total	(22,997,142)	(7,245,183)	(20,285,873)	(1,235,812)	(6,196,230)	(4,957,240)	(24,232,954)	(13,441,413)	(25,243,113)	
Park Debt Service Fund	-	-	-	-	-	-	-	-	-	
Property Management Fund	-	-	-	(33,998)	-	-	(33,998)	-	-	
Capital Projects Fund	(19,657,536)	(21,365,000)	-	(3,841,333)	-	-	(23,498,869)	(21,365,000)	-	
Special Revenue Funds	440,410	(741,501)	(766,429)	186,105	(2,078,529)	(1,650,477)	626,515	(2,820,030)	(2,416,906)	
Governmental Funds Total	(42,214,268)	(29,351,684)	(21,052,302)	(4,925,038)	(8,274,759)	(6,607,717)	(47,139,306)	(37,626,443)	(27,660,019)	
Proprietary Funds:										
Enterprise Fund	(2,260,474)	-	-	525,087	884,779	669,035	(1,735,387)	884,779	669,035	
Risk Management Fund	1,946,940	(788,764)	(799,955)	61,294	(534,845)	(499,955)	2,008,234	(1,323,609)	(1,299,910)	
Capital Equipment Fund	1,637,380	(262,550)	757,019	585,519	(807,068)	808,525	2,222,899	(1,069,618)	1,565,544	
Comm-wide CIO & IT Initiatives Fund	(653)	34,049	(75,784)	(20,593)	53,418	(66,034)	(21,246)	87,467	(141,818)	
Executive Office Building Fund*	-	-	-	-	-	-	204,854	-	-	
Group Insurance Fund *	-	-	-	-	-	-	2,809,218	(891,988)	(73,000)	
Internal Service Funds Total	3,583,667	(1,017,265)	(118,720)	626,220	(1,288,495)	242,536	7,223,959	(3,197,748)	50,816	
Proprietary Funds Total	1,323,193	(1,017,265)	(118,720)	1,151,307	(403,716)	911,571	5,488,572	(2,312,969)	719,851	
Private Purpose Trust Funds:										
ALA Revolving Fund	(53,974)	(2,512,215)	(764,935)	(2,386,578)	(8,283,815)	(8,833,600)	(2,440,552)	(10,796,030)	(9,598,535)	
GRAND TOTAL	(40,945,049)	(32,881,164)	(21,935,957)	(6,160,309)	(16,962,290)	(14,529,746)	(44,091,287)	(50,735,442)	(36,538,703)	

* The Executive Office Building Fund and the Group Insurance Fund are Commission-wide Internal Service Funds.

Explanatory Note: This schedule summarizes the change in fund balances and net position for FY15 Actual. For the current and proposed budget amounts, the change represents the gain (use) of fund balance necessary to balance the budget. This includes any fund balance needed to fund the reserve requirement. Fund balance used to fund the budgeted reserve requirements will not actually be spent. Therefore, the actual change in fund balance will be less.

Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY17 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	Administration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Commission-wide CIO & IT Initiatives Internal Service Fund	Total
Sources:													
Property Taxes	\$ 29,320,900	\$ 89,911,000	\$ -	\$ -	\$ 1,871,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,103,500
Intergovernmental	559,900	3,217,413	-	-	-	-	31,809,000	988,200	-	-	-	-	36,574,513
Sales	1,200	-	-	-	-	-	-	12,300	621,300	-	-	-	634,800
Charges for Services	143,800	1,898,768	-	-	-	-	-	2,134,000	6,639,258	2,695,200	1,982,650	778,900	16,272,576
Rentals and Concessions	-	695,275	1,315,000	-	-	-	-	89,645	3,370,624	-	-	-	5,470,544
Interest	60,000	5,000	4,000	-	-	20,000	25,000	15,000	50,000	40,000	3,000	-	222,000
Miscellaneous	-	107,700	-	-	-	1,709,715	200,000	362,000	-	-	-	-	2,379,415
Total Revenues	30,085,800	95,835,156	1,319,000	-	1,871,600	1,729,715	32,034,000	3,601,145	10,681,182	2,735,200	1,985,650	778,900	182,657,348
Transfers In	-	25,000	-	5,371,969	-	-	1,650,000	500,000	-	-	-	-	7,546,969
Bond Proceeds	1,292,802	3,664,438	-	-	-	8,833,600	-	1,650,477	-	499,955	2,650,000	344,000	14,228,000
Use of Fund Balance/Net Assets	\$ 31,378,602	\$ 99,524,594	\$ 1,319,000	\$ 5,371,969	\$ 1,871,600	\$ 10,563,315	\$ 44,918,000	\$ 5,751,622	\$ 10,681,182	\$ 3,235,155	\$ 4,635,650	\$ 1,188,934	\$ 220,439,623
Total Available Funds													
Uses:													
Commissioners Office	1,171,932	-	-	-	-	-	-	-	-	-	-	-	1,171,932
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-	-
Office of The Planning Director	928,499	-	-	-	-	-	-	-	-	-	-	-	928,499
Management Services	2,161,774	-	-	-	-	-	-	-	-	-	-	-	2,161,774
Functional Planning & Policy	3,000,881	-	-	-	-	-	-	-	-	-	-	-	3,000,881
Area 1	1,475,701	-	-	-	-	-	-	-	-	-	-	-	1,475,701
Area 2	1,975,452	-	-	-	-	-	-	-	-	-	-	-	1,975,452
Area 3	1,994,705	-	-	-	-	-	-	-	-	-	-	-	1,994,705
Dev. Applications & Regulatory Coordination	1,083,848	-	-	-	-	-	-	-	-	-	-	-	1,083,848
Center for Research and Information Systems	-	-	-	-	-	-	-	-	-	-	-	-	-
Information Technology and Innovation	3,186,243	-	-	-	-	-	-	-	-	-	-	-	3,186,243
Research and Special Projects	1,328,508	-	-	-	-	-	-	-	-	-	-	-	1,328,508
Support Services	2,137,101	-	-	-	-	-	-	-	-	-	-	-	2,137,101
Grants	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	3,908,122	-	-	-	-	-	3,908,122
Planning Operations Total	19,422,712	-	-	-	-	-	3,908,122	-	-	-	-	-	23,330,834
Central Administrative Services (CAS):													
Dept. of Human Resources and Mgmt.	2,035,682	-	-	-	-	-	-	-	-	-	-	-	2,035,682
Department of Finance	3,147,778	-	-	-	-	-	-	-	-	-	-	-	3,147,778
Legal Department	1,318,555	-	-	-	-	-	-	-	-	-	-	-	1,318,555
Merit System Board	80,118	-	-	-	-	-	-	-	-	-	-	-	80,118
Office of Internal Audit	231,366	-	-	-	-	-	-	-	-	-	-	-	231,366
Support Services	619,665	-	-	-	-	-	-	-	-	-	-	-	619,665
CAS Total	7,433,164	-	-	-	-	-	-	-	-	-	-	-	7,433,164

Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY17 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

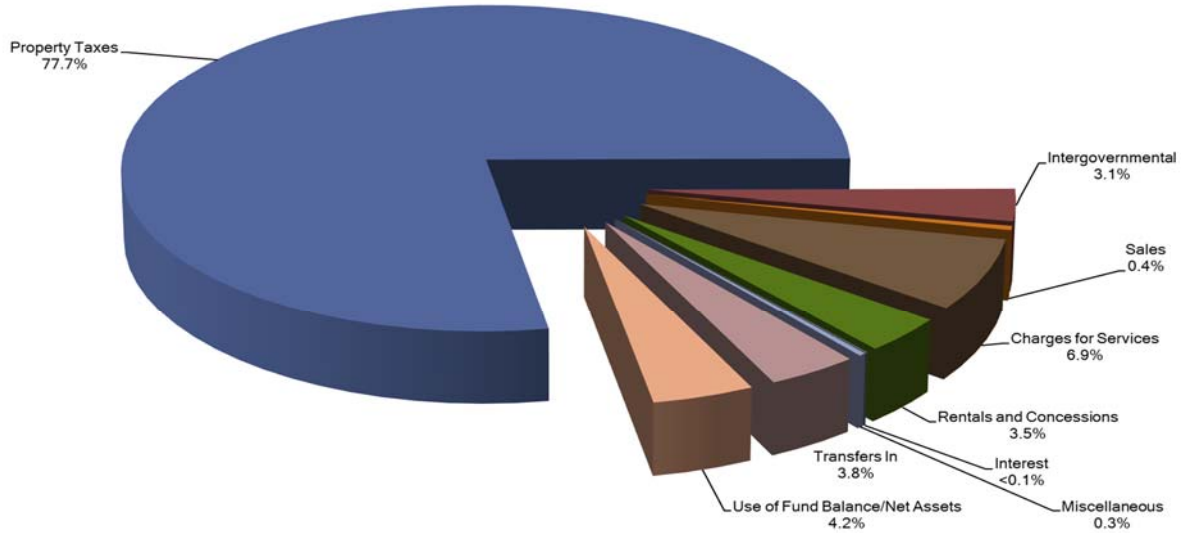
	Administration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Commission-wide CIO & IT Initiatives Internal Service Fund	Total
Park Department Operating Divisions:													
Office of the Director	-	1,522,820	-	-	-	-	-	-	-	-	-	-	1,522,820
Public Affairs & Community Partnerships Management Services	-	2,657,519	-	-	-	-	-	-	-	-	-	-	2,657,519
Information Technology & Innovation Park Planning & Stewardship	-	2,326,224	-	-	-	-	-	-	-	-	-	-	2,326,224
Park Development	-	4,611,713	-	-	-	-	-	-	-	-	-	-	4,611,713
Park Police	-	3,188,580	-	-	-	-	-	-	-	-	-	-	3,188,580
Horticulture, Forestry & Environmental Education	-	13,973,206	-	-	-	-	-	-	-	-	-	-	13,973,206
Facilities Management	-	8,900,531	-	-	-	-	-	-	-	-	-	-	8,900,531
Northern Parks	-	11,666,187	-	-	-	-	-	-	-	-	-	-	11,666,187
Southern Parks	-	10,102,693	-	-	-	-	-	-	-	-	-	-	10,102,693
Support Services	-	12,940,893	-	-	-	-	-	-	-	-	-	-	12,940,893
Special Revenue Operations	-	10,951,898	-	-	-	-	-	-	-	-	-	-	10,951,898
Grants	-	400,000	-	-	-	-	-	1,843,500	-	-	-	-	1,843,500
Property Management	-	-	1,319,000	-	-	-	-	-	-	-	-	-	1,319,000
Enterprise Operations	-	-	-	-	-	-	-	-	8,712,147	-	-	-	8,712,147
Total Park Department Operations	-	84,963,626	1,319,000	-	-	-	-	1,843,500	8,712,147	-	-	-	96,838,273
Non-Departmental	1,951,394	6,106,899	-	-	-	-	-	-	-	-	-	-	8,058,293
Debt Service	-	-	-	5,371,969	161,885	-	44,893,000	-	-	-	-	-	5,533,854
Capital Projects	-	-	-	-	-	-	-	-	-	-	-	-	44,893,000
Transfer to Debt Service	-	5,371,969	-	-	-	10,563,315	-	-	-	-	-	-	5,371,969
Advanced Land Acquisition	-	-	-	-	-	-	-	-	-	-	-	-	12,270,000
Risk Management Operating	-	-	-	-	-	-	-	-	-	3,235,155	-	-	3,235,155
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	3,827,125	-	3,827,125
CIO/Commission-wide IT Fund	-	-	-	-	-	-	-	-	-	-	-	1,188,934	1,188,934
Transfers Out	500,000	350,000	-	-	-	-	25,000	-	1,300,000	-	-	-	2,175,000
Total Uses	\$ 30,479,202	\$ 96,792,464	\$ 1,319,000	\$ 5,371,969	\$ 1,871,600	\$ 10,563,315	\$ 44,918,000	\$ 5,751,622	\$ 10,012,147	\$ 3,235,155	\$ 3,827,125	\$ 1,188,934	\$ 215,330,583
Designated Expenditure Reserve @ 3%	899,400	2,732,100	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	3,631,500
Total Required Funds	\$ 31,378,602	\$ 99,524,564	\$ 1,319,000	\$ 5,371,969	\$ 1,871,600	\$ 10,563,315	\$ 44,918,000	\$ 5,751,622	\$ 10,012,147	\$ 3,235,155	\$ 3,827,125	\$ 1,188,934	\$ 218,962,083
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 669,035	\$ -	\$ 806,525	\$ -	\$ 1,477,560
Total Funded Career Positions	219.60	724.00	4.00	-	-	-	-	-	33.00	3.00	-	2.00	985.60
Total Funded Workyears	182.74	706.60	7.00	-	-	-	-	29.55	119.30	3.40	-	1.75	1,050.34



Montgomery County Overview – Fiscal and Budget Summary Schedules

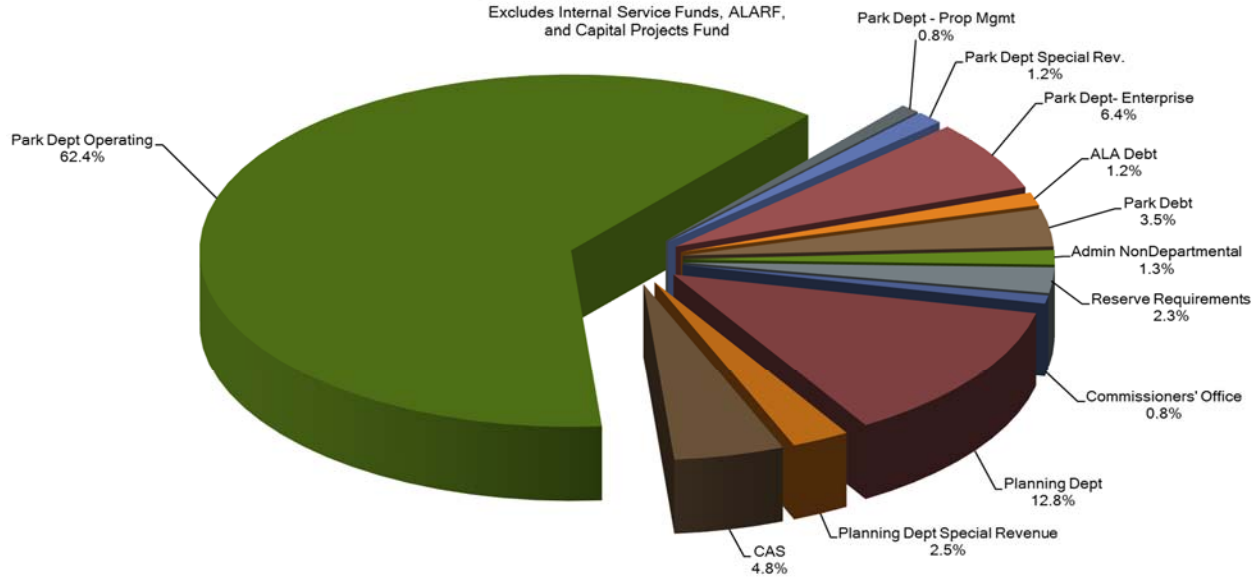
**Montgomery County FY17 Proposed Budget
Revenue Sources (Percent of Total by Type)
Operating Funds Total \$155,898,569**

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



**Montgomery County FY17 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$155,229,534**

Excludes Internal Service Funds, ALARF,
and Capital Projects Fund



Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY17 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

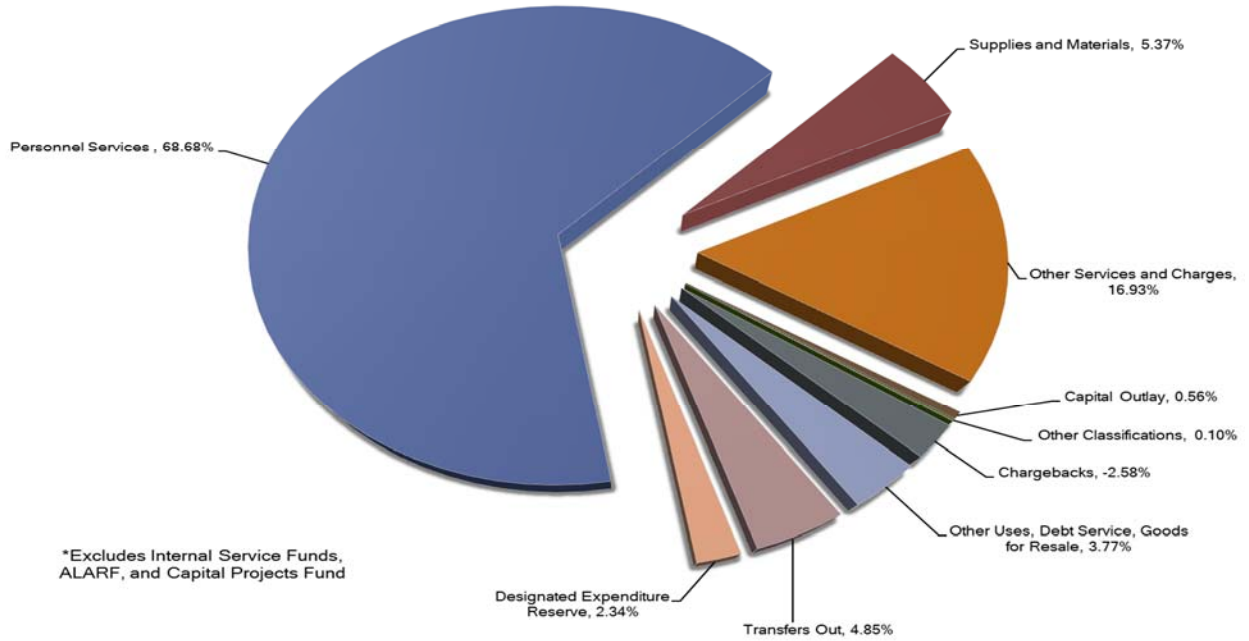
	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Other Classifications	Charge-backs	Other Uses, Debt Service, Goods for Resale	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:										
Administration Fund										
Commissioners' Office	1,135,332	24,600	12,000	-	-	-	-	-	-	1,171,932
Planning Department	17,532,670	444,701	4,251,841	-	150,000	(2,966,500)	-	-	-	19,422,712
DHFM	1,885,951	36,022	275,234	-	-	(161,525)	-	-	-	2,035,682
Department of Finance	3,074,067	79,900	816,118	-	-	(822,307)	-	-	-	3,147,778
Legal Department	1,708,545	15,466	198,478	-	-	(603,934)	-	-	-	1,318,555
Merit System Board	59,311	918	19,889	-	-	-	-	-	-	80,118
Office of Internal Audit	220,236	5,540	5,590	-	-	-	-	-	-	231,366
CAS Support Services	3,492	9,737	606,436	-	-	-	-	500,000	-	619,665
Non-Departmental	1,951,394	-	-	-	-	-	-	-	-	2,451,394
Budgetary Reserve	-	-	-	-	-	-	-	-	899,400	899,400
Administration Fund Total	27,570,998	616,884	6,185,586	-	150,000	(4,544,266)	-	500,000	899,400	31,378,602
Park Fund										
Parks Department	72,682,596	6,813,750	13,923,995	714,650	-	(3,064,466)	-	5,721,969	2,732,100	99,524,594
Park Fund Total	72,682,596	6,813,750	13,923,995	714,650	-	(3,064,466)	-	5,721,969	2,732,100	99,524,594
General Funds Total	100,253,594	7,430,634	20,109,581	714,650	150,000	(7,608,732)	-	6,221,969	3,631,500	130,903,196
ALA Debt Service Fund	-	-	1,709,715	-	-	-	161,885	-	-	1,871,600
Tax Supported Funds Total	100,253,594	7,430,634	21,819,296	714,650	150,000	(7,608,732)	161,885	6,221,969	3,631,500	132,774,796
Park Debt Service Fund	-	-	-	-	-	-	5,371,969	-	-	5,371,969
Property Management Fund										
Parks Department	466,792	201,820	479,288	-	-	171,100	-	-	-	1,319,000
Property Management Fund Total	466,792	201,820	479,288	-	-	171,100	-	-	-	1,319,000
Capital Projects Fund	-	-	-	44,893,000	-	-	-	25,000	-	44,918,000
Special Revenue Funds										
Planning Department	-	13,000	685,000	-	-	3,210,122	-	-	-	3,908,122
Parks Department	537,800	189,500	1,041,000	34,000	-	41,200	-	-	-	1,843,500
Special Revenue Funds Total	537,800	202,500	1,726,000	34,000	-	3,251,322	-	-	-	5,751,622
Governmental Funds Total	101,258,186	7,834,954	24,024,584	45,641,650	150,000	(4,186,310)	5,533,854	6,246,969	3,631,500	190,135,387
Proprietary Funds:										
Enterprise Funds										
Parks Department	5,347,038	495,500	2,258,266	118,000	-	177,343	316,000	1,300,000	-	10,012,147
Enterprise Funds Total	5,347,038	495,500	2,258,266	118,000	-	177,343	316,000	1,300,000	-	10,012,147
Internal Service Funds:										
Risk Management Fund	460,855	27,500	2,520,700	-	-	226,100	-	-	-	3,235,155
Capital Equipment Internal Service Fund	-	-	-	2,650,000	-	40,675	1,136,450	-	-	3,827,125
Commission-wide CIO & IT Initiatives Fund	237,409	2,061	949,464	-	-	-	-	-	-	1,186,934
Internal Service Funds Total	698,264	29,561	3,470,164	2,650,000	-	266,775	1,136,450	-	-	8,251,214
Proprietary Funds Total	6,045,302	525,061	5,728,430	2,768,000	-	444,118	1,452,450	1,300,000	-	18,263,361
Private Purpose Trust Funds:										
ALA Revolving Fund	-	-	-	10,563,315	-	-	-	-	-	10,563,315
Private Purpose Trust Funds Total	-	-	-	10,563,315	-	-	-	-	-	10,563,315
GRAND TOTAL	107,303,488	8,360,015	29,753,014	58,972,965	150,000	(3,742,192)	6,986,304	7,546,969	3,631,500	218,962,063

* Administration Fund transfer out reflects the transfer to the Park Fund
 ** Park Fund transfer out includes the transfers to CIP Pay-Go (\$350K) and to Debt Service (\$5.37M)



Montgomery County Overview - Fiscal and Budget Summary Schedules

Montgomery County FY17 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds* \$155,229,534



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2017

Part I. Administration Fund

	FY 16 Adopted	FY 17 Proposed	% Change
Commissioners' Office	1,277,509	1,171,932	-8.3%
Planning Department			
Planning Director's Office	947,780	928,499	-2.0%
Management Services	2,264,227	2,161,774	-4.5%
Functional Planning & Policy	2,909,732	3,000,881	3.1%
Area 1	1,496,107	1,475,701	-1.4%
Area 2	2,225,852	1,975,452	-11.2%
Area 3	2,124,532	1,994,705	-6.1%
Dev. Applications & Regulatory Coordination	979,655	1,083,848	10.6%
Center for Research & Information Systems	-	-	-
Information Technology and Innovation	3,324,914	3,186,243	-4.2%
Research and Special Projects	1,250,489	1,328,508	6.2%
Support Services	1,821,504	2,137,101	17.3%
Subtotal Planning	19,344,792	19,272,712	-0.4%
Central Administrative Services			
Department of Human Resources and Management	2,009,626	2,035,682	1.3%
Department of Finance	3,176,734	3,147,778	-0.9%
Legal Department	1,467,883	1,318,555	-10.2%
Merit System Board	70,780	80,118	13.2%
Office of Internal Audit	200,933	231,366	15.1%
Support Services	623,857	619,665	-0.7%
Subtotal Central Administrative Services	7,549,813	7,433,164	-1.5%
Non-Departmental	1,701,483	1,951,394	14.7%
Total Expenditures	29,873,597	29,829,202	-0.1%

Part II. Park Fund

	FY 16 Adopted	FY 17 Proposed	% Change
Director of Parks	1,337,666	1,522,820	13.8%
Public Affairs & Community Partnerships	2,428,748	2,657,519	9.4%
Management Services	1,577,278	1,721,362	9.1%
Information Technology & Innovation	2,189,818	2,326,224	6.2%
Park Planning and Stewardship	4,313,004	4,611,713	6.9%
Park Development	3,432,987	3,188,580	-7.1%
Park Police	14,057,738	13,973,206	-0.6%
Horticulture, Forestry & Environmental Education	8,280,827	8,900,531	7.5%
Facilities Management	11,533,316	11,666,187	1.2%
Northern Parks	9,671,007	10,102,693	4.5%
Southern Parks	13,077,629	12,940,893	-1.0%
Support Services	10,262,238	10,951,898	6.7%
Subtotal Park Operations	82,162,256	84,563,626	2.9%
Non-Departmental	5,337,546	6,106,899	14.4%
Debt Service	5,059,085	5,371,969	6.2%
Total Expenditures	92,558,887	96,042,494	3.8%



Montgomery County Overview – Fiscal and Budget Summary Schedules

-CONTINUED-
MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2017

Part III. Grants

	FY 16 Adopted	FY 17 Proposed	% Change
Admin Fund Future Grants	150,000	150,000	0.0%
Park Fund Future Grants	400,000	400,000	0.0%
Total Expenditures	550,000	550,000	0.0%

Part IV. Self Supporting Funds

	FY 16 Adopted	FY 17 Proposed	% Change
Enterprise Fund	8,631,262	8,712,147	0.9%
Property Management	1,126,800	1,319,000	17.1%
Total Expenditures	9,758,062	10,031,147	2.8%

Part V. Advance Land Acquisition Debt Service Fund

	FY 16 Adopted	FY 17 Proposed	% Change
Debt Service	166,160	161,885	-2.6%
Total Expenditures	166,160	161,885	-2.6%

Part VI. Internal Service Funds

	FY 16 Adopted	FY 17 Proposed	% Change
Risk Management Fund	3,335,045	3,235,155	-3.0%
Capital Equipment Fund	1,819,801	3,827,125	110.3%
Total Expenditures	5,154,846	7,062,280	37.0%

Part VII. Special Revenue Funds

	FY 16 Adopted	FY 17 Proposed	% Change
Park Activities	1,834,794	1,843,500	0.5%
Planning Activities	3,822,033	3,908,122	2.3%
Total Expenditures	5,656,827	5,751,622	1.7%

Explanatory Notes to Reconcile to Commission Budget Resolution:

This schedule differs from the budget resolution adopted by the Commission. The budget resolution adopted by the County Council does not include all the funds required to operate the Commission as presented in the Commission Budget Resolution, and it groups certain budget units differently. The Commission's Budget Resolution is organized by the fund and organization structure of the Commission's accounting system. The table summarizes the different treatment between the two resolutions.

	<u>County Resolution</u>	<u>Commission Resolution</u>
* Budgetary Reserve Requirements	Not included	Included in Admin. and Park Funds
* Administration Fund Transfer to Special Revenue Fund and to Park Fund	Not included	Transfer Out in Admin. Fund
* Park Fund Transfer to the CIP Fund	Not included	Transfer Out in Park Fund
* Grants	Included as separate section	Included in Admin. and Park Funds
* Advance Land Acquisition - Revolving Fund	Not Included	Included
* Enterprise Fund Transfers to CIP	Not Included	Included as Transfer Out
* Park Fund Debt Service Fund	Not Included	Included
* Park Capital Projects Fund	Not Included	Included



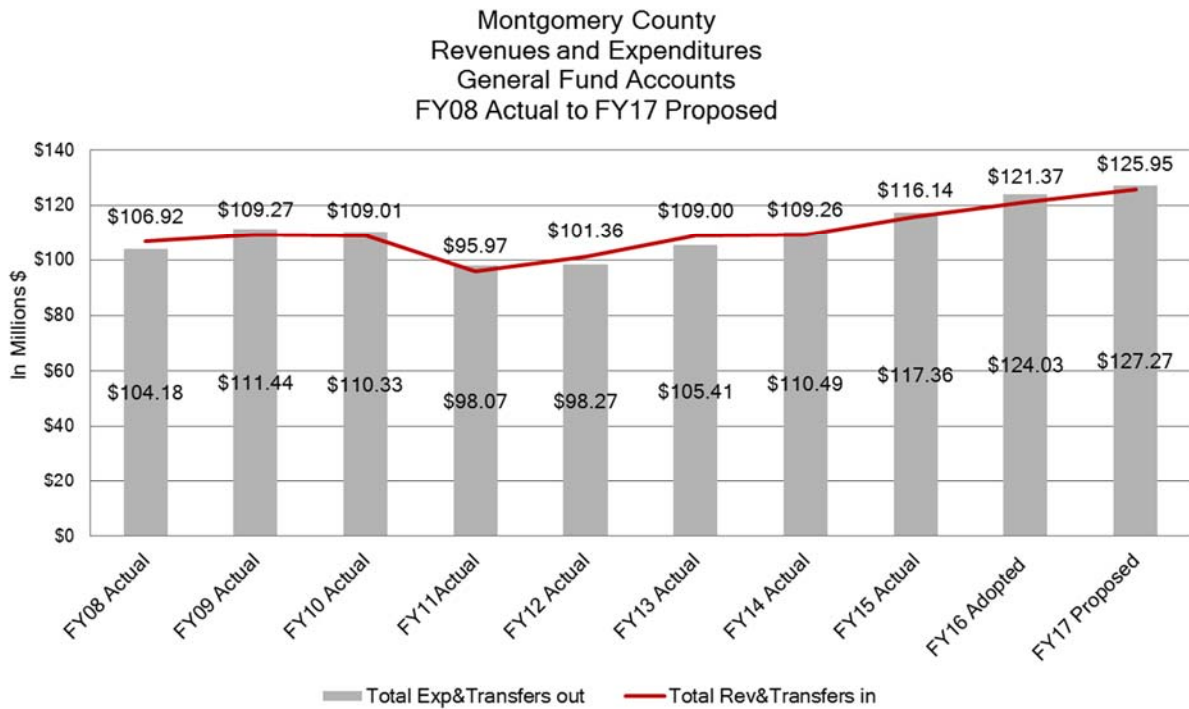
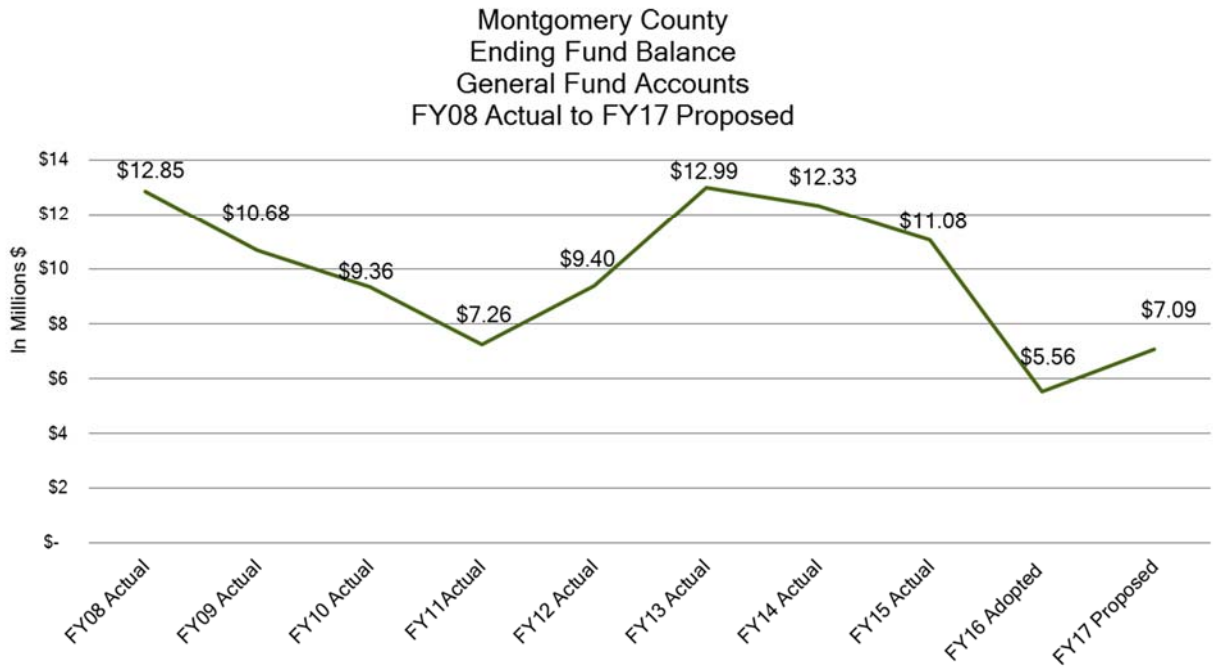
Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	General Fund Accounts		Advance Land Acquisition Debt Service Fund		Total Tax Supported Funds		Park Debt Service Fund		Capital Projects Fund		Special Revenue Funds		Total Governmental Funds	
	FY 16 Adopted	FY 17 Proposed	FY 16 Adopted	FY 17 Proposed	FY 16 Adopted	FY 17 Proposed	FY 16 Adopted	FY 17 Proposed	FY 16 Adopted	FY 17 Proposed	FY 16 Adopted	FY 17 Proposed	FY 16 Adopted	FY 17 Proposed
Revenues:														
Property Taxes	\$ 113,433,479	\$ 119,231,900	\$ 1,786,700	\$ 1,871,600	\$ 115,220,179	\$ 121,103,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,220,179	\$ 121,103,500
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	-	-	866,500	988,200
State	550,000	550,000	-	-	550,000	550,000	-	-	2,000,000	2,000,000	-	-	3,370,000	4,605,000
County - Other	40,000	40,000	-	-	40,000	40,000	-	-	9,316,000	25,754,000	-	-	9,356,000	25,794,000
County - Water Quality Protection	3,100,182	3,187,313	-	-	3,100,182	3,187,313	-	-	-	-	-	-	3,100,182	3,187,313
Sales	2,000	2,000	-	-	2,000	2,000	-	-	-	-	-	-	10,000	13,500
Charges for Services	1,933,168	2,042,568	-	-	1,933,168	2,042,568	-	-	-	-	-	-	4,049,168	4,176,568
Rentals and Concessions	633,275	695,275	-	-	633,275	695,275	-	-	-	-	-	-	682,275	784,920
Interest	40,000	65,000	-	-	40,000	65,000	-	-	10,000	25,000	-	-	56,300	105,000
Miscellaneous	126,300	107,700	-	-	126,300	107,700	-	-	200,000	200,000	-	-	858,798	669,700
Total Revenues	119,838,404	125,920,956	1,786,700	1,871,600	121,645,104	127,792,556	-	-	12,346,000	32,034,000	3,578,298	3,601,145	137,569,402	163,427,701
Expenditures by Major Object:														
Personnel Services	99,838,434	100,253,594	-	-	99,838,434	100,253,594	-	-	-	-	-	-	100,220,994	100,791,394
Supplies and Materials	5,816,326	7,430,634	-	-	6,816,326	7,430,634	-	-	-	-	-	-	7,073,176	7,833,134
Other Services and Charges	18,306,237	20,109,581	1,620,540	1,709,715	19,926,777	21,819,296	-	-	-	-	-	-	21,760,721	23,545,296
Debt Service	-	-	166,160	161,885	166,160	161,885	5,059,085	5,371,989	-	-	-	-	1,833,944	1,726,000
Capital Outlay	455,000	714,650	-	-	455,000	714,650	-	-	17,785,000	44,893,000	-	-	18,286,000	45,615,650
Other Classifications	150,000	150,000	-	-	150,000	150,000	-	-	-	-	-	-	150,000	150,000
Chargebacks	(7,642,698)	(7,608,732)	-	-	(7,642,698)	(7,608,732)	-	-	-	-	-	-	(4,505,065)	(4,357,410)
Total Expenditures	117,923,399	121,049,227	1,786,700	1,871,600	119,101,099	122,921,327	5,059,085	5,371,989	17,785,000	44,893,000	5,656,827	5,751,622	148,211,011	178,937,918
Excess of Revenues over Expenditures	1,935,005	4,871,729	-	-	1,935,005	4,871,729	(5,059,085)	(5,371,989)	(6,439,000)	(12,859,000)	(2,078,529)	(2,150,477)	(10,641,609)	(15,519,217)
Other Financing Sources (Uses):														
Bond Proceeds	-	-	-	-	-	-	-	-	4,299,000	11,234,000	-	-	4,299,000	11,234,000
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects Fund	10,000	25,000	-	-	10,000	25,000	5,059,085	5,371,989	350,000	350,000	-	-	5,408,085	5,721,969
Capital Equipment Fund	805,550	-	-	-	805,550	-	-	-	-	-	-	-	10,000	25,000
Enterprise Fund	-	-	-	-	-	-	-	-	800,000	1,300,000	-	-	805,550	-
Administration Fund	700,000	-	-	-	700,000	-	-	-	-	-	-	-	800,000	1,300,000
Total Transfers In	1,515,550	25,000	-	-	1,515,550	25,000	5,059,085	5,371,989	1,150,000	1,650,000	-	-	7,724,635	7,546,969
Transfers (Out):														
Park Fund	(1,505,550)	-	-	-	(1,505,550)	-	-	-	(10,000)	(25,000)	-	-	(1,515,550)	(25,000)
Special Revenue Fund	(500,000)	(500,000)	-	-	(500,000)	(500,000)	-	-	-	-	-	-	(500,000)	(500,000)
Capital Projects Fund	(350,000)	(350,000)	-	-	(350,000)	(350,000)	-	-	-	-	-	-	(350,000)	(350,000)
Debt Service Fund	(5,059,085)	(5,371,989)	-	-	(5,059,085)	(5,371,989)	-	-	-	-	-	-	(5,059,085)	(5,371,989)
Enterprise Fund	(6,914,635)	(6,221,869)	-	-	(6,914,635)	(6,221,869)	-	-	(10,000)	(25,000)	-	-	(6,924,635)	(6,246,969)
Total Transfers (Out)	(5,399,085)	(6,196,969)	-	-	(5,399,085)	(6,196,969)	5,059,085	5,371,989	5,439,000	12,859,000	-	-	5,099,000	12,534,000
Total Other Financing Sources (Uses)	124,838,034	127,271,896	1,786,700	1,871,600	126,624,734	129,143,296	5,059,085	5,371,989	17,795,000	44,918,000	5,656,827	5,751,622	155,135,646	185,184,887
Total Uses														
Excess of Sources over (under) Total Uses	(3,464,080)	(1,325,740)	-	-	(3,464,080)	(1,325,740)	-	-	-	-	(2,078,529)	(1,650,477)	(5,542,609)	(2,078,217)
Designated Expenditure Reserve @ 3%	3,537,700	3,631,500	-	-	3,537,700	3,631,500	-	-	-	-	-	-	3,537,700	3,631,500
Total Required Funds	128,375,734	130,903,196	1,786,700	1,871,600	130,162,434	132,774,796	5,059,085	5,371,989	17,795,000	44,918,000	5,656,827	5,751,622	158,673,346	188,816,387
Excess of Sources over (under) Total Funds Required	(7,001,780)	(4,957,240)	-	-	(7,001,780)	(4,957,240)	-	-	-	-	(2,078,529)	(1,650,477)	(9,080,309)	(6,807,717)
Fund Balance - Beginning	8,215,560	8,418,132	-	-	8,215,560	8,418,132	-	-	8,367,733	4,279,743	3,326,323	3,440,330	19,908,616	16,138,204
Fund Balance - Ending	\$ 4,751,480	\$ 7,092,392	\$ -	\$ -	\$ 4,751,480	\$ 7,092,392	\$ -	\$ -	\$ 8,367,733	\$ 4,279,743	\$ 1,247,794	\$ 1,789,853	\$ 14,367,007	\$ 13,161,987
Classification of Ending Fund Balance:														
Designated Expenditure Reserve	3,537,700	3,631,500	not applicable	not applicable	3,537,700	3,631,500	not applicable	not applicable	not applicable	not applicable	848,524	862,743	4,386,224	4,494,243
Undesignated Fund Balance	1,213,780	3,460,892	-	-	1,213,780	3,460,892	-	-	8,367,733	4,279,743	399,270	927,109	9,980,783	8,667,744
Total Ending Fund Balance	4,751,480	7,092,392	-	-	4,751,480	7,092,392	-	-	8,367,733	4,279,743	1,247,794	1,789,853	14,367,007	13,161,987

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.

Montgomery County Overview - Fiscal and Budget Summary Schedules



Montgomery County Overview - Fiscal and Budget Summary Schedules

CENTRAL ADMINISTRATIVE SERVICES BUDGET SUMMARY Expenditures by County, by Department and by Object PROPOSED BUDGET FISCAL YEAR 2017

	Montgomery County			Prince George's County			Combined Department Total		
	FY 16 Adopted	FY 17 Proposed	% Change	FY 16 Adopted	FY 17 Proposed	% Change	FY 16 Adopted	FY 17 Proposed	% Change
DHRM	\$	\$	%	\$	\$	%	\$	\$	%
Personnel Services	1,856,151	1,885,951	1.6%	2,473,051	2,561,428	3.6%	4,329,202	4,447,379	2.7%
Supplies and Materials	36,319	36,022	-0.8%	48,341	49,097	1.6%	84,660	85,119	0.5%
Other Services and Charges	276,685	275,234	-0.5%	370,132	379,111	2.4%	646,817	654,345	1.2%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,169,155	2,197,207	1.3%	2,891,524	2,989,636	3.4%	5,060,679	5,186,843	2.5%
Chargebacks	(159,529)	(161,525)	1.3%	(423,102)	(438,278)	3.6%	(582,631)	(599,803)	2.9%
Total	2,009,626	2,035,682	1.3%	2,468,422	2,551,358	3.4%	4,478,048	4,587,040	2.4%
Department of Finance									
Personnel Services	3,191,316	3,074,067	-3.7%	4,259,503	4,135,627	-2.9%	7,450,819	7,209,694	-3.2%
Supplies and Materials	79,900	79,900	0.0%	104,300	104,300	0.0%	184,200	184,200	0.0%
Other Services and Charges	697,318	816,118	17.0%	912,186	1,043,986	14.4%	1,609,504	1,860,104	15.6%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,968,534	3,970,085	0.0%	5,275,989	5,283,913	0.2%	9,244,523	9,253,998	0.1%
Chargebacks	(791,800)	(822,307)	3.9%	(1,525,200)	(1,518,860)	-0.4%	(2,317,000)	(2,341,167)	1.0%
Total	3,176,734	3,147,778	-0.9%	3,750,789	3,765,053	0.4%	6,927,523	6,912,831	-0.2%
Legal Department									
Personnel Services	1,809,998	1,708,545	-5.6%	1,552,051	1,579,231	1.8%	3,362,049	3,287,776	-2.2%
Supplies and Materials	16,032	15,466	-3.5%	13,768	14,334	4.1%	29,800	29,800	0.0%
Other Services and Charges	216,073	198,478	-8.1%	187,942	183,945	-2.1%	404,015	382,423	-5.3%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,042,103	1,922,489	-5.9%	1,753,761	1,777,510	1.4%	3,795,864	3,699,999	-2.5%
Chargebacks	(574,220)	(603,934)	5.2%	(734,719)	(758,667)	3.3%	(1,308,939)	(1,362,601)	4.1%
Total	1,467,883	1,318,555	-10.2%	1,019,042	1,018,843	0.0%	2,486,925	2,337,398	-6.0%
Merit System Board									
Personnel Services	49,972	59,311	18.7%	49,972	59,312	18.7%	99,944	118,623	18.7%
Supplies and Materials	918	918	0.0%	918	917	-0.1%	1,836	1,835	-0.1%
Other Services and Charges	19,890	19,889	0.0%	19,890	19,889	0.0%	39,780	39,778	0.0%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	70,780	80,118	13.2%	70,780	80,118	13.2%	141,560	160,236	13.2%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	70,780	80,118	13.2%	70,780	80,118	13.2%	141,560	160,236	13.2%

Montgomery County Overview - Fiscal and Budget Summary Schedules

-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2017

	Montgomery County			Prince George's County			Combined Department Total		
	FY 16 Adopted	FY 17 Proposed	% Change	FY 16 Adopted	FY 17 Proposed	% Change	FY 16 Adopted	FY 17 Proposed	% Change
Office of Internal Audit									
Personnel Services	189,803	220,236	16.0%	429,816	414,746	-3.5%	619,619	634,982	2.5%
Supplies and Materials	5,540	5,540	0.0%	9,660	9,660	0.0%	15,200	15,200	0.0%
Other Services and Charges	5,590	5,590	0.0%	10,510	10,510	0.0%	16,100	16,100	0.0%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	200,933	231,366	15.1%	449,986	434,916	-3.3%	650,919	666,282	2.4%
Chargebacks	-	-	-	(95,000)	(97,502)	2.6%	(95,000)	(97,502)	2.6%
Total	200,933	231,366	15.1%	354,986	337,414	-5.0%	555,919	568,780	2.3%
CAS Support Services									
Personnel Services	4,685	3,492	-25.5%	5,795	4,408	-23.9%	10,480	7,900	-24.6%
Supplies and Materials	11,175	9,737	-12.9%	13,825	12,292	-11.1%	25,000	22,029	-11.9%
Other Services and Charges	607,997	606,436	-0.3%	752,175	765,591	1.8%	1,360,172	1,372,027	0.9%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	623,857	619,665	-0.7%	771,795	782,291	1.4%	1,395,652	1,401,956	0.5%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	623,857	619,665	-0.7%	771,795	782,291	1.4%	1,395,652	1,401,956	0.5%
Total Central Administrative Services									
Personnel Services	7,101,925	6,951,602	-2.1%	8,770,188	8,754,752	-0.2%	15,872,113	15,706,354	-1.0%
Supplies and Materials	149,884	147,583	-1.5%	190,812	190,600	-0.1%	340,696	338,183	-0.7%
Other Services and Charges	1,823,553	1,921,745	5.4%	2,252,835	2,403,032	6.7%	4,076,388	4,324,777	6.1%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	9,075,362	9,020,930	-0.6%	11,213,835	11,348,384	1.2%	20,289,197	20,369,314	0.4%
Chargebacks	(1,525,549)	(1,587,766)	4.1%	(2,778,021)	(2,813,307)	1.3%	(4,303,570)	(4,401,073)	2.3%
Total	\$ 7,549,813	\$ 7,433,164	-1.5%	\$ 8,435,814	\$ 8,535,077	1.2%	\$ 15,985,627	\$ 15,968,241	-0.1%

*% Allocation is the amount of budget funded by each County.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ADMINISTRATION FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ 25,414,947	\$ 27,895,118	\$ 27,895,118	\$ 29,320,900	5.1%
Intergovernmental:					
Federal	-	-	-	-	-
State	-	150,000	150,000	150,000	0.0%
County - Other	56,260	40,000	40,000	40,000	0.0%
County - Water Quality Protection	360,400	360,400	360,400	369,900	2.6%
Sales	4,700	2,000	2,000	1,200	-40.0%
Charges for Services	314,173	142,000	142,000	143,800	1.3%
Rentals and Concessions	-	-	-	-	-
Interest	66,195	35,000	35,000	60,000	71.4%
Miscellaneous	6,644	-	-	-	-
Total Revenues	26,223,319	28,624,518	28,624,518	30,085,800	5.1%
Expenditures by Major Object:					
Personnel Services	24,670,500	27,933,547	27,933,547	27,570,998	-1.3%
Supplies and Materials	772,880	592,894	592,894	616,884	4.0%
Other Services and Charges	5,545,442	5,725,205	5,725,205	6,185,586	8.0%
Capital Outlay	223,829	-	-	-	-
Other Classifications	-	150,000	150,000	150,000	0.0%
Chargebacks	(4,339,848)	(4,378,049)	(4,378,049)	(4,544,266)	3.8%
Total Expenditures	26,872,803	30,023,597	30,023,597	29,979,202	-0.1%
Excess of Revenues over (under) Expenditures	(649,484)	(1,399,079)	(1,399,079)	106,598	-107.6%
Other Financing Sources (Uses):					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Park Fund	(1,100,000)	(700,000)	(700,000)	-	-100.0%
Special Revenue Fund	-	-	-	(500,000)	-
Total Transfers (Out)	(1,100,000)	(700,000)	(700,000)	(500,000)	-28.6%
Total Other Financing Sources (Uses)	(1,100,000)	(700,000)	(700,000)	(500,000)	-28.6%
Total Uses	27,972,803	30,723,597	30,723,597	30,479,202	-0.8%
Excess of Sources over (under) Total Uses	(1,749,484)	(2,099,079)	(2,099,079)	(393,402)	-81.3%
Designated Expenditure Reserve @ 3%	-	900,700	900,700	899,400	-0.1%
Total Required Funds	\$ 27,972,803	\$ 31,624,297	31,624,297	31,378,602	-0.8%
Excess of Sources over (under) Total Funds Required	\$ (1,749,484)	\$ (2,999,779)	(2,999,779)	(1,292,802)	-56.9%
Fund Balance - Beginning	6,985,210	3,341,680	5,235,726	3,136,647	-6.1%
Fund Balance - Ending	\$ 5,235,726	\$ 1,242,601	3,136,647	2,743,245	120.8%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	900,700	900,700	899,400	-0.1%
Undesignated Fund Balance	5,235,726	341,901	2,235,947	1,843,845	439.3%
Total Ending Fund Balance	\$ 5,235,726	\$ 1,242,601	3,136,647	2,743,245	120.8%

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PARK FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ 83,626,127	\$ 85,538,361	\$ 85,538,361	\$ 89,911,000	5.1%
Intergovernmental:					
Federal	(90)	-	-	-	-
State	8,252	400,000	400,000	400,000	0.0%
County - Other	-	-	-	-	-
County - Water Quality Protection	2,468,155	2,739,782	2,739,782	2,817,413	2.8%
Local	-	-	-	-	-
Sales	1,226	-	-	-	-
Charges for Services	1,664,779	1,791,168	1,791,168	1,898,768	6.0%
Rentals and Concessions	787,153	633,275	633,275	695,275	9.8%
Interest	(4,639)	5,000	5,000	5,000	0.0%
Miscellaneous	236,625	126,300	126,300	107,700	-14.7%
Total Revenues	88,787,588	91,233,886	91,233,886	95,835,156	5.0%
Expenditures by Major Object					
Personnel Services	67,700,110	71,904,887	71,904,887	72,682,596	1.1%
Supplies and Materials	6,898,515	6,223,432	6,223,432	6,813,750	9.5%
Other Services and Charges	12,199,148	12,581,032	12,581,032	13,923,995	10.7%
Capital Outlay	788,369	455,000	455,000	714,650	57.1%
Other Classifications	-	-	-	-	-
Chargebacks	(3,334,138)	(3,264,549)	(3,264,549)	(3,064,466)	-6.1%
Total Expenditures	84,252,004	87,899,802	87,899,802	91,070,525	3.6%
Excess of Revenues over (under) Expenditures	4,535,584	3,334,084	3,334,084	4,764,631	42.9%
Other Financing Sources (Uses):					
Transfers In					
Capital Projects Funds	27,383	10,000	10,000	25,000	150.0%
Capital Equipment Fund	-	805,550	805,550	-	-100.0%
Administration Fund	1,100,000	700,000	700,000	-	-100.0%
Total Transfers In	1,127,383	1,515,550	1,515,550	25,000	-98.4%
Transfers(Out)					
Capital Projects Funds	(350,000)	(350,000)	(350,000)	(350,000)	0.0%
Debt Service Fund	(4,789,723)	(5,059,085)	(5,059,085)	(5,371,969)	6.2%
Total Transfers (Out)	(5,139,723)	(5,409,085)	(5,409,085)	(5,721,969)	5.8%
Total Other Financing Sources (Uses)	(4,012,340)	(3,893,535)	(3,893,535)	(5,696,969)	46.3%
Total Uses	89,391,726	93,308,887	93,308,887	96,792,494	3.7%
Excess of Sources over (under) Total Uses	523,245	(559,451)	(559,451)	(932,338)	66.7%
Designated Expenditure Reserve @ 3%	-	2,637,000	2,637,000	2,732,100	3.6%
Total Required Funds	89,391,726	95,945,887	95,945,887	99,524,594	3.7%
Excess of Sources over (under) Total Funds Required	\$ 523,245	\$ (3,196,451)	\$ (3,196,451)	\$ (3,664,438)	14.6%
Fund Balance - Beginning	5,317,691	4,873,880	5,840,936	5,281,485	8.4%
Fund Balance - Ending	\$ 5,840,936	\$ 4,314,429	\$ 5,281,485	\$ 4,349,147	0.8%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	2,637,000	2,637,000	2,732,100	3.6%
Undesignated Fund Balance	5,840,936	1,677,429	2,644,485	1,617,047	-3.6%
Total Ending Fund Balance	\$ 5,840,936	\$ 4,314,429	\$ 5,281,485	\$ 4,349,147	0.8%

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PROPERTY MANAGEMENT SUBFUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	1,045,042	1,123,800	1,123,800	1,315,000	17.0%
Interest	4,720	3,000	3,000	4,000	33.3%
Miscellaneous	3,000	-	-	-	-
Total Revenues	1,052,762	1,126,800	1,126,800	1,319,000	17.1%
Expenditures by Major Object:					
Personnel Services	323,375	421,636	421,636	466,792	10.7%
Supplies and Materials	156,611	161,820	161,820	201,820	24.7%
Other Services and Charges	409,323	372,244	372,244	479,288	28.8%
Capital Outlay	100	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	173,808	171,100	171,100	171,100	0.0%
Total Expenditures	1,063,217	1,126,800	1,126,800	1,319,000	17.1%
Excess of Revenues over Expenditures	(10,455)	-	-	-	-
Other Financing Sources (Uses):					
Transfer to Special Revenue Fund	(23,543)	-	-	-	-
Total Other Financing Sources (Uses)	(23,543)	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ (33,998)	\$ -	\$ -	\$ -	-
Fund Balance - Beginning	995,559	970,361	961,561	961,561	-0.9%
Fund Balance - Ending	\$ 961,561	\$ 970,361	\$ 961,561	\$ 961,561	-0.9%



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ 1,738,887	\$ 1,786,700	\$ 1,786,700	\$ 1,871,600	4.8%
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,738,887</u>	<u>1,786,700</u>	<u>1,786,700</u>	<u>1,871,600</u>	<u>4.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,467,000	1,620,540	1,629,706	1,709,715	5.5%
Debt Service -	281,460	166,160	166,160	161,885	-2.6%
Debt Service Principal	230,000	120,000	120,000	120,000	0.0%
Debt Service Interest	51,460	44,760	44,760	40,485	-9.6%
Debt Service Fees	-	1,400	1,400	1,400	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,748,460</u>	<u>1,786,700</u>	<u>1,795,866</u>	<u>1,871,600</u>	<u>4.8%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(9,573)</u>	<u>-</u>	<u>(9,166)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (9,573)</u>	<u>\$ -</u>	<u>\$ (9,166)</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	18,739	-	9,166	-	-
Fund Balance, Ending	<u>\$ 9,166</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND Summary of Revenues, Expenditures, and Changes in Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	31,943	20,000	20,000	20,000	0.0%
Miscellaneous (Contributions)	1,467,000	1,620,540	1,629,706	1,709,715	5.5%
Total Revenues	<u>1,498,943</u>	<u>1,640,540</u>	<u>1,649,706</u>	<u>1,729,715</u>	<u>5.4%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Capital Outlay	3,885,521	9,924,355	1,000,000	10,563,315	6.4%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>3,885,521</u>	<u>9,924,355</u>	<u>1,000,000</u>	<u>10,563,315</u>	<u>6.4%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(2,386,578)</u>	<u>(8,283,815)</u>	<u>649,706</u>	<u>(8,833,600)</u>	<u>6.6%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (2,386,578)</u>	<u>\$ (8,283,815)</u>	<u>\$ 649,706</u>	<u>\$ (8,833,600)</u>	<u>6.6%</u>
Total Net Position - Beginning	<u>10,570,472</u>	<u>8,283,815</u>	<u>8,183,894</u>	<u>8,833,600</u>	<u>6.6%</u>
Total Net Position - Ending	<u>\$ 8,183,894</u>	<u>\$ -</u>	<u>\$ 8,833,600</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY DEBT SERVICE FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	30,000	-	-	-	-
Debt Service -	4,759,723	5,059,085	5,059,085	5,371,969	6%
Debt Service Principal	3,295,000	2,745,000	2,745,000	3,415,000	24%
Debt Service Interest	1,464,526	2,189,085	2,189,085	1,806,969	-17%
Debt Service Fees	197	125,000	125,000	150,000	20%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>4,789,723</u>	<u>5,059,085</u>	<u>5,059,085</u>	<u>5,371,969</u>	<u>6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(4,789,723)</u>	<u>(5,059,085)</u>	<u>(5,059,085)</u>	<u>(5,371,969)</u>	<u>6%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	4,789,723	5,059,085	5,059,085	5,371,969	6%
Total Transfers In	<u>4,789,723</u>	<u>5,059,085</u>	<u>5,059,085</u>	<u>5,371,969</u>	<u>6%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>4,789,723</u>	<u>5,059,085</u>	<u>5,059,085</u>	<u>5,371,969</u>	<u>6%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CAPITAL PROJECTS FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	-	-	2,000,000	-
State (POS)	9,708,280	2,520,000	2,520,000	3,830,000	52.0%
State (Other)	(3,580,660)	300,000	300,000	225,000	-25.0%
County	13,103,648	9,316,000	9,316,000	25,754,000	176.4%
Interest	27,383	10,000	10,000	25,000	150.0%
Contributions	21,500	200,000	200,000	200,000	0.0%
Miscellaneous	1,122	-	-	-	-
Total Revenues	<u>19,281,273</u>	<u>12,346,000</u>	<u>12,346,000</u>	<u>32,034,000</u>	<u>159.5%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	23,445,223	17,785,000	17,785,000	44,893,000	152.4%
Park Acquisition	399,141	5,420,000	5,420,000	5,495,000	1.4%
Park Development	23,046,082	12,365,000	12,365,000	39,398,000	218.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>23,445,223</u>	<u>17,785,000</u>	<u>17,785,000</u>	<u>44,893,000</u>	<u>152.4%</u>
Excess of Revenues over Expenditures	<u>(4,163,950)</u>	<u>(5,439,000)</u>	<u>(5,439,000)</u>	<u>(12,859,000)</u>	<u>136.4%</u>
Other Financing Sources (Uses):					
Bond Proceeds	-	4,299,000	4,299,000	11,234,000	161.3%
Transfers In					
Transfer from Park Fund (Pay-Go)	350,000	350,000	350,000	350,000	0.0%
Transfer from Enterprise Fund	-	800,000	800,000	1,300,000	62.5%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	350,000	1,150,000	1,150,000	1,650,000	43.5%
Transfers Out					
Transfer to Park Fund	(27,383)	(10,000)	(10,000)	(25,000)	150.0%
Total Transfers Out	<u>(27,383)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(25,000)</u>	<u>150.0%</u>
Total Other Financing Sources (Uses)	<u>322,617</u>	<u>5,439,000</u>	<u>5,439,000</u>	<u>12,859,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(3,841,333)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	8,121,076	8,367,733	4,279,743	4,279,743	-48.9%
Fund Balance, Ending	<u>\$ 4,279,743</u>	<u>\$ 8,367,733</u>	<u>\$ 4,279,743</u>	<u>\$ 4,279,743</u>	<u>-48.9%</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ 938,657	\$ 866,500	\$ 948,000	\$ 988,200	14.0%
Sales	3,931	8,000	2,300	12,300	53.8%
Charges for Services	3,327,383	2,116,000	2,104,100	2,134,000	0.9%
Rentals and Concessions	65,129	49,000	81,645	89,645	82.9%
Interest	18,682	6,300	5,900	15,000	138.1%
Miscellaneous	422,647	532,498	133,042	362,000	-32.0%
Total Revenues	4,776,429	3,578,298	3,274,987	3,601,145	0.6%
Expenditures by Major Object:					
Personnel Services	389,845	382,500	443,478	537,800	40.6%
Supplies and Materials	66,643	256,850	116,400	202,500	-21.2%
Other Services and Charges	975,631	1,833,944	1,474,544	1,726,000	-5.9%
Capital Outlay	47,898	46,000	43,113	34,000	-26.1%
Other Classifications	-	-	-	-	-
Chargebacks	3,133,850	3,137,533	3,137,533	3,251,322	3.6%
Total Expenditures	4,613,867	5,656,827	5,215,068	5,751,622	1.7%
Excess of Revenues over Expenditures	162,562	(2,078,529)	(1,940,081)	(2,150,477)	3.5%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	500,000	-
Property Management Fund	23,543	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	23,543	-	-	500,000	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	23,543	-	-	500,000	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	186,105	(2,078,529)	(1,940,081)	(1,650,477)	-20.6%
Fund Balance - Beginning	5,194,306	3,326,323	5,380,411	3,440,330	3.4%
Fund Balance - Ending	\$ 5,380,411	\$ 1,247,794	\$ 3,440,330	\$ 1,789,853	43.4%



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ENTERPRISE FUND

Summary of Revenues, Expenses, and Changes in Fund Net Position

PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$ -	\$ -	\$ -	-	-
Sales	567,467	584,300	586,300	621,300	6.3%
Charges for Services	5,348,887	6,257,493	6,413,853	6,639,258	6.1%
Rentals and Concessions	3,260,550	3,454,248	3,398,983	3,370,624	-2.4%
Miscellaneous	691,087	-	-	-	-
Total Operating Revenues	9,867,991	10,296,041	10,399,136	10,631,182	3.3%
Operating Expenses:					
Personnel Services	4,374,136	5,052,579	5,048,852	5,347,038	5.8%
Goods for Resale	375,685	327,300	301,200	316,000	-3.5%
Supplies and Materials	653,249	498,000	595,315	495,500	-0.5%
Other Services and Charges	2,432,484	2,365,283	2,562,145	2,258,266	-4.5%
Depreciation & Amortization Expense	1,241,603	-	-	-	-
Capital Outlay	-	169,000	143,300	118,000	-30.2%
Other Classifications	-	-	-	-	-
Chargebacks	323,600	191,000	163,766	177,343	-7.2%
Indirect Charges (Admin Chargeback)	-	28,100	28,100	-	-100.0%
Total Operating Expenses	9,400,757	8,631,262	8,842,678	8,712,147	0.9%
Operating Income (Loss)	467,234	1,664,779	1,556,458	1,919,035	15.3%
Nonoperating Revenue (Expenses):					
Interest Income	59,900	20,000	17,000	50,000	150.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	(2,047)	-	-	-	-
Total Nonoperating Revenues (Expenses)	57,853	20,000	17,000	50,000	150.0%
Income (Loss) Before Operating Transfers	525,087	1,684,779	1,573,458	1,969,035	16.9%
Operating Transfers In (Out):					
Transfer in - Park Fund	-	-	-	-	-
Transfer - Other	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfer Out - Capital Projects Funds	-	(800,000)	(800,000)	(1,300,000)	62.5%
Net Operating Transfer	-	(800,000)	(800,000)	(1,300,000)	62.5%
Change in Net Position	525,087	884,779	773,458	669,035	-24.4%
Total Net Position - Beginning	23,480,604	23,949,765	24,005,691	24,779,149	3.5%
Total Net Position - Ending	\$ 24,005,691	\$ 24,834,544	\$ 24,779,149	\$ 25,448,184	2.5%

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY15 Actual	FY16 Adopted	FY16 Estimate	FY17 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	3,144,000	2,681,100	2,681,100	2,637,500	-1.6%
Planning	38,600	46,400	46,400	52,400	12.9%
CAS	4,700	4,700	4,700	4,800	2.1%
Enterprise	113,900	38,000	38,000	500	-98.7%
Miscellaneous (Claim Recoveries, etc.)	332,162	-	-	-	-
Total Operating Revenues	<u>3,633,362</u>	<u>2,770,200</u>	<u>2,770,200</u>	<u>2,695,200</u>	<u>-2.7%</u>
Operating Expenses:					
Personnel Services	363,181	455,097	455,097	460,855	1.3%
Supplies and Materials	22,273	22,500	22,500	27,500	22.2%
Other Services and Charges:					
Insurance Claims:					
Parks	2,844,066	1,966,796	1,966,796	1,918,100	-2.5%
Planning	23,741	41,173	41,173	51,700	25.6%
CAS	2,384	4,904	4,904	8,000	63.1%
Enterprise	(19,909)	30,445	30,445	24,400	-19.9%
Misc., Professional services, etc.	128,345	557,851	557,851	518,500	-7.1%
Depreciation & Amortization Expense	4,200	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	248,003	256,279	256,279	226,100	-11.8%
Total Operating Expenses	<u>3,616,284</u>	<u>3,335,045</u>	<u>3,335,045</u>	<u>3,235,155</u>	<u>-3.0%</u>
Operating Income (Loss)	<u>17,078</u>	<u>(564,845)</u>	<u>(564,845)</u>	<u>(539,955)</u>	<u>-4.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	44,216	30,000	30,000	40,000	33.3%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>44,216</u>	<u>30,000</u>	<u>30,000</u>	<u>40,000</u>	<u>33.3%</u>
Income (Loss) Before Operating Transfers	<u>61,294</u>	<u>(534,845)</u>	<u>(534,845)</u>	<u>(499,955)</u>	<u>-6.5%</u>
Operating Transfers In (Out):					
Transfer In	730,856	-	-	-	-
Transfer (Out)	(730,856)	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	61,294	(534,845)	(534,845)	(499,955)	-6.5%
Total Net Position - Beginning	5,423,978	5,281,842	5,485,272	4,950,427	-6.3%
Total Net Position - Ending	<u>\$ 5,485,272</u>	<u>\$ 4,746,997</u>	<u>\$ 4,950,427</u>	<u>\$ 4,450,472</u>	<u>-6.2%</u>
Designated Position	2,715,000	2,886,793	2,953,548	3,493,097	21.0%
Unrestricted Position	2,770,272	1,860,203	1,996,879	957,375	-48.5%
Total Net Position, June 30	<u>\$ 5,485,272</u>	<u>\$ 4,746,997</u>	<u>\$ 4,950,427</u>	<u>\$ 4,450,472</u>	<u>-6.2%</u>
Note: Allocation of administrative expense paid to Montgomery County for insurance pool management					
Parks	\$ 435,865	\$ 446,127	\$ 446,127	\$ 416,500	-6.6%
Planning	9,995	11,414	11,414	11,300	-1.0%
CAS	1,237	1,284	1,284	1,700	32.4%
Enterprise	11,370	16,740	16,740	5,300	-68.3%
Total	<u>\$ 458,467</u>	<u>\$ 475,565</u>	<u>\$ 475,565</u>	<u>\$ 434,800</u>	<u>-8.6%</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services (to Other Funds)	\$ 2,327,200	\$ 1,815,283	\$ 1,895,250	\$ 1,982,650	9.2%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>2,327,200</u>	<u>1,815,283</u>	<u>1,895,250</u>	<u>1,982,650</u>	<u>9.2%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	143,999	-	-	-	-
Other Services and Charges:	75,172	-	-	-	-
Debt Service:					
Debt Service Principal	-	769,000	769,000	903,200	17.5%
Debt Service Interest	-	219,300	219,300	233,250	6.4%
Depreciation & Amortization Expense	1,585,153	-	-	-	-
Capital Outlay	-	800,000	800,000	2,650,000	231.3%
Other Classifications	-	-	-	-	-
Chargebacks	29,000	31,501	31,501	40,675	29.1%
Total Operating Expenses	<u>1,833,324</u>	<u>1,819,801</u>	<u>1,819,801</u>	<u>3,827,125</u>	<u>110.3%</u>
Operating Income (Loss)	<u>493,876</u>	<u>(4,518)</u>	<u>75,449</u>	<u>(1,844,475)</u>	<u>40725.0%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	2,650,000	-
Interest Income	8,275	3,000	3,000	3,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	83,368	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>91,643</u>	<u>3,000</u>	<u>3,000</u>	<u>2,653,000</u>	<u>88333.3%</u>
Income (Loss) Before Operating Transfers	<u>585,519</u>	<u>(1,518)</u>	<u>78,449</u>	<u>808,525</u>	<u>-53362.5%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	(805,550)	(805,550)	-	-100.0%
Net Operating Transfer	<u>-</u>	<u>(805,550)</u>	<u>(805,550)</u>	<u>-</u>	<u>-100.0%</u>
Change in Net Position	585,519	(807,068)	(727,101)	808,525	-200.2%
Total Net Position - Beginning	<u>8,583,358</u>	<u>10,283,442</u>	<u>9,168,877</u>	<u>8,441,776</u>	<u>-17.9%</u>
Total Net Position - Ending	<u>\$ 9,168,877</u>	<u>\$ 9,476,374</u>	<u>\$ 8,441,776</u>	<u>\$ 9,250,301</u>	<u>-2.4%</u>

Note: Future Financing Plans

Capital equipment financed for Parks and Pla	\$	2,470,000	\$	2,470,000	\$	2,400,000
Capital equipment financed for Finance Dept.		100,000		100,000		250,000

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY COMMISSION-WIDE CIO & IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services (to Other Funds)	\$ 530,969	\$ 516,500	\$ 295,400	\$ 778,900	50.8%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	530,969	516,500	295,400	778,900	50.8%
Operating Expenses:					
Personnel Services	76,816	213,521	213,521	237,409	11.2%
Supplies and Materials	17,197	8,038	8,038	2,061	-74.4%
Other Services and Charges:	359,596	241,523	286,355	949,464	293.1%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	88,584	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	542,193	463,082	507,914	1,188,934	156.7%
Operating Income (Loss)	(11,224)	53,418	(212,514)	(410,034)	-867.6%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	344,000	-
Interest Income	5,768	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(15,138)	-	-	-	-
Total Nonoperating Revenue (Expenses):	(9,369)	-	-	344,000	-
Income (Loss) Before Operating Transfers	(20,593)	53,418	(212,514)	(66,034)	-223.6%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(20,593)	53,418	(212,514)	(66,034)	-223.6%
Total Net Position - Beginning	1,955,457	1,536,606	1,934,864	1,722,350	12.1%
Total Net Position - Ending	\$ 1,934,864	\$ 1,590,024	\$ 1,722,350	\$ 1,656,316	4.2%

Note: Future Financing Plans

Capital equipment financed for IT Initiatives	\$	-	\$	-	\$	344,000
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Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	190,992	212,449	212,449	212,449	0.0%
Retirement System	75,673	96,015	96,015	96,015	0.0%
CAS Departments	796,491	885,976	885,976	885,976	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,063,156</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	212,657	247,351	247,351	250,295	1.2%
Supplies and Materials	73,969	21,089	21,089	21,500	1.9%
Other Services and Charges:	424,371	594,000	594,000	590,645	-0.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	153,517	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	332,000	332,000	332,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	-	-	-	-
Total Operating Expenses	<u>864,514</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>0.0%</u>
Operating Income (Loss)	<u>198,642</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	6,212	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>6,212</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>204,854</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	204,854	-	-	-	-
Total Net Position - Beginning	<u>3,165,127</u>	<u>3,092,081</u>	<u>3,369,981</u>	<u>3,369,981</u>	<u>9.0%</u>
Total Net Position - Ending	<u>\$ 3,369,981</u>	<u>\$ 3,092,081</u>	<u>\$ 3,369,981</u>	<u>\$ 3,369,981</u>	<u>9.0%</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	317,000	700,000	700,000	-	-100.0%
EGWP Subsidy	-	1,805,000	1,805,000	1,200,000	-33.5%
Charges for Services:					
ISF Revenue, Other	22,360	18,600	18,600	15,900	-14.5%
ISF Revenue, Employee Share	7,090,856	9,884,689	9,884,689	10,137,524	2.6%
ISF Revenue, Employer Share	37,802,216	44,722,998	44,722,998	45,795,360	2.4%
Miscellaneous (Claim Recoveries, etc.)	2,564,872	-	-	-	-
Total Operating Revenues	47,797,304	57,131,287	57,131,287	57,148,784	0.0%
Operating Expenses:					
Personnel Services	615,029	726,962	726,962	739,799	1.8%
Supplies and Materials	5,025	35,000	35,000	50,000	42.9%
Other Services and Charges:					
Professional Services	232,411	395,000	395,000	595,000	50.6%
Insurance Claims and Fees	39,062,072	48,031,482	48,031,482	47,338,073	-1.4%
Insurance Premiums	4,821,516	7,866,031	7,866,031	8,195,394	4.2%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	300,000	283,800	283,800	318,518	12.2%
Total Operating Expenses	45,036,053	57,338,275	57,338,275	57,236,784	-0.2%
Operating Income (Loss)	2,761,251	(206,988)	(206,988)	(88,000)	-57.5%
Non-operating Revenue (Expenses):					
Interest Income	47,967	15,000	15,000	15,000	0.0%
Total Non-operating Revenue (Expenses)	47,967	15,000	15,000	15,000	0.0%
Income (Loss) Before Operating Transfers	2,809,218	(191,988)	(191,988)	(73,000)	-62.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	(700,000)	(700,000)	-	-100.0%
Net Operating Transfer	-	(700,000)	(700,000)	-	-100.0%
Change in Net Position	2,809,218	(891,988)	(891,988)	(73,000)	-91.8%
Total Net Position, Beginning	10,838,987	10,907,860	13,648,205	12,756,217	16.9%
Total Net Position, Ending	13,648,205	10,015,872	12,756,217	12,683,217	26.6%
Designated Position	3,377,704	4,300,371	4,300,371	4,865,127	13.1%
Unrestricted Position	10,270,501	5,715,501	8,455,846	7,818,090	36.8%
Total Net Position, June 30	\$ 13,648,205	\$ 10,015,872	\$ 12,756,217	\$ 12,683,217	26.6%

Policy requires a reserve equal to 8.5% of Total Operating Expense



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY TAX RATES AND ASSESSABLE BASE

		FY 15 Actual	FY 16 Adopted	FY 17 Proposed	Rate Change
<u>Tax Rates:</u>					
(Cents per \$100 of assessed value)					
Administration					
	Real	1.70	1.80	1.80	-
	Personal	4.25	4.50	4.50	-
Park					
	Real	5.60	5.52	5.52	-
	Personal	14.00	13.80	13.80	-
Adv. Land Acquisition					
	Real	0.10	0.10	0.10	-
	Personal	0.25	0.25	0.25	-
Total Tax Rates (Cents)					
	Real	<u>7.40</u>	<u>7.42</u>	<u>7.42</u>	-
	Personal	<u>18.50</u>	<u>18.55</u>	<u>18.55</u>	-

		FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
<u>Assessable Base):</u>					
(in billions \$)					
Administration Fund*					
	Real	144.062	148.955	156.475	5.05%
	Personal	2.835	2.913	2.983	2.40%
Park Fund*					
	Real	144.062	148.955	156.475	5.05%
	Personal	2.835	2.913	2.983	2.40%
Adv. Land Acquisition (Entire County)					
	Real	165.668	171.470	179.810	4.86%
	Personal	3.469	3.590	3.679	2.48%

* The assessable base for both the Administration Fund and the Park Fund covers all of Montgomery County except the municipalities of Rockville, Gaithersburg, Washington Grove, Barnesville, Brookeville, Poolesville, and Laytonsville.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY POSITIONS/WORKYEARS SUMMARY BY FUND

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	206.20	205.50	207.95	207.00	207.70	207.00
Unfunded Career (Planning Dept)	5.00	-	4.00	-	3.00	-
Part-Time Career	7.40	4.40	8.90	5.15	8.90	5.15
Career Total	218.60	209.90	220.85	212.15	219.60	212.15
Term Contract	3.00	2.25	1.50	1.25	2.50	2.25
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(23.55)	-	(23.55)	-	(23.55)
Less Lapse	-	(9.00)	-	(8.11)	-	(8.11)
TOTAL ADMINISTRATION FUND	221.60	179.60	222.35	181.74	222.10	182.74
PARK FUND						
Full-Time Career	682.00	682.00	695.00	695.00	714.00	714.00
Part-Time Career	12.00	8.00	11.00	7.20	10.00	6.70
Career Total	694.00	690.00	706.00	702.20	724.00	720.70
Term Contract	11.00	10.80	10.00	9.80	10.00	9.80
Seasonal/Intermittent	-	44.30	-	61.00	-	67.60
Chargebacks	-	(36.70)	-	(36.50)	-	(35.50)
Less Lapse	-	(50.40)	-	(52.50)	-	(56.00)
TOTAL PARK FUND	705.00	658.00	716.00	684.00	734.00	706.60
TOTAL TAX SUPPORTED (Admin. and Park)						
Full-Time Career	888.20	887.50	902.95	902.00	921.70	921.00
Unfunded Career (Planning Dept)	5.00	-	4.00	-	3.00	-
Part-Time Career	19.40	12.40	19.90	12.35	18.90	11.85
Career Total	912.60	899.90	926.85	914.35	943.60	932.85
Term Contract	14.00	13.05	11.50	11.05	12.50	12.05
Seasonal/Intermittent	-	44.30	-	61.00	-	67.60
Chargebacks	-	(60.25)	-	(60.05)	-	(59.05)
Less Lapse	-	(59.40)	-	(60.61)	-	(64.11)
TOTAL TAX SUPPORTED (Admin. and Park)	926.60	837.60	938.35	865.74	956.10	889.34
ENTERPRISE FUND						
Full-Time Career	34.00	34.00	34.00	34.00	33.00	33.00
Part-Time Career	-	-	-	-	-	-
Career Total	34.00	34.00	34.00	34.00	33.00	33.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	74.40	-	74.10	-	84.40
Chargebacks	-	0.90	-	0.90	-	0.90
Less Lapse	-	-	-	-	-	-
TOTAL ENTERPRISE FUND	35.00	110.30	35.00	110.00	34.00	119.30
PROPERTY MANAGEMENT FUND						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	3.00	-	3.00	-	3.00
Less Lapse	-	-	-	-	-	-
TOTAL PROPERTY MANAGEMENT FUND	4.00	7.00	4.00	7.00	4.00	7.00
SPECIAL REVENUE FUND						
Seasonal/Intermittent	-	24.85	-	24.85	-	29.55
INTERNAL SERVICE FUNDS						
Full-Time Career	4.00	4.15	4.50	4.65	4.50	4.90
Part-Time Career	-	-	0.50	0.25	0.50	0.25
Career Total	4.00	4.15	5.00	4.90	5.00	5.15
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	930.20	929.65	945.45	944.65	963.20	962.90
Unfunded Career (Planning Dept)	5.00	-	4.00	-	3.00	-
Part-Time Career	19.40	12.40	20.40	12.60	19.40	12.10
Career Total	954.60	942.05	969.85	957.25	985.60	975.00
Term Contract	15.00	14.05	12.50	12.05	13.50	13.05
Seasonal/Intermittent	-	143.55	-	159.95	-	181.55
Chargebacks	-	(56.35)	-	(56.15)	-	(55.15)
Less Lapse	-	(59.40)	-	(60.61)	-	(64.11)
GRAND TOTAL	969.60	983.90	982.35	1,012.49	999.10	1,050.34



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**Commissioners' Office & CAS Depts.
(Administration Fund)**

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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Montgomery County Commissioners' Office

EXECUTIVE OVERVIEW

The Montgomery County Commissioners' Office consists of the Planning Board, the Chair's Office staff, and the Technical Writers/Editors unit.

The Planning Board sets policy on parks and planning issues, prepares master plans for County Council action, and acts as the final decision-maker in subdivision reviews and for site, sketch and project plans. The Board makes

recommendations to the County Council, the Board of Appeals, the school system, and other local, county, state, and federal agencies on projects affecting land use. The Planning Board reviews and makes recommendations on the County's Capital Improvements Program, reviews and approves land acquisitions and major park development contracts, and approves plans to develop park facilities.



The five Planning Board members, appointed by the Montgomery County Council, consists of one full-time Chair and four Commissioners who meet weekly (or more often if needed) as the Montgomery County Planning Board. They also serve as members of The Maryland-National Capital Park and Planning Commission. In that role, Board members meet jointly with their Prince George's County counterparts each month to act on full Commission business (pursuant to the Land Use Article of the Annotated Code of Maryland). The Planning Board also meets periodically with the Board of Education, Housing Opportunities Commission Board, Board of Appeals, and Historic Preservation Commission to discuss matters that are pertinent to their respective areas.

MISSION

The role of the Commissioners' Office staff is to support the Chair and Planning Board in the performance of their official duties, serve as the point of contact for meeting related issues, and coordinate prompt responses to issues and inquiries from agencies and the general public. This also includes preparing and web posting the Board's meeting agenda; producing and maintaining records of official Board proceedings; managing correspondence between the Board and other agencies and the public; and coordinating schedules for the Chair and Board members.

PROGRAMS AND SERVICES PROVIDED

The Commissioners' Office staffing for FY17 is outlined below:

- The Planning Board includes one (1) full-time Chair position and four (4) part-time Commissioner positions.
- The Chair's Office staff includes three (3) full-time positions, one (1) part-time position, and one (1) term/contract position.
- The Technical Writers/Editor's unit includes two (2) full-time positions.



Montgomery County Commissioners' Office

CHAIR'S OFFICE UNIT

In FY17, the Chair's Office will continue to carry out the following responsibilities:

- Serve as primary point of contact for callers and visitors to the Chair and/or Planning Board.
- Coordinate and provide administrative, technical, and public support at Board hearings.
- Develop and manage the Planning Board meeting agenda.
- Web post the Board's meeting agenda, meeting minutes, and resolutions.
- Receive, acknowledge, and distribute correspondence directed to the Chair and Planning Board members for hearings.
- Assist members of the public to access online Board hearings and documents.
- Manage the correspondence tracking system and ensure timely response to written and verbal inquiries concerning parks and planning issues.
- Serve as point of contact for local, county, state, regional, and federal officials and agencies.
- Act as liaison to the public to assist with resolution of issues.
- Develop and manage the budget for the Commissioners' Office.
- Manage the human resource functions for the Commissioners' Office.
- Represent the Commission on internal committees related to outreach, diversity, and special events.

TECHNICAL WRITERS/EDITORS UNIT

This unit serves the Planning Board by performing the following:

- Produce the minutes for Planning Board public and closed session meetings.
- Coordinate transcription of specific Planning Board meetings as requested by the Office of the General Counsel and the Board of Appeals, and as needed for master plans.
- Assist members of the public and staff with locating archived records of Board meetings.
- Assist with the editing of Commission documents, as requested.
- Provide Spanish and French translation of public documents for communications staff, as requested.
- Participate on internal committees specifically related to general writing procedures, archiving of documents, and issues related to outreach.

ACCOMPLISHMENTS

In calendar year 2015, the Commissioners' Office staff successfully achieved the following:

- Staffed 45 Planning Board meetings as clerks/webcasters and technical writers.
- Coordinated and produced Planning Board agendas and meeting minutes for each meeting, including accurate and timely web postings.
- Processed approximately 2,000 emails, letters, and other documents for the Chair and Planning Board related to Board hearings and general parks and planning issues.
- Prepared 100 Home Owner Association (HOA) lists for the general public, agencies, and internal staff.
- Served on various Montgomery and bi-county internal committees including the Classification and Compensation work group, Diversity Council, Black History Month, Women's History Month, and Asian Pacific American Heritage Month.



HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- The Montgomery County Commissioners' Office proposes an FY17 Operating Budget of \$1,171,932, a decrease of -8.3% percent from the FY16 adopted budget and a reduction of -\$105,577 due to a reduction in salaries and benefits. The Commissioners' Office was reorganized in FY16 to enable a new term/contract position to advise the Board actions related to present and future development issues. The reorganization was funded by converting one vacant merit position to a term/contract position and freezing a second merit position. In addition, some additional hours were required of the part-time career position. Utilizing a term/contract position provides flexibility to meet the changing work program demands of the Commissioners' Office. The FY17 proposed budget reflects these changes.
- The proposed Planning Board and staff complement for FY17: Six (6) full-time (includes chair and five career staff), five (5) part-time positions (includes four commissioners and one career staff), and one (1) term/contract position. Although re-organized, the total position count remained the same as in FY16 for a total of 11 career positions, 1 term contract position, and 9.50 workyears.

The proposed FY17 operating budget includes the following major categories:

- \$1,135,332 in Personnel Services, a reduction of -\$105,577 due to reduction in salaries and benefits. The net change is a reduction of 8.5% in personnel cost.
- \$24,600 in Supplies and Materials, which represents no requested increase over the FY16 adopted budget in this major category.
- \$12,000 for Other Services and Charges, which represents no requested increase over the FY16 adopted budget in this major category.



Montgomery County Commissioners' Office

Summary of FY17 Proposed Budget

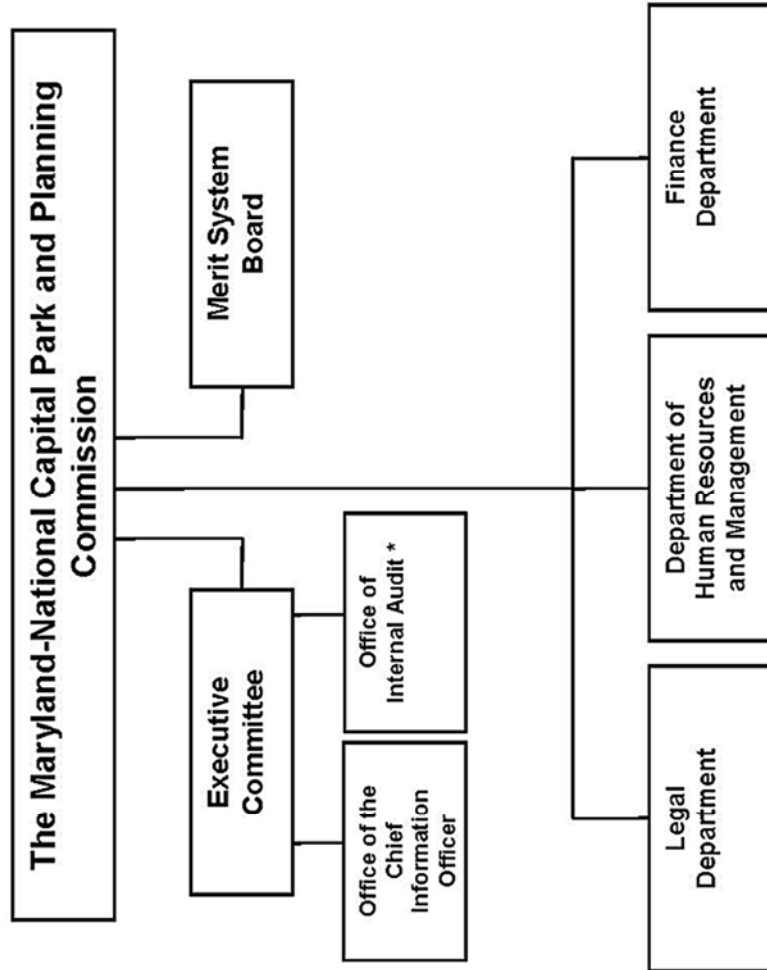
	<u>FY 15 Actual</u>	<u>FY 16 Adopted</u>	<u>FY 17 Proposed</u>	<u>% Change</u>
Commissioners' Office				
Personnel Services	1,076,433	1,240,909	1,135,332	-8.5%
Supplies and Materials	19,871	24,600	24,600	0.0%
Other Services and Charges	17,252	12,000	12,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>1,113,556</u>	<u>1,277,509</u>	<u>1,171,932</u>	<u>-8.3%</u>

	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>	<u>% Change</u>
<i>Commissioners' Office</i>			
Expenditures	\$1,277,509	\$1,171,932	-8.3%
Staffing			
Funded Career Positions	12.00	11.00	-8.3%
Funded Workyears	9.50	9.50	0.0%



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



*Internal Audit Division reports to Chair and Vice Chair of the Commission and the Audit Committee.



Central Administrative Services Overview

EXECUTIVE OVERVIEW

Central Administrative Services (CAS) consists of the following departments and units that provide corporate administrative governance and support to the agency as a whole:

- Department of Human Resources and Management
- Finance Department
- Legal Department
- Office of Internal Audit
- Office of the Chief Information Officer
- Merit System Board
- Support Services

The Commission's three Officers -- the Executive Director, the Secretary-Treasurer, and the General Counsel -- are responsible for corporate functions as well as leading their respective departments. The Office of Internal Audit is overseen by the Chair and Vice-Chair, in conjunction with the Audit Committee, to increase independence. Administrative oversight for Internal Audit is provided by the Executive Director. The Chief Information Officer reports to the Executive Committee (Chair, Vice-Chair, and Executive Director) to enable focus on Enterprise-wide IT initiatives. Enterprise-wide IT initiatives are recommended by the IT Council which is comprised of the leadership from each of the operating departments, the Executive Director and the Secretary-Treasurer.

CAS services include oversight of enterprise-wide administrative, human resources, corporate budgeting and governance; financial business services; legal counsel and representation; internal controls and compliance with rules and regulations; IT strategic planning and agency-wide systems; and risk mitigation and workplace safety to protect and support the Commission's employees, patrons and operations.

CAS also includes funding for the Merit System Board and CAS Support Services. The budget for the Office of the Chief Information Officer and Commission-wide IT initiatives are shown in the Internal Service Fund section of the FY17 Proposed Budget Document, under the Commission-wide CIO & IT Initiatives Internal Service Fund.

PROGRAMS AND SERVICES PROVIDED

Department of Human Resources and Management

The Department of Human Resources and Management (DHRM), which operates under the direction of the Executive Director, provides quality corporate budgeting, corporate governance, and enterprise-wide administrative and human resource management systems/services. The Department delivers executive and operational leadership through a set of best management practices, strong fiscal planning, and fair employment and compensation programs. It is composed of four cross-functional Divisions: Office of the Executive Director, Corporate Budget Division, Corporate Policy and Management Operations Division, and the Corporate Human Resources Division.

Finance Department

The Finance Department operates under the direction of the Secretary-Treasurer, and is organized into four divisions: Administrative Services, Accounting, Central Purchasing, and Information Technology. The Department is responsible for Corporate Financial Policy, Management of Debt and Investments, Payroll Administration and Disbursements, Accounting and Financial Reporting, Procurement, and Information Technology Administration and Systems Support for Central Administrative Services and the Employees' Retirement System (ERS).



Central Administrative Services

Overview

Legal Department

Under the direction of the General Counsel, the Office of the General Counsel (Legal Department) provides a comprehensive program of legal services to the Commission, supporting virtually every facet of the agency's work program. The Office of the General Counsel (OGC) guides the Commission's internal corporate operations; advises staff and the Planning Boards in judicial and regulatory responsibilities; advocates on the Commission's behalf in litigation before the State and Federal courts; and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the Commission.

Office of Internal Audit

The Office of Internal Audit provides a systematic disciplined approach to evaluating and improving the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting.

Office of the Chief Information Officer

The Office of the Chief Information Officer (CIO) strategically plans and implements enterprise-wide IT systems in collaboration with departments in order to meet business needs. The CIO Office also functions as the Commission's Chief Technology Security Officer, ensuring confidentiality, availability, and the integrity of Commission data.

Merit System Board

The Merit System Board, which is authorized by the agency's enabling legislation, is comprised of three appointed members. The Board's operations are supported by one part-time Merit System employee. Merit System Board members are responsible for making recommendations to the agency's Merit System, hearing appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.) and hearing appeals on administrative grievances. With support of the agency's Corporate Policy and Management Operations Division, and with input from employees and management, the Board recommends changes to Merit System Rules and Regulations (personnel policies). Recommendations are submitted to the Commission for adoption. With the support of the agency's Human Resources Division, the Board reviews proposed changes to compensation and classification plans and submits recommendations to the Commission.

Support Services

Central Administrative Services Support Services accounts for non-discretionary shared operating expenses attributable to the Departments of Human Resources and Management (DHRM), Finance, Legal, the Merit System Board, the Office of Internal Audit, and the Office of the Chief Information Officer, collectively known as Central Administrative Services (CAS). These expenses include unemployment insurance, workers' compensation costs, shared document production services (the print and reproduction center), centralized office supplies, and the costs associated with housing the CAS Departments and Offices.

Full descriptions of the CAS Departments/units are provided in their respective sections.



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY15 Budget	FY16 Adopted	FY17 Proposed	% Change
MONTGOMERY						
	Risk Management	DHRM	\$19,200	\$19,970	\$20,963	5.0%
	Risk Management	Finance	43,600	47,300	8,135	-82.8%
	Risk Management	Legal	186,880	189,009	197,035	4.2%
	Data Center - Park Fund	Finance	255,700	255,700	315,576	23.4%
	Enterprise Funds	Finance	181,600	197,000	203,377	3.2%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	130,800	141,900	138,296	-2.5%
	Capital Equipment Fund	Finance	29,000	31,500	40,675	29.1%
	Trust/Agency and Special Revenue Funds	Finance	24,200	26,100	23,948	-8.2%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Admin Fund - Dev. Rev.	Legal	133,550	133,433	144,422	8.2%
	Admin Fund - Planning	Legal	85,000	85,000	85,000	0.0%
	Park Fund	Legal	140,589	140,590	145,377	3.4%
	Park Police Support	DHRM	56,100	\$56,100	\$58,345	4.0%
	Labor Relations - Park	DHRM	58,896	\$58,900	\$61,255	4.0%
	Group Insurance	DHRM	19,200	\$19,970	\$20,962	5.0%
	Subtotal Montgomery		<u>\$1,488,715</u>	<u>\$1,526,872</u>	<u>\$1,587,766</u>	4.0%
PRINCE GEORGE'S						
	Risk Management	DHRM	\$19,200	\$19,970	\$20,963	5.0%
	Risk Management	Finance	58,100	63,000	16,270	-74.2%
	Risk Management	Legal	194,510	199,644	207,212	3.8%
	Data Center - Park Fund	Finance	526,100	526,100	562,144	6.9%
	Enterprise Funds	Finance	226,700	245,880	253,758	3.2%
	Sportsplex	Finance	64,000	69,420	71,645	3.2%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	130,800	141,900	138,296	-2.5%
	Capital Equipment Fund	Finance	18,200	19,700	4,881	-75.2%
	Trust/Agency and Special Revenue Funds	Finance	130,800	141,900	154,566	8.9%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Park Fund (5713)	Finance	143,000	125,000	125,000	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Park Fund	Internal Audit	70,000	95,000	97,502	2.6%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Park Fund - Atty support	Legal	80,000	80,000	80,000	0.0%
	Admin Fund - Planning	Legal	229,200	234,134	252,702	7.9%
	Park Fund	Legal	175,208	175,200	186,653	6.5%
	Adm Fund/PL HRIS/CC	DHRM	21,570	22,430	23,551	5.0%
	Park Fund HRIS/CC	DHRM	53,920	56,080	58,884	5.0%
	Recreation Fund HRIS/CC	DHRM	53,920	56,080	58,884	5.0%
	PG Planning Recruit.	DHRM	16,180	16,824	17,665	5.0%
	Rec Fund Recruit.	DHRM	53,920	56,080	58,884	5.0%
	Park Fund Recruit	DHRM	53,920	56,080	58,884	5.0%
	Park Police Support	DHRM	56,100	56,100	58,345	4.0%
	Labor Relations - Park	DHRM	58,896	58,900	61,255	4.0%
	Group Insurance	DHRM	19,200	19,970	20,963	5.0%
	Subtotal Prince George's		<u>\$2,677,844</u>	<u>\$2,759,792</u>	<u>\$2,813,307</u>	1.9%
	COMBINED TOTAL		<u>\$4,166,559</u>	<u>\$4,286,664</u>	<u>\$4,401,073</u>	2.7%
SUMMARY OF CHARGEBACKS BY SUPPLIER DEPARTMENT						
	DHRM		560,222	573,454	599,803	4.6%
	Finance		2,247,200	2,317,000	2,341,167	1.0%
	Legal		1,289,137	1,301,210	1,362,601	4.7%
	Internal Audit		70,000	95,000	97,502	2.6%
	TOTAL		<u>\$4,166,559</u>	<u>\$4,286,664</u>	<u>\$4,401,073</u>	2.7%



Central Administrative Services

Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The bi-county proposed FY17 operating budget for Central Administrative Services before chargebacks is \$20,369,314, which is a 0.4% increase over FY16. The budget sustains, at a minimum, the same service level as FY16, and incorporates the compensation and benefit assumptions utilized for all operating departments. The level of services, and therefore, funding allocation by county, is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver, such as number of employees paid. Some functions, such as the Merit System Board, are funded evenly by both counties.

Annual Review of Cost Allocation and Chargebacks

Each year, cost drivers and labor distribution are analyzed to better reflect county service levels. The FY17 proposed budget is based on the analysis performed in the Fall of 2015.

The FY17 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 44.2% Montgomery County and 55.8% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share. The Merit System Board's budget is allocated at 50% for each county.

The proposed budget for each Department/Unit is provided in the individual sections that follow the CAS summary.

Investing in an Essential Needs Budget

In FY17, the proposed budget addresses major known commitments and essential needs. The proposed budget focuses on such core needs as:

- Continuing implementation of functionality in Enterprise Resource Planning (ERP) system and upgrading to the latest version.
- Responding to critical needs for background checks and employment reviews within the Recruitment Office.
- Responding to significant need to update agency policies.
- Implementing critical workforce development training.

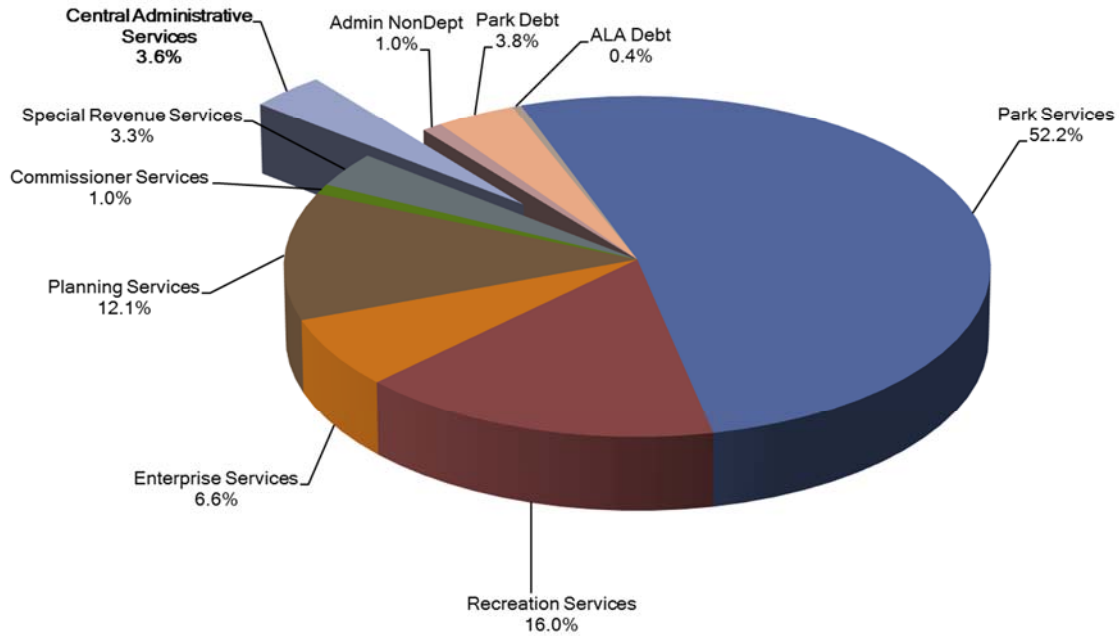
The CAS budget proposal reflects positions and workyears comparable to FY2012 levels, even while work program demands have increased over the past few years. Work program demands such as, increased cost analyses for alternative medical designs to contain costs, preparation for health care reform, required policy revisions, zoning ordinance review, legal advice, and the continued rollout of ERP functionality, increase the demand for CAS departments' services.

The CAS proposed budget is 3.6% of the Commission's proposed total bi-county operating budget.



Central Administrative Services Overview

Central Administrative Services (CAS)
FY17 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, ALARF, and Capital Projects Fund)

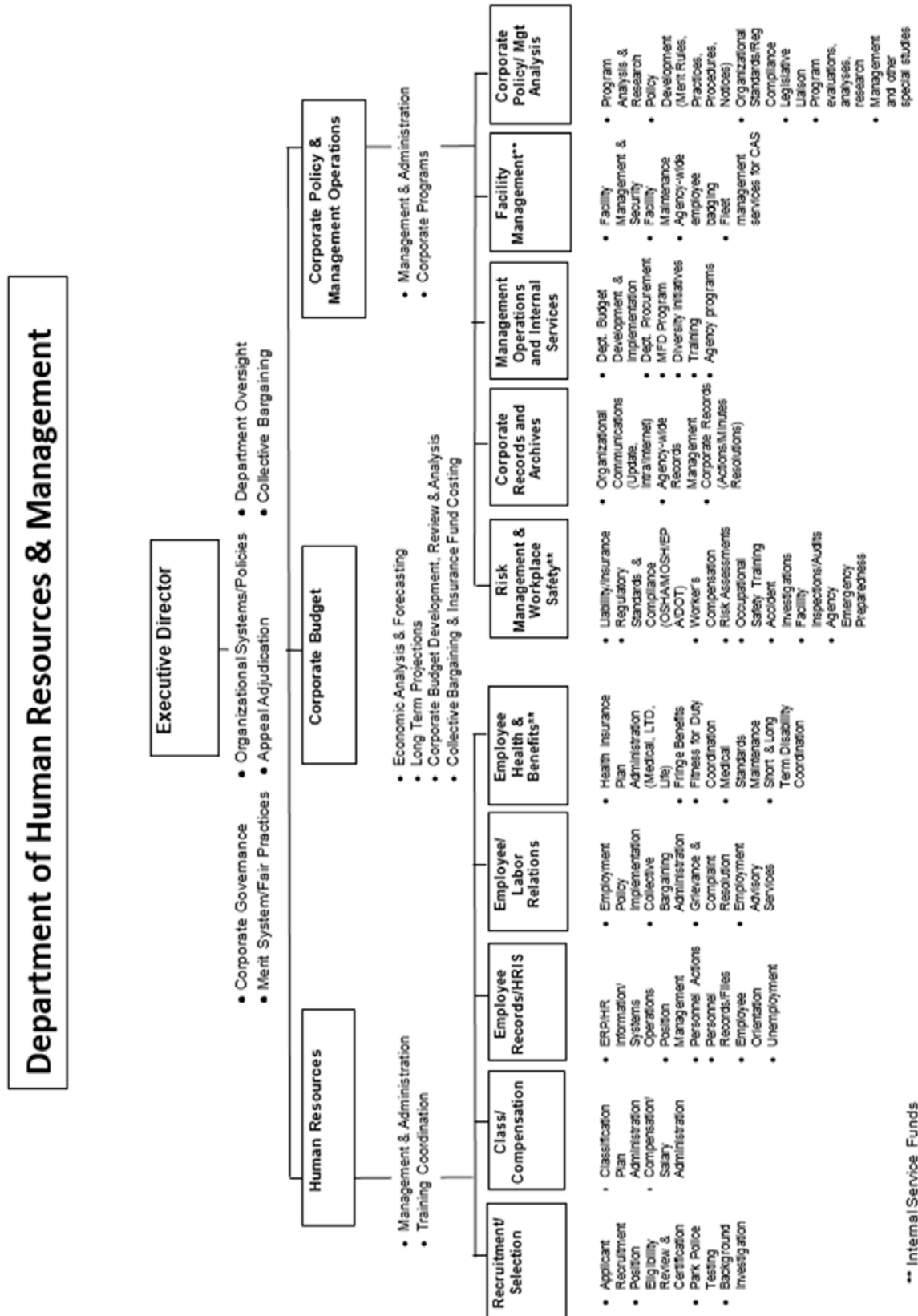


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



Central Administrative Services Department of Human Resources and Management

ORGANIZATIONAL STRUCTURE



Central Administrative Services

Department of Human Resources and Management

MISSION AND OVERVIEW

The mission of the Department of Human Resources and Management (DHRM) is to provide quality corporate governance and budget services, effective organizational standards, and human resource management systems; to perform with integrity, innovation, and responsiveness; and, to deliver excellent customer service to the agency, its employees, elected and appointed officials, and the communities served in the bi-county region. The Executive Director provides executive functions for the Commission and also oversees the work of DHRM. The Executive Director meets regularly with the two respective Planning Board Chairs as the Executive Committee to support and administer the business of the Commission.

Under the leadership of the Executive Director, DHRM includes:

- Office of the Executive Director
- Corporate Budget Division
- Corporate Human Resources Division
- Corporate Policy and Management Operations Division

Collectively these operations provide corporate governance and administer agency-wide initiatives to ensure fair and equitable practices/programs, competitive and cost-effective employment compensation and benefits, prudent fiscal planning, and sound workplace and liability protections. Programs administered by the Department/Divisions are presented on the organizational chart.

Most of the DHRM functions are funded in the Administration Funds. However, the Employee Health and Benefits, and the Risk and Workplace Safety functions are included in the Group Insurance and Risk Management Internal Service Funds, respectively. DHRM also manages the Executive Office Building (EOB) Internal Service Fund. The EOB activities include facility operation, building/safety code compliance, landlord-tenant relations, energy conservation, major maintenance and repair projects, and space planning.

PROGRAMS AND SERVICES PROVIDED

Over the past few years, the Department has implemented a number of initiatives to ensure that the needs of operating departments are actively considered in the establishment of work program priorities. This is accomplished through regular meetings with senior management, formal input on recommended programs and policies, and other collaborative efforts. Highlights of programs managed by each Division are described in the following pages.

Office of the Executive Director

The Office of the Executive Director provides executive leadership, coordination, and administrative direction for the operation of the agency and the DHRM. The Executive Director assures public accountability through a set of responsible, best-management practices, systems and programs to meet local, State, County, and Federal regulatory requirements, and sustain the agency and its employees in the bi-county region. Services provided by the Office include ensuring fair and prudent workplace practices, implementation of the Merit System Rules and Regulations, and oversight of organizational policies and union contracts. The Office ensures compliance with adopted policies; monitors effectiveness of the Minority, Female, and Disabled (MFD) procurement program; conducts contract execution and procurement waiver reviews; reviews employment concerns and handles adjudication of grievance appeals; negotiates collective bargaining



Central Administrative Services

Department of Human Resources and Management

agreements; serves as liaison with both County Councils and County Executives; and provides oversight of agency-wide initiatives such as the Diversity Council and preferred workplace programs. The Office oversees other corporate functions of the agency including policy development, administration of workforce programs/benefits/insurance, budget development and fiscal planning, and coordination of Commission, Executive Committee, and Department Directors meetings.

The Executive Director and both Planning Board Chairs comprise the Executive Committee. The Executive Committee, pursuant to Commission practices, meets regularly to conduct business, and effectively leads the administrative bi-county operations of the agency.

Corporate Budget Division

The Corporate Budget Division promotes the responsible and sustainable use of public resources to meet the needs of the bi-county residents by providing the Commission and departments with strategic information, central budget coordination, and forward fiscal planning for the agency budget. The Office delivers an array of services, including:

- Comprehensive fiscal and budget analysis
- Coordination of agency-wide budget needs
- Strategic information regarding the development of the Commission's annual operating budget
- Long-term fiscal policies and strategies

It is the strategic goal of the Corporate Budget Division to make the budget function a value-added service by working collaboratively with all customers, and by providing sound, timely, and transparent fiscal information to support effective resource allocation decisions. The Division provides agency-wide planning, analysis and reporting. It works to understand customer needs and applies creative analyses to develop information that helps governance and operations to better meet customer needs. The Corporate Budget Division oversees the Commission's budget preparation process to ensure accuracy and uniformity throughout the Commission.

Corporate Policy and Management Operations Division

This Division is responsible for assisting with organizational governance, developing organizational policy and standards, issuing employee communications and emergency announcements, and administering corporate programs which support the Office of the Executive Director, the Executive Committee, and the Commission. This Division performs analysis and research to ensure that business operations are effective, efficiently utilizing resources, and upholding public accountability. Staff incorporates management principles of responsibility and transparency into operational standards, and provides systems analysis and resource planning. Federal, State, and local mandates are implemented through policies and programs to assure compliance and due diligence in business operations. The Division manages four cross-functional teams: Corporate Policy and Corporate Records, Management Operations and Internal Services, Risk Management and Workplace Safety, and EOB Facility Operations.

Corporate Policy and Corporate Records conduct research and analysis of organizational needs, regulatory mandates, and best practices for greater efficiency, cost containment, and effective programs. Analysis is used to develop policy and operational standards through a collaborative review with departments, Merit System Board, union representatives, and the Commission.

The Corporate Policy unit also conducts specialized management studies, implements organizational development initiatives, and provides legislative support on bills or actions



Central Administrative Services

Department of Human Resources and Management

impacting policy or operational standards. The Commission's policy system, as issued through Merit System Rules and Regulations, Notices, Administrative Practices/Procedures, and Resolutions, is managed by this team. These policies address organizational functions, employment regulations, financial systems, and other operational standards. The Corporate Records unit manages the agency's archive program to ensure official records are safeguarded and retained in accordance with Federal and State public record mandates. It is also responsible for coordinating and supporting corporate meetings of the Commission, the Executive Committee, Directors, and other ad hoc or standing committees; formally documenting the actions of the Commission; and conducting research of historical records/actions.

Management Operations and Internal Services carry out corporate and departmental activities including: budget management and procurement administration for the following operations: DHRM, Risk Management, Group Insurance, the Executive Office Building, CAS Support Services, and the Merit System Board; development and dissemination of corporate communications (e.g., agency-wide directives, Notices, employee newsletters, facility and emergency closing information, telephone directories, etc.); management of agency-wide training initiatives; and support for agency-wide programs including diversity initiatives.

Risk Management and Workplace Safety develops and implements programs that help protect employees and patrons, protect and secure the agency's assets, and mitigate losses. Goals are achieved through: supervisory/employee training; compliance with Federal/State safety regulations issued by Maryland Occupational Safety and Health (MOSH), Federal Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and the Department of Transportation (DOT); administration of workers compensation and liability programs; insurance portfolios for loss control; safety programs such as drug and alcohol testing, blood-borne pathogens and hazards, drivers' license and driver safety, and emergency response initiatives; accident and damage inspections; and risk assessments. The unit also provides oversight of the agency's participation in the Montgomery County Government's Self-Insurance Program (MCSIP). The self-insurance program provides specialized services related to third party reviews of workers' compensation/liability claims and participation in some group insurance.

EOB Facility Operations

Staff manages the facility operations that house the Central Administrative Services departments/units, certain divisions of Prince George's Department of Parks and Recreation, the Employees' Retirement System, and the Merit System Board. Operations include facility maintenance, support, and compliance with State/local fire/workplace codes. Staff also manages facility security and agency-wide employee identification badging program.

Human Resources Division

The goals of the Human Resources (HR) Division are to ensure an applicant pool that is diverse, qualified and available; employee recognition and compensation that reflect performance; and an affordable, responsive, and attractive array of benefits and health programs with effective service delivery.

The HR Division strives to ensure fair and equitable treatment of all employees, and administers a personnel system to create and maintain a diverse, qualified, healthy, and motivated workforce. The Merit System Rules and Regulations, Administrative Practices, Administrative Procedures, and union contracts are the foundation for this work. The two collective bargaining agreements cover Park Police Officers through the rank of Sergeant (FOP), and general service career employees in the Service/Labor, Skilled Trades, and Office/Clerical classifications (MCGEO).



Central Administrative Services

Department of Human Resources and Management

The Division includes the HR Director and cross-functional teams to carry out HR employee and employment services activities.

The HR Director provides expert guidance and advice on human resources management for the agency. The HR Director also provides supervision of all programs and activities provided to the agency relating to employment and working conditions. Services include training coordination, employment for disabled persons, personnel management review, and areas described below.

Classification and Compensation establishes and administers a personnel system to assure equal pay for equal work. Staff analyzes and evaluates positions based on duties, responsibilities, and minimum qualifications, and recommends the Commission's compensation (salary) schedule. Related work includes benchmarking, salary exception review, classification specification development and maintenance, and position control in accordance with adopted budgets.

Human Resources Information System (HRIS)/Employment Records safeguards and maintains official employee records (physical and electronic) according to Federal and State regulations. Staff uses HRIS to maintain the employee/employment database, and to review, enter, authorize, and/or approve employee actions (e.g., hire, pay, terminate) in accordance with personnel policy and collective bargaining agreements. Responsibilities include custodianship of employee records, oversight and coordination for State unemployment reimbursement or claims, employment verification and legal garnishments tracking, provision of ad hoc and regular employee-data reporting, and support and integration with existing timekeeping (KRONOS) and payroll systems.

Recruitment and Selection Services supports the provision of a diverse, skilled, and effective workforce. Staff provides whole-cycle recruitment activities to the agency from advertising, testing, application processing, selection, employment/promotion offers, and orientation. This team manages an outsourced online applicant tracking system. Two options are provided to the operating departments: either full-service recruitment or online recruitment support as requested. Related tasks involve administration of background/reference checks, and Park Police entry and advancement testing.

Employee and Labor Relations fosters management/employee partnerships and assists management in handling complex employment concerns. Staff investigates complaints and resolves grievances, reviews disciplinary and performance issues, provides alternate dispute resolution, supports the Park Police Chief's Committee and Grievance Mediation Boards, and administers the Performance Recognition and Performance Management Programs. Labor Relations' functions include assistance with negotiation, administration of employment policy and collective bargaining contracts, and ongoing training on updated and current Commission policies for managers and employees. This unit also reviews reasonable accommodation requests for compliance with the Americans with Disabilities Act.

Employee Health and Benefits administers a comprehensive health benefits program, including medical, dental, vision service, prescription drug plans and life and long-term disability insurance programs. The Office also ensures implementation of programs such as the Affordable Care Act, Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA). Related work covers administration of benefit programs, the flexible spending account program, the employee assistance program, critical incident support, long-term care, childcare and elder care referral networks, Employees' Sick Leave Bank, deferred compensation plans, and a tuition assistance program. The team also coordinates specialized medical testing and monitoring such as return to work, pre-employment, police physicals, fitness for duty examinations, and psychological evaluations. It also oversees the family medical leave program (FMLA). Other services include workshops and presentations, benefit processing, records



Central Administrative Services

Department of Human Resources and Management

and eligibility maintenance, health benefit communications, and legal compliance with Federal and State mandates.

FY16 ACCOMPLISHMENTS

Below is a summary of major accomplishments.

- **Corporate governance:** Provided guidance and oversight in areas related to upholding the Merit System, organizational policies and standards, collective bargaining and agency-wide programs such as Diversity Council, Enterprise Resource Planning, conflict resolution (administrative grievances), Equal employment opportunity, and employee appeals adjudication, etc.
- **Corporate Budget:** Continued enhancing the role of the corporate budget office to assure prudent use of funds, providing long-range strategic budget planning, streamlining budget processes, and improving transparency of budget information.
 - **GFOA Award:** Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the 30th consecutive year in FY2016.
 - Prepared multiple Prince George's County operation's fiscal plans in efforts to minimize the structural deficit. Revised the Montgomery County operation's long term plan to guide the FY17 budget submission.
- **Collective Bargaining:** Implemented full Municipal and County Government Employees Organization (MCGEO) contract covering FY16-18, and are in the process of negotiating the FY17 FOP wage reopener.
- **Succession Planning/Workforce Development:** Restored agency-wide employee development training to address deficit in available workforce training and critical succession planning concerns. 30% of workforce eligible to retire in less than 5 years (70% of eligible employees are officials/administrators). Web-based and other training will be implemented to enhance understanding of critical systems/policies, equal employment standards, ethics and internal controls, performance management, and leadership development. Language and literacy program also implemented to assist native English speakers and individuals who speak English as a second language.
- **Enterprise Resource Planning System (ERP):** DHRM, in partnership with the Department of Finance, will be implementing the following:
 - On-line human resources inquiry capabilities to operational departments.
 - Manager Self-Service capabilities for automated personnel actions.
 - Integration of existing time and attendance applications with ERP.
 - Automation of data exchange between existing labor relations tracking system and ERP.
- **Pension and Benefits Savings:** Implement pension, medical, and prescription benefits plan design and cost share changes to maintain competitive benefits at sustainable funding levels.
 - As a result of Collective Bargaining with MCGEO, the Group Insurance Fund Reserve adjusted from 7.5% to 8.5%.
 - Applied for and received over \$477,755 in subsidies from the Federal government for retiree drug expenses.
 - Implemented benefit changes to control long term medical cost through preventative health screenings, flu shots, health lifestyle education, smoking cessation, and prescription drug



Central Administrative Services

Department of Human Resources and Management

- management to assist with better care of chronic illness. The department continues to enhance its agency-wide Wellness Program.
- As a result of collective bargaining with the FOP, the pension plans C and D employee contributions increased by 0.5% on March 1, 2015 and increase another 0.5% on January 1, 2016.
 - **Policy Development and Management Studies:** Continue extensive analysis, review and update of agency standards/policies, to ensure greater operational efficiency and organizational accountability, consistency with ERP platforms, compliance with evolving employment regulations, and workplace/public safety. The following policy areas are among those that will be addressed in FY16:
 - Code of conduct, public accountability and ethics standards including outside employment, gifts and contributions, use of agency resources.
 - Authorized business expenses related to travel, meals, and lodging.
 - Smoking policies to incorporate new State laws; and new standards related to e-cigarette use.
 - Temporary contract employment regulations to clarify overtime and other compensation policies, management and employee responsibilities, fringe benefits including Affordable Care Act, and compliant procedures.
 - Electronic communication policies including social media and account user security standards.
 - Telework program.
 - Family and Medical Leave Act Program.
 - **Records Management:** Reviewed agency-wide archive program to ensure continued compliance with State archiving requirement and updated digital records to enhance inventory and access.
 - Implemented outreach efforts with departments and developed online resources for improved understanding of records retention and retrieval.
 - Completed revision to agency retention schedule.
 - **Workplace Excellence:** Recognized as a Workplace of Excellence for innovative policies and programs from the Alliance for Workplace Excellence (AWE).
 - **Workforce Analysis:** Continue to implement management-supported recommendations from the Classification and Compensation Study, including job class series reviews prioritized by operating departments. Implement enhanced job-safety analysis program of trades and maintenance positions to further reduce work injuries and lost time.



Central Administrative Services

Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County Budget</i>				
Expenditures	\$2,009,626	\$2,035,682	1.3%	44.4%
Staffing				
Funded Career Positions	16.25	16.00	-1.5%	42.1%
Funded Workyears	14.50	14.50	0.0%	41.4%
<i>Prince George's County Budget</i>				
Expenditures	\$2,468,422	\$2,551,358	3.4%	55.6%
Staffing				
Funded Career Positions	21.75	22.00	1.1%	57.9%
Funded Workyears	19.50	20.50	5.1%	58.6%
<i>Combined Department Total Budget</i>				
Expenditures	\$4,478,048	\$4,587,040	2.4%	100.0%
Staffing				
Funded Career Positions	38.00	38.00	0.0%	100.0%
Funded Workyears	34.00	35.00	2.9%	100.0%

*Percent allocated if the amount of the Department's budget funded by each county.

*Percent Allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The FY17 proposed budget is \$4,587,040, representing an increase of 2.4% (or \$108,992) over the FY16 adopted budget level. Please note that the proposed compensation marker is not included in this number. Based on a recent cost allocation analysis by the Corporate Budget Division, the Commission supported adjusting the FY17 funding allocation before chargebacks to 42.1% Montgomery and 57.9% Prince George's. This shifts .8% funding from Montgomery County to Prince George's County as compared to FY16. Major components of the budget are described below:

Personnel Services: This category, which includes salaries and benefits, has a proposed increase of 2.7% (or \$118,177). The proposed DHRM budget includes 38 career positions with 35 WYS (of which 14.50 WYS are allocated to Montgomery and 20.5 WYS Prince George's respectively). This reflects the same career position count as in FY16, with one (1) additional workyear from a restored frozen position. The additional work year is being requested to address critical regulatory and operational needs as described below:

- **Restore One Existing Frozen HR Position to Address Critical Workload for Employment Background Checks/Recruitment Activities.** (This position will be



Central Administrative Services

Department of Human Resources and Management

allocated 25% to Montgomery and 75% to Prince George's based on the assessment by Corporate Budget Division of support that will be provided to operational departments).

In FY11, DHRM eliminated a number of positions and froze others, including one recruitment position, due to a decline in overall hiring in the agency. Consequently, the Recruitment Office has been understaffed and cannot adequately meet programmatic requirement needs identified by operating departments. Critical State compliance requirements and recruitment activities necessitate this position. The lack of dedicated staff resources is having an adverse effect on timely employment decisions.

Compliance with State Mandates for Background Checks

As a result of a 2015 audit by the State of Maryland, the M-NCPPC is required to implement a number of corrective actions for the handling of background reviews. Corrective actions require considerably greater involvement in, and active tracking of background reviews; and tracking/implementation of agency-wide compliance training. Equally significant is the impact of recent State regulatory changes which affect the frequency and volume of background checks which must be conducted. Background reviews are required for all new Merit employees, Contract employees, and volunteers. Annual updates are required for Seasonal/Intermittent contract employees with significant breaks in service.

In FY15, 4,716 background reviews were performed for Career and Seasonal/Intermittent Contract employees. These figures do not account for volunteers who required background reviews. For each individual, Human Resources staff must analyze background reports issued separately by FBI and the State of Maryland's Criminal Justice Information System, and County Child Protective Services (for positions supporting youth programs). Findings must be assessed with recommendations to operating departments on the suitability of the potential hire based on a review of the candidate's specific position duties.

Support Critical Recruitment Activities

Over the last four calendar years, there has been a steady and notable increase in hiring activities and required support to operating departments to ensure more consistent adherence and understanding of employment laws. The requested position also will assist with tracking of required employment statistics, compliance reporting, and audit reviews.

- **Supplies and Materials:** These charges remain fairly flat with an adjustment of 0.5% (or \$459) as a result of continued cost containment.
- **Other Services and Charges:** These charges reflect an increase of 1% (or \$7,528) due to small adjustments in telephone/communication cost.

FY17 PRIORITIES

In addition to performing the departmental functions identified previously, major priorities for FY17 include:

- Complying with State regulations to accomplish timely background checks.



Central Administrative Services

Department of Human Resources and Management

- Effectively operating and maintaining the installed Enterprise Resources Planning system (ERP) components for Human Resources including compensation, recruitment, benefits, and Manager self-service modules for improved data consistency and to streamline processes.
- Implementing upgrades to ERP Human Capital Management Software; and business analytics system including budgeting and planning modules.
- Deploying Employee Self-Service modules to give employees greater access to personnel information and streamline online benefits enrolment.
- Updating time and attendance system policies.
- Continuing the comprehensive review and update of agency standards/policies with emphasis on operational standards/functions, internal controls, and regulatory updates.
- Updating corporate records/archives program to ensure continued compliance with changes in public records laws and revised State of Maryland protocols.
- Continue developing the agency-wide employee training and leadership development initiatives to meet operating department needs and address critical succession planning.
- Continue implementing management-supported recommendations from the Classification and Compensation study, including job class series reviews which are prioritized by operating departments.

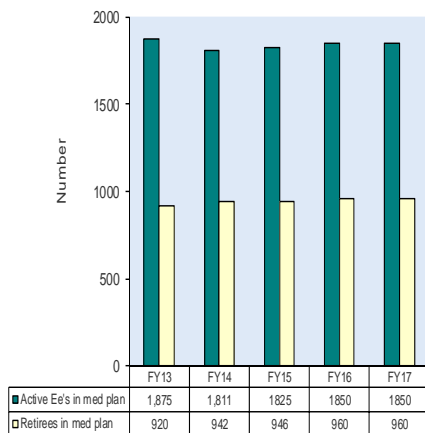
GOALS AND PERFORMANCE MEASURES

Goal: To perform with integrity, innovation, responsiveness; and to provide caring customer service.

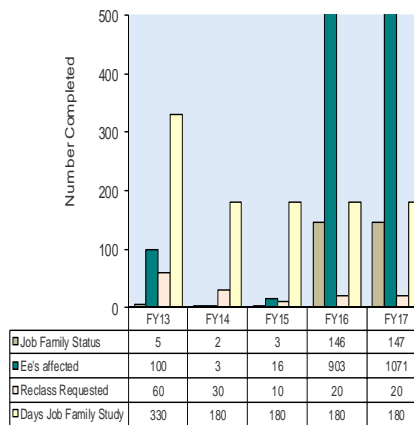
Objective: To provide quality corporate management and human resource systems.

Outcome for Human Resources: An affordable, responsive, attractive and diverse array of benefits and health programs with effective service delivery; an applicant pool that is diverse, qualified and available; employee recognition and compensation that reflect performance; and a safe work environment.

Employee Health and Benefits

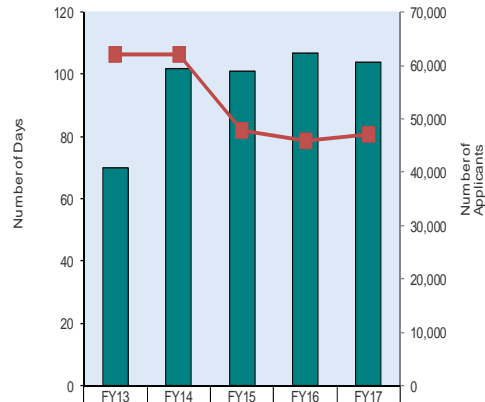


Classification and Compensation



Central Administrative Services Department of Human Resources and Management

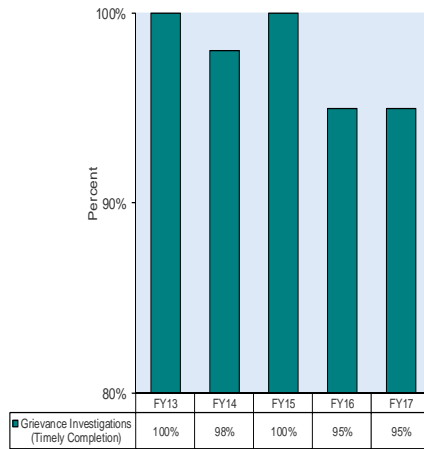
Recruitment and Selection



	FY13	FY14	FY15	FY16	FY17
Days to Hire	70	102	101	107	104
# of Applicants	61968	62000	47743	46000	47000

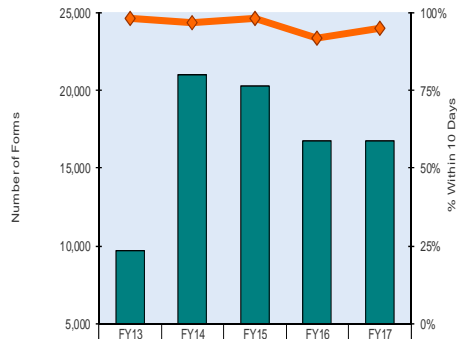
FY17 Days to Hire is based on restored HR position.
FY12 # of applicants is 47,438.

Employee and Labor Relations



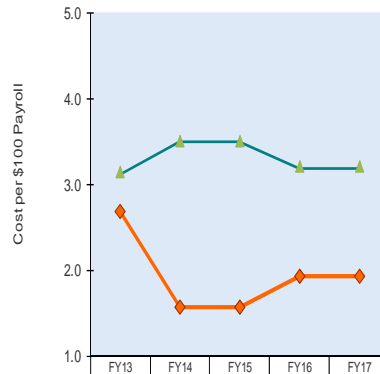
	FY13	FY14	FY15	FY16	FY17
Grievance Investigations (Timely Completion)	100%	98%	100%	95%	95%

Human Resource Records



	FY13	FY14	FY15	FY16	FY17
Personnel Action Forms Processed	9,700	20,997	20,325	16,800	16,800
Personnel Transaction Accuracy	98%	97%	98%	92%	95%

Risk and Safety Management Claims and Workers' Compensation Costs



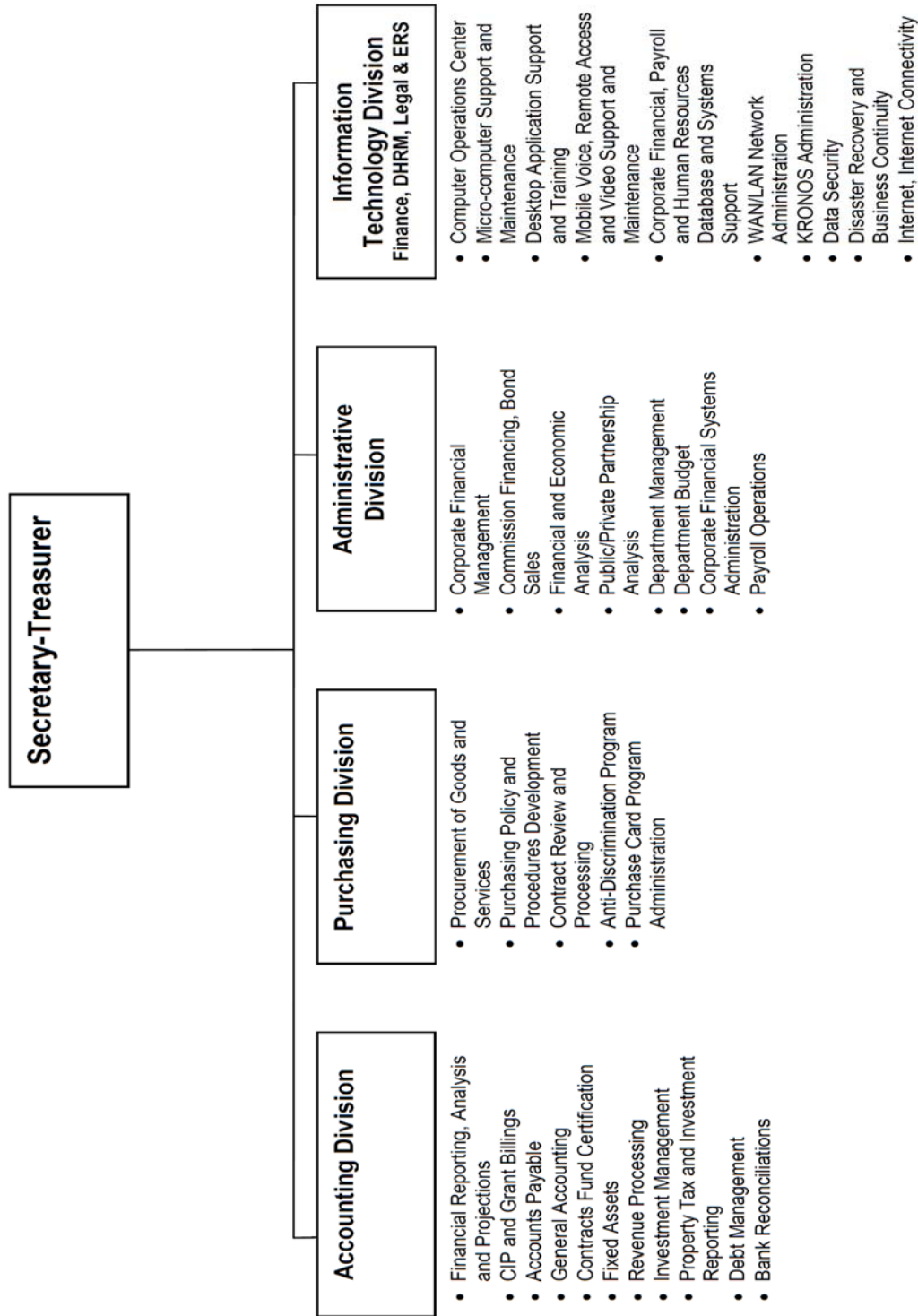
	FY13	FY14	FY15	FY16	FY17
M-NCPPC	2.69	1.58	1.58	1.94	1.94
Mont. County	3.13	3.5	3.50	3.19	3.19

Commission participates in same self-insurance fund & claims admin. as Montgomery County Government.



ORGANIZATIONAL STRUCTURE

FINANCE DEPARTMENT



Central Administrative Services

Finance Department

OVERVIEW

The Finance Department operates under the direction of the Secretary-Treasurer and is organized into four divisions: Administrative Services, Accounting, Central Purchasing, and Information Technology. The Department is responsible for Corporate Financial Policy, Management of Debt and Investments, Payroll Administration and Disbursements, Accounting and Financial Reporting, Procurement, and Information Technology Administration and Systems Support for Central Administrative Services and ERS.

MISSION

The Finance Department's mission is to provide comprehensive financial services, maintain strong internal controls, and implement and administer corporate management information systems using advanced technologies for Commission management and staff, Montgomery and Prince George's County governments, and other relevant outside entities in order to maintain a financially sound organization and support Commission's delivery of services to the bi-county region.

PROGRAMS AND SERVICES PROVIDED

Office of the Secretary-Treasurer

The Office of the Secretary-Treasurer provides corporate financial oversight and directs the overall operations of the Finance Department. The Division manages the debt program to finance capital equipment and the Commission's capital improvement projects; administers the Enterprise Resource Planning software (Accounting, Budget, Fixed Asset and Purchasing modules) and manages the Payroll function. The Division also offers financial advice and financial analysis expertise to other Commission departments to enable them to make informed judgments and strategic financial planning decisions.

Accounting Division

The Accounting Division has three (3) major programs: Financial Accounting and Reporting, Accounts Payable and Treasury Operations. The Financial Accounting and Reporting function consists of recording and reporting financial transactions, preparing financial statements, preparing quarterly budget projections, generating billings, processing grants, reviewing actual expenditure and budget data in the Accounting System, coordination of the annual external audit, preparation of the Comprehensive Annual Financial Report (CAFR) and preparation of the Uniform Financial Report for the State. The Accounts Payable function covers the processing of all vendor payments, responding to all questions regarding payment status, and preparation of 1099 Forms. Treasury Operations has three (3) major functions: processing of revenue transactions, management of investments, and financial reporting of investments and revenue. Treasury manages cash and investments in accordance with Commission investment policies, which emphasize the protection of investment principal, sufficient liquidity to meet all cash flow requirements, and maximum return on investments subject to the first two objectives. Financial reports are prepared to provide historical and projected information on property tax collections and other revenue sources. Investment reports are prepared to inform management of investment returns and compliance with investment policy.

Central Purchasing

The major function of the Central Purchasing Division is to oversee the procurement of all necessary commodities, supplies, equipment and services that support the Commission's mission. As components of this primary function, the Division is responsible for purchasing policy and



Central Administrative Services

Finance Department

procedures development as well as contract review and processing. By implementing the provisions of the Commission’s Non-Discrimination Policy, the Division promotes equal and fair competition between all vendors.

Finance Information Technology

The Finance Information Technology Division is responsible for managing the operations and support for the Commission financial and human resources systems, timekeeping system, Retirement systems, Internet, Intranet services, wide area and local area network, electronic mail, and desktop computers. Staff provides systems analysis, performance metrics and recommends system security policies and procedures. The Division participates with the CIO’s Innovative and Collaborative Technology Group to identify and address Commission-wide technology issues and recommend solutions. The Division is also responsible for supporting and maintaining the following systems:

Financial Systems

<ul style="list-style-type: none"> Financial Management (4 Lawson ERP Modules-- Accounting, Purchasing, Fixed Assets) 	<ul style="list-style-type: none"> SYMPRO Investment and Debt Management
<ul style="list-style-type: none"> Purchasing Bidders List and Contract Log 	<ul style="list-style-type: none"> Lawson Budgeting & Planning
<ul style="list-style-type: none"> EnergyCAP Utility/Energy Management 	<ul style="list-style-type: none"> Performance series - prior finance system for archive.
<ul style="list-style-type: none"> Purchase Card System 	

Human Resources Systems

<ul style="list-style-type: none"> Lawson (modules include: HR, Benefits Administration, Salary Administration, Training & Development, Safety & Health) 	<ul style="list-style-type: none"> Employees’ Retirement System
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Program Support Systems

<ul style="list-style-type: none"> Contract management 	<ul style="list-style-type: none"> Mobile Device policy and program administration
<ul style="list-style-type: none"> eCounsel hosted service 	<ul style="list-style-type: none"> Microsoft Office 365 hosted email service
<ul style="list-style-type: none"> NeoGov hosted service 	<ul style="list-style-type: none"> Kronos timekeeping hosted service
<ul style="list-style-type: none"> Safety Shoe program 	<ul style="list-style-type: none"> Labor Soft Grievance hosted service
<ul style="list-style-type: none"> Performance metric system 	<ul style="list-style-type: none"> INSITE and Training Calendar
<ul style="list-style-type: none"> Symantec Enterprise Backup System 	<ul style="list-style-type: none"> VMware virtualized servers and desktops
<ul style="list-style-type: none"> Archive Records Management System 	<ul style="list-style-type: none"> Disaster recovery and Business Continuity program
<ul style="list-style-type: none"> Computer Tape/Media Library System 	<ul style="list-style-type: none"> Contract Routing and PO System
<ul style="list-style-type: none"> Sharepoint service 	<ul style="list-style-type: none"> Active Directory service
<ul style="list-style-type: none"> Verdiem Surveyor system 	<ul style="list-style-type: none"> Sympro Investment program



Central Administrative Services

Finance Department

ACCOMPLISHMENTS

The Department received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada for the 42nd consecutive year in FY2014. The Commission has received this award longer than any other organization in its category.

BUDGET AT A GLANCE

Summary of Finance Department Budget

	FY16 Adopted	FY17 Proposed	% Change	% Allocated*
Montgomery County Budget				
Expenditures	\$3,176,734	\$3,147,778	-0.9%	45.5%
Staffing				
Funded Career Positions	26.40	26.40	0.0%	43.3%
Funded Workyears	25.19	25.19	0.0%	43.4%
Prince George's County Budget				
Expenditures	\$3,750,789	\$3,765,053	0.4%	54.5%
Staffing				
Funded Career Positions	34.60	34.60	0.0%	56.7%
Funded Workyears	32.81	32.81	0.0%	56.6%
Combined Department Total Budget				
Expenditures	\$6,927,523	\$6,912,831	-0.2%	100.0%
Staffing				
Funded Career Positions	61.00	61.00	0.0%	100.0%
Funded Workyears	58.00	58.00	0.0%	100.0%

*Percent allocated if the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The FY17 Proposed Budget is \$6,912,831, which reflects a 0.2% reduction from the FY16 adopted budget after chargebacks.

The Personnel Services budget decreases \$241,125 or 3.2%. Funds have been requested in the non-departmental account for salary adjustments in FY17. The decrease is attributed to a larger than average number of retirements, with the resulting vacancies filled at lower salaries.

Supplies and Materials are proposed to remain at FY16 levels with a 0% change. Other Services and Charges are proposed to increase \$250,600 from FY16 levels with a 15.6% change. The increase is requested to fund:

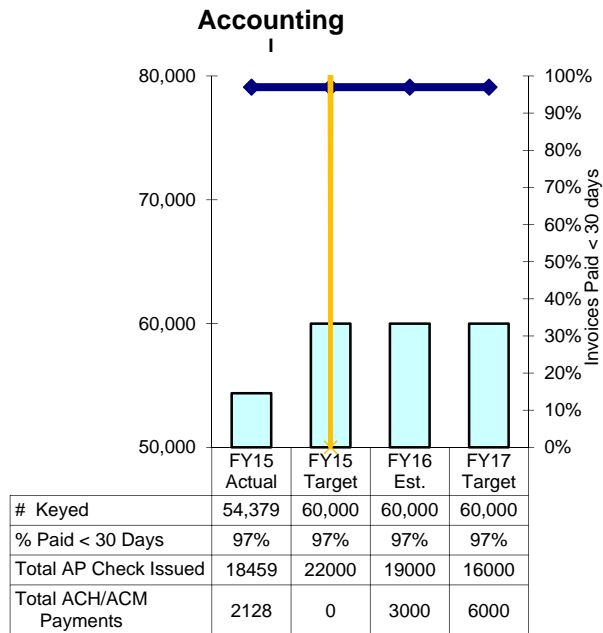
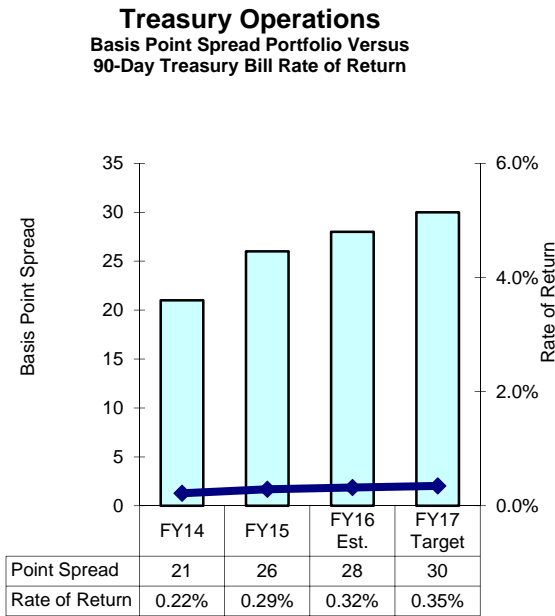


Central Administrative Services Finance Department

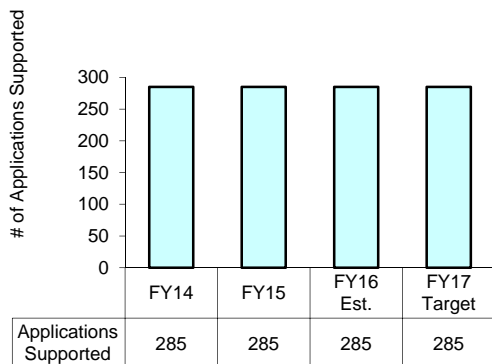
IT Software & Hardware maintenance per contracts	\$131,000
IT Equipment replacement through Equipment ISF	95,000
Contribution to Commission Wide IT ISF	24,600

The Department's only major initiative is to continue the Enterprise Resource Planning System (ERP) project to implement a more efficient and user-friendly corporate financial systems that will better meet the needs of the Commission for accurate, timely management information. The various software modules are now live and continued work is necessary to achieve the full potential of the project.

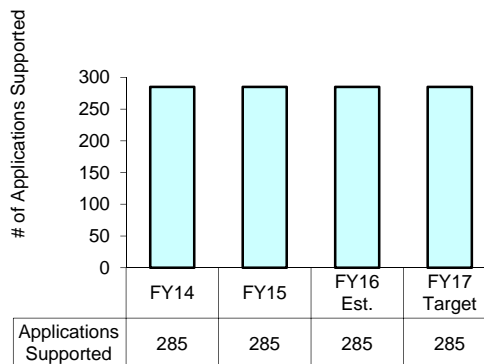
GOALS AND PERFORMANCE MEASURES



Finance Information Technology Applications Supported

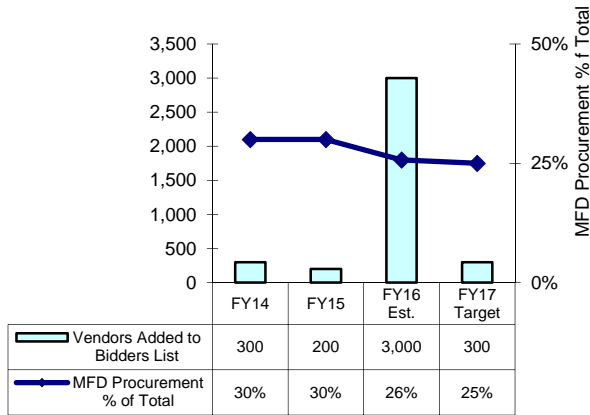


Finance Information Technology Applications Supported



Central Administrative Services Finance Department

MFD Procurement Opportunity Minority, Female or Disability Owned

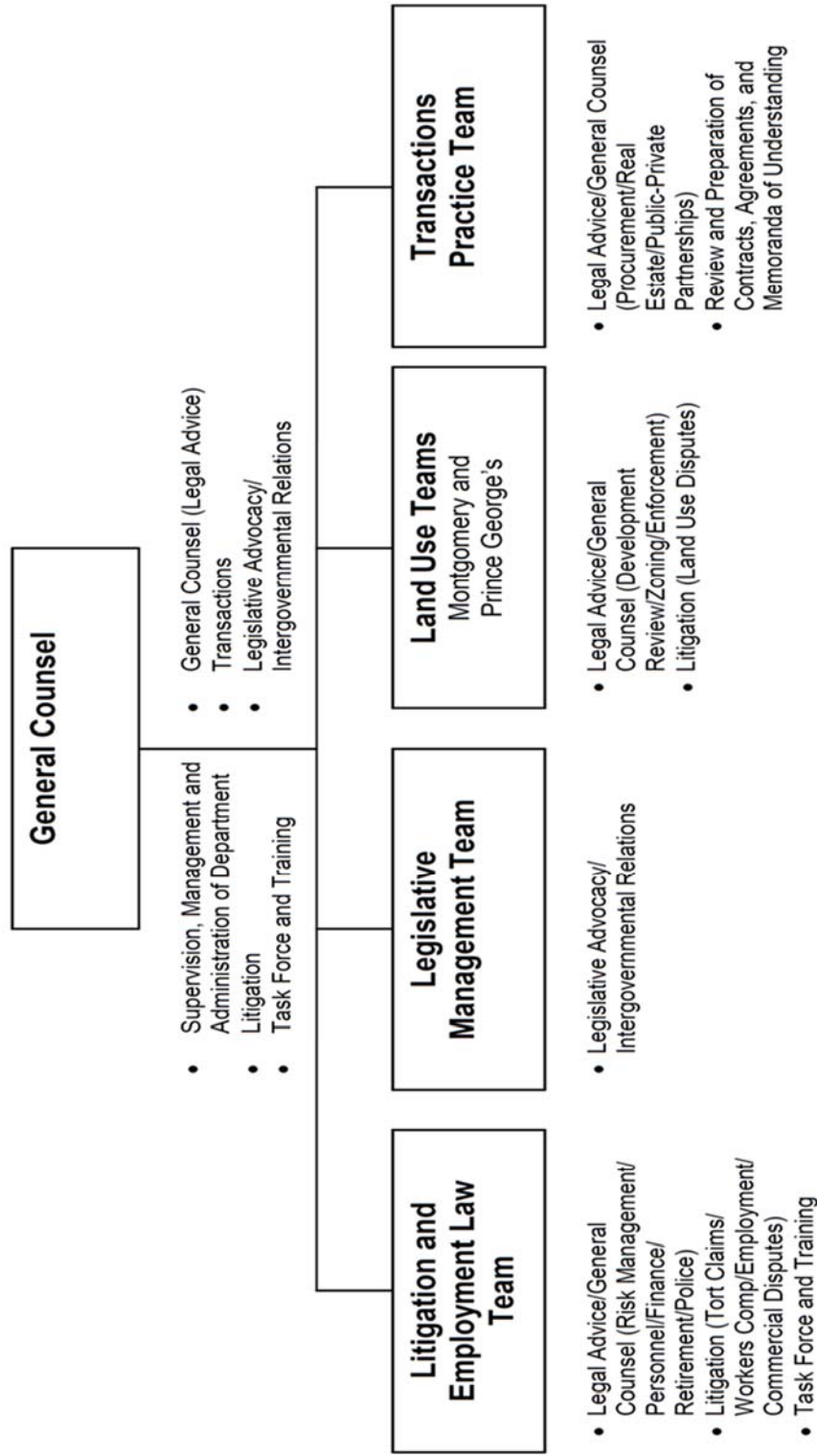


	FY14	FY15	FY16	FY17 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AA+	AA+	AA+	AA+
Moody's Investor Services Inc.	Aa1	Aa1	Aa1	Aa1
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

LEGAL DEPARTMENT



Central Administrative Services

Legal Department

OVERVIEW

Under the direction of the General Counsel, the Office of the General Counsel (Legal Department) provides a comprehensive program of legal services to the Commission, supporting virtually every facet of the Commission's work program. The Office of the General Counsel (OGC) guides the Commission's internal corporate operations; advises staff and the Planning Boards in judicial and regulatory responsibilities; advocates on the Commission's behalf in litigation before the State and Federal courts; and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the Commission.

MISSION

The mission of the Office of the General Counsel is to provide cost effective legal advice and representation of the highest quality to The Maryland-National Capital Park and Planning Commission as a corporate entity. The primary emphases of the work program are providing proactive counsel, preventive advice and early intervention to support decision-makers with a clear picture of all their lawful options.

PROGRAMS AND SERVICES PROVIDED

The OGC's four work programs are: General Counsel, Litigation, Legislation and Task Force Participation. To support these programs, staff attorneys are primarily grouped into five specialized work teams: Litigation and Employment Law; Transactions Practice; Legislative Management; Montgomery County Land Use; and Prince George's County Land Use. Each team is assigned responsibility for work through a matrix management model that includes the following eleven functional elements:

- Advice (Counsel)
- Support to Commission Hearings
- Civil Trial Litigation
- Judicial Review Litigation
- Administrative Litigation
- Appellate Litigation
- Business Transactions
- Property Management Transactions
- Procurement Transactions
- Regulatory Transactions
- Legislative Management

ACCOMPLISHMENTS

Protecting the Public Interest in Litigation: During FY15, the OGC handled 38 new cases and closed 44 cases – ending the Fiscal Year with 35 cases still pending in the state and federal courts of Maryland. In addition to the more conventional disputes that involve various tort claims, workers compensation laws or judicial review of Commission land use decisions, OGC's litigation portfolio during the year included defending one federal lawsuit seeking the destruction or removal of the Bladensburg Peace Cross historic monument, and defending another unmeritorious, high-profile case lodged by a disappointed real estate speculator in Montgomery County. The Legal Department also continued fine-tuning the process for enforcing parkland encroachments in Montgomery County and has embarked on new enforcement measures in Prince George's County as well.



Central Administrative Services

Legal Department

Proactive Legal Support for Commission Policy Makers: The Legal Department continued its tradition of delivering real-time, preventive counsel to support sound business and public policy decisions. Examples of challenging issues encountered during FY15 include: the total overhaul of the Montgomery County subdivision regulations; the ongoing development of a new zoning ordinance in Prince George's County; and corporate-wide implementation of new requirements phased-in under the Affordable Care Act, along with general employment-related compliance issues.

Building Quality of Life – One Transaction at a Time: Commission attorneys represented staff and the Planning Boards in the negotiation and development of dozens of complex agreements, memoranda of understanding, and policies related to the Commission's park and recreation functions. Examples of important projects initiated or completed during FY15 include a multi-party technology agreement ultimately empowering citizens to register for classes, rent public facilities and participate in programs offered by the Commission, the Montgomery County Recreation Department and a number of other area agencies using an online portal for one-stop-shopping. Another undertaking during the year included developing a memorandum of understanding with the Prince George's County Government necessary to advance Chesapeake Bay water quality goals established under the State's Watershed Implementation Program (WIP) Phase II Plan. Other projects ongoing or completed during the year include: the negotiation of agreements related to the Purple Line light rail project in Montgomery and Prince George's Counties; a commercial real estate acquisition to support a new Park Police headquarters and communication facility in Prince George's County; and a new regional planning headquarters facility in Wheaton.

BUDGET AT A GLANCE

- The proposed FY17 Legal Department budget presents maintenance-level spending.
- The proposal represents a net decrease (or, -6.0%) below the FY16 approval. That net decrease primarily represents a decrease in the pension rate. Essentially, all non-personnel items are retained at levels that are flat.
- The proposal considers the most recent cost allocation split 51.9/48.1 MC/PGC.



**Central Administrative Services
Legal Department**

Summary of Legal Department Budget

	FY16 Adopted	FY17 Proposed	% Change	% Allocated*
<i>Montgomery County Budget</i>				
Expenditures	\$1,467,883	\$1,318,555	-10.2%	56.4%
Staffing				
Funded Career Positions	13.70	13.70	0.0%	57.1%
Funded Workyears	13.50	13.50	0.0%	57.4%
<i>Prince George's County Budget</i>				
Expenditures	\$1,019,042	\$1,018,843	0.0%	43.6%
Staffing				
Funded Career Positions	10.30	10.30	0.0%	42.9%
Funded Workyears	10.00	10.00	0.0%	42.6%
<i>Combined Department Total Budget</i>				
Expenditures	\$2,486,925	\$2,337,398	-6.0%	100.0%
Staffing				
Funded Career Positions	24.00	24.00	0.0%	100.0%
Funded Workyears	23.50	23.50	0.0%	100.0%

**Percent allocated if the amount of the Department's budget funded by each county.*

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- There are no major changes from FY16 Adopted to FY17 Proposed Budget.



Central Administrative Services

Office of Internal Audit

OVERVIEW

The Office of Internal Audit (OIA) provides a systematic, disciplined approach to evaluating and improving the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting. The scope of work includes interaction with the various governance groups; and evaluation of significant financial, managerial, and operating information to determine compliance with the Commission's policies, standards, and procedures, and applicable laws and regulations. Staff analyzes resources to determine efficient use, assure adequate safeguarding, and recommend continuous improvements to control processes.

The Chief Internal Auditor reports directly to the Chair and Vice Chair of the Commission. Audit personnel consist of one Information Technology Auditor and three Senior Auditors.

MISSION

The mission of the OIA is to provide independent objective audit/review and risk assessment services designed to add value and improve the operations of the Commission.

ACCOMPLISHMENTS

- The OIA completed 15 performance audits, 10 fraud, waste, and abuse reviews, 7 management advisories and 14 follow-up reviews in FY15.
- The OIA facilitated a Commission wide risk assessment in May 2015. As part of the assessment process, the OIA meet with key stakeholders throughout the Commission to identify auditable units, inherent risks, and mitigating controls. The results of the interviews provided the basis for the FY16 Audit Plan, which was subsequently approved by the Audit Committee.



**Central Administrative Services
Office of Internal Audit**

BUDGET AT A GLANCE

Summary of Office of Internal Audit Budget

	FY16 Adopted	FY17 Proposed	% Change	% Allocated*
Montgomery County Budget				
Expenditures	\$200,933	\$231,366	15.1%	40.7%
Staffing				
Funded Career Positions	2.00	2.00	0.0%	40.0%
Funded Workyears	2.00	2.00	0.0%	40.0%
Prince George's County Budget				
Expenditures	\$354,986	\$337,414	-5.0%	59.3%
Staffing				
Funded Career Positions	3.00	3.00	0.0%	60.0%
Funded Workyears	3.00	3.00	0.0%	60.0%
Combined Department Total Budget				
Expenditures	\$555,919	\$568,780	2.3%	100.0%
Staffing				
Funded Career Positions	5.00	5.00	0.0%	100.0%
Funded Workyears	5.00	5.00	0.0%	100.0%

**Percent allocated if the amount of the Department's budget funded by each county.*

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The FY17 proposed budget is \$568,780, slightly over (2.3%) the FY16 adopted budget of \$555,919. Total personnel services increase by \$15,363 (2.5%) due to internal equity, planned salary adjustments, and anticipated increases in benefit costs. Supplies and Materials, and Other Services and Charges remain constant at \$31,300. Chargebacks to Prince George's County increase by \$2,502 to account for planned salary increases.



Central Administrative Services

Office of Internal Audit

GOALS AND PERFORMANCE MEASURES

Goals:

- Provide independent objective audit/review and consulting services designed to add value and improve the operations of the Commission.
- Maintain a systematic disciplined approach to evaluate and improve the effectiveness of governance, risk management, internal control process, compliance with all applicable rules and regulations, and reliable financial reporting.

Performance Measures: The Chief Internal Auditor is responsible for developing a comprehensive internal Audit Plan based on the results of the annual risk assessment. The Audit Plan is considered fluid, and must be adjusted to meet the needs of the Commission. OIA's performance is primarily measured by the quantity, reliability and effectiveness of audit reports issued.

The FY16 approved Audit Plan included 29 performance audits (4,422 hours), comprised of 3 information technology (IT) audits, 8 Commission wide audits and 18 Prince George's and Montgomery County audits. The FY16 Audit Plan also included 28 other reviews (3,015 hours) for a total of 57 reviews. The OIA is expected to complete the total number of performance audits planned for FY16, albeit a slight adjustment between IT and Commission wide audit areas. The number of other audits (e.g. management advisories and fraud, waste and abuse reviews) planned each year will fluctuate due to the needs of the Commission and complexity of the review.

Types of Audits	Approved FY16			Estimated FY16			Estimated FY17
	# of Audits	Budgeted Hours	%	# of Audits	Estimated Hours	%	# of Audits
IT Performance Audits (Commission Wide)	3	1,300	16.9%	4	1,170	15.2	4
Commission Wide Performance Audits	8	1,090	14.1%	7	1,110	14.4%	8
Prince George's and Montgomery County Performance Audits	18	2,032	26.4%	18	3,030	39.3%	18
Follow-Up Reviews	12	464	6.0%	13	664	8.6%	12
Management Advisories	8	981	12.7%	4	500	6.5%	7
Fraud, Waste & Abuse	8	1,570	20.3%	5	1,000	13.0%	5
Special Projects		274	3.6%		237	3.1%	
TOTAL	57	7,711	100%	51	7,711	100%	54



Central Administrative Services

Merit System Board

MISSION AND OVERVIEW

The Merit System Board is authorized by the Commission's enabling legislation. It is an impartial Board composed of three public members.

The Merit System Board's mission is to oversee the Commission's Merit System, uphold employee rights guaranteed under the Merit System, recommend employment and compensation policies to the Commission, and serve as the final administrative appellate body for employment matters pertaining to non-represented Merit System employees.

PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

- Review, hear, and make decisions on appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.).
- Review, hear, and make decisions on appeals of concerns that have not been resolved through the agency's administrative grievance process.
- Consider input from employees and management on issues pertaining to the Merit System.
- With support of the agency's Corporate Policy Division and with input from employees and management, recommend changes to Merit System Rules and Regulations (personnel policies). Recommendations are submitted to the Commission for adoption.
- With support of the Human Resources Division, review proposed changes to compensation and classification plans and submit recommendations to the Commission.
- Report periodically, or as requested, to the Commission on matters relating to the Merit System.

FY16 ACCOMPLISHMENTS

In addition to other duties, the Merit System Board continued to provide objective and timely review of cases and other matters before the Board.

FY17 PRIORITIES

Continue to provide:

- Timely review of cases.
- Objective review of matters and policy recommendations before the Board.
- Quality services to the agency and employees.
- Timely review of classification specifications as part of the comprehensive study that requires review and update of all specifications over a three year period.



Central Administrative Services Merit System Board

BUDGET AT A GLANCE

Summary of Merit System Board

	FY16 Adopted	FY17 Proposed	% Change	% Allocated*
<i>Montgomery County</i>				
Budget				
Expenditures	\$70,780	\$80,118	13.2%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<i>Prince George's County</i>				
Budget				
Expenditures	\$70,780	\$80,118	13.2%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<i>Combined Departmental Total</i>				
Budget				
Expenditures	\$141,560	\$160,236	13.2%	100.0%
Staffing				
Funded Career Positions	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

*Percent allocated is the amount of the Department's budget funded by each county.

Position and workyears remain unchanged from FY16 levels.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The FY17 Merit System Board Budget is proposed at \$160,236, which reflects a 13.2% increase (or \$18,676) from FY16 levels. This increase is attributed primarily to corrections in wage and benefit cost as a result of updated personnel projections by the Corporate Budget Division. The FY16 adopted level was reevaluated and found to include too large of a reduction. Thus when looking at a two-year period, the FY17 budget reflects:

- A 5% adjustment in personnel costs from FY15 levels.
- An overall budget reduction of 3% from FY15 levels of \$165,620.

Both counties fund the Merit Board's budget equally. The budget provides for one part-time Merit system position that serves as administrator, and three part-time contract Board positions (one part-time chair, and two part-time Board members). The salaries of appointed Board members are determined by the Commission through Resolution. Thus, Board member salaries are determined by contract and are not subject to employee wage adjustments. No changes are expected in FY17 to Board member salaries. The proposed salary for the one part-time Merit employee is based on maintaining similar work hours. Total positions remain unchanged for FY17.



Central Administrative Services Merit System Board

In order to maintain its impartiality, the Merit Board has its own funding and office space in the Executive Office Building. The Board's operating budget provides for a small amount of supplies and materials specifically for the Board and its office. The Other Services and Charges category funds mostly outside legal counsel fees and the cost of transcription for Board hearings. The projected expenditures in this category vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may have to request supplemental funding.

- Personnel Services: Due to reevaluated personnel projections, this category which covers salaries and benefits, is adjusted 18.7% or (\$18,679).
- Supplies and Materials: These charges remain unchanged compared to FY16.
- Other Services and Charges: These charges remain unchanged compared to FY16.



Central Administrative Services

CAS Support Services

MISSION AND OVERVIEW

The mission of the Central Administrative Services Support Services is to provide support to the departments that make up Central Administrative Services (CAS).

PROGRAMS AND SERVICES PROVIDED

Central Administrative Services Support Services budget accounts for non-discretionary shared operating expenses attributable to the following departments and units that provide corporate administrative governance and support to the agency as a whole:

- Department of Human Resources and Management
- Finance Department
- Legal Department
- Office of Internal Audit
- Office of the Chief Information Officer
- Merit System Board

Expenses covered by the CAS Support Services budget include:

- Operating costs for housing CAS operations (office space and building operations).
- Personnel Services costs for reimbursement of unemployment insurance for the State of Maryland. There are no staff positions/work years assigned to this budget.
- Supplies and Materials category covers small office fixtures, communication equipment and other office supplies shared by departments/units in the building.
- Other Services and Charges (OS&C) category includes expenses for technology, utilities, postage, document production, and equipment repair/maintenance. OS&C also provides funds for the CAS share of Risk Management and majority of funding for equipment and services charges related to the Document Production Services Center.

FY16 ACCOMPLISHMENTS

- Continue to manage shared resources (e.g., telecommunications, postage, printing services, utilities, etc.) for efficiency and cost containment.

FY17 PRIORITIES

- Evaluate expenditures for additional cost savings through competitive bidding and sustainability initiatives such as enhanced recycling.



Central Administrative Services

CAS Support Services

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	FY16 Adopted	FY17 Proposed	% Change	% Allocated*
<i>Montgomery County</i>				
Budget				
Expenditures	\$623,857	\$619,665	-0.7%	44.2%
<i>Prince George's County</i>				
Budget				
Expenditures	\$771,795	\$782,291	1.4%	55.8%
<i>Combined Departmental Total</i>				
Budget				
Expenditures	\$1,395,652	\$1,401,956	0.5%	100.0%

*Percent allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The total proposed FY17 budget is \$1,401,956, representing a 0.5% (or \$6,304 increase) from FY16 levels. This increase is primarily due to minor adjustment made to Other Services and Charges.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY17 budget changes to funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.2% Montgomery County and 55.8% Prince George's County. This allocation shifts 0.5% from Montgomery to Prince George's as compared to FY16.

The Support Services budget does not include funding for any staff. The largest portion of the CAS budget (69% or \$961,526) is attributed to charges paid by CAS for EOB operations. These charges, along with other components are described below:

- Personnel Services represent costs for reimbursement of unemployment insurance for the State of Maryland. These charges decreased 24.6% (or \$2,580).
- Supplies and Materials which cover small office fixtures, communication equipment and other office supplies shared by departments/units in the building, are proposed to decrease by 11.9% (or \$2,971) based on cost containment measures including greater recycling/reuse of office fixtures.
- Other Services and Charges (OS&C) category includes expenses for occupancy of EOB, technology, utilities, postage, lease of copiers, and equipment repairs and maintenance. OS&C also provides funds for the CAS share of risk management and partial funds for the contract of equipment and services for the Document Production Services Center. This category increased 0.9% (or \$11,855) due to small adjustments in telephone/communication cost.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Department of Human Resources and Management					
Montgomery County					
Personnel Services	1,620,822	1,856,151	1,856,151	1,885,951	1.6%
Supplies and Materials	35,895	36,319	36,319	36,022	-0.8%
Other Services and Charges	432,198	276,685	276,685	275,234	-0.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(151,829)	(159,529)	(159,529)	(161,525)	1.3%
Total	1,937,086	2,009,626	2,009,626	2,035,682	1.3%
Prince George's County					
Personnel Services	2,086,456	2,473,051	2,473,051	2,561,428	3.6%
Supplies and Materials	46,207	48,341	48,341	49,097	1.6%
Other Services and Charges	556,361	370,132	370,132	379,111	2.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(402,696)	(423,102)	(423,102)	(438,278)	3.6%
Total	2,286,328	2,468,422	2,468,422	2,551,358	3.4%
Combined Total					
Personnel Services	3,707,278	4,329,202	4,329,202	4,447,379	2.7%
Supplies and Materials	82,102	84,660	84,660	85,119	0.5%
Other Services and Charges	988,559	646,817	646,817	654,345	1.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(554,525)	(582,631)	(582,631)	(599,803)	2.9%
Total	4,223,414	4,478,048	4,478,048	4,587,040	2.4%
Department of Finance					
Montgomery County					
Personnel Services	2,829,483	3,191,316	3,191,316	3,074,067	-3.7%
Supplies and Materials	122,617	79,900	79,900	79,900	0.0%
Other Services and Charges	808,584	697,318	697,318	816,118	17.0%
Capital Outlay	65,853	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(757,340)	(791,800)	(791,800)	(822,307)	3.9%
Total	3,069,197	3,176,734	3,176,734	3,147,778	-0.9%
Prince George's County					
Personnel Services	3,795,389	4,259,503	4,259,503	4,135,627	-2.9%
Supplies and Materials	164,473	104,300	104,300	104,300	0.0%
Other Services and Charges	1,084,611	912,186	912,186	1,043,986	14.4%
Capital Outlay	88,334	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,489,960)	(1,525,200)	(1,525,200)	(1,518,860)	-0.4%
Total	3,642,847	3,750,789	3,750,789	3,765,053	0.4%
Combined Total					
Personnel Services	6,624,872	7,450,819	7,450,819	7,209,694	-3.2%
Supplies and Materials	287,090	184,200	184,200	184,200	0.0%
Other Services and Charges	1,893,195	1,609,504	1,609,504	1,860,104	15.6%
Capital Outlay	154,187	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,247,300)	(2,317,000)	(2,317,000)	(2,341,167)	1.0%
Total	6,712,044	6,927,523	6,927,523	6,912,831	-0.2%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES
Expenditures by Department by Type
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Legal Department					
Montgomery County					
Personnel Services	1,703,148	1,809,998	1,809,998	1,708,545	-5.6%
Supplies and Materials	5,483	16,032	16,032	15,466	-3.5%
Other Services and Charges	339,223	216,073	216,073	198,478	-8.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(578,179)	(574,220)	(574,220)	(603,934)	5.2%
Total	1,469,675	1,467,883	1,467,883	1,318,555	-10.2%
Prince George's County					
Personnel Services	1,333,849	1,552,051	1,552,051	1,579,231	1.8%
Supplies and Materials	4,295	13,768	13,768	14,334	4.1%
Other Services and Charges	265,668	187,942	187,942	183,945	-2.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(710,961)	(734,719)	(734,719)	(758,667)	3.3%
Total	892,851	1,019,042	1,019,042	1,018,843	0.0%
Combined Total					
Personnel Services	3,036,997	3,362,049	3,362,049	3,287,776	-2.2%
Supplies and Materials	9,778	29,800	29,800	29,800	0.0%
Other Services and Charges	604,891	404,015	404,015	382,423	-5.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,289,140)	(1,308,939)	(1,308,939)	(1,362,601)	4.1%
Total	2,362,526	2,486,925	2,486,925	2,337,398	-6.0%
Merit System Board					
Montgomery County					
Personnel Services	59,498	49,972	49,972	59,311	18.7%
Supplies and Materials	63	918	918	918	0.0%
Other Services and Charges	13,487	19,890	19,890	19,889	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	73,048	70,780	70,780	80,118	13.2%
Prince George's County					
Personnel Services	59,498	49,972	49,972	59,312	18.7%
Supplies and Materials	62	918	918	917	-0.1%
Other Services and Charges	13,488	19,890	19,890	19,889	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	73,048	70,780	70,780	80,118	13.2%
Combined Total					
Personnel Services	118,996	99,944	99,944	118,623	18.7%
Supplies and Materials	125	1,836	1,836	1,835	-0.1%
Other Services and Charges	26,975	39,780	39,780	39,778	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	146,096	141,560	141,560	160,236	13.2%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Office of Internal Audit					
Montgomery County					
Personnel Services	175,607	189,803	189,803	220,236	16.0%
Supplies and Materials	3,474	5,540	5,540	5,540	0.0%
Other Services and Charges	4,287	5,590	5,590	5,590	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	183,368	200,933	200,933	231,366	15.1%
Prince George's County					
Personnel Services	367,060	429,816	429,816	414,746	-3.5%
Supplies and Materials	7,263	9,660	9,660	9,660	0.0%
Other Services and Charges	8,960	10,510	10,510	10,510	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(70,000)	(95,000)	(95,000)	(97,502)	2.6%
Total	313,283	354,986	354,986	337,414	-5.0%
Combined Total					
Personnel Services	542,667	619,619	619,619	634,982	2.5%
Supplies and Materials	10,737	15,200	15,200	15,200	0.0%
Other Services and Charges	13,247	16,100	16,100	16,100	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(70,000)	(95,000)	(95,000)	(97,502)	2.6%
Total	496,651	555,919	555,919	568,780	2.3%
CAS Support Services					
Montgomery County					
Personnel Services	3,547	4,685	4,685	3,492	-25.5%
Supplies and Materials	2,722	11,175	11,175	9,737	-12.9%
Other Services and Charges	451,475	607,997	607,997	606,436	-0.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	457,744	623,857	623,857	619,665	-0.7%
Prince George's County					
Personnel Services	4,318	5,795	5,795	4,408	-23.9%
Supplies and Materials	3,314	13,825	13,825	12,292	-11.1%
Other Services and Charges	549,578	752,175	752,175	765,591	1.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	557,210	771,795	771,795	782,291	1.4%
Combined Total					
Personnel Services	7,865	10,480	10,480	7,900	-24.6%
Supplies and Materials	6,036	25,000	25,000	22,029	-11.9%
Other Services and Charges	1,001,053	1,360,172	1,360,172	1,372,027	0.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,014,954	1,395,652	1,395,652	1,401,956	0.5%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES
Expenditures by Department by Type
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
COMBINED SUMMARY FOR CAS DEPARTMENTS					
Montgomery County					
Personnel Services	6,392,105	7,101,925	7,101,925	6,951,602	-2.1%
Supplies and Materials	170,254	149,884	149,884	147,583	-1.5%
Other Services and Charges	2,049,254	1,823,553	1,823,553	1,921,745	5.4%
Capital Outlay	65,853	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,487,348)	(1,525,549)	(1,525,549)	(1,587,766)	4.1%
Total	7,190,118	7,549,813	7,549,813	7,433,164	-1.5%
Prince George's County					
Personnel Services	7,646,570	8,770,188	8,770,188	8,754,752	-0.2%
Supplies and Materials	225,614	190,812	190,812	190,600	-0.1%
Other Services and Charges	2,478,666	2,252,835	2,252,835	2,403,032	6.7%
Capital Outlay	88,334	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,673,617)	(2,778,021)	(2,778,021)	(2,813,307)	1.3%
Total	7,765,567	8,435,814	8,435,814	8,535,077	1.2%
Combined Total					
Personnel Services	14,038,675	15,872,113	15,872,113	15,706,354	-1.0%
Supplies and Materials	395,868	340,696	340,696	338,183	-0.7%
Other Services and Charges	4,527,920	4,076,388	4,076,388	4,324,777	6.1%
Capital Outlay	154,187	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(4,160,965)	(4,303,570)	(4,303,570)	(4,401,073)	2.3%
Total	14,955,685	15,985,627	15,985,627	15,968,241	-0.1%



Central Administrative Services

Summary of CAS Positions and Workyears

CENTRAL ADMINISTRATIVE SERVICES POSITION/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 15		FY 16		FY 17	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	16.00	15.75	15.75	15.25	15.50	15.25
Part-Time Career	-	-	0.50	0.25	0.50	0.25
Career Total	16.00	15.75	16.25	15.50	16.00	15.50
Term Contract	-	-	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(1.00)	-	(1.00)	-	(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	16.00	14.75	16.75	15.00	16.50	15.00
<i>Prince George's County</i>						
Full-Time Career	21.00	20.75	21.25	20.75	21.50	20.75
Part-Time Career	-	-	0.50	0.25	0.50	0.25
Career Total	21.00	20.75	21.75	21.00	22.00	21.00
Term Contract	-	-	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(2.00)	-	(1.50)	-	(0.50)
Subtotal Dept of Hmn. Res. & Mgmt.	21.00	18.75	22.25	20.00	22.50	21.00
TOTAL						
Full-Time Career	37.00	36.50	37.00	36.00	37.00	36.00
Part-Time Career	-	-	1.00	0.50	1.00	0.50
Career Total	37.00	36.50	38.00	36.50	38.00	36.50
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(3.00)	-	(2.50)	-	(1.50)
Total Dept of Hmn. Res. & Mgmt.	37.00	33.50	39.00	35.00	39.00	36.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	26.00	26.00	26.00	26.00	26.00	26.00
Part-Time Career	0.40	0.30	0.40	0.30	0.40	0.30
Career Total	26.40	26.30	26.40	26.30	26.40	26.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(2.00)	-	(1.11)	-	(1.11)
Subtotal Department of Finance	26.40	24.30	26.40	25.19	26.40	25.19
<i>Prince George's County</i>						
Full-Time Career	34.00	34.00	34.00	34.00	34.00	34.00
Part-Time Career	0.60	0.30	0.60	0.30	0.60	0.30
Career Total	34.60	34.30	34.60	34.30	34.60	34.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(2.60)	-	(1.49)	-	(1.49)
Subtotal Department of Finance	34.60	31.70	34.60	32.81	34.60	32.81
TOTAL						
Full-Time Career	60.00	60.00	60.00	60.00	60.00	60.00
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60
Career Total	61.00	60.60	61.00	60.60	61.00	60.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(4.60)	-	(2.60)	-	(2.60)
Total Department of Finance	61.00	56.00	61.00	58.00	61.00	58.00



Central Administrative Services

Summary of CAS Positions and Workyears

CENTRAL ADMINISTRATIVE SERVICES POSITION/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 15		FY 16		FY 17	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	12.70	12.50	13.70	13.50	13.70	13.50
Part-Time Career	-	-	-	-	-	-
Career Total	12.70	12.50	13.70	13.50	13.70	13.50
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.70	13.50	13.70	13.50	13.70	13.50
<i>Prince George's County</i>						
Full-Time Career	10.30	10.00	10.30	10.00	10.30	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.30	10.00	10.30	10.00	10.30	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	10.30	10.00	10.30	10.00	10.30	10.00
TOTAL						
Full-Time Career	23.00	22.50	24.00	23.50	24.00	23.50
Part-Time Career	-	-	-	-	-	-
Career Total	23.00	22.50	24.00	23.50	24.00	23.50
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	24.00	23.50	24.00	23.50	24.00	23.50
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

CENTRAL ADMINISTRATIVE SERVICES POSITION/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 15		FY 16		FY 17	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
OFFICE OF INTERNAL AUDIT						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Office of Internal Audit	2.00	2.00	2.00	2.00	2.00	2.00
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Office of Internal Audit	3.00	3.00	3.00	3.00	3.00	3.00
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Office of Internal Audit	5.00	5.00	5.00	5.00	5.00	5.00
TOTAL CENTRAL ADMINISTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	57.20	56.50	57.95	57.00	57.70	57.00
Part-Time Career	0.40	0.30	0.90	0.55	0.90	0.55
Career Total	57.60	56.80	58.85	57.55	58.60	57.55
Term Contract	1.00	1.00	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(3.00)	-	(2.11)	-	(2.11)
Subtotal CAS	58.60	54.80	59.35	55.94	59.10	55.94
<i>Prince George's County</i>						
Full-Time Career	68.80	68.00	69.05	68.00	69.30	68.00
Part-Time Career	0.60	0.30	1.10	0.55	1.10	0.55
Career Total	69.40	68.30	70.15	68.55	70.40	68.55
Term Contract	-	-	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(4.60)	-	(2.99)	-	(1.99)
Subtotal CAS	69.40	63.70	70.65	66.06	70.90	67.06
TOTAL						
Full-Time Career	126.00	124.50	127.00	125.00	127.00	125.00
Part-Time Career	1.00	0.60	2.00	1.10	2.00	1.10
Career Total	127.00	125.10	129.00	126.10	129.00	126.10
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(7.60)	-	(5.10)	-	(4.10)
Total CAS	128.00	118.50	130.00	122.00	130.00	123.00



Montgomery County Administration Fund - Non-Departmental, Other & Transfers

OVERVIEW

The Non-Departmental, Other & Transfers section accounts for other expenses including:

- Other Post-Employment Benefits (OPEB)
- Compensation increases
- Transfers to Other Funds
- Reserve accounts

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget		<u>FY16 Adopted</u>	<u>FY17 Proposed</u>	<u>% Change</u>
Administration Fund				
	<u>Major Personnel Cost Changes</u>			
	OPEB Paygo \$	1,110,672	\$ 1,068,774	-3.8%
	OPEB Prefunding	422,973	421,282	-0.4%
	Compensation Adjustment	-	461,338	-
	Park Transfer	700,000	-	-100.0%
	Special Revenue Fund Transfer	-	500,000	-
	Operating Expenditure Reserve 3%	900,700	899,400	-0.1%
	Administration Fund Total	\$ 3,134,345	\$ 3,350,794	6.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Adds compensation funding for wage adjustments for Park Fund of \$461,338 (subject to negotiations).
- Decreases the OPEB PayGo by 3.8% or -\$41,898.
- Proposes a transfer to the Special Revenue Fund of \$500,000.



Planning Department
(Administration Fund)

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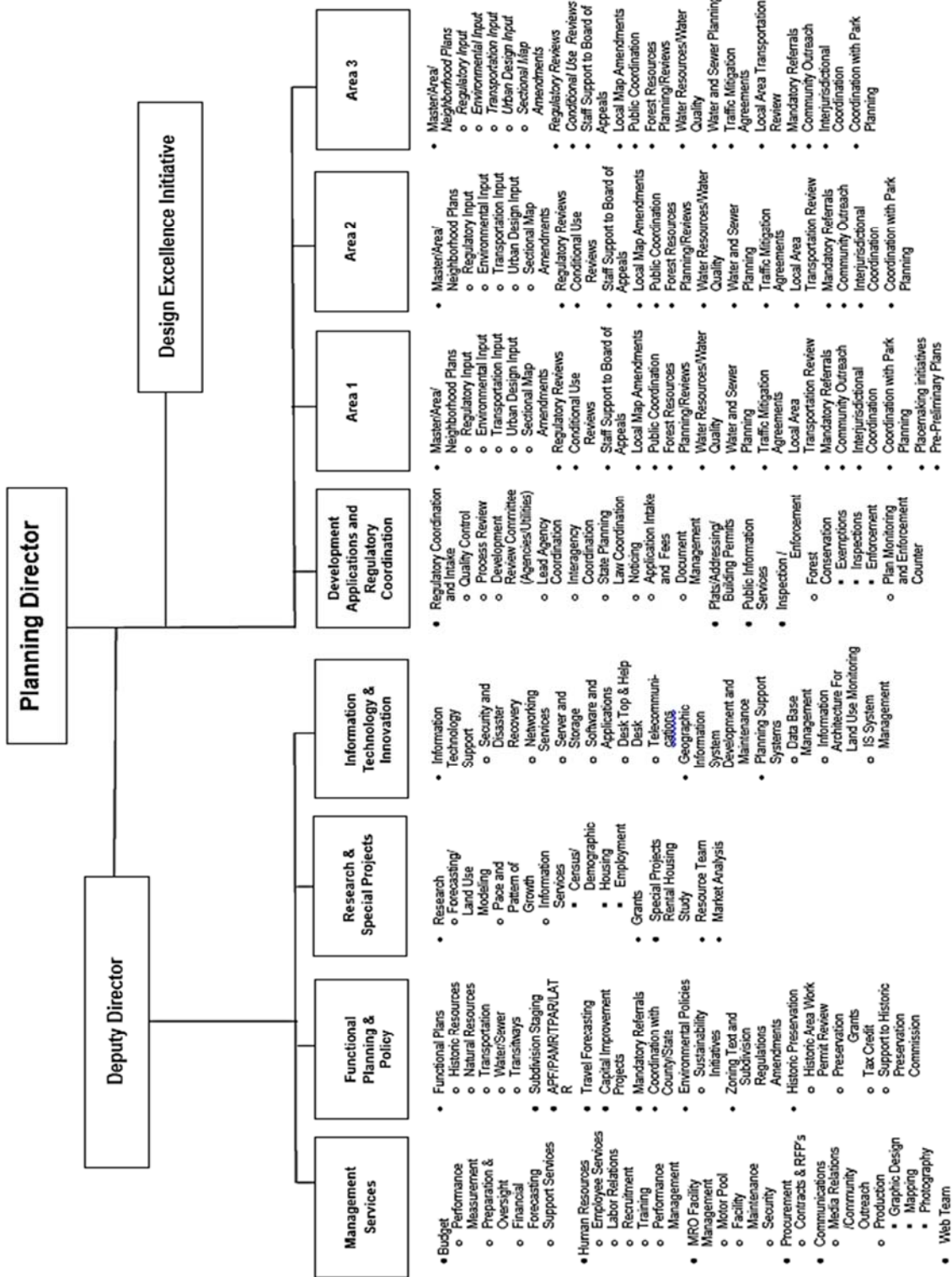
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ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY PLANNING DEPARTMENT



Montgomery County Planning Department

EXECUTIVE OVERVIEW

In Montgomery County, the County Charter assigns planning, zoning and subdivision regulation to the County Council. The Regional District Act (Land Use Article Division II), establishing The Maryland-National Capital Park and Planning Commission, provides authority to the commission and the Montgomery County Planning Board to perform various functions responsive to the policy direction of the Council. The Planning Department's program and services provided as outlined in this budget derive directly from the requirements of these legislative mandates.

Statutory References: Code of Maryland, Land Use Division II: 20-202; 20-203 (b); 20-209 (1); 20-301; 20-308; 20-401; 21-104; 21-105; 21-106; 21-107; 21-201; 21-202; 23-102; 23-201; 23-506.

Land Use Division I: 3-101; 3-106

Statutory References: Montgomery County Code: Chapter 19 – Special Protection Area Review; Chapter 19 – Environmental Guidelines; Chapter 22A – Forest Conservation; Chapter 24A – Historic Area Work Permits; Chapter 33A-15 – Subdivision Staging Policy; Chapter 49 - Road Code; Chapter 45 - Ten Year Comprehensive Water and Sewer Plan; Chapter 50 - Subdivision and Plats; Chapter 50 - Transportation Regulatory Unit; Chapter 59 - Urban Design Guidelines; Chapter 33A - Master Plan Process; Chapter 59 D2 and D3 - Project Plans: Site Plan; Chapter 59 D2/D3 - Project Plans: Site Plan; Chapter 59 C 14 - Sketch Plans; Chapter 59 G - Conditional Use; Chapter 59 H - Zoning Sheets; Chapter 59 H 3 - Local Map Amendments; Chapter 59 H 9.33 - Text Amendments

As Montgomery County continues to attract an increasingly diverse, technologically savvy, well-educated population, the Planning Department focuses its skills and talents on bringing high-quality design in both form and function to all areas, from central business districts to rural villages.

The Planning Department aims to improve the quality of life by conserving and enhancing the natural and built environment for current and future generations. The Planning Department vigorously works to create the best urban, best suburban, and best rural communities in the region. The goal for all our communities is to create vibrant, walkable, connected and accessible places.

MISSION

The Department endeavors to balance economic development opportunities with community needs and stewardship of natural, cultural, and historic resources consistent with the General Plan and in concert with planned public facilities and infrastructure.

PROGRAMS AND SERVICES PROVIDED

The Planning Department's work program is organized into four major programs: (1) Master Planning, (2) Regulatory Planning, (3) Information Resources, and (4) Management and Administration.

Eight Divisions contribute planning expertise to the four major programs through a matrix management structure. County-wide planning, including transportation modeling, environmental policies, historic preservation and zoning and subdivision text amendments, are the domain of the Functional Planning and Policy Division (FPP). Local area land use planning and regulatory reviews are assigned to the three geographic Divisions (Areas 1, 2, and 3). The Area Divisions cross-train staff to enable them to both prepare area master plans and provide regulatory review expertise,



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depending on the number of applications received and the plans assigned by the Council in the given geography. FPP and the Area Divisions are supported through the administrative tasks and coordination efforts of the Development Applications and Regulatory Coordination (DARC) Division. DARC manages the Information Counter and is also responsible for those aspects of development that occur after Planning Board approval: plats, building permits, and street addressing. DARC is tasked with regulatory enforcement and processing Forest Conservation Plan exemptions. The Research and Special Projects Division provides detailed research (economic and demographic) in support of the master planning program, and manages unusually complex or sensitive projects on an as needed basis. The Management Services Division provides administrative and personnel support to all of the Divisions and oversees the budget and procurement processes, as well as outreach and communications. The Information Technology and Innovation Division (ITI) maintains the Department's GIS system and numerous databases in addition to providing 24/7 technology support to the Planning Department, the Commissioners' Office, and the Department of Parks.

MASTER PLANNING

Accomplishments from January 2015 through December 2015 – Master Planning

- Plans Approved by the Council
 - Sandy Spring Rural Village Minor Master Plan (Area 3)
 - Aspen Hill Minor Master Plan (Area 2)

- Section Map Amendments (SMAs) Approved by the Council
 - Sandy Spring Rural Village SMA (Area 3)
 - Aspen Hill SMA (Area 2)

- Plans That Have Received Planning Board Approval
 - Montgomery Village Master Plan
 - Westbard Plan

- Studies/Initiatives Approved by the Planning Board
 - Silver Spring Placemaking initiative
 - Office Market Study

- Plans Currently Underway
 - Bethesda Downtown Plan
 - Greater Lyttonsville Plan
 - MARC Rail Communities Plan
 - White Flint II Plan
 - Highways Master plan/Tech. Corrections and Updates
 - Bikeways Plan Update
 - Rock Spring Plan



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- Studies/Initiatives Currently Underway
 - Master Plan Reality check evaluation beginning with the 1989 Germantown Master Plan
 - Rental Housing Study
 - Colocation of Public Facilities Study
 - Evolving Retail Trends Study
 - Update to Recreation Guidelines

- Design Guidelines being Developed in Coordination with Master Plans
 - Bethesda Downtown Plan
 - Greater Lyttonsville Plan
 - Westbard Plan

- Functional Planning
 - Subdivision Staging (Growth Policy)
 - Continued Refinements to the new Zoning Ordinance

- Completed 29 (FY15) and 5 (FY16 first quarter) mandatory referrals (Areas 1, 2 and 3, FPP)

Goals and Performance Measures – Master Planning

The Master Planning Program covers all aspects of land use planning: the General Plan, master/sector/community/neighborhood plans, minor plan amendments, functional plans, policy planning and coordination, and state and regional planning coordination. The Program includes the implementation of plans through monitoring of development approvals, staging and public projects.

Goal	Promote the orderly development of livable, safe, inclusive, accessible and economically viable communities and employment centers by fostering public participation in the preparation, approval and implementation of master plans, sector plans, functional plans, special studies and public projects.			
Objective				
Deliver master/sector plans/special studies/ functional plans (Plans) consistent with countywide goals and the approved work program in coordination with local, state and regional planning agencies and adjoining jurisdictions (where applicable).				
Program Indicators	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
# of Plans being worked on in FY (does not include studies but does include Subdivision Staging)	Varies per Council Directive	8	10	8



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# of Master Plans and SMAs approved by the Council in FY	Varies per Council Directive	4	4	6
Objective				
Review and comment on mandatory referrals submitted to ensure timely provision of infrastructure and achievement of master plan recommendations including mandatory referrals for on-the-ground Federal, State and local projects.				
Program Indicators	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Mandatory referrals completed within the 60-day review period* % Completed # Completed	100%	90% 28	95% 29	95% 29
*The majority of referrals not completed within 60-day review period are due to applicants requesting extension				

REGULATORY PLANNING

Accomplishments from January 2015 through December 2015 - Regulatory Planning

- Completed the review of 521 development applications in FY15 and 98 development applications for the first quarter of FY16 (This includes 3 mandatory referral applications). (Areas 1,2, and 3, DARC).
- Continued to work closely with the Department of Permitting Services to streamline the development review process.
- Approved a new comprehensive site plan for Clarksburg Town Center.
- Approved two notable plans (Chevy Chase Lake and Elizabeth Square) that came about through public private partnerships and will generate additional affordable housing.
- Successfully began to apply the new zoning code and accompanying comprehensive district map amendment.

Goals and Performance Measures - Regulatory Planning

This Program ensures compliance with applicable zoning and subdivision requirements, adopted master plans, and Planning Board and County Council actions. The Department provides: planning and urban design expertise for the regulatory caseload (review of project plans, sketch plans, preliminary plans, site plans, and amendments to these plans); technical expertise on zoning matters including special exceptions/conditional uses, local map amendments, development map amendments; review of: historic area work permits, water quality plans in special protection areas, forest conservation plans and forest conservation exemptions, inspection and enforcement.



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Goal Provide timely analysis and evaluation of development applications in accordance and consistent with planning policies, master plans, and regulatory requirements for the benefit of residents and applicants in Montgomery County.			
Objective			
Provide zoning and regulatory expertise and recommendations to the Planning Board, Zoning Hearing Examiners, Board of Appeals and County Council to guide decisions related to land use, zoning and development.			
Program Indicators	FY15 Actuals	FY16 Estimated	FY17 Proposed
# applications received and processed (Preliminary, Pre-Preliminary, Project, Sketch, Site Plan, Amendments, Natural Resources Inventory (NRI)/ Forest Stand Delineation(FSD), Forest Conservation Plans (FCPs) and Exemptions, Record Plats, Subdivision Regulations)	599	650	700
% of regulatory cases decided within 4-6 months after accepted	N/A*	85%/90%	90%/95%
# Special Exceptions/Conditional Uses applications Received in FY	17	20	20
	17	20	20
# of local map amendments and development plans/amendments received and processed	2	3	3
*New 120-day time frame went into effect in FY16			

INFORMATION RESOURCES

Accomplishments from January 2015 through December 2015 – Information Resources

- Launched the Planning Stat dashboard tool to increase transparency and accessibility to the latest development review stats.
- Developed the design for the Recreation Amenities Calculator for the Planning Board’s Recreation Guidelines in partnership with the GIS/IT team.
- Collaborated with the Department of Parks to build the design for the Parks Academy training website.
- Released the “Office Market Assessment” report which detailed local, regional, and national office market trends; their implications for Montgomery County; and best practices for next-generation office development. Along with our consultant, co-presented the findings to the Planning Board, County Council, County Executive, the National Capital Area Chapter American Planning Association (APA) Annual Conference, planning department staff, and other stakeholders. Research and Special Projects (RSP).
- Developed new control totals for employment, population, and households for the Round 9.0 Metropolitan Washington Council of Governments (MWCOG) cooperative forecast. The Round 9.0 forecast is a major forecast round that included a comprehensive review of all forecast assumptions and inputs. The Transportation Analysis Zone (TAZ) level allocation of forecasted employment, households, and population is currently in process. (RSP).
- Initiated a rental housing study--in collaboration with the Montgomery County Department of Housing and Community Affairs (DHCA) to assess how we can best meet the needs of residents across the income spectrum. As a part of this study, an Advisory Committee has met several time to discern, with consultant assistance, the factors contributing to increasing housing costs;



Montgomery County Planning Department

identify best practices that could be implemented to help preserve the existing affordable rental housing stock, and provide recommendations to increase the availability of rental housing units for a wide spectrum of County residents. Research and Special projects (RSP).

- Supported master planning efforts by providing commercial and housing market trends, development feasibility analyses, demographic and employment characteristics, cartographic support, buildout scenarios and other similar analyses. Such support was variously lent to the Bethesda, Lyttonsville, Westbard, Aspen Hill, Montgomery Village, Rock Spring, White Flint 2, and the MARC Rail Communities plans or minor master plans.
- Responded to ad hoc requests related to various demographic, employment, commercial and housing market topics from County residents, Planning staff, the press, elected officials, developers, market researchers, and other agencies, such as the County’s Office of Management and Budget (RSP).
- Continued to enhance our GIS-online website to provide GIS information to staff as well as the public (ITI).
- Continued to enhance and add additional workflows to the Department’s ePlans system (DARC, ITI).
- Continued making improvements to the Development Applications Information Center (DAIC).
- Continued to enhance the interactive “Development Finder” map in order to provide visitors more access to information related to current development projects throughout Montgomery County. The map can be located at: <http://mcatlas.org/devfinder/> (MS, ITI).
- Continued to replace legacy files servers with virtualized server architecture.
- Completed implementation of Mutare, an integrated messaging solution, which forwards all voice mail messages to email.

Goals and Performance Measures – Information Resources

This Program provides current statistical, economic and demographic information to the public. Public access to information is available through the Website, in print and electronic formats, and through walk-in and phone services.

Goal To be Montgomery County’s resource for the detailed and accurate identification and assessment of data relating to land use activities, employment and demographic trends delivered through an up-to-date information technology infrastructure			
Objective			
To continually refine, update and initiate data collection and analysis while ensuring the delivery and integrity of a publicly accessible information technology infrastructure.			
Program Indicator	FY15 Actuals	FY16 Estimated	FY17 Proposed
Total Annual # of page views for the Planning Department and the Planning Board websites	947,918	964,000	977,000
# of in house GIS edits*	26,004	18,000	18,000
LIDAR Updates**	2,000	-	-
# GIS contractual edits***	-	2895	-
% of computer replacements within 5-year replacement threshold	20%	20%	20%
# of web-based products releases, presentations	8	20	22
*In house GIS updates are continuously performed by staff and include parcels, addresses, zoning, etc.			
** LiDAR updates are on a six-year cycle and yield periodic bump in updates			



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Goal To help inform decisions by Planning staff, the Planning Board, and County Council through research; providing insightful data to support trend analysis, impact assessments, and recommendations for Montgomery County.				
Objective				
Provide objective, efficient, and reliable information and analysis				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Publications – Trend sheets	8	8	20	22
Public Information Requests	300	300	300	300
Special Studies	3	3	7	7
Objective				
Provide timely and accurate demographic, housing, and economic data and analysis of County trends and policies to support master plans and program initiatives, and plan County services.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Market Analyses - Retail studies	4	4	9	10
Market Analyses – Housing studies	4	4	9	10
Objective				
Establish and maintain demographic, economic, land use, housing, and other data and decision-making resources that are regularly updated and accurate.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Master Plan Support - Demographic and Development Economic Reports and Other	5	5	9	8

MANAGEMENT AND ADMINISTRATION

Accomplishments from January 2015 through December 2015 – Management and Administration

- Developed and produced hard-copy information sheets on various plans and projects for public distribution.
- Developed monthly calendar of events for our web site to publicize Planning Board’s Agendas and the Department’s public meetings and events in a consistent way.
- Worked with the planning teams to create Communication Plans for each Master and Sector Plan, and for our research projects. Other Montgomery County agencies are now emulating these Communication Plans.
- Produced workbook for Silver Spring Placemaking events co-sponsored by Councilmember Hans Riemer.
- Increased social media promotion of technology related to Development Review, various planning projects and GIS on Twitter, Facebook and YouTube, as well as continuing to provide content on Plan-It Montgomery cable show on County Cable Montgomery.
- Assisted with security upgrades at the MRO building:



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- Developed lobby Kiosk interface and floor plan map wayfinding tools to assist visitors to the building.
- Added card readers and locks to eleven doors throughout the building to control public access. When locked, public access is limited to the information/intake counter, auditorium, and auditorium lobby. All other areas are secure and visitors must be escorted to their destinations in the secure area.

Goals and Performance Measures– Management and Administration

This Program provides all aspects of operational support for the effective and efficient coordination of the Department’s day-to-day operations.

Goal To foster a productive work environment by providing the support necessary to accomplish the work program effectively and efficiently.			
Objective			
To provide training and technical support for staff while maintaining a secure and healthy work environment.			
Program Indicators	FY15 Actuals	FY16 Estimated	FY17 Proposed
Continuing Education Unit (CEU) opportunities provided (total # potential CEUs available 1.5 credits per unit)	11	20	25
# MNCPPC employees participating in CEU programs	402	627	700
# of non-credited courses offered	7	10	10
# of MNCPPC employees participating in non-credited courses offered	104	110	110
Objective			
To continually produce interesting, consistent and engaging content on Twitter and YouTube by promoting planning updates, videos, photos and montgomeryplanning.org			
Program Indicators	FY15 Actuals	FY16 Estimated	FY17 Proposed
Percentage of Tweet impressions on Twitter per month* (<i>Target</i> 15,000 average impressions per month)	16,740	16,000	15,000
# of YouTube views per video** (<i>Target</i> 100 views per video)	150	100	100
*Tweet impressions pertain to the times a user is served a Tweet in timeline or search results. **YouTube views are unique views on a video. The amount of views that your video is getting is one of the most important metrics to consider when trying to determine the success of your content.			



Montgomery County Planning Department

SUMMARY OF DEPARTMENT BUDGET

MONTGOMERY COUNTY PLANNING DEPARTMENT Summary of Expenditures by DIVISION PROPOSED BUDGET FISCAL YEAR 2017

	FY 16 <u>Adopted</u>	FY 17 <u>Proposed</u>	%
			<u>Change</u>
Planning Department			
Office of The Planning Director	\$ 947,780	\$ 928,499	-2.0%
Management Services	2,264,227	2,161,774	-4.5%
Functional Planning & Policy	2,909,732	3,000,881	3.1%
Area 1	1,496,107	1,475,701	-1.4%
Area 2	2,225,852	1,975,452	-11.2%
Area 3	2,124,532	1,994,705	-6.1%
Dev. Applications & Regulatory Coordination	979,655	1,083,848	10.6%
Information Technology and Innovation	3,324,914	3,186,243	-4.2%
Research and Special Projects	1,250,489	1,328,508	6.2%
Support Services	1,821,504	2,137,101	17.3%
Grants	150,000	150,000	0.0%
Total Planning Department*	\$ <u>19,494,792</u>	\$ <u>19,422,712</u>	-0.4%

*Total does not include transfers to the Development Review Special Revenue Fund, compensation marker, OPEB Paygo and OPEB prefunding. They are budgeted in the Administrative Fund's non-departmental account.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- **New Essential Needs Proposed:**

To advance its work program and focus on ways to both reimagine and reinvigorate our master planning activities, the Planning Department is requesting new, one-time funding for several major projects (#1 through #12), as well as ongoing funding for 5 projects (#13 through #17) including funding for one currently unfunded position. These new requests address significant planning issues and concerns that face Montgomery County.

1. Partnership with University of Maryland for assistance with the Bikeways Plan Update - \$125,000 (one-time): In FY16, the Functional Planning and Policy Division began updating the County-wide Bikeways Master Plan. This effort will continue in FY17, with a need for additional consulting services in FY17 to complete the project. The work on the Plan is based on new bicycle planning guidance that has been developed by the Planning Department with assistance from a Council of Governments Transportation/Land Use Connections (COG TLC) grant. This guidance or methodology emphasizes the development of connections that would attract those who do not ride bicycles now, but would likely ride in certain conditions, with facilities that offered more separation from vehicular traffic. Significant work and community outreach has been completed on the Bikeways Master Plan during FY16, but more work is needed in FY17 to complete the project.
2. Partnership with University of Maryland for Master Plan Reality Check - \$82,000 (one-time):



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Through a contract with the University's National Center for Smart Growth, the Planning Department began work on the proposed Master Plan Reality Check. The Reality Check is an analysis of the success of various Master Plans. This analysis will assess whether the growth called for by the plans has occurred as anticipated, whether the necessary infrastructure has been provided, and if the public amenities go far enough in creating better communities. This funding for the National Center for Smart Growth is critical to the successful completion of the Reality Check.

3. Study of Employment Trends: Emerging Industries; Future Job Types; Future Workplaces; Design and Planning Implications - \$125,000 (one-time): Recent research undertaken by the Planning Department indicates that many existing and planned commercial buildings and centers in Montgomery County and elsewhere do not meet changing user needs. This mismatch threatens the county's ability to compete for enterprises, jobs and revenues in key sectors of the region's economy. The requested funding is for an in-depth assessment of tools and strategies that the Planning Department can use to respond to this economic challenge. Focusing on industries that economic developers have targeted for retention and expansion, the study will look at workforce demographics, cluster economics, technology changes, workplace design trends and other dynamics that are reshaping business location preferences. The analysis will then identify zoning, master plan, urban design, transportation, infrastructure, amenities and other land use policy options that may help channel development into more competitive patterns.
4. Continuation of new dynamic transportation modeling tool - \$75,000 (one-time): During FY16, the Functional Planning & Policy (FPP) division will begin the implementation of a new dynamic modeling tool for use by FPP in support of master plan analysis and subdivision staging. Travel forecasting models incorporating dynamic traffic assignment are evolving from the research realm to actual application in some states and metropolitan areas and are thought to offer potential for more detailed evaluation of small area networks. This requested funding will provide assistance to investigate the best new approach to transportation modeling and its implementation.
5. Multi-modal Transportation Analysis for Montgomery Hills/Forest Glen Sector Plan - \$60,000 (one-time): This requested funding is needed to provide consulting services to do analysis that goes beyond the typical transportation modeling to focus on pedestrian, bicycle and vehicular safety and accessibility in coordination with the local area transportation modeling for Georgia Avenue and surrounding street network.
6. Consulting Funding for Silver Spring Streetscape - \$75,000 (one-time): This requested funding is needed to update the 1992 streetscape guidelines for Silver Spring to account for new technology and changes to tree species and street furniture. This study will include conducting the background work to do the inventory, analysis and precedent work to compare the 1992 guidelines to what is actually on the ground.
7. Consulting funding for Design Studies for Veirs Mill Corridor Small Area Plan - \$40,000 (one-time): This requested funding will provide consulting services for design studies that explore how to integrate enhanced transit facilities and infill development to create a pedestrian friendly boulevard with discrete activity centers.
8. Retail and Economic Study for Montgomery Hills/Forest Glen Sector Plan - \$50,000 (one-time): This requested funding will provide consultant services to do a detailed study of



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the Montgomery Hills/Forest Glen business district area to find ways to initiate more retail activities and to support existing businesses.

9. Consulting funding for Retail Study in South Silver Spring - \$50,000 (one-time): This requested funding will provide needed consultant services to do a detailed study of the South Silver Spring area to find ways to initiate more retail activities and to support existing businesses.
10. Consulting assistance for Corridor Study for MD355 from Gaithersburg to COMSAT - \$75,000 (one-time): This requested funding will provide needed consultant services to re-evaluate previous land use recommendations along the BRT corridor along MD 355 north to COMSAT in response to the ongoing BRT studies and in light of changes in the office market identified in the recent Office Market Assessment Report released by the Planning Department.
11. Placemaking Initiatives - \$50,000 (one-time): The requested funding will provide consultants services to build on the successful Placemaking Program that was conducted for Silver Spring, by conducting Placemaking charrettes and planning in Montgomery Hills, Bethesda and other areas.
12. Regional Transportation Model Network Development/Management - \$30,000 (one-time): The Council of Governments (COG) staff will provide the Planning Department with a copy of their GIS-based network management tool and database (called "COG Tools") in FY16. This tool will allow us to develop and manage the roadway and transit networks used by the regional model in a much more efficient and consistent manner. This requested funding will provide for needed technical assistance from the software developer to support our continued use of this tool, particularly when a new version/update of the ESRI GIS software comes on-line or as we try to implement specialized applications of COG Tools.
13. Economic Research and Analysis Position (Planner Coordinator) - \$136,153 (on-going): Recently, there has been an increased emphasis on ensuring economic "due diligence" across all Master Plans, ad-hoc feasibility studies, and an increasing number of regulatory negotiations. The Department expects this workload to increase in the future as infill redevelopment and a greater reliance on private contributions to fund public amenities become more central to Master Plans. The Planning Department is requesting funding for one currently unfunded full-time career position to fill a critical need in market and development feasibility analyses.
14. On-Call Economic Services - \$54,400 (on-going): In addition to the requested full-time career position, the Department is requesting funding for on-call consulting services that can provide a deeper level of real estate and economic expertise to address requests for individual economic studies. On-call services can also supplement existing staff efforts, when there are insufficient man-hours to internally analyze and complete a request. This funding will provide flexibility and specialized expertise.
15. Real Estate Development Process Training - \$12,650 (on-going): The Department realizes the benefits of staff developing knowledge in real estate and development economics, as land use regulations have an impact on development feasibility and the ability to provide public amenities. This requested funding is for training that would provide a fundamental



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overview of the development process and the key considerations involved in development decisions.

16. Bicycle Plan Implementation Activities - \$80,000 (on-going): Anticipating approval of the Bicycle Master Plan, the Planning Department is requesting funding to assist with the implementation of the plan without interruption. This assistance will include contractual services detailed analyses to do concept plans, reviews of a facility plan, and to help work through difficult development issues. In addition, funding is included to look at best practices in other places through conferences and/or study tours to witness the bicycle infrastructure and the general approach to urban design and streets taken by other communities.
 17. Design Excellence Initiative - \$10,000 (on-going): Recognizing and promoting design excellence throughout the county through an annual awards program in partnership with American Institute of Architects (AIA).
- Six (6) lapsed positions (consistent with FY16 4.5% lapse) are in the Areas 1, 2, 3, DARC, ITI and MS consistent with FY16 budget.
 - The Planning Department is proposing to increase the chargebacks from the Administration Fund to the Development Review Special Revenue Account (DR-SRA) by \$104,000 from \$2,937,500 to \$3,041,500 (a 2.6% increase) to cover the FY16 compensation increases. The chargeback was not increased during the FY16 budget process due to the uncertainty of the requested compensation increases being approved. The chargebacks have also been redistributed according to regulatory work load per division.
 - The Proposed FY17 Budget reflects a careful review of divisional needs and redistribution of resources to those areas of critical need.

YEAR OVER YEAR BUDGET SUMMARY

The Planning Department's FY17 proposed operating budget is \$19,422,712, which includes grant funding but does not include the compensation increase, OPEB prefunding, or OPEB PayGo. The proposed FY17 budget is a -1.9% reduction before the new essential needs funding request. With the new essential needs funding request, the budget is a -0.4% or -\$72,080 reduction from the approved FY16 budget.



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MONTGOMERY COUNTY PLANNING DEPARTMENT PROPOSED FY17 OPERATING BUDGET REQUEST

		% Change
	FY16 Adopted Budget	\$19,494,792
FY17 BASE BUDGET CHANGES		
	Salaries & Benefits	(\$492,713)
	Major known commitments	\$83,900
	Risk Management and Commission-Wide IT Initiatives	\$145,530
	Increase in Chargebacks to Development Review Special Revenue Fund	(\$104,000)
	Subtotal - Base Budget Changes	<u>(\$367,283)</u>
		<u>-1.9%</u>
Less: FY16 One-time Expenses		<u>(\$835,000)</u>
Add: Proposed one-time Initiatives		
	Partnership with University of Maryland for assistance with the Bikeways	\$125,000
	Partnership with University of Maryland for Master Plan Reality Check	\$82,000
	Study of Employment Trends	\$125,000
	Continuation for new dynamic transportation modeling tool	\$75,000
	Multi-modal Transportation Analysis for Montgomery Hills/Forest Glen	\$60,000
	Consulting Funding for Silver Spring Streetscape	\$75,000
	Consulting funding for Design Studies for Veirs Mill Corridor Small Area Plan	\$40,000
	Retail and Economic Study for Montgomery Hills/Forest Glen Sector Plan	\$50,000
	Consulting funding for Retail Study in South Silver Spring	\$50,000
	Consulting assistance for Corridor Study for MD355 from Gaithersburg to	\$75,000
	Placemaking Initiatives	\$50,000
	Regional Transportation Model Network Development/Management	\$30,000
	Subtotal -Proposed One-time Changes	<u>\$837,000</u>
		<u>4.3%</u>
Add: Proposed On-going Changes		
	Economic Research and Analysis Position (Planner Coordinator)	\$136,153
	On-Call Economic Services	\$54,400
	Real Estate Development Process Training	\$12,650
	Bicycle Plan Implementation Activities	\$80,000
	Design Excellence Initiative	\$10,000
	Subtotal - Proposed On-going Changes	<u>\$293,203</u>
		<u>1.5%</u>
	Net Change from FY16 Adopted to FY17 Proposed Budget	<u>(\$72,080)</u>
		<u>-0.4%</u>
	*FY17 Proposed Budget Plus Essential Needs/New Initiatives	<u>\$19,422,712</u>
		<u>-0.4%</u>

* Total does not include transfer to the Development Review Special Revenue Fund, compensation marker, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non-departmental account.

LAPSE AND STAFFING

For FY17, the Department plans to maintain an approximate 4.5% lapse rate and its current budgeted staffing level of 151 positions (146.85 workyears). This level includes: 140.85 funded workyears, six (6) lapsed workyears, and three (3) unfunded positions. This reflects a change from FY16 as the Department is requesting new funding for one of the four positions that have been unfunded since FY11. Salaries and Benefits decreased by -\$492,713 primarily due to reduced pension costs.



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FEES AND REVENUE ESTIMATES

The majority of the Department's budget is tax supported, funded through the Administration Fund. There are also revenues received through charges for services, and fees for materials. The Department anticipates \$185,000 in fees from service charges and other program fees in FY17.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund to offset costs that will be incurred in FY17 to provide specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY17, the Department is requesting an increase of \$9,500 (a 2.6% increase) for an overall appropriation of \$369,900 to cover the FY16 compensation increases. The appropriation was not increased during the FY16 budget process due to the uncertainty of the requested compensation increases being approved.

DEVELOPMENT REVIEW SPECIAL REVENUE ACCOUNT – CHARGEBACKS AND TRANSFER OUT

The chargebacks to the Development Revenue Special Revenue Account (DR-SRA) increased by \$113,089. Of this increase, \$9,089 is from the Legal and Finance Departments for their services. The remaining \$104,000 increase (a 2.6% increase) is from the Planning Department's Administration Fund to cover the FY16 compensation increases. The chargeback was not increased during the FY16 budget process due to the uncertainty of the requested compensation increases being approved.

The Department has traditionally requested a transfer from the Administration Fund into the DR-SRA in recognition of the fact that revenues may not cover the costs of our review efforts. The fund performed well in FY12, FY13, and in FY15 primarily due to the fees collected for various large projects in CR zones. Property owners moved quickly to either take advantage of changes to the zoning ordinance or to submit new applications to grandfather existing zoning requirements. This performance built a significant fund balance. Due to this large balance and due to sufficient fees being collected in each of these fiscal years, the Council did not approve a transfer in FY14, FY15 and FY16. However, in the interest of being prudent and not overestimating revenue that may or may not come in during FY16, the budget request includes a transfer of \$500,000 from the Administration Fund into the DR-SRA in FY17 to cover potential shortfalls.

PROFESSIONAL SERVICES

The Department has requested funding of \$1,302,500 for the professional services outlined in the table below. This level reflects a reduction of \$28,900 or -2.17% from FY16 adopted funding levels due to a combination of changes in new one-time professional services essential needs funding requests in FY17, a reduction of one-time essential needs requests from FY16 adopted, and the redistribution of resources to fund known consulting needs.



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PROFESSIONAL SERVICES

Division	Program Element	Description	FY16 Approved Budget	FY17 Proposed Budget
Director's Office				
	Special Projects	Funding for Special Council Request	\$30,000	\$30,000
	Master Plan Reality Check	University Of Maryland	\$150,000	
Area 1				
	Bethesda Downtown Plan	Streetscape guidelines consulting services	\$15,000	\$15,000
	Montgomery Hills and Forest Glen Master Plan	Consulting funding for Retail and Economic Study		\$50,000
	Montgomery Hills and Forest Glen Master Plan	Consulting funding for Multi-modal Transportation Analysis		\$60,000
	South Silver Spring Small Area Plan	Consulting funding for Retail Study		\$50,000
	Silver Spring Streetscape	Consulting funding to Update the 1992 Streetscape Guidelines		\$75,000
	Placemaking Initiatives	Consulting funding to build on the successful Placemaking Program that was conducted for Silver Spring		\$50,000
Area 2				
	Montgomery Hills and Forest Glen Master Plan	Development, feasibility analysis and design studies	\$40,000	
	White Flint II Plan	Feasibility studies, transportation and economic analyses	\$60,000	
	Aspen Hill and other MPs	Consulting Services for Community Outreach	\$40,000	
	Rock Spring Plan	Consulting Services for Community Outreach	\$10,000	
	Viers Mill Road Corridor Small Area Plan	Provide consulting services for design studies that explore how to integrate enhanced transit facilities and infill development to create a pedestrian friendly boulevard with discrete activity centers		\$40,000
Area 3				
	Special Projects	Funding for Special Council Request	\$15,000	
	Corridor Study for MD355	Consulting assistance for Corridor Study for MD355 from Gaithersburg to COMSAT		\$75,000
Research and Special Projects				
	Evolving Retail Trends Study	Consulting funding for county wide retail Study	\$150,000	
	Special Projects	General Consulting Services	\$15,000	
	Research	On-Call Economic Services		\$54,400
	Master Plan Reality Check	Partnership with University of Maryland for Master Plan Reality Check		\$82,000
	Study of Employment Trends	Partnership with University of Maryland to do study of Employment Trends: Emerging Industries; Future Job Types; Future Workplaces; Design and Planning Implications		\$125,000
Functional Planning and Policy				
	Montgomery Hills and Forest Glen Master Plan	Traffic Count Program - Ongoing support of master plans	\$12,000	\$12,000
		Local Area Modeling assistance		\$17,000
	Grosvenor Metro Area Minor Master Plan	Traffic Count Program - Ongoing support of master plans		\$6,000
		Local Area Modeling assistance		\$9,000
	South Silver Spring Small Area Plan	Traffic Count Program - Ongoing support of master plans		\$6,000
		Local Area Modeling assistance		\$9,000
	Viers Mill Road Corridor Small Area Plan	Traffic Count Program - Ongoing support of master plans		\$6,000



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Division	Program Element	Description	FY16 Approved Budget	FY17 Proposed Budget
		Local Area Modeling assistance		\$9,000
	Gaithersburg East Master Plan	Local Area Modeling assistance		\$17,000
	Historic Area Work Permits	Legal Requirement for HPC Hearings	\$13,000	\$13,000
	MARC Rail Communities Plan	Traffic Count Program - Ongoing support of master plans	\$6,000	
		Local Area Modeling assistance	\$9,000	
	White Flint II Plan	Traffic Count Program - Ongoing support of master plans	\$12,000	
		Local Area Modeling assistance	\$17,000	
	Rock Spring Plan	Traffic Count Program - Ongoing support of master plans	\$12,000	
		Local Area Modeling assistance	\$17,000	
	Aspen Hill and other MP	Traffic Count Program - Ongoing support of master plans	\$12,000	
		Local Area Modeling assistance	\$17,000	
	Subdivision Staging (Growth Policy)	Continued Analysis and Implementation of New Transportation Tools	\$175,000	\$75,000
	Bikeways Plan Update	Consulting Services to assist with the methodology report and concept plans	\$75,000	\$125,000
	Subdivision Staging (Growth Policy)	Regional Transportation Model Network Development/Management		\$30,000
Information Technology & Innovation				
	Information Technology	WAN/LAN/Harbernet consulting	\$65,000	\$66,200
		Consulting for Telephone Support (VOIP)	\$32,000	\$33,000
		Microsoft email Cloud. Email annual license fee	\$27,000	\$35,000
		L3 Helpdesk/Inventory support	\$65,000	\$67,200
		Consulting Support Miscellaneous	\$3,000	\$2,000
		Desktop Virtualization	\$60,000	
		Mobile device management	\$4,000	
		Avaya monitoring system	\$7,000	\$3,000
		UPS Maintenance	\$3,000	\$3,100
		E911 ongoing support	\$2,400	\$2,500
		Mutare ongoing support (voice mail to email conversion)	\$2,000	\$6,000
		Black Box licenses for constant upgrades for videoconference units	\$4,000	\$4,100
	Information Systems/GIS	For professional Services related to Project Docx	\$40,000	\$40,000
Management Services				
	Communications	Website Upgrade	\$75,000	
Support Services*				
	To be used for all Area teams as needed	Master Plan Transcriptions and Noticing	\$30,000	
	To be used for all Area teams as needed	Translation Service	\$10,000	
Planning Department Total			\$1,331,400	\$1,302,500

*In FY17 moved the funding to more appropriate category of "miscellaneous services."



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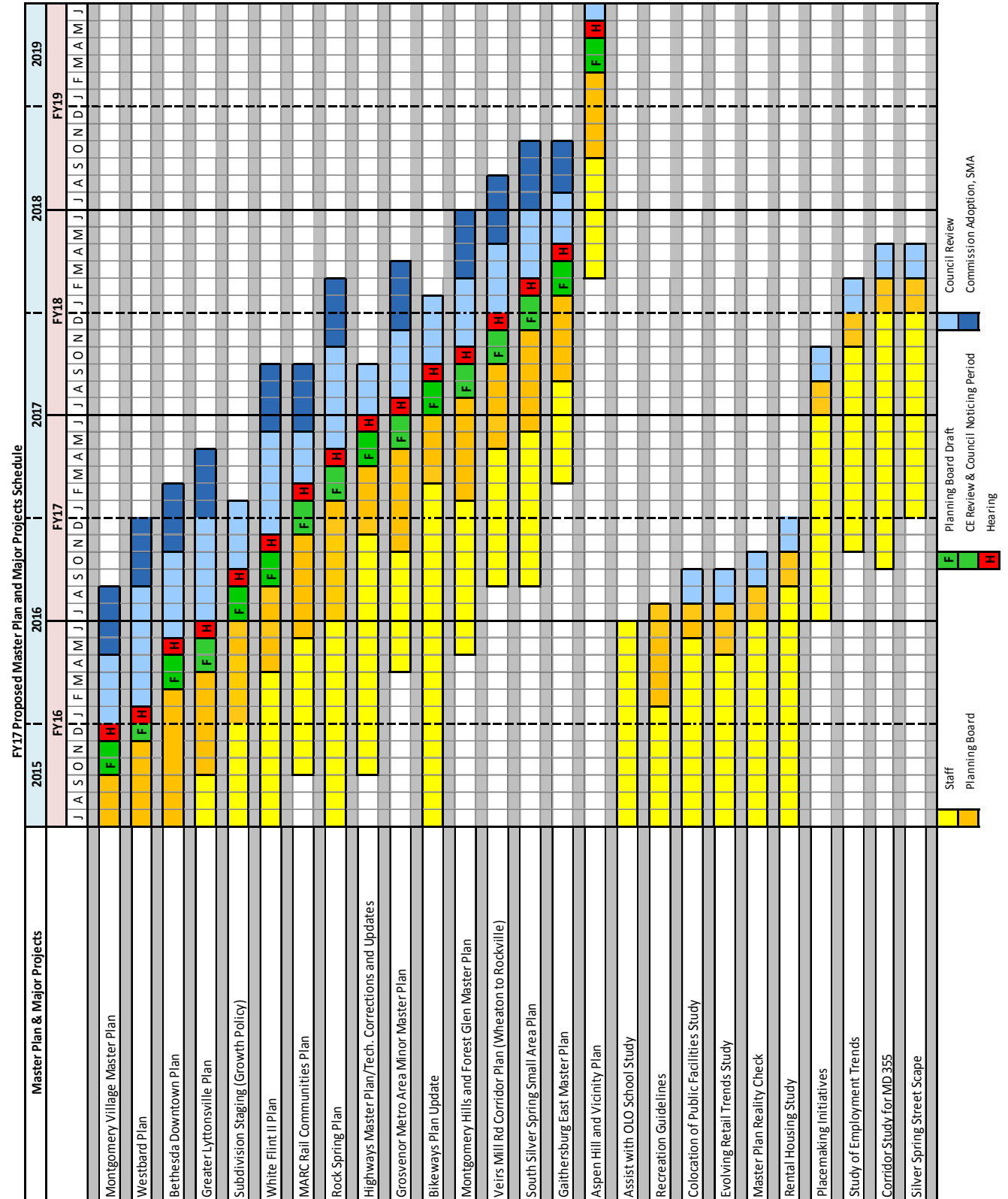
PUBLICATIONS

Division	Program Element	Description	FY16 Adopted Budget	FY17 Proposed Budget
<u>Functional Planning and Policy</u>				
	Historic Area Work Permits	HPC Legal Notices in Newspaper	\$11,000	\$11,000
<u>Support Services</u>				
	Various Program Elements	Specialized Printing	\$5,000	\$5,000
<u>Planning Department Total</u>			\$16,000	\$16,000



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WORK PROGRAM OVERVIEW



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Montgomery County Planning Department: FY17 Proposed Adopted Work Program Crosswalk of Work (Division to Work Program Elements)												
	FY16 Adopted	FY17 Proposed	Director's Office	Management Services Division	Functional Planning & Policy	Area 1	Area 2	Area 3	Development Applications & Regulatory Coordination	Information Technology & Innovation	Research & Special Projects	
Funded Workyears	139.85	140.85	5.00	16.75	19.50	15.00	20.00	20.70	19.90	16.00	8.00	
Program: MASTER PLANNING PROGRAM												
Plans												
Sandy Spring Rural Village MMP	0.23	0.00										
Aspen Hill MMP	0.23	0.00										
Gaithersburg East Master Plan	0.00	1.63	0.10	0.23	0.50		0.50	0.10			0.20	
South Silver Spring Small Area Plan	0.00	2.18	0.10	0.23	0.25	1.60						
Viers Mill Road Corridor Small Area Plan	0.00	2.93	0.10	0.23	0.50		1.90				0.20	
Grosvenor Metro Area Minor Master Plan	0.34	2.28	0.10	0.23	0.25		1.50				0.20	
Montgomery Hills and Forest Glen Master Plan	0.75	1.53	0.10	0.23	0.10	1.00	0.10					
MARC Rail Communities Plan	2.44	2.71	0.10	0.23	0.10			2.04		0.24		
Bethesda Downtown Plan	2.28	0.87	0.10	0.23	0.10	0.30				0.24		
Greater Lyttonsville Plan	2.09	0.83	0.10	0.23	0.10	0.50						
Westbard Plan	2.09	0.59	0.05	0.23	0.30	0.30		0.01				
Montgomery Village Master Plan	2.29	0.48	0.05	0.23			0.10			0.10		
Highways Master Plan/Technical Corrections & Updates	1.14	1.60		0.23	1.00	0.05		0.32				
White Flint II Plan	4.86	3.72	0.10	0.23	0.50		2.30			0.34	0.25	
Rock Spring Plan	3.53	4.02	0.10	0.23	0.50		2.20	0.40		0.34	0.25	
Historic Preservation Functional Master Plan	2.40	2.28		0.23	2.00	0.05						
Public Policies Planning and Coordination												
Public Project Coordination	5.18	2.82	0.10	0.23	1.10	0.20	1.00	0.19				
Master Plan Staging/Monitoring	2.48	1.20	0.05	0.15	0.50	0.20	0.30					
Special Projects												
Assis with OLO School Study	0.50	0.00										
Corridor Study for MD 355	0.00	2.86	0.05	0.23		0.05		2.23			0.30	
Silver Spring Street Scape	0.00	1.13	0.10	0.23	0.60						0.20	
Study of Employment Trends	0.00	1.23	0.10	0.23	0.05	0.10					0.75	
Placemaking Initiatives	0.00	0.83	0.20	0.23	0.30	0.30	0.10					
Colocation of Public Facilities Study	1.13	0.70									0.70	
Recreation Guidelines	1.29	0.46				0.10	0.10	0.26				
Bikeways Plan Update	1.87	1.77	0.10	0.23	1.00	0.10	0.20	0.04		0.10		
Evolving Retail Trends Study	1.27	0.68	0.10	0.23	0.05	0.05					0.30	
Master Plan Reality Check	1.82	1.31	0.10	0.23	0.05	0.20	0.20	0.23			0.50	
Rental Housing Study	1.23	1.18	0.05	0.23	0.05	0.10	0.10				0.75	
Subdivision Staging (Growth Policy)	4.58	4.48	0.15	0.23	3.00	0.10	0.20	0.20		0.20	0.40	
Sustainability and Planning Activity	1.28	1.07	0.05	0.15	0.75	0.05		0.07				
Agriculture Initiatives	2.13	1.75	0.05	0.15	0.60			0.95				
Special Projects	1.68	1.03	0.20	0.23	0.10	0.05	0.10	0.35				
SUB-TOTAL MASTER PLANNING	51.11	52.15	2.50	6.20	12.75	5.75	11.00	7.39	0.00	1.56	5.00	
New Work Program Efforts in FY17 Expected to end in FY16												

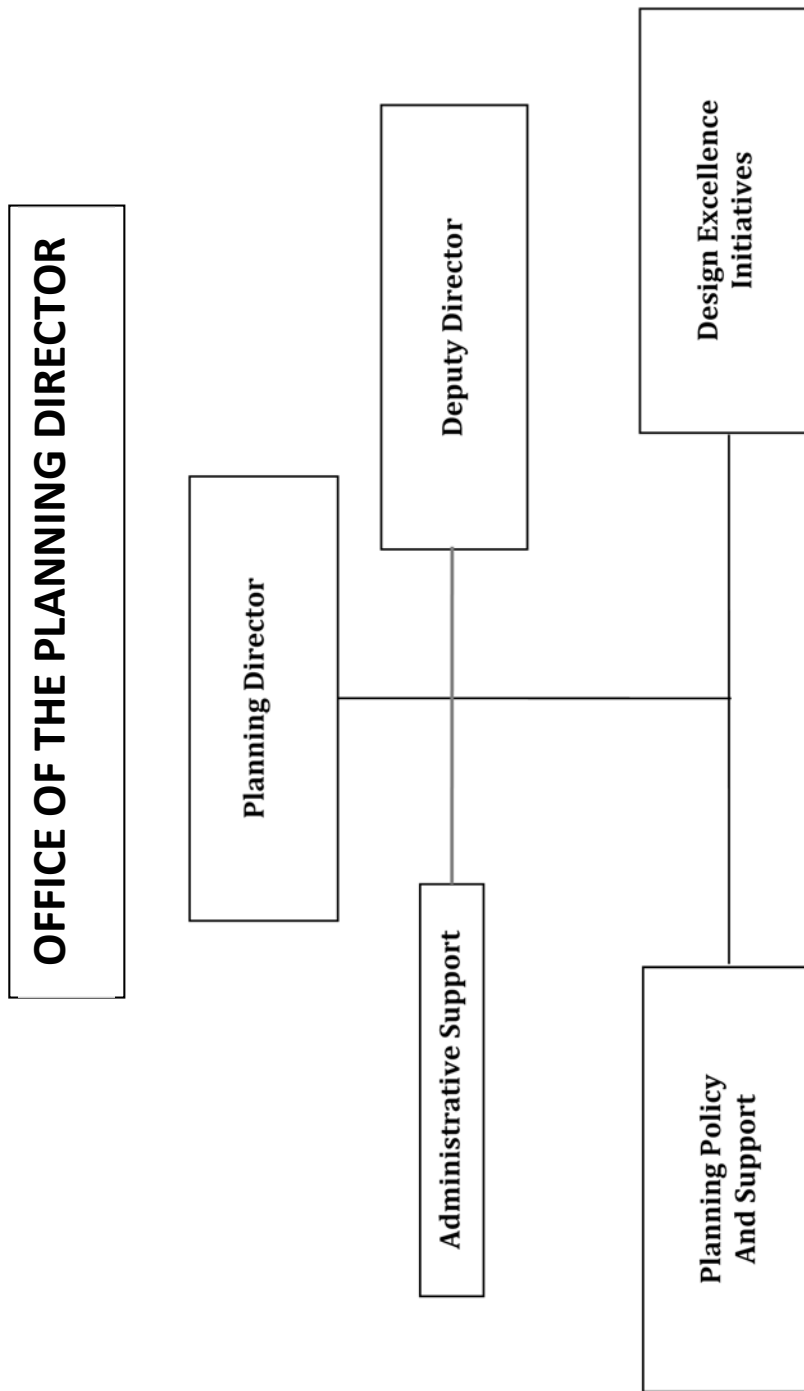


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Montgomery County Planning Department: FY17 Proposed Adopted Work Program Crosswalk of Work Years (Division to Work Program Elements)												
	Lead Division	FY16 Adopted	FY17 Proposed	Director's Office	Management Services Division	Functional Planning & Policy	Area 1	Area 2	Area 3	Development Applications & Regulatory Coordination	Information Technology & Innovation	Research & Special Projects
		139.85	140.85	5.00	16.75	19.50	15.00	20.00	20.70	19.90	16.00	8.00
Funded Workyears												
Program: REGULATORY PLANNING PROGRAM												
Regulatory Policy Development/Amendment												
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	FPP	1.78	2.09	0.05	0.15	1.50	0.05	0.20	0.14			
Zoning Ordinance Revisions and Refinements	DO	0.64	0.80	0.05	0.15	0.25	0.10	0.25				
Land Use Regulations												
Conditional Uses (Special Exceptions)	Area teams	2.58	2.88	0.05	0.08	0.10	0.20	0.50	1.45	0.50		
Local Map Amendments and Development Plan Amendments	Area teams	1.98	2.44	0.05	0.08	0.15	0.20	0.40	0.81	0.65	0.10	
Preliminary Plans/Subdivision Plans	DARC	12.92	13.17	0.20	0.18	0.10	3.05	1.90	3.10	4.30	0.34	
Sketch and Site Plan Reviews	DARC	11.97	12.14	0.20	0.08	4.50	3.00	2.91	1.45			
Pre-Application Meetings/Guidance	DARC	1.78	2.65	0.10	0.08	0.25	0.40	1.07	0.45			
Regulatory Enforcement and Building Permit Review	DARC	1.18	2.19	0.05	0.08	0.25	0.25	0.51	1.30			0.30
Historic Area Work Permits	FPP	3.91	3.83			3.75						
Forest Conservation Reviews, Inspections & Enforcement	DARC	11.98	8.68	0.05	0.08		0.30	1.60	1.20	5.45		
SUB-TOTAL REGULATORY PLANNING		50.72	50.87	0.80	1.04	5.85	8.90	8.00	11.44	14.10	0.44	0.30
Program: INFORMATION RESOURCES												
Public Information												
Research Projects	RSP	0.89	2.82	0.05	0.30	0.05	0.10	0.12	0.10	0.10		2.10
Information Systems/Geographic Information Systems (S/GIS)	ITI	7.05	7.44	0.05	0.20	0.05	0.05	0.64	0.50	0.50	6.00	
Information Services	DARC	3.69	3.94	0.05	0.20	0.05	0.05	0.10	0.24	2.20	1.10	
SUB-TOTAL INFORMATION RESOURCES		11.63	14.20	0.15	0.70	0.00	0.15	0.20	1.00	2.80	7.10	2.10
Program: MANAGEMENT/ADMINISTRATION												
Governance												
Work Program Management	DO	6.50	6.52	0.50	1.30	0.40	0.10	0.40	0.32	2.60	0.30	0.60
Work Program Support	MS	13.55	10.55	1.00	7.35	0.50	0.05	0.40	0.55	0.40	0.30	
Agency Support												
Information Technology	ITI	6.34	6.56	0.05	0.16	0.05					6.30	
SUB-TOTAL MANAGEMENT/ADMINISTRATION		26.39	23.63	1.55	8.81	0.90	0.20	0.80	0.87	3.00	6.90	0.60
TOTAL		139.85	140.85	5.00	16.75	19.50	15.00	20.00	20.70	19.90	16.00	8.00
New Work Program Efforts in FY17												
Expected to end in FY16												



ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department – Office of the Planning Director

OVERVIEW

The Director's Office provides leadership and executive oversight of the Department's work program, policies, procedures and strategic planning.

PROGRAMS AND SERVICES PROVIDED

- Coordination with the Office of State Planning
- Coordination with the Council of Governments (COG) Planning Directors Committee
- Coordination with County Agency Dept. Heads
- Community Outreach Oversight
- Legislative Oversight
- Work Program Oversight
- Leadership on Strategic Planning and Design Issues
- Budget
- Semi-Annual Reports

ACCOMPLISHMENTS FROM JANUARY THROUGH DECEMBER 2015 (FY15-FY16)

- Worked on interior and exterior design of the Planning Department's new building in Wheaton. Requested and received a supplemental appropriation to include geothermal to ensure the building is environmentally sustainable.
- Initiated the Department's first Design Excellence Award event, which recognized five outstanding projects and increased the awareness of the importance of great design.
- Oversaw implementation of the new zoning code and Comprehensive District Map Amendment.
- Continued to work toward reducing plan review times to meet the new 120-day regulatory review period required by the new zoning code.
- Worked with DOT and DPS toward resolving regulatory issues related to private roads.
- Collaborated with County Executive Staff, the Planning Board and Friends of White Flint to encourage the state to accept more pedestrian and bicycle friendly roadways with narrower lanes for automobiles and reduced speed limits in White Flint.
- Encouraged the Governor to support the construction of the Purple Line.
- Worked closely with the Planning Board Chair on the development of new tools for measuring traffic and transit adequacy.
- Oversaw the completion of the Sandy Spring Rural Village Plan and the Aspen Hill Minor Master Plan. Guided work on several ongoing important Master Planning efforts, including Westbard, Bethesda Downtown, Lyttonsville, Montgomery Village, White Flint II, Rockspring and the MARC Communities Plan.
- Supported the writing of *Montgomery Modern, a study of mid-century modern architecture in Montgomery County, Maryland*.
- Developed and implemented a plan to greatly enhance security within the building.
- Supported the creation of a Staff Involvement Committee and held an all-day staff retreat to plan initiatives to improve employee training and morale.



**Montgomery County
Planning Department – Office of the Planning Director**

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$947,780	\$928,499	-2.0%
Staffing			
Funded Career Positions	4.00	5.00	25.0%
Funded Workyears	4.00	5.00	25.0%

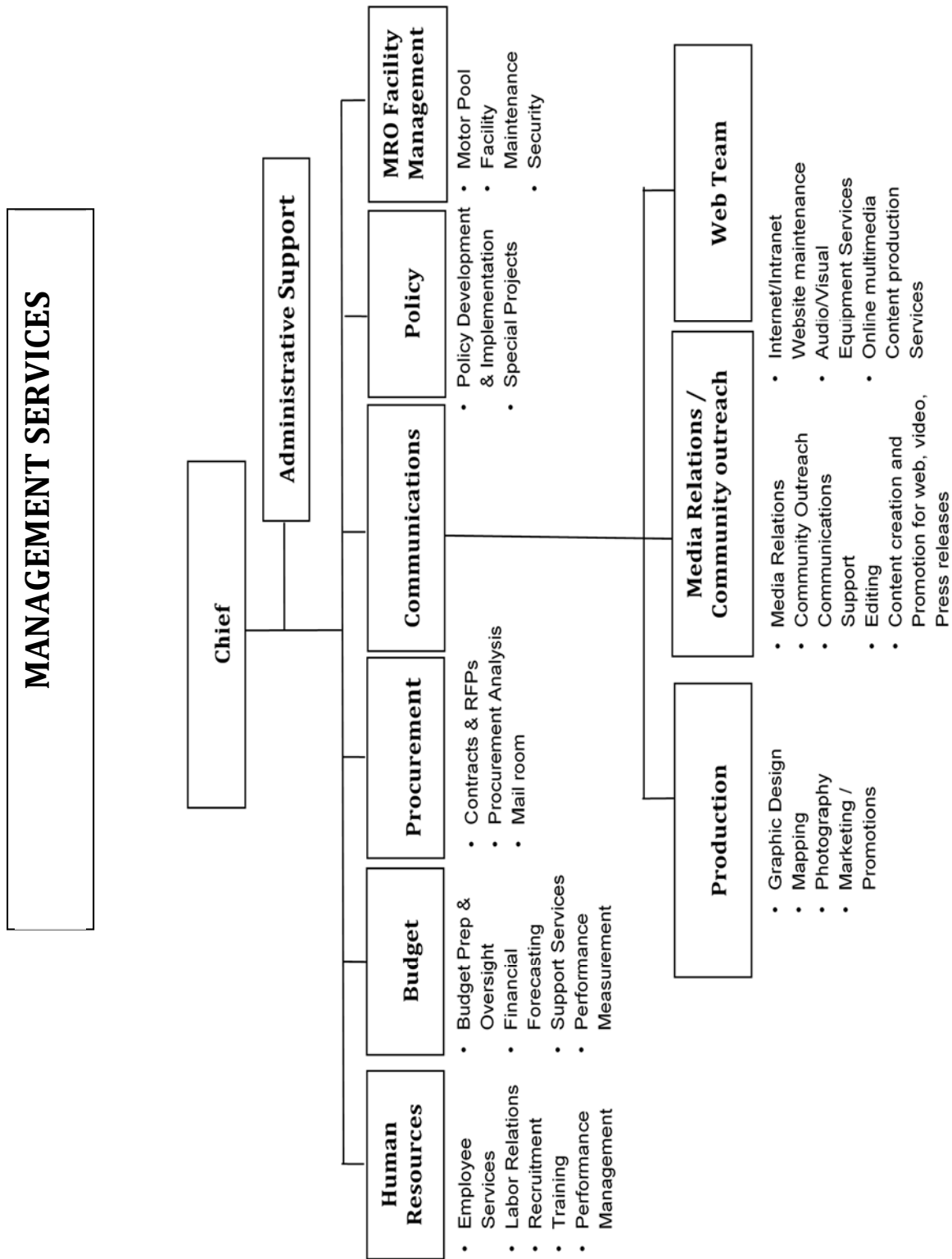
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Transfers one (1) full-time position, one (1) workyear and the commensurate funding from Area 1 to the Director’s office.
- Includes \$10,000 in on-going funding for the Design Excellence Initiative.
- Reduces Other Services & Charges by \$150,000 for one-time funding included in the FY16 for contractual services for the Master Plan Reality check.



Montgomery County Planning Department - Management Services

ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department – Management Services

OVERVIEW

The Management Services Division’s activities support a variety of policy, financial, budgetary, procurement, personnel, and communications needs, while ensuring the Department’s ability to attain its goals and objectives. In addition, the division leads the Department’s organizational development program and diversity efforts. Management Services provides a variety of services that directly support the Planning divisions to allow them to achieve their mission and responsiveness to the public, and assists the Director’s Office with implementing internal policies and procedures to support the administrative functions within the Department. The Management Services Division consists of the following sections:

Policy and Special Projects is responsible for developing, implementing, and administering Departmental policies and procedures, including the department’s energy plan, emergency management plan, sustainability plan, and ADA compliance plan. In addition, this section is responsible for a variety of projects that involve moving new initiatives forward, and completing short and long-term department-wide projects and analyses.

Budget Administration uses a coordinated financial management system that handles more than \$20 million in annual operating funds; prepares the Department’s annual budget; guides the development and monitoring of performance measures; assists the Department with the Council review and approval process; monitors budget performance during the fiscal year; and develops and monitors the Support Services program.

Procurement guides department-wide procurement activity including contract development and administration, bill paying, and monitoring vendor activity and compliance. This section also proposes, evaluates, and implements departmental procurement policies, practices and procedures.

Human Resources/Training and Development provides departmental human resource services in the areas of recruitment, performance management, employee/labor relation services, and intern program coordination. This section also provides Departmental training, workforce planning and organizational development programs and activities that increase the competencies of Department employees, to enable them to provide the highest quality planning services.

Facilities Management provides care and maintenance of the aging Montgomery Regional Office building facility, manages the motor pool, and oversees internal and external mail distribution.

Communications empowers leadership and staff in the Planning Department to express their ideas in a unified voice so Montgomery County citizens can understand and participate in the planning process. The team helps the Department to develop communication tools, event planning, marketing, media relations, public documents, reports, presentations, posters, videos, articles, letters, website development and design, exhibits, banners and signage, photography and branding efforts. Both traditional and cutting-edge media are used to convey information through a variety of platforms



Montgomery County Planning Department – Management Services

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Human Resources Management
- Training and Development
- Media Relations and Community Outreach
- Web Services and Content Management
- Editing and Graphic Design
- Facilities Management
- Budget Development and Fiscal Oversight
- Financial Management
- Procurement

GOALS AND PERFORMANCE MEASURES

The Management Services Division contributes to the Department-wide goals delineated in the Departmental overview.

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,264,227	\$2,161,774	-4.5%
Staffing			
Funded Career Positions	17.00	17.00	0.0%
Funded Workyears	16.75	16.75	0.0%

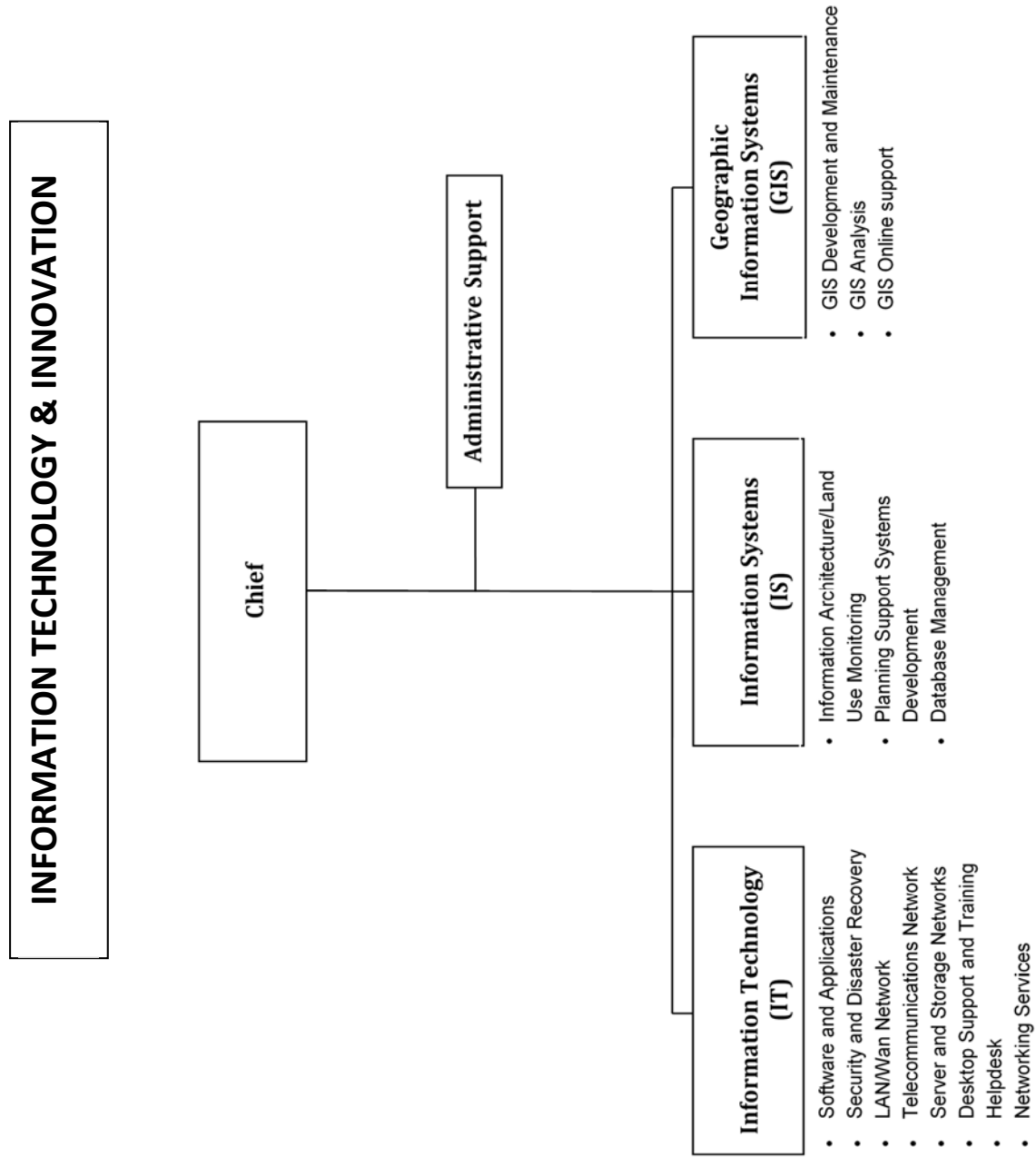
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Reduces Other Services & Charges \$75,000 for one-time funding included in the FY16 budget for website upgrades.



Montgomery County
 Planning Department – Information Technology and Innovation

ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department – Information Technology and Innovation

OVERVIEW

Unlike all other Divisions in the Department of Parks and the Planning Department, the Information Technology & Innovation (ITI) Division is an inter-departmental division, serving both Parks and Planning. The ITI Division staff members are located within Planning headquarters, the Parks headquarters, and numerous Parks facilities throughout the County. ITI is focused on innovation to achieve better business outcomes and ensure customer needs are anticipated and met effectively through a collaborative management model. The ITI Division provides IT infrastructure and services, and IS/GIS systems and support.

The ITI Division consists of the following three units – IT, IS, and GIS:

Information Technology (IT): The IT unit provides a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices.

Information Systems (IS): The IS unit designs, implements, and maintains the information system architecture and all land-use applications for planning analysis in the Department of Parks and the Planning Department, including Hansen and ProjectDox (ePlans).

Geographic Information Systems (GIS): The GIS unit maintains the County's land use and geographic databases. Our GIS development effort is part of a long-term interagency initiative to provide quality GIS data for decision making throughout all levels of County government.

MISSION

The ITI Division provides a solid technology infrastructure as the foundation for essential IT solutions that provide staff, citizens, and the business community with timely and easy access to information and services to enable quality decision making.

Our mission is to provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices. We provide critical data for analysis in support of the land-use planning process.

PROGRAMS AND SERVICES PROVIDED to both Parks and Planning Departments

- WAN/LAN Support
- Voice Over IP (VOIP) and Cloud-based Email
- GIS Mapping Support
- Desktop Support
- Systems Administration
- Information Systems Architecture

ACCOMPLISHMENTS FROM JANUARY THROUGH DECEMBER 2015 (FY15-FY16)

- Continued to enhance VMWare environment to accommodate additional virtualized servers.
- Implemented integrated messaging (voice mail to email) in both Departments.
- Upgraded to Microsoft Office 2013 in both Departments.
- Upgraded network security by adding Malware Bytes and SysTrack.
- Continued to migrate physical servers to the virtual environment for improved reliability, reduced administration, and cost savings.



Montgomery County

Planning Department – Information Technology and Innovation

- Continued efforts to constantly improve our wide area network with increased bandwidth and redundancy.
- Met the IT replacement schedule determined by the ITPCC - replacing over 100 obsolete desktops and laptops in both Departments.
- Completed County-wide planimetric GIS update of impervious features (buildings, roads, parking, sidewalks, etc.).
- By way of Planning Board approval, transmitted the 2014 Annual Land Use Report to the Maryland Department of Planning.
- Upgraded the Department’s ePlans system to the most current version in order to improve reliability and reporting capabilities.
- Continued improvements to the Development Applications Information Center (DAIC) website. The site now includes Conditional Use approvals and special exceptions. Also an activity dashboard was added.
- Completed a collaborative web project with the Offices of the County Executive and the Department of Economic Development. The Department’s existing DAIC website was integrated with photographs and project narratives supporting economic development in the County.
- Processed and recorded sixteen zoning Corrective Map Amendments, two zoning Sectional Map Amendments, and zero zoning Local Map Amendments.
- Developed and deployed a new interactive tool for gathering and publishing public feedback. The tool was first implemented for the Bikeways Functional Plan project earlier this year.

GOALS AND PERFORMANCE MEASURES

Goal	To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.			
Objective				
Maintain uninterrupted network services 24/7				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of uptime for Networks	99.9%	99.9%	99.9%	99.9%
Goal	To provide highest quality Help Desk support.			
Objective				
Respond to IT help desk calls as quickly as possible to reduce end-user downtime				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of trouble resolved on first call when a desk-side visit is not required.	97.5%	97.5%	97.5%	97.5%
Goal	To provide adequate network security to prevent loss of data.			
Objective				
Maintain uninterrupted access to enterprise email				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of uptime for emails	99.6%	99.6%	99.6%	99.6%



Montgomery County

Planning Department – Information Technology and Innovation

The Information Technology and Innovation Division contributed to the Department-wide goals delineated in the Departmental overview.

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 Adopted	FY17 Proposed	% Change
Budget			
Expenditures	\$3,324,914	\$3,186,243	-4.2%
Staffing			
Funded Career Positions	17.00	17.00	0.0%
Funded Workyears	16.00	16.00	0.0%

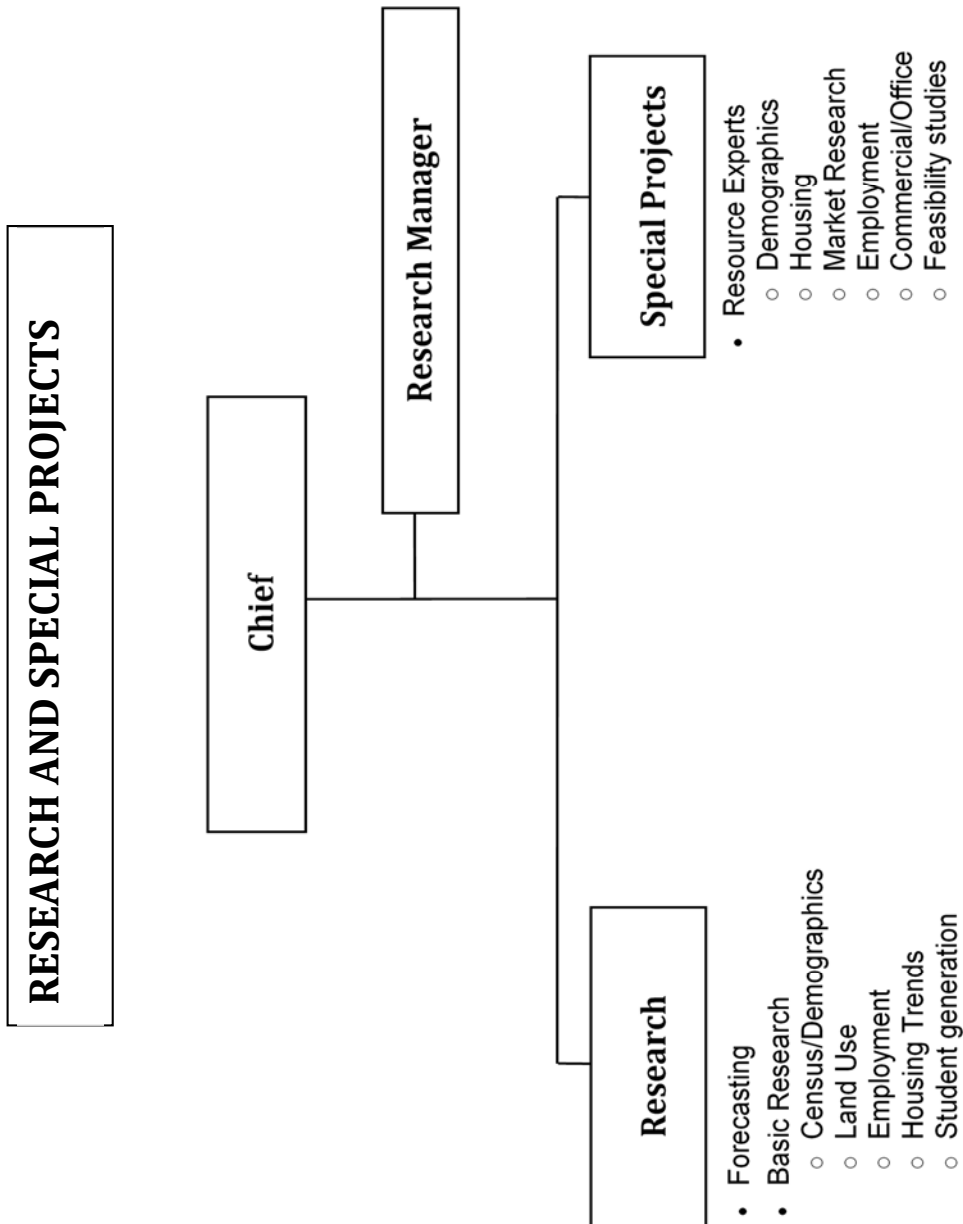
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Transfers \$100,000 for Microsoft Software Assurance from the ITI division to Support Services to align the funding and expense in the proper division.



Montgomery County Planning Department – Research And Special Projects

ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department – Research & Special Projects

OVERVIEW

The Research and Special Projects (R&SP) Division is the Planning Department’s research arm, which also undertakes special projects. As such, it gathers and analyzes data on demographic, housing, employment, and commercial change dynamics. These efforts inform and help guide decisions by Planning staff, the Planning Board, the County Council, and the public on policy and planning questions.

MISSION

To help inform decisions by Planning staff, the Planning Board, and County Council through research; providing insightful data to support trend analyses, impact assessments, and recommendations for Montgomery County Government.

PROGRAMS AND SERVICES PROVIDED

- Undertake special assignments that help inform the development of public policy.
- Assemble and analyze socio-economic data in support of master plans.
- Analyze and report on the housing needs of current and future County residents and methods to best accommodate those.
- Prepare ‘White Papers’ that address topics and questions posed by Planning staff, the Planning Board, or County Council.
- Analyze the pace and pattern of County growth and other change dynamics.
- Report on demographic, housing, commercial space, and economic trends.
- Assess commercial, employment, and housing impacts arising from new or proposed development.
- Develop and implement a forecast model to calculate the County’s future small area populations, households, and employment.

ACCOMPLISHMENTS FROM JANUARY THROUGH DECEMBER 2015 (FY15-FY16)

- Commenced work on calculating updated student generation rates in conjunction with Montgomery County Public Schools (MCPS) for use in MCPS’ annual school test and to inform the forthcoming Subdivision Staging Policy.
- Started work on analyzing and reporting on the demographic trends affecting neighborhood turn-over from older households without children to younger households with children and its implications for forecasting student enrollment. This work will inform the upcoming Subdivision Staging Policy.
- Began work on the co-location of Public Facilities Study to offer guidance on how County government agencies might share key public assets to save resources and fulfill the County’s broader policy goals. The study will explore the co-location potential of such facilities as police and fire stations, libraries, neighborhood services centers, and schools. This effort involves different public agencies and private sector stakeholders.
- Started work on the Master Plan Reality Check study to gauge how well master plans have been implemented and if they lived up to expectations. To this end, data and performance indicators are being collected and analyzed to help tell if anticipated change, such as transportation impacts, materialized as expected and how effectively priority planning initiatives worked. This work is being done in conjunction with intern assistance from the University of Maryland’s National Center for Smart Growth.



Montgomery County Planning Department – Research & Special Projects

- Wrote a Request For Proposal (RFP) on a “Retail Trends Study” for consultant assistance on analyzing emerging retail trends, the market forces changing the retail market, discuss existing retail conditions in Montgomery County; describe the County’s retail market within a regional context; and develop strategies for future retail growth in the County. These findings will help guide and focus our planning efforts to areas where opportunities for change are expected and possible, and temper land use decisions to more closely reflect expectations.
- Helped design and create data for the soon-to-be-released “Significant Development Activity” web map requested by the County Executive’s office and hosted on the Montgomery Business Development Corporation’s (MBDC) website. This work was developed collaboratively with the ITI Division and MBDC.
- Launched a Commercial Space Job Density Report to assess the average number of office and retail employees per square feet of space by building construction age. This work will update the standard job density factors used by the Planning Department for forecasting, transportation, and other modeling purposes.
- Initiated updating a list on existing and future employment levels and related development plans at federal installations and leased space in Montgomery County.
- Authored Commercial and Industrial Preservation Recommendations for the Westbard and Lyttonsville Sector Plans.
- Provided support for the regulatory review of the Gables Residential and Falkland Chase site plans.
- Completed an analysis of general development models in urban and suburban contexts for the Planning Board Chair.
- As a component of the revised Recreation Guidelines for Private Residential Development, developed factors reflecting population age and housing type for computing recreational demand to determine the adequacy of proposed amenities as part of the development review process.
- Participated in the Healthy Montgomery Data Project Team by providing demographic expertise and developing a comprehensive set of revised health indicators. This data will inform the Montgomery County Community Health Improvement Process under the leadership of the Healthy Montgomery Steering Committee.
- Continued work on integrating Planning Department data and maps of master plans, historical resources, and the locational atlas of sites and districts with Montgomery County Government’s data Montgomery portal. This work is continuing in partnership with the ITI Division and Montgomery County Government Department of Technology Services.



**Montgomery County
Planning Department – Research & Special Projects**

GOALS AND PERFORMANCE MEASURES

Goal To provide the Planning Department with analyses for housing, demographic, land use, and economic information required to support and inform master planning efforts.				
Objective				
Provide socioeconomic analyses and market research for master plans.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Master plans for which the Research & Special Projects provides demographic, commercial, or housing analysis. (varies each year per Council directive)	5	5	9	8
Goal To disseminate innovative research products that provide timely and accurate analyses of land development change and economic, demographic, and land use components.				
Objective				
Regularly publish the County regional forecast, the County Council District Demographic Snapshot, topical demographic trend sheets, and other substantive research reports, publications, and presentations. To provide timely feasibility, market demand, housing, and demographic analysis in support of sector plans and to initiate special studies that shed light on and offer policy solutions to challenges that the Planning Department and County encounter.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Research publications, presentations, and information requests from various sources	308	308	320	322



Montgomery County Planning Department – Research & Special Projects

BUDGET AT A GLANCE

Summary of Division Budget

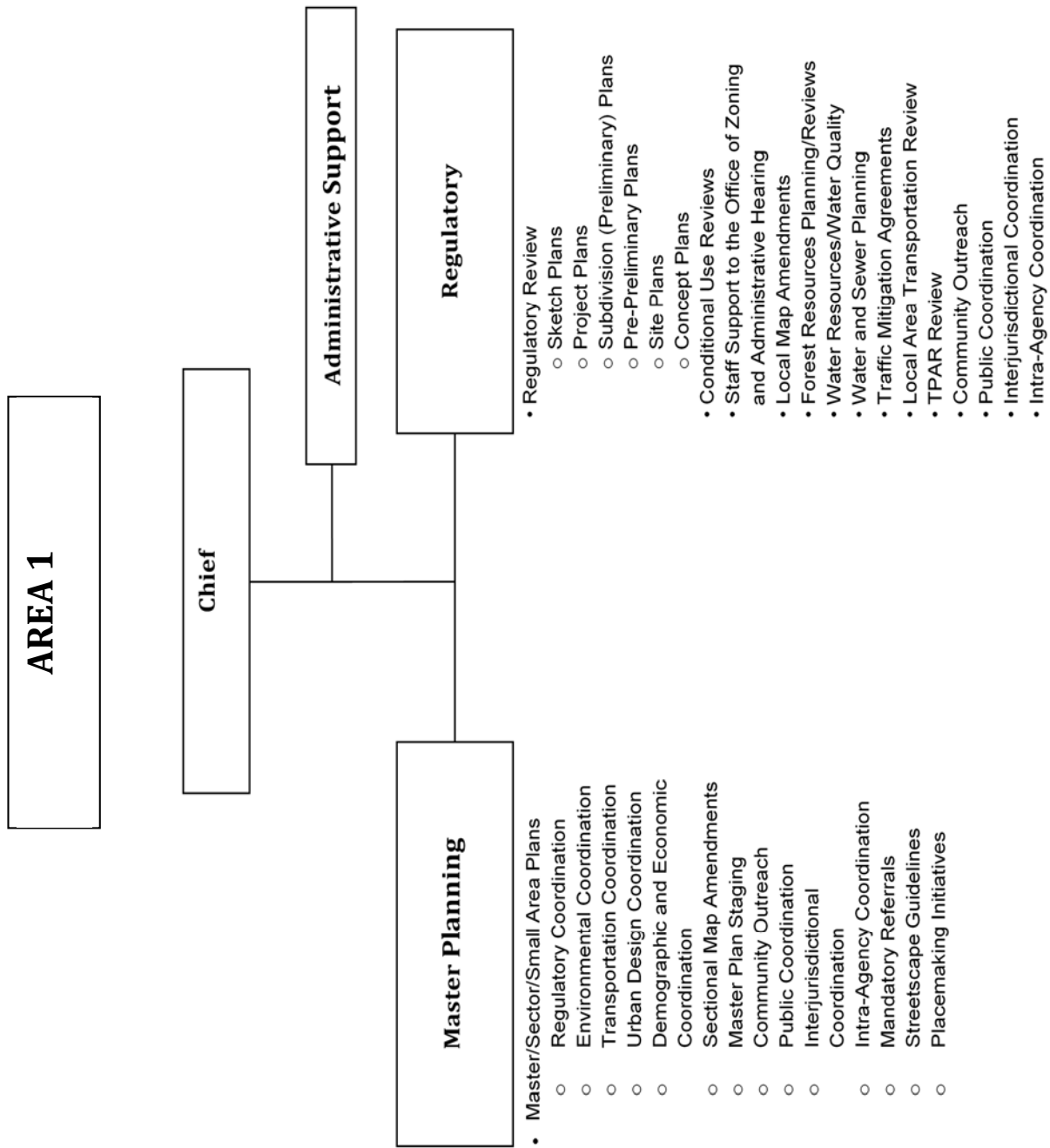
	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$1,250,489	\$1,328,508	6.2%
Staffing			
Funded Career Positions	8.00	8.00	0.0%
Funded Workyears	8.00	8.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes \$82,000 for partnership with University of Maryland for Master Plan Reality Check.
- Includes \$125,000 for partnership with University of Maryland to do study of Employment Trends: Emerging Industries; Future Job Types; Future Workplaces; Design and Planning Implications.
- Includes one (1) workyear and commensurate funding to fill one of the four positions in the Department that have been unfunded since FY11 to perform economic research and analysis in support of the county's economic development efforts.
- Transfers one (1) full-time career position, one (1) workyear and the commensurate funding from Research and Special Projects to Area 2.
- Includes \$54,400 in on-going funding for On-Call Economic Services.



ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department – Area 1

OVERVIEW

The Area 1 Division covers the geographical portion of the county south of I-495 including the Silver Spring, Bethesda and Friendship Heights Central Business Districts (CBDs), as well as Takoma Park, Chevy Chase Lake, Greater Lyttonsville and Westbard. The Division:

- Prepares master plans and sector plans.
- Provides for orderly, functional, and attractive development consistent with sector or master plans.
- Provides timely and coordinated analysis of development applications, including zoning, conditional use and regulatory reviews, in order to implement area master plans, sector plans, and other public plans and policies.
- Provides urban design considerations for master planning functions and regulatory applications.
- Provides recommendations to assist in preserving and conserving resources.
- Provides recommendations for innovative environmental practices.
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the land use and planning development process.

MISSION

To create great communities by developing comprehensive land use plans, reviewing applications for development and proposed public facilities, and analyzing various types of information to help public officials plan for Montgomery County's future.

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Coordination
 - Environmental Coordination
 - Transportation Coordination
 - Urban Design Coordination
 - Sectional Map Amendment
- Regulatory Reviews
- Local Map Amendments
- Development Plan Amendments
- Technical Staff support to the Board of Appeals and Hearing Examiner
- Capital Improvements Program Review
- Sectional Map Amendments
- Amenity Fund Coordination
- Local Area Transportation Review
- Transportation Policy Area Review
- Mandatory Referrals
- Community Outreach
- Interagency coordination
- Coordination with Enforcement
- Coordination with Park Planning
- Conditional Use and Zoning Reviews
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Inter-jurisdictional coordination
- Public/Private Coordination
- Placemaking Initiatives Coordination



Montgomery County Planning Department – Area 1

ACCOMPLISHMENTS FROM JANUARY THROUGH DECEMBER 2015 (FY15-FY16)

- Public Hearing and Worksessions for the Bethesda Downtown Sector Plan
- Public Hearing and Worksessions for the Westbard Sector Plan

GOALS AND PERFORMANCE MEASURES

Goal Preparation and implementation of Master Plans in accordance with the General Plan...on Wedges and Corridors				
Objective				
Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.				
Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	2	2	2
# of Approved Sectional Map Amendments	Varies per Council Directive	2	1	3
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	2	-	3
Objective				
Support regulatory planning that implements the objectives of the master planning program				
Indicator		FY15 Actuals	FY16 Estimated	FY17 Proposed
# Development Applications Received in FY		80	75	70
# Development Applications Approved in FY		47	42	42



Montgomery County Planning Department – Area 1

BUDGET AT GLANCE

Summary of Division Budget

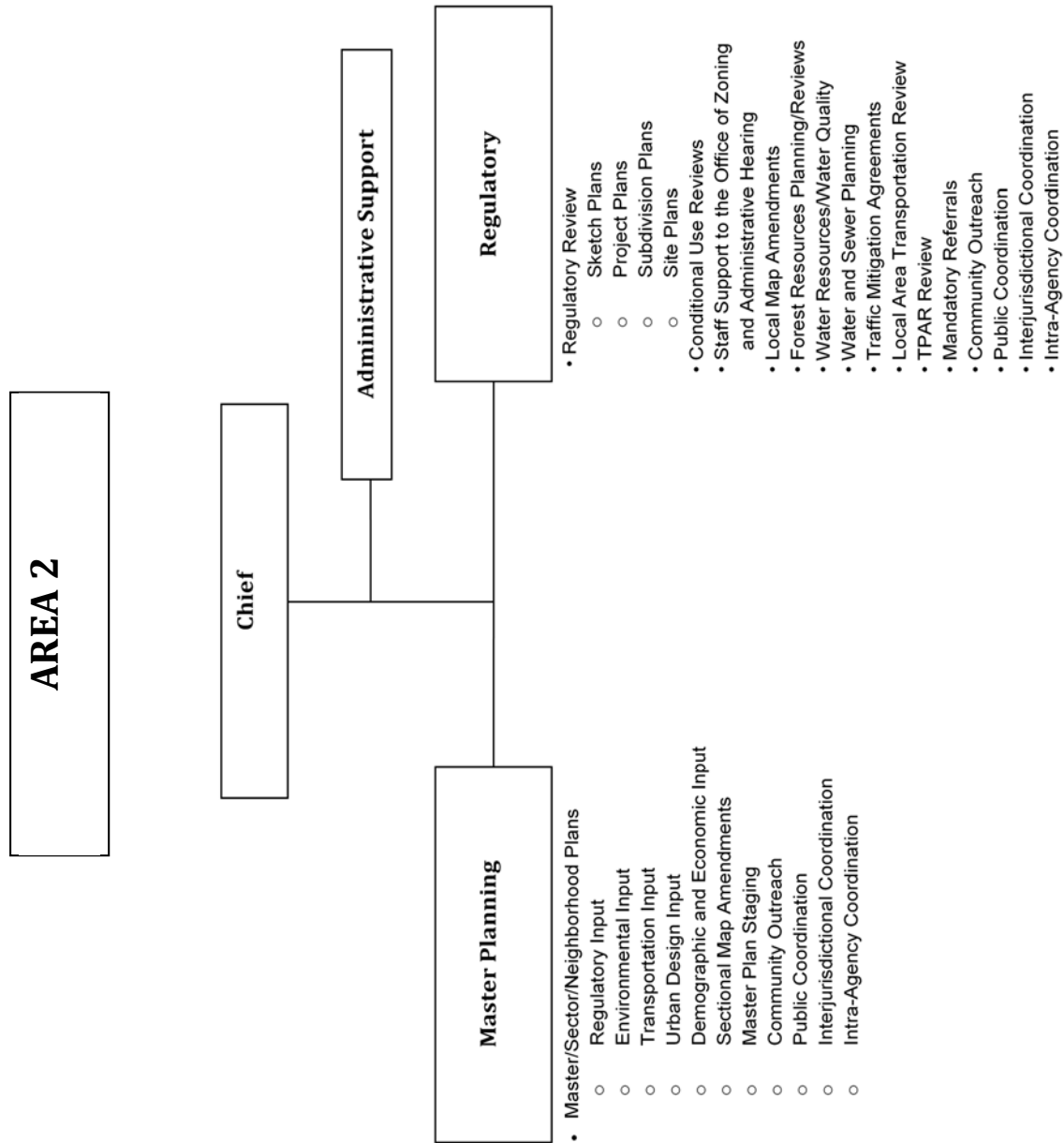
	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,496,107	\$1,475,701	-1.4%
Staffing			
Funded Career Positions	17.00	16.00	-5.9%
Funded Workyears	11.00	9.45	-14.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes \$50,000 in one-time funding for Retail and Economic Study for Montgomery Hills/Forest Glen Sector Plan.
- Includes \$60,000 in one-time funding for Multi-modal Transportation Analysis for Montgomery Hills/Forest Glen Sector Plan.
- Includes \$50,000 in one-time funding for Retail Study in South Silver Spring.
- Includes \$75,000 in one-time funding for Silver Spring Streetscape.
- Includes \$50,000 in one-time funding for Placemaking Initiatives.
- Transfers one (1) full-time career position, one (1) workyear and commensurate funding from Area 1 to the Director’s Office.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Review Fund according to proposed FY17 regulatory work load.



ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department – Area 2

OVERVIEW

The Area 2 Division covers the geographical portion of the county north of I-495 including areas east of US 29, west and east of MD 355, the I-270 corridor through Gaithersburg, and the Wheaton Central Business District (CBD). The Division:

- Prepares master plans and sector plans.
- Provides for orderly, functional, and well-designed development consistent with master plans.
- Provides timely and coordinated analysis of development applications, including zoning, Conditional Uses and regulatory reviews, in order to implement area master plans, sector plans, and other public plans and policies.
- Provides recommendations to assist in conserving resources.
- Provides recommendations for innovative environmental practices.
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the land use and development process.

MISSION

To create great communities by developing comprehensive land use plans, reviewing applications for development and proposed public facilities, and analyzing various types of information to help public officials plan for Montgomery County's future.

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Input
 - Environmental Input
 - Transportation Input
 - Urban Design Input
 - Sectional Map Amendment
- Regulatory Reviews
- Local Map Amendments
- Development Plan Amendments
- Technical Staff support to the Board of Appeals and hearing Examiner
- Capital Improvements Program Review
- Mandatory Referrals
- Sectional Map Amendments
- Monitor and report on master plan implementation and strategy
- Local Area Transportation Review
- Transportation Policy Area Review
- Interagency coordination
- Community Outreach
- Water Resources/Water Quality
- Coordination with Enforcement
- Coordination with Park Planning
- Water and Sewer Planning
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Inter-jurisdictional coordination
- Public/Private Coordination
- Conditional Use Reviews
- Review proposed zoning text amendments



Montgomery County Planning Department – Area 2

ACCOMPLISHMENTS FROM JANUARY THROUGH DECEMBER 2015 (FY15-FY16)

- Secured Council approval of the Aspen Hill Minor Master Plan and SMA.
- Prepared Biennial Master Plan Monitoring Report.
- Prepared Planning Board Draft of Montgomery Village Master Plan

GOALS AND PERFORMANCE MEASURES

Goal Preparation and implementation of Master Plans in accordance with the General Plan...on Wedges and Corridors				
Objective				
Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.				
Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	2	1	2
# of Approved Sectional Map Amendments	Varies per Council Directive	1	2	2
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	1	0	2
Objective				
Support regulatory planning that implements the objectives of the master planning program				
Indicator		FY15 Actuals	FY16 Estimated	FY17 Proposed
# Development Applications Received in FY		105	27	75
# Development Applications Approved in FY		74	15	55



Montgomery County Planning Department – Area 2

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,225,852	\$1,975,452	-11.2%
Staffing			
Funded Career Positions	21.00	21.00	0.0%
Funded Workyears	15.15	15.10	-0.3%

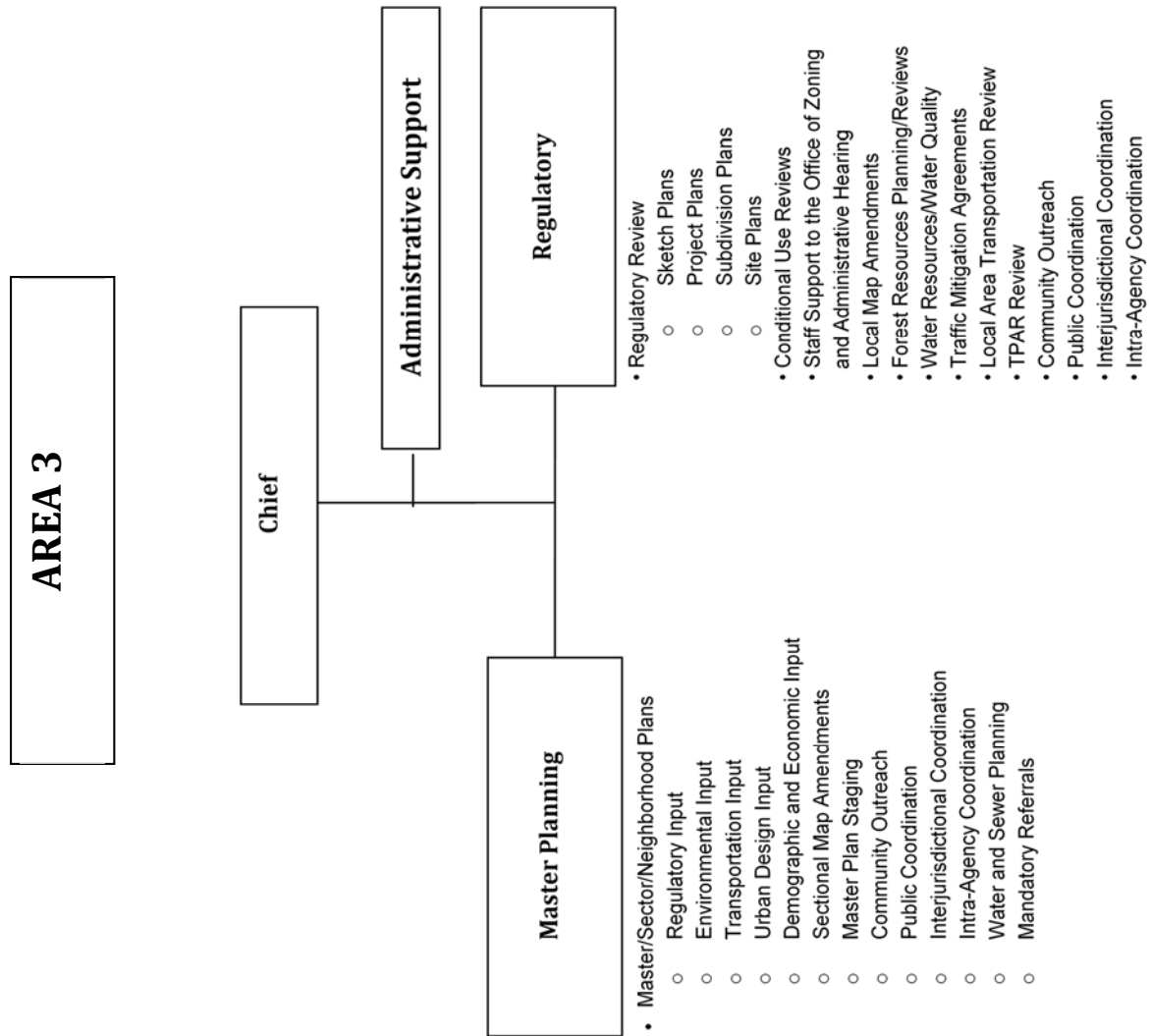
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Transfers one (1) full-time career position, one (1) workyear and commensurate funding from Area 2 to Functional Planning & Policy. Transfers one (1) full-time career position, one (1) workyear and commensurate funding from Research and Special Projects to Area 2. These two moves result in no net changes in staffing in Area 2.
- Includes \$40,000 in one-time funding for Design Studies for Viers Mill Corridor Small Area Plan.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Review Fund according to proposed FY17 regulatory work load.



Montgomery County Planning Department – Area 3

ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department – Area 3

OVERVIEW

The Area 3 Division covers the northern part of the county including the rural areas, the Agricultural Reserve, the environmentally sensitive Special Protection Areas, and the Town Centers in Clarksburg, Damascus, Olney, Burtonsville, and Germantown. The Division:

- Prepares master plans and sector plans.
- Provides for orderly, functional, and attractive development consistent with master plans.
- Provides timely and coordinated analysis of development applications, including zoning, Conditional Use and regulatory reviews, in order to implement area master plans, sector plans, and other public plans and policies.
- Provides recommendations to assist in conserving resources.
- Provides recommendations for innovative environmental practices.
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the land use and planning development process.

MISSION

To create great communities by developing comprehensive land use plans, reviewing applications for development and proposed public facilities, and analyzing various types of information to help public officials plan for Montgomery County's future.

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Input
 - Environmental Input
 - Transportation Input
 - Urban Design Input
 - Sectional Map Amendment
- Regulatory Reviews
- Local Map Amendments
- Development Plan Amendments
- Technical Staff support to the Board of Appeals
- Capital Improvements Program Review
- Mandatory Referrals
- Support of agricultural initiatives program
- Conditional Use Reviews
- Local Area Transportation Review
- Transportation Policy Area Review
- Interagency coordination
- Community Outreach
- Water Resources/Water Quality
- Coordination with Enforcement
- Coordination with Park Planning
- Water and Sewer Planning
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Inter-jurisdictional coordination
- Public/Private Coordination
- Sectional Map Amendments
- Monitoring of BLTs and TDRs



Montgomery County Planning Department – Area 3

ACCOMPLISHMENTS FROM JANUARY THROUGH DECEMBER 2015 (FY15-FY16)

- Completed the Master Plan and SMA for the Sandy Spring Rural Village Plan.
- Agricultural Tour for the Colorado Agricultural Leadership Program.
- Dowden Station Local Map Amendment.
- Clarksburg Town Center Site Plan and Subdivision Amendment.

GOALS AND PERFORMANCE MEASURES

Goal Preparation and implementation of Master Plans in accordance with the General Plan...on Wedges and Corridors				
Objective				
Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.				
Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	1	0	1
# of Approved Sectional Map Amendments	Varies per Council Directive	1	1	1
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	0	0	0
Objective				
Support regulatory planning that implements the objectives of the master planning program.				
Indicator		FY15 Actuals	FY16 Estimated	FY17 Proposed
# Development Applications Received in FY		179	61	60
# Development Applications Approved in FY		122	36	35



Montgomery County Planning Department – Area 3

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,124,532	\$1,994,705	-6.1%
Staffing			
Funded Career Positions	22.00	22.00	0.0%
Funded Workyears	16.20	15.15	-6.5%

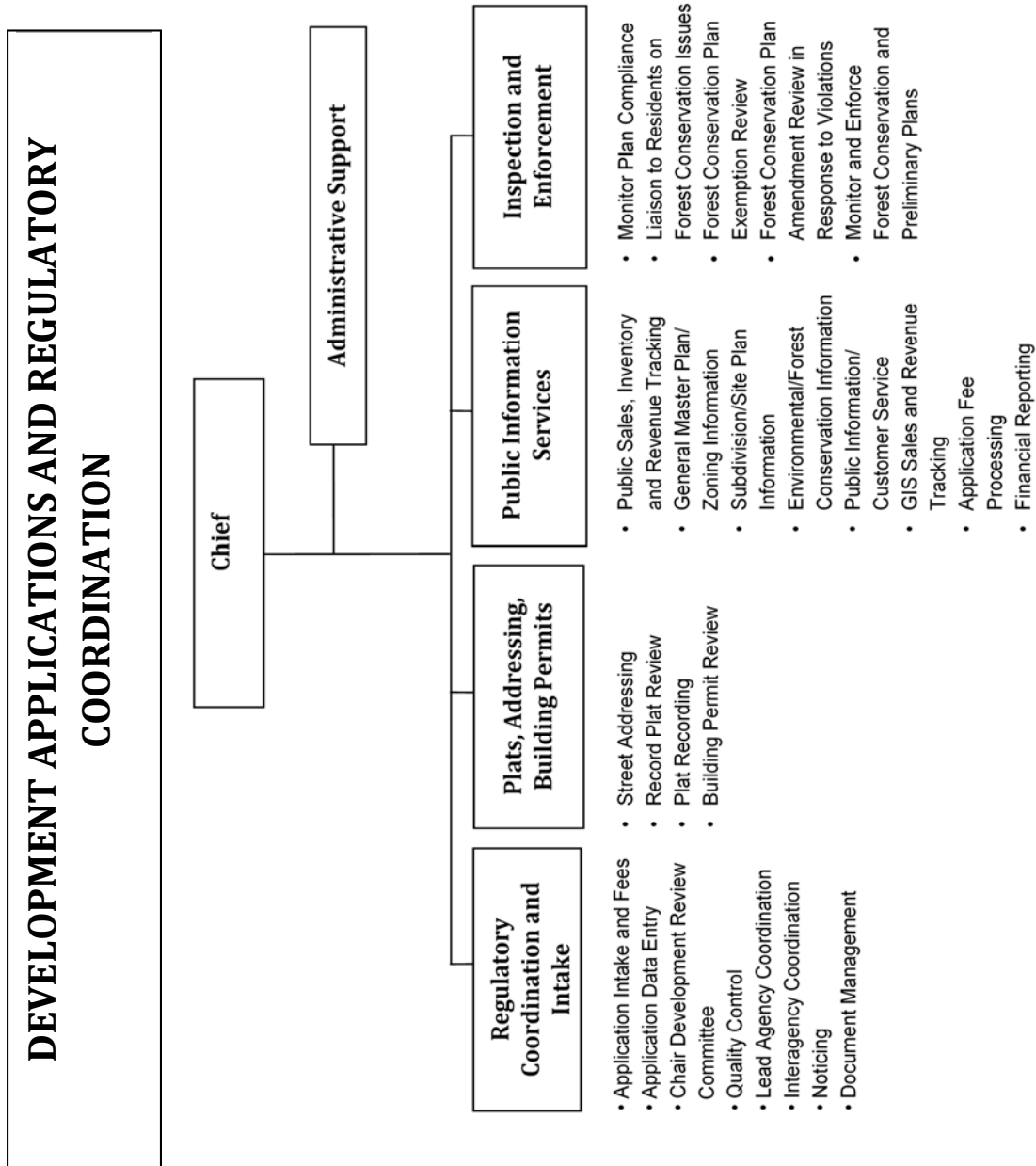
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes \$75,000 in one-time funding for corridor study for MD355 from Gaithersburg to COMSAT.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Review Fund according to proposed FY17 regulatory work load.



Montgomery County Planning Department – Development Applications and Regulatory Coordination

ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department – Development Applications and Regulatory Coordination

OVERVIEW

The Development Applications and Regulatory Coordination (DARC) Division manages the assignment, tracking and monitoring of all development applications and provides the sole point of entry for applicants and ensures public access to development applications and information on development. DARC chairs the inter-agency Development Review Committee, manages public noticing requirements for development applications, assigns street names and addresses, building permit sign-off, and plat review/recordation. The Division manages the Information Counter and provides the public with access to current and historic development application records, zoning maps, plats, and department publications. DARC performs inspections and enforcement actions to comply with the Forest Conservation Law.

MISSION

To manage all aspects of the development application process efficiently and effectively from beginning to end.

PROGRAMS AND SERVICES PROVIDED

- Development application intake
- Archiving and recordkeeping of all plans
- Review building permits
- Chair the Development Review Committee
- Enforce the Forest Conservation Law and Conservation Easements
- Manage the Department’s Information Counter
- Review records plats
- Approve road profiles
- Review and approve forest conservation plan exemptions
- Approve street names and addresses
- Ensure implementation of forest conservation planting requirements
- Review amendments to preliminary plans submitted in response to violations

GOALS AND PERFORMANCE MEASURES

The DARC Division contributes to the Department-wide goals delineated in the Departmental overview.

ACCOMPLISHMENTS FROM JANUARY THROUGH DECEMBER 2015 (FY15-FY16)

- Tracked processing times for regulatory plans.
- Successfully implemented ePlans for preliminary and site plans and record plats (ProjectDox).
- Reduced review time for record plats based on changes made to the record plat review process and use of ePlans.
- Continued implementation of regulatory review clocks as per the new zoning ordinance.
- Continued to electronically archive Preliminary, Site, Forest Conservation, and Project Plans so that all plans from 2000 to the present are available on the website through the Development Applications Information Center (DAIC).
- Sent 40 boxes (FY15) to the permanent archives in Saddlebrook. Now there are more than 260 boxes containing approximately 6200 separate cases in permanent archives.



**Montgomery County
 Planning Department – Development Applications and Regulatory
 Coordination**

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$979,655	\$1,083,848	10.6%
Staffing			
Funded Career Positions	21.00	21.00	0.0%
Funded Workyears	10.70	12.35	15.4%

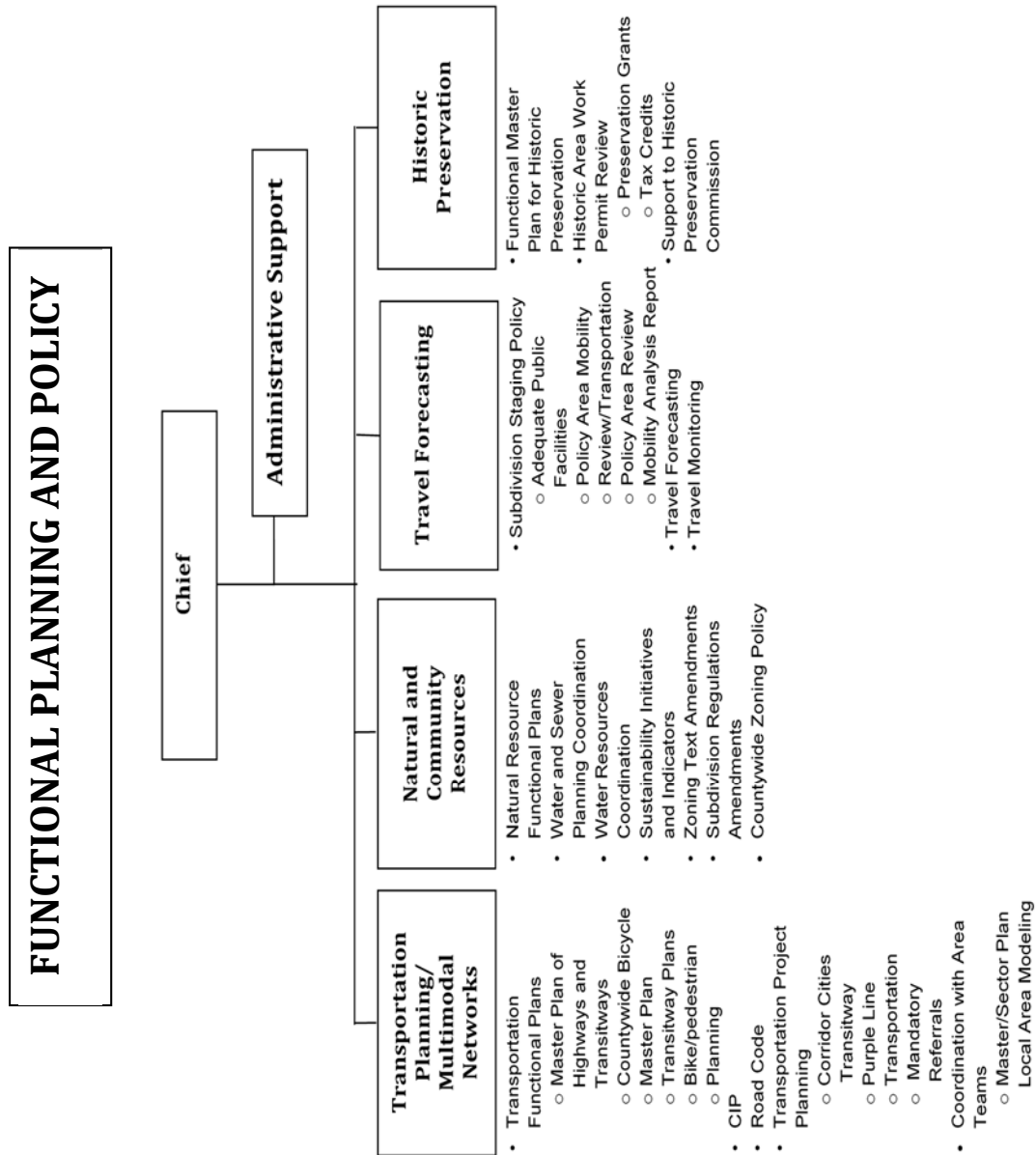
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Review Fund according to proposed FY17 regulatory work load.



Montgomery County Planning Department – Functional Planning and Policy

ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department – Functional Planning and Policy

OVERVIEW

The Functional Planning and Policy Division (FPP) serves as the comprehensive planning and county-wide policy arm of the Department, addressing issues and plans that affect more than one area of the county, such as the transportation network, zoning, historic and natural resources, and water quality. This includes policy development and evaluation, answering policy questions, participating in studies conducted by local, state or regional agencies, keeping current on policies and regulations affecting the county, zoning and subdivision text amendments, and preparing plans or legislative responses. In addition, division staff provide specialized expertise, analysis, and policy coordination (as needed) to the Geographic Area divisions.

MISSION

The Division staff prepares, reviews, and implements county-wide functional plans and policies for the elements of the General Plan as defined in the state Land Use Article: Transportation, Historic Preservation, Environmental Resources, and Zoning. FPP staff is also responsible for the preparation of the Subdivision Staging Policy as required by law and for maintaining and applying the regional transportation model and local area models. Historic Preservation Staff serves the Planning Board and Historic Preservation Commission, executes the county's historic preservation program, performs identification, research and designation functions, regulatory review, tax credit and grant administration, and outreach and education activities. Zoning staff coordinates the review of all zoning related regulatory cases, zoning text amendments.

PROGRAMS AND SERVICES PROVIDED

FPP staff support the Planning Board, Historic Preservation Commission, and all other divisions with overall context and assistance on matters of comprehensive county-wide planning and policies and serve as liaisons to outside agencies on general issues, policies, and programs.

- Functional Plans associated with county-wide systems or resources
- Provide transportation modeling for Master and Sector Plans
- Identify research and designate Historic Resources. Prepare amendments to the Master Plan for Historic Preservation
- Provide outreach and education materials on historic resources and programs
- Represent the Department on committees addressing changes to the Road Code and standards
- Prepare staff recommendations on Zoning and Subdivision Regulation Text Amendments
- Lead the Department review of and coordination with the Capital Improvement Program (CIP) and Consolidated Transportation Program (CTP)
- Policy Guidance on issues affecting more than one area
- Serving on interagency or inter-governmental groups
- Provide regulatory review of and tax credit information for construction involving historic properties
- Prepare functional plans for transportation and environmental systems
- Provide transportation modeling for the Subdivision Staging Policy and Master Plans
- Provide updates of Sustainability Indicators and the Climate Protection Plan
- Review Historic Area Work Permits
- Maintain and monitor the Transferable Development Rights program and coordinate periodic status reports



Montgomery County

Planning Department – Functional Planning and Policy

ACCOMPLISHMENTS FROM JANUARY THROUGH DECEMBER 2015 (FY15-FY16)

- Prepared information and assisted with the Annual Land Use Report for Montgomery County to the Maryland State Department of Planning.
- Completed the Montgomery County Plan Maryland Map and Application, and transmitted them to Maryland Department of Planning (MDP).
- Provided input for the Washington Suburban Sanitary Commission (WSSC) CIP FY17-22 review process.
- Submitted information to Department of Environmental Protection (DEP) on M-NCPPC-related activities related to the Implementation Status of the County's 2009 Climate Protection Plan.
- Compiled information for MDP on M-NCPPC-related environmental activities in the Patuxent River Watershed, 1/2010-12/2014.
- Provided land use and other data to the Greater Baltimore Wilderness Coalition in support of a regional natural areas study.
- Coordinated with Maryland Department of Environment (MDE) on the use of the latest zoning, tree canopy, and impervious cover data in the 6.0 update of the Chesapeake Bay Watershed Model.
- Provided technical input on the WSSC Patuxent Reservoirs total maximum daily load (TMDL) Implementation Study.
- Evaluated historic resources for designation as part of the M-NCPPC Park Buildings amendment to the Master Plan for Historic Preservation.
- Completed a second comprehensive Zoning Text Amendment to address clarifications and corrections to the new Zoning Code in addition to several standard zoning text and subdivision regulation amendments.
- Provided technical support for transportation analysis in multiple master plans (Bethesda Downtown, Westbard, Lyttonsville, and Montgomery Village).
- Participated in county-wide standing committees related to our work program (Pedestrian and Bicycle Safety, Rapid Transit System, Purple Line Coalition, Road Code Committee, etc.)
- Initiated the Bicycle Master Plan.
- Received approval from the Planning Board on Bicycle Master Plan Scope of Work.
- Presented draft bicycle plan for White Flint Sector Plan to Planning Board.
- Conducted multiple mandatory referral and facility planning reviews.
- Conducted in-house review of Traffic Mitigation Agreement (TMAG) administration.
- Participated in the successful development of State legislation to promote the confirmation of Bicycle-Pedestrian Priority Areas by the Maryland State Highway Administration.
- Participated in the project planning for bus rapid transit along US29, MD355 and Veirs Mill Road.
- Continued a study of how to improve the transit test for the Transportation Policy Area Review (TPAR) methodology and incorporate the Bus Rapid Transit System (as adopted) into the process.
- Continued an update of trip generation rates used in Local Area Transportation Review (LATR).
- Updated TPAR adequacy requirements as required under Subdivision Staging Policy legislation.
- Briefed the Planning Board on the initial recommendations of the Transportation Impact Study Technical Working Group.
- Initiated a study to assess the utility of alternative transportation modeling tools and analysis approaches.
- Researched and wrote *Montgomery Modern, a study of mid-century modern architecture in Montgomery County, Maryland*.
- Organized/hosted a book launch in October, 2015 of the *Montgomery Modern* book, which has been called a pioneering work of its kind.
- Participated in a series of community meetings for proposed Brookdale Historic District.



Montgomery County

Planning Department – Functional Planning and Policy

- Coordinated research reports on 10 mid-century modern resources by consultants.
- Coordinated a county-wide photographic survey of mid-century modern resources by Carol Highsmith.
- Organized a study tour of Bethesda’s Frank Lloyd Wright house.
- Provided Historic Preservation assistance on area master plans, including the Greater Lyttonsville, Westbard, and MARC Rail Station Sector Plans.

GOALS AND PERFORMANCE MEASURES

Goal Provide leadership for Transportation, Historic Preservation, Zoning and Environmental Planning that preserves and enhances the county’s environmental resources, economic potential, and social equity.				
Objective				
Prepare and amend Functional Plans as specified in the Council approved work program to comply with County needs, as well as state and federal requirements.				
Program Indicator	Target	FY15 Actual	FY16 Estimated	FY17 Proposed
New or amended functional master plans as specified by the County Council	Varies according to Council action	0	0	2
Objective				
Complete required review of Historic Area Work Permits				
Program Indicator	Target	FY15 Actual	FY16 Estimated	FY17 Proposed
Percent of reviews completed within the required review period	100%	100%	100%	100%
Number of reviews completed in FY15: 181				
Objective				
Prepare Staff Reports for proposed Zoning and Subdivision Regulations Text Amendments.				
Program Indicator	Target	FY15 Actual	FY16 Estimated	FY17 Proposed
Percent of Staff reports and certification of Board action prepared in time for Council action	100%	100%	100%	100%
Number of reports completed and transmitted to the Council in FY15: 19				
Objective				



**Montgomery County
Planning Department – Functional Planning and Policy**

Prepare Mandatory Referral Staff Reports for Public Transportation Projects.				
Program Indicator	Target	FY15 Actual	FY16 Estimated	FY17 Proposed
Percent of reviews completed within the required review period	100%	100%	100%	100%
Number of reviews completed in FY15: 5				

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,909,732	\$3,000,881	3.1%
Staffing			
Funded Career Positions	19.00	20.00	5.3%
Funded Workyears	18.50	19.50	5.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes \$75,000 in one-time funding for consulting services for the continued analysis and implementation of new transportation tools.
- Includes \$125,000 in one-time funding for consulting services to assist with the Bicycle Master Plan methodology report and concept plans.
- Includes \$30,000 in one-time funding for consulting services for regional transportation model network development/management.
- Includes \$80,000 in on-going funding for Bicycle Plan implementation activities.
- Transfers one (1) full-time career position, one (1) workyear, and commensurate funding from Area 2 to FPP.



Montgomery County Planning Department – Support Services

OVERVIEW

The Support Services budget contains department-wide expenses that are essential to the management and operation of the Department. Significant items included in Support Services are advertising, utilities, gasoline, telephones, insurance, workers compensation premiums, and professional services including translation services, continuous improvement efforts, diversity initiative activities, and employee, leadership and executive training.

There is no staff assigned to Support Services. The Personnel Services costs primarily relate to Unemployment Insurance, Group Long Term Disability Insurance, salaries and FICA for interns, and other personnel related costs. Responsibility for administration and monitoring of this program is assigned to the Management Services Division.

BUDGET AT A GLANCE

Summary of Division Budget

	FY16	FY17	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$1,821,504	\$2,137,101	17.3%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Workyears	0.00	0.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes \$12,650 in on-going funding for real estate development process training.
- Transfers \$100,000 for Microsoft Software Assurance from Information Technology and Innovation Division to Support Services.
- Increases Other Services & Charges by \$16,000 for postage for the expansion of Community Outreach initiatives and an increase in the number of master plans being worked on in FY17.
- Increases internal service funds by \$145,530 for Commission-wide IT initiatives.
- Increases Supplies & Materials and Other Services & Charges by a total of \$26,417 for inflationary increases and contractual commitments.
- Increases training by \$15,000 for employee development, supervisory training, and CEU opportunities.



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Office of The Planning Director				
Personnel Services	700,996	750,630	857,349	14.2%
Supplies and Materials	8,521	2,200	10,700	386.4%
Other Services and Charges	74,442	194,950	60,450	-69.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	783,959	947,780	928,499	-2.0%
Management Services				
Personnel Services	1,662,263	2,065,127	2,012,924	-2.5%
Supplies and Materials	63,874	9,760	9,510	-2.6%
Other Services and Charges	233,405	189,340	139,340	-26.4%
Capital Outlay	(4,121)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(37,400)	-	-	-
Total	1,918,021	2,264,227	2,161,774	-4.5%
Functional Planning & Policy				
Personnel Services	2,131,099	2,442,232	2,497,356	2.3%
Supplies and Materials	3,536	6,750	5,800	-14.1%
Other Services and Charges	257,969	460,750	497,725	8.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(12,500)	-	-	-
Total	2,380,104	2,909,732	3,000,881	3.1%
Area 1				
Personnel Services	1,971,259	2,071,457	1,878,501	-9.3%
Supplies and Materials	6,945	7,250	7,000	-3.4%
Other Services and Charges	154,473	41,000	306,900	648.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(498,900)	(623,600)	(716,700)	14.9%
Total	1,633,777	1,496,107	1,475,701	-1.4%
Area 2				
Personnel Services	2,353,973	2,590,002	2,502,452	-3.4%
Supplies and Materials	2,220	6,450	5,700	-11.6%
Other Services and Charges	90,596	234,300	100,200	-57.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(561,300)	(604,900)	(632,900)	4.6%
Total	1,885,489	2,225,852	1,975,452	-11.2%
Area 3				
Personnel Services	2,405,230	2,656,882	2,606,755	-1.9%
Supplies and Materials	77	3,800	4,000	5.3%
Other Services and Charges	170,529	25,150	100,650	300.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(561,300)	(561,300)	(716,700)	27.7%
Total	2,014,536	2,124,532	1,994,705	-6.1%



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Dev. Applications & Regulatory Coordination				
Personnel Services	1,755,770	2,098,455	2,030,048	-3.3%
Supplies and Materials	7,480	4,900	9,400	91.8%
Other Services and Charges	79,312	24,000	19,600	-18.3%
Capital Outlay	77,647	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,266,100)	(1,147,700)	(975,200)	-15.0%
Total	654,109	979,655	1,083,848	10.6%
Information Technology and Innovation				
Personnel Services	1,818,587	2,125,914	2,080,477	-2.1%
Supplies and Materials	346,910	241,100	248,291	3.0%
Other Services and Charges	844,882	957,900	857,475	-10.5%
Capital Outlay	84,450	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,094,829	3,324,914	3,186,243	-4.2%
Research and Special Projects				
Personnel Services	911,125	1,049,789	1,028,008	-2.1%
Supplies and Materials	65	600	600	0.0%
Other Services and Charges	439,871	200,100	299,900	49.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,351,061	1,250,489	1,328,508	6.2%
Support Services				
Personnel Services	-	38,742	38,800	0.1%
Supplies and Materials	143,127	135,600	143,700	6.0%
Other Services and Charges	1,265,168	1,562,162	1,869,601	19.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	85,000	85,000	85,000	0.0%
Total	1,493,295	1,821,504	2,137,101	17.3%
Grants				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	-	-	-	-
Total	-	150,000	150,000	0.0%
Total Planning Department				
Personnel Services	15,710,302	17,889,230	17,532,670	-2.0%
Supplies and Materials	582,755	418,410	444,701	6.3%
Other Services and Charges	3,610,647	3,889,652	4,251,841	9.3%
Capital Outlay	157,976	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	(2,852,500)	(2,852,500)	(2,956,500)	3.6%
Total	17,209,180	19,494,792	19,422,712	-0.4%



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	4.00	4.00	4.00	4.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	4.00	4.00	4.00	4.00	5.00	5.00
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	16.00	16.00	17.00	17.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	17.00	17.00	17.00	17.00
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.30)	-	-	-	-
Less Lapse	-	(1.00)	-	(1.00)	-	(1.00)
Subtotal Management Services	17.00	15.45	18.00	16.75	18.00	16.75
<u>FUNCTIONAL PLANNING AND POLICY</u>						
Full-Time Career	18.00	18.00	18.00	18.00	19.00	19.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	19.00	18.50	19.00	18.50	20.00	19.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.10)	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Functional Planning and Policy	19.00	18.40	19.00	18.50	20.00	19.50
<u>AREA 1</u>						
Full-Time Career	17.00	17.00	17.00	17.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	17.00	17.00	17.00	17.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.00)	-	(5.00)	-	(5.55)
Less Lapse	-	(1.00)	-	(1.00)	-	(1.00)
Subtotal Area 1	17.00	12.00	17.00	11.00	16.00	9.45
<u>AREA 2</u>						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.50)	-	(4.85)	-	(4.90)
Less Lapse	-	(1.00)	-	(1.00)	-	(1.00)
Subtotal Area 2	21.00	15.50	21.00	15.15	21.00	15.10



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
AREA 3						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	1.00	0.70	1.00	0.70	1.00	0.70
Career Total	22.00	21.70	22.00	21.70	22.00	21.70
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.50)		(4.50)		(5.55)
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Area 3	22.00	16.20	22.00	16.20	22.00	15.15
DEV APPLICATIONS & REGULATORY COORDINATION						
Full-Time Career	21.00	21.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	1.00	0.90	1.00	0.90
Career Total	21.00	21.00	21.00	20.90	21.00	20.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(10.15)		(9.20)		(7.55)
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dev Applicat. & Reg. Coord.	21.00	9.85	21.00	10.70	21.00	12.35
INFORMATION TECHNOLOGY AND INNOVATION						
Full-Time Career	16.00	16.00	17.00	17.00	17.00	17.00
Part-Time Career	1.00	0.90	-	-	-	-
Career Total	17.00	16.90	17.00	17.00	17.00	17.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal CTR for Res. & Info Systems	17.00	15.90	17.00	16.00	17.00	16.00
RESEARCH AND SPECIAL PROJECTS						
Full-Time Career	8.00	8.00	8.00	8.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.00	8.00	8.00	8.00	8.00	8.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal CTR for Res. & Info Systems	8.00	8.00	8.00	8.00	8.00	8.00
TOTAL PLANNING						
Full-Time Career	142.00	142.00	143.00	143.00	144.00	144.00
Unfunded Career	5.00	-	4.00	-	3.00	-
Part-Time Career	3.00	2.10	3.00	2.10	3.00	2.10
Career Total	150.00	144.10	150.00	145.10	150.00	146.10
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(23.55)		(23.55)		(23.55)
Less Lapse		(6.00)		(6.00)		(6.00)
Grand Total Planning Department	151.00	115.30	151.00	116.30	151.00	117.30



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Department of Parks
(Park / PM / Enterprise / CIP)

MONTGOMERY COUNTY DEPARTMENT OF PARKS (Park and Other Funds)

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Montgomery County Department of Parks



Germantown Town Center Urban Park



Montgomery County Parks

Our Vision: An enjoyable, accessible, safe and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves.

Our Mission: Protect and interpret our valuable natural and cultural resources; balance the demand for recreation with the need for conservation; offer a variety of enjoyable recreational activities that encourage healthy lifestyles; and provide clean, safe, and accessible places for leisure-time activities.

Parks Matter!

**Wall Park
Neighborhood
Cookout and
Picnic**



Cabin John Ice – Special Olympics Ice Program



North Four Corners Park



Agricultural History Farm Park



Sweep The Creek - Volunteer



Rock Creek Park



MONTGOMERY PARKS, M-NCPPC

Parks Information Line – 301-495-2595

www.MontgomeryParks.org

OUR MISSION

Protect and interpret our valuable natural and cultural resources; balance the demand for recreation with the need for conservation; offer a variety of enjoyable recreational activities that encourage healthy lifestyles; and provide clean, safe, and accessible places for leisure-time activities.

PARK SYSTEM HIGHLIGHTS

Total number of parks:	417
Total owned or managed acres of parkland:	37,027
Total developed acreage:	8,958
Open and environmental preservation acreage:	28,069

TYPES OF PARKS

Local	151	Regional	5	Neighborhood Conservation Areas	40
Neighborhood	96	Recreational	11	Miscellaneous Recreation/ Non-Recreation Facilities	6
Urban	27	Special	23		
Stream Valley	36	Conservation	22		

PARK FACILITIES

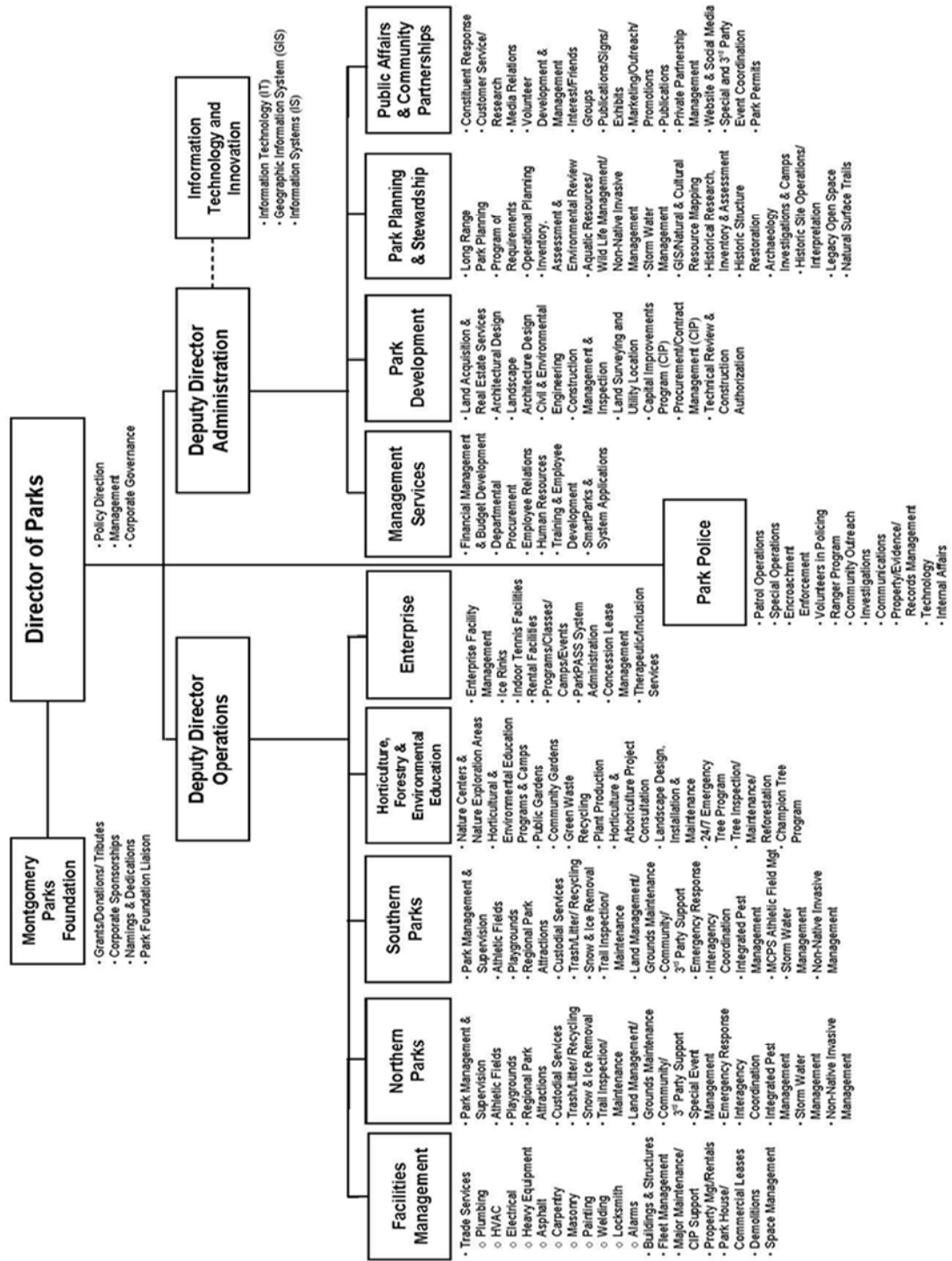
Archery: 2	Driving Range (Stand Alone): 1	Picnic Shelters - Permitted: 88
Athletic fields: 294	Golf Courses: 4	Large Group Picnic Areas: 2
Cricket Field: 7	Gymnasiums: 1	Playgrounds: 283
Overlay football/soccer fields: 41	Historic Sites: 43	Skate Park: 3
Basketball Courts: 214	Historic Structures: 117	Splash Playground: 1
Campgrounds – Full Service: 1	Ice Rinks: 2	Sports Center: 1
Campgrounds – Primitive: 2	Lakes: 4	Sports Pavilion: 1
Campsites: 102	Boating Facility - Rentals: 2	Tai Chi Court: 1
Carousel: 1	Boating Landing Ramps: 3	Tennis Centers - Indoor: 3 (20 Courts)
Dog Parks: 5	Miniature Golf: 1	Tennis Courts - Outdoor: 302
Equestrian centers: 6	Miniature Trains: 2	Trails - Canoe: 5.4 miles
Event Centers: 4	Nature Centers: 4	Trails - Natural Surface: 155.3 miles
Exercise Courses: 11	Outdoor Ropes Course: 1	Trails - Paved: 82 miles
Formal Botanical Gardens: 2	Park Activity Buildings: 28	Volleyball Courts: 25
Community Gardens: 11	Picnic Shelters - Non-Permitted: 47	



Montgomery County Department of Parks

ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY DEPARTMENT OF PARKS



Montgomery County Department of Parks

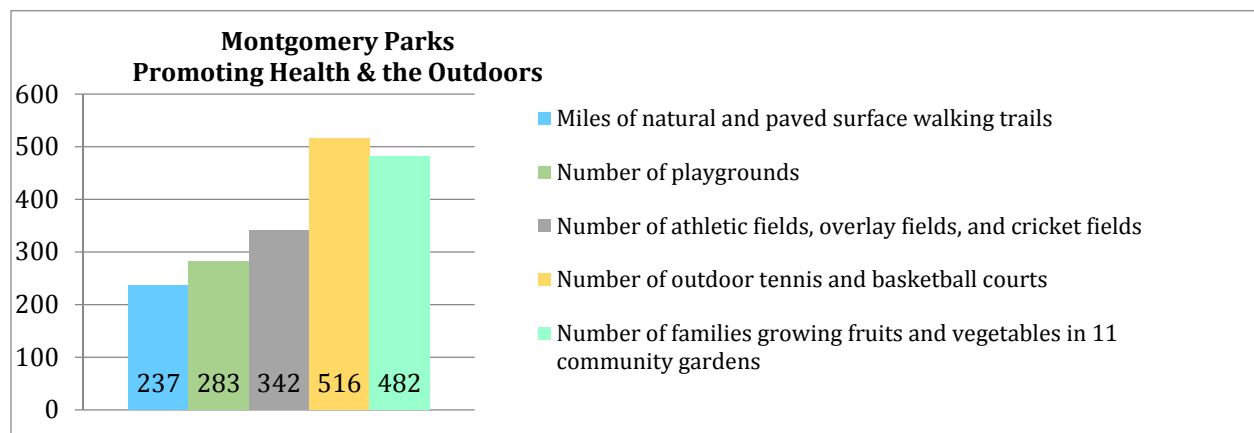
EXECUTIVE OVERVIEW

The Land Use Article of the Annotated Code of Maryland establishes the statutory basis for the Department of Parks. From this, the core services are defined as the acquisition, development, operation, and maintenance of a public park system.

Montgomery County is home to one of the largest and most diverse park systems in the nation with over 37,000 acres in 417 parks. This is more than 11% of the land in the County. The Department of Parks protects the county's watershed and serves as its "backyard" -- providing safe and green outdoor spaces, fun and educational programs and events, a wide variety of recreational opportunities for all ages and interests, and important community features.

Montgomery Parks offers leisure and recreational opportunities through an array of programmed and unprogrammed resources that enrich the quality of life for County residents. Ninety-one percent of Montgomery County households are park users. Like schools, churches, and other social gathering places, parks promote a sense of community. Studies show that institutions that foster the web of human relationships can make a neighborhood stronger, safer, and more successful. The social value of people caring about their communities provides economic benefits to help attract residents and businesses. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn and grow. Proximity to parks has been shown to increase property values.

According to the Center for Disease Control and Prevention, one in three of the nation's adult population and one in six children are overweight or obese. With the current obesity epidemic and economic challenges, parks provide low-cost opportunities for recreation for all ages and income levels and promote active, healthy lifestyles. The park system offers hundreds of amenities, programs and events, and the vast majority of county residents live within two miles of one of the Department's parks.



Delivering high-quality service in parks is an important focus for Montgomery Parks as demand and usage continue to grow. Montgomery Parks seeks to provide quality recreational and educational opportunities through its operation, construction, development, and maintenance of a wide variety of facilities to meet the varied needs and interests of the County's residents. Montgomery Parks [Vision 2030](#) plan is a comprehensive park planning effort to develop long range plans and continue to serve as a guide for future park development and resource protection to better address changing needs and growth forecasts through 2030.

Through the tough economic times in the past few years, Montgomery Parks continued to increase park acreage to accommodate growing population and environmental protection needs,



Montgomery County Department of Parks

incorporate more stringent regulatory mandates into the work program, and cover skyrocketing healthcare costs for employees and risk management increases in the operating budget. In addition, resident demand for services continues to grow with the changing needs and diversity of the community. Montgomery Parks has strived to manage its operating budget with a focus on providing safe and well-maintained parks for residents.

The Department's FY17 budget includes increases for compensation adjustments, unfunded obligations for new parks and amenities, known operating commitments, debt service on capital equipment, Commission-wide information technology initiatives, and National Pollutant Discharge Elimination System (NPDES) mandates.

In addition, the FY17 budget also includes funding to address identified deficiencies in the work program as well as emerging trends aimed at meeting the needs of the future that focus on priorities of the Department such as public safety, activating our urban parks, maintaining quality parks and ballfields, and improving departmental efficiencies.

Together, we have created a highly popular, valued, and nationally recognized park system. The entire team remains committed to honoring our core vision to provide "...an enjoyable, accessible, safe, and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves." We will continue to aggressively seek new funding opportunities and improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with stakeholders and within communities. The FY17 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and to maintain the quality of life for which Montgomery County is renowned.

MISSION

Protect and interpret our valuable natural and cultural resources; balance the demand for recreation with the need for conservation; offer a variety of enjoyable recreational activities that encourage healthy lifestyles; and provide clean, safe, and accessible places for leisure-time activities.

VALUES

Stewardship	Manage the county park system so it best meets the needs of current and future generations.
Recreation	Offer a range of leisure activities that strengthen the body, sharpen the mind, and renew the spirit.
Excellence	Deliver the highest quality product, service and experience possible.
Integrity	Operate with an objective, honest, and balanced perspective.
Service	Be courteous, helpful and accessible to each other and the public we serve.
Education	Promote opportunities for continuous learning among staff and the public we serve.
Collaboration	Work in cooperation with all stakeholders including residents, communities, public and private organizations, and policy makers, as well as interdepartmentally.
Diversity	Support and embrace the differences among our employees and the public we serve, and offer suitable programs, activities and services.
Dedication	Commit to getting the job done the right way, no matter what it takes.



Montgomery County Department of Parks

PROGRAMS AND SERVICES PROVIDED

Montgomery County Department of Parks

- Administration and Management
- Park Services
- Planning and Community Partnerships
- Stewardship of Natural and Cultural Park Resources

ACCOMPLISHMENTS

- Completed the new Hillandale Loop Trail, almost a mile in length and the Diabase Trail, approximately 1.5 miles. This connection links the popular Schaeffer Farm Trail System (MD MNR) to the Hoyles Mill Trail, which provides a much needed resource based recreation and connection for the communities they serve.
- Re-routed three sections that total just under a mile of the Seneca Creek Greenway trail, 0.25 miles of trail and a new bridge along the Muddy Branch Greenway trail and close to 0.5 miles of the Browning Run Trail in Little Bennett Regional Park.
- Replaced three bridges along various trails in Little Bennett Regional Park, Meadowside Nature Center and Rock Creek Regional Park. Approximately 0.8 miles of abandoned trails have been reclaimed and naturalized using reforestation trees from the Pope Farm.
- Over 494 volunteers completed 2,759 hours of work on natural surface trails.
- Contributed a total of 6,073 volunteer hours through the Weed Warrior Program directed at removing non-native invasive plants and helping to restore native plants in our parks in FY15. The program continues to be extremely successful and popular which, since its inception, has trained over 1,100 volunteers who have contributed over 76,600 hours of work in over 40 parks.
- Continued developing the staff draft of the Countywide Park Trails Plan Amendment, which aims to more effectively target future trail investments in areas of the County with either low levels of trail service or projected high population densities.
- Completed interim improvements to the new Carroll Knolls Local Park, a Legacy Open Space urban park acquisition, to serve the Forest Glen-Wheaton community. The steadfast involvement of residents, community organizations, and local leaders supportive of this park enabled the Department to preserve natural areas and open space in an increasingly dense region of the County.
- Created a toolkit to assist park managers and planners with outreach to connect ethnically diverse communities with Montgomery Parks by providing information, demonstrations, and by answering questions at multiple locations – and in multiple languages – known as the Carro Rojo or Red Wagon project.
- Josiah Henson Park is now ready for the final phase of design. A Request for Proposals for an architectural and engineering firm with key subcontractors has been written and will be released to bidders in January 2016.
- The Woodlawn Visitors Center is completed and will be open to the public in April 2016. The new Visitors Center will include public history programs and field trips for the manor house



Montgomery County Department of Parks

and outbuildings; the stone barn with its interactive, audio, and multimedia exhibits on the Quakers, Underground Railroad, Enslaved African American Communities, Free Black Communities, and 19th Century Agriculture in Montgomery County; and the Underground Railroad Experience Trail.

- Kensington Cabin will be restored with a combination of County and private-sector funds. The project has been the fortunate recipient of a major gift from the Cupid Foundation, and the Kensington Community also will be involved in accomplishing the restoration.
- Parks hosted several workshops on the Warner Circle property in Kensington, which resulted in a set of short- and long-term goals for activation of this countywide park. A major short-term success came in the form of the “Pumpkin Rock N Roll” event that was organized by community resident Sean Gaiser, assisted by key parks staff in Public Affairs, the Southern Region, Park Police, and Cultural Resources, plus a wide range of community volunteers. A Children’s Garden is also in the preliminary planning phase as a short-term activation project, a joint effort by Parks with the Noyes Children’s Library and the Noyes Foundation. Work on a potential long-term tenant is ongoing, as Parks has completed a building code survey that analyzes all major categories of uses suggested by the community.
- Josiah Henson archaeological work continues to yield important finds. Excavations continued around the domestic foundation that was uncovered last season, and the units continue to produce 19th century domestic artifacts. At least one ceramic chamber pot that dates from 1840-1860 was recovered in several pieces, along with a drinking glass, miscellaneous iron hardware, and other household goods. Just a few feet away from the chamber pot, pieces from what appears to be a broken iron cooking pot were also found.
- Implemented new deer population management operations on approximately 1,300 acres of parkland, to manage white-tailed deer populations and impacts. Continued deer population management at 32 other M-NCPPC park units resulting in over 1,500 deer being harvested from Montgomery parks including approximately 1,000 harvested from the sharp-shooting operations which were processed into 30,000 pounds of meat that was donated to food banks in the metropolitan area. M-NCPPC’s program is considered by the State Department of Natural Resources to be the exemplary program of its type in Maryland. By the end of FY15, approximately 19,000 acres of M-NCPPC Montgomery County parkland will be under deer population management.
- Conducted deer population surveys, mapped legal safety zones, developed added safety zones, identified potential shooting locations, contacted and coordinated with park managers, developed schedules for potential management and associated park closures to insure there are no conflicts, and developed plans for park closure signage along perimeters and at all official and “people’s choice” entrances into parks, in preparation for additional management efforts proposed for four new park locations.
- Participated in the planning and implementation of the first-ever Montgomery County GreenFest. The event, hosted in part in Jesup Blair Local Park, celebrates the people and environment of Montgomery County and engages local residents, organizations, and governments in making a healthier county. The planning and host committee includes representatives from Montgomery Parks, Montgomery County Department of Environmental Protection, WSSC, Montgomery College, City of Gaithersburg, City of Rockville, City of Takoma Park, Bethesda Green, Silver Spring Green, Poolesville Green, Green Wheaton, and University of Maryland Extension.



Montgomery County Department of Parks

- The review and construction of all major projects designed and built by SHA for Environmental Stewardship and Compensatory Mitigation for the ICC have been completed. Staff continues to monitor these projects, and work such as reforestation and minor repairs to completed projects continues. Park staff was involved in the design, review, and construction of 4,500 linear feet of trails, 323 acres of reforestation, 19 stream restoration projects (10.2 miles of stream), five wetland creation sites (56 acres of wetlands) and 38 stormwater management projects all built on parkland.
- Continued efforts to meet the mandates of the National Pollutant Discharge Elimination Systems permit (NPDES) included increasing training of frontline staff, completing several water quality projects, establishing programs to monitor storm drain outfalls for non-stormwater discharges, and hiring staff to focus on maintenance of stormwater facilities on parkland, management of nuisance wildlife in stormwater facilities, assessment and implementation of green management practices on parkland, and increased volunteer efforts. In FY16, the Department of Parks had over 5,600 volunteers participate in 242 stream clean-ups where they removed 123,180 pounds of trash, 22,675 pounds of recyclables, and 298 tires from stream valleys
- Collected data from Capital Crescent trail counter on the trail to monitor usage before, during, and after snow events to determine demand for snow plowing services.

GOALS AND PERFORMANCE MEASURES

Goal: To have all park facilities and amenities accessible to all people				
Objective				
Complete all five phases of the 2011 Settlement Agreement with the U. S. Department of Justice for ADA by 2016				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Propose
Develop and submit the transition plans which schedule barrier removals in park facilities. This is a submission requirement of the 2011 Settlement Agreement.	100%	100%	100%	N/A
Note: This will be replaced with a new Performance Measure effective FY17 since the plans have now been completed.				
Goal To have all park facilities and amenities accessible to all people				
Objective				
Implement all five phases of the 2011 Settlement Agreement with the U. S. Department of Justice for ADA by 2031				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Percentage of barrier removals accomplished each year as identified in the 2016 final transition plan(based upon projected 15 year plan)	6.5%	2.5%	6.5%	6.5%



**Montgomery County
Department of Parks**

Goal: Offer a variety of enjoyable recreational activities that encourage healthy lifestyles				
Objective				
Maintain a high level of customer satisfaction rating and customer referral rate at all surveyed facilities				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of customers who indicate they were treated well through the "How Are We Doing" customer survey program	95%	98%	N/A	N/A
% of customers who indicate they were satisfied with their visit through the "How Are We Doing" customer survey program	95%	97%	N/A	N/A
% of customers who heard about Parks facilities and programs from a friend/referral	30%	46%	N/A	N/A
Note: surveyed facilities include ice rinks, indoor tennis centers, dog parks, nature centers, Brookside Gardens, and seasonal facilities such as Little Bennett Campground, splash park and mini-golf. This survey is being phased out in FY16 and replaced with a different measure.				

Goal: Determine public support for our parks programs				
Objective				
Conduct a public opinion survey process that continually collects data that be used to make decisions.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of County residents who agree or somewhat agree with the statement: "Montgomery Parks and its programs are a source of pride for the people in Montgomery County."	75%	N/A	N/A	75%



Montgomery County Department of Parks

SUMMARY OF DEPARTMENT BUDGET

MONTGOMERY COUNTY DEPARTMENT OF PARKS PROPOSED BUDGET FISCAL YEAR 2017

	FY 16 Adopted	FY 17 Proposed	% Change
Expenditures by Division/Function:			
Office of the Director	\$ 1,337,666	\$ 1,522,820	13.8%
Public Affairs & Community Partnerships Management Services	2,428,748	2,657,519	9.4%
Information Technology & Innovation	1,577,278	1,721,362	9.1%
Park Planning & Stewardship	2,189,818	2,326,224	6.2%
Park Development	4,313,004	4,611,713	6.9%
Park Police	3,432,987	3,188,580	-7.1%
Park Police	14,057,738	13,973,206	-0.6%
Horticulture, Forestry & Environmental Education	8,280,827	8,900,531	7.5%
Facilities Management	11,533,316	11,666,187	1.2%
Northern Parks	9,671,007	10,102,693	4.5%
Southern Parks	13,077,629	12,940,893	-1.0%
Support Services	10,262,238	10,951,898	6.7%
Non-Departmental	5,337,546	6,106,899	14.4%
Grants	400,000	400,000	0.0%
Transfer to CIP	350,000	350,000	0.0%
Transfer to Debt Service Fund	5,059,085	5,371,969	6.2%
Total Park Fund	\$ <u>93,308,887</u>	\$ <u>96,792,494</u>	<u>3.7%</u>
Property Management	1,126,800	1,319,000	17.1%
Special Revenue Funds	1,834,794	1,843,500	0.5%
Enterprise Funds	9,431,262	10,012,147	6.2%
Total Department of Parks	\$ <u>105,701,743</u>	\$ <u>109,967,141</u>	<u>4.0%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The Department of Park's total FY17 proposed budget request is \$109,967,141 and includes the Park Fund, Property Management subfund, the Enterprise Fund, and the Park's portion of the Special Revenue Fund. The Department of Parks is one of the few County agencies that generate revenue from users to offset and support some operating costs and projects.

The total Park Fund tax-supported expenditure budget, less reserves, is \$96,792,494 and includes grants, non-departmental, and debt service. This represents an increase of \$3,483,607 or 3.7% over the FY16 adopted budget.

Compensation Adjustments (salary, health benefits)	\$1,254,637
Retirement	(\$2,048,099)
Unemployment; Group Long Term Disability (LTD)	(\$43,582)
Risk Management, Commission-wide IT, CIO Allocation	(\$85,610)
Chargebacks	\$200,083
Known Operating Commitments	\$1,998,339
New Initiatives	\$1,875,401
Debt Service on General Obligation Bonds	\$312,884
Other Post-Employment Benefits (OPEB)	\$19,554
Total	\$3,483,607



Montgomery County

Department of Parks

Unfunded Operating Budget Obligations

Operating Budget Impacts (OBI) are the costs associated with operating, maintaining and policing of new and expanded parks. This increase is recognized and approved as part of the CIP when the project is submitted through the CIP budget process.

In FY17, Montgomery Parks is requesting \$984,617 in additional funding for OBI for added resources necessary to implement completed CIP work programs associated with new or expanded park infrastructure. Of this amount, \$259,650 is a one-time expense for FY17 for capital equipment.

This includes 7 full time career (7.0 WYs) and 3.6 WYs seasonal staff for a total of 10.6 WYs.

NPDES Mandate

The Department of Parks received its first NPDES Small Separate Storm Sewer System (NPDES MS4) permit from the Maryland Department of the Environment in the spring of 2010. For FY17, the Department is requesting an increase of \$77,631, bringing the total to \$2,817,413, for NPDES activities.

The funding includes \$76,231 in personnel that includes compensation increases for existing positions under NPDES and the addition of one (1) full time career position that is being funded as a cost split 50/50 between NPDES and the Park Fund. Also included is funding for the conversion of one (1) term contract position into one (1) full time career position for a green management coordinator. Funding for Other Services & Charges of \$1,400 for known contractual commitments is also included.

Known Operating Commitments

The Known Operating Commitments include cost increases such as contractual obligations, information technology software maintenance agreements, inflationary supply increases, and mandated monitoring of high hazard dams.

The Department has \$124,197 in contractual obligations for known increases based on the consumer price index (CPI) or other contract terms, \$97,644 in contractual requirements for software maintenance agreements, \$272,173 for increases associated with legislative mandates, \$191,708 for increases in telecommunications costs and utilities, as well as \$204,500 for inflationary increase for supplies and materials.

New Initiatives Addressing Deficiencies and Emerging Trends

The FY17 Proposed Budget includes \$1,875,401 to address identified deficiencies in the work program as well as emerging trends aimed at meeting the needs of the future.

Included in the funding are: 1 full time position dedicated to developing and overseeing activities and programs that will increase daily use of urban parks and Supplies & Materials for these programs; 1 full time career staff to support the Athletic Field Program in the day-to-day management of field maintenance, construction, and renovation efforts; 2 full time career staff to provide systems administration for security software and databases and to address the increasing demand for security cameras including liability and privacy concerns as well as funding for camera systems; 1 term contract position to coordinate the county-wide and internal staff workgroups and contracts for the Emerald Ash Borer pest control management program as well as funding for contractual support for preventive tree maintenance for paved hiker/bike trails; 1 full time career position for a Chief Performance Officer to identify and achieve cost savings and to implement department efficiencies; 1 full time position to enhance our ability to provide marketing and public relations support for both internal clients and partners as well as Other Services & Charges funding



Montgomery County Department of Parks

for marketing and outreach for programs; 1 full time career position for native plant production that is being funded in a cost split 50/50 between NPDES and the Park Fund; 2 full time career positions and 3.6 seasonal WYs for work program changes associated with pesticide management required in conjunction with County Bill 52-14 which requires all playgrounds to be pesticide-free; Supplies & Materials for body worn cameras for all sworn Park Police officers.

Salary Lapse

The Department is maintaining the same lapse rate at 7.5% in FY17 although this exceeds our normal attrition rate of 4-5% and requires us to hold positions vacant.

MAINTENANCE STANDARDS

The following chart illustrates the effect of the reduced funding on the optimal maintenance standards for the Department's parks. The Department has focused on maintenance standards that preserve customer safety, such as playgrounds, and has taken deeper cuts in other areas, such as landscape maintenance, that, while important to the overall quality of a park, will not compromise customer safety.

Optimal frequency standard is a benchmark from other park agencies of similar size and complement.

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY14 Actual	FY15 Actual	FY16 Estimated	FY17 Proposed
TURF						
Turf grass within the park system shall be aerated, over-seeded, fertilized, mowed, trimmed, seeded, and/or replaced based upon the necessary level of maintenance for the turf type, park, and season of the year. All turf areas within the park system shall be aesthetically pleasing and appropriate for each park setting.						
Turf Maintenance: Aerating Using mechanical means, aerate managed turf and athletic fields.	Regional / Recreational Parks	8 X per year	South 2 X North 1 X per year	2 X per year	2 X per year	3 X per year
	Local Parks	3 X per year	Once every 2 years	1 X per year	1 X per year	1 X per year
Turf Maintenance: Over-seeding Using mechanical means, over-seed managed turf and athletic fields.	Regional / Recreational Parks	2 X per year	South 2 X North 1 X per year	1 X per year	2 X per year	2 X per year
	Local Parks	1 X per year	Once every 2 years	1 X per year	1 X per year	1 X per year



Montgomery County Department of Parks

Turf Maintenance: Fertilizing Following County regulations, fertilize athletic fields.	Regional / Recreational Parks	4 X per year	South 2 X North 1 X per year	2 X per year	2 X per year	2 X per year
	Local Parks	2 X per year	Once every 2 years	1 X per year	1 X per year	1 X per year
Turf Maintenance: Mowing Maintain turf in a horticulturally sound manner and recommended mowing height for the cultivar in place. Trim around fixed amenities, edge walkways and blow chipping.	Local Parks	34 cuts per season	24 cuts per season	28 cuts per season	28 cuts per season	28 cuts per season
	Regional / Recreational Parks Managed Turf	34 cuts per season	29 cuts per season	34 cuts per season	34 cuts per season	34 cuts per season
	Regional / Recreational Parks Athletic Fields	68 cuts per season	53 cuts per season	62 cuts Per season	62 cuts Per season	62 cuts Per season
STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY14 Actual	FY15 Actual	FY16 Estimated	FY17 Proposed
ATHLETIC FIELDS All athletic fields shall be safe and maintained to support the level of play identified for public use, the amenities developed to support the activity, and the age of the users and/or the level of play.						
Diamond Fields, Infield Maintenance Dragging, leveling, and lining infield, maintenance of plates, bases and pitcher's mound where appropriate.	Regional/ Recreational Parks	Daily	4-5 X per week	Daily	Daily	Daily
	Local Parks	Weekly	Weekly (lining, 3 X per season)	3 X per month	Weekly	Weekly
Rectangle Fields	Regional/ Recreational Parks	Daily	Regional/ Recreatio nal Parks	Weekly	Weekly	Weekly



Montgomery County Department of Parks

Lining of rectangle fields.	Local Parks	Weekly	Local Parks	2 X per month	2 X per month	2 X per month
PLAYGROUNDS						
All playgrounds shall be inspected, maintained, repaired and/or replaced in order to be safe and comply with national safety guidelines. The frequency level of maintenance shall also support the level of public use of each playground within the park system.						
Playground Inspections						
Inspect playground facilities in compliance with Consumer Product Safety Council guidelines, to include inspection for head entrapment potential, checking of wood, protrusion of bolts or other sharp objects, proper depth of surfacing, and overall condition of equipment. Request repairs or replace as appropriate based on results of inspection.	All Park Categories	12 X per year	12 X per year	10 X per year	10 X per year	12 X per year
LANDSCAPE MAINTENANCE						
Flower beds and park entrance areas which form landscaped areas will be kept attractive, weed-free, trash-free and insect-free, and aesthetically pleasing.						
Landscape Maintenance						
Pruning, mulching, replacement of plant material, seasonal rotation of plants, IPM, and tree planting.	Urban Parks and Park Office Buildings	8 X per year	4 X per year	4 X per year	4 X per year	6 X per year
	Local Parks	2 X per year	2 X per year	1 X per year	2 X per year	2 X per year
	Regional / Recreational Parks	3 X per year	2 X per year	1 X per year	2 X per year	2 X per year
STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY14 Actual	FY15 Actual	FY16 Estimated	FY17 Proposed



Montgomery County Department of Parks

TRAILS						
All hard and natural surface trails shall be routinely maintained in order to be safe to use, clear of debris, clearly marked and graded for public use, and easily accessible for a wide range of trail users within the park system.						
Trail Inspections and Maintenance Visually inspect trail surface and adjacent areas for hazards, excessive wear and tear, vandalism, washouts, etc. and repair as appropriate.	Hard Surface	Weekly	Quarterly	Weekly	Weekly	Weekly
	Natural Surface	Monthly	Quarterly	Monthly	Monthly	Monthly
PARK ROADS and PARKING LOTS						
Park Roads and Parking Lots-Inspections Inspect for damage, erosion, drain systems, signage and striping.	All Park Categories	Monthly	Quarterly	Monthly	Monthly	Monthly
COURTS						
To include tennis, basketball, volleyball, and multi-use courts.						
Courts Inspections Inspect court surface for hazards, proper lining. Inspect hardware, including nets, standards, backboards, cranks, etc. for hazards, wear and tear, or vandalism. Inspect fencing for hazards, wear and tear, or vandalism. Request appropriate repairs or replacements as dictated by the result of the inspection.	All Park Categories	Monthly	Bi-monthly	Monthly	Monthly	Monthly
STORMWATER MANAGEMENT						
All storm water management assets shall be inspected, maintained, and free of trash and debris in order to comply with U.S. Environmental Protection Agency (NPDES) regulations and Montgomery County Department of Environmental Protection (DEP) guidelines.						
Sand Filter Inspections and Maintenance Inspect for standing water, clogging of surface aggregate. Remove grass, algae, leaves, and sediment.	All Park Categories	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly



Montgomery County Department of Parks

Bio retention Site/Rain Garden Inspections and Maintenance Inspect for clogging of surface aggregate. Remove weeds and other undesirable vegetation. Check for animal burrows.	All Park Categories	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
Litter and Debris Removal Keep all stormwater management assets free of trash and debris.	All Park Categories	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY14 Actual	FY15 Actual	FY16 Estimated	FY17 Proposed
Wet and Dry Ponds Mow grass and remove woody vegetation in the pond areas downstream slope of dams, top of dams, upstream slope of dams (dry ponds only), twenty-five feet around the control structures (dry ponds only), inlet channels, around headwalls, pipes within pond areas, and outlet channels.	All Park Categories	2 X per year	2 X per year	2 X per year	2 X per year	2 X per year
NPDES permit for Industrial Sites Inspect maintenance yards in compliance with Stormwater Pollution Prevention Plan.	Park Maintenance Yards	Monthly	Monthly	Monthly	Monthly	Monthly
TREES To provide healthy, sustainable trees in our parks.						
Tree Inspections: Inspect all parks for tree hazards. Volunteer Park Steward Program set up and begun in FY11.	All Park Areas	100% of parks	50% of parks	60% of parks	60% of parks	75% of parks
Service Requests: Complete all service requests (FY14 completed 1167 requests. Over 800 still open)	All Park Areas	100% of requests	67% of requests	65% of requests	65% of requests	52% of requests*



Montgomery County Department of Parks

Emergency Requests: Emergency requests responded to in 3 hours during off hours (often after the hazard is cleared, the remaining work that is lower priority becomes part of the backlog)	All Park Areas	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests
Newly Planted Trees: Newly planted trees sustained after two years of after-care	All Park Areas	100% of trees	98% of trees	100% of trees	100% of trees	100% of trees
Trees Planted vs Trees Removed: The number of trees planted equals or exceeds number of trees removed.	# Trees Planted		1,561	1,700	1,800	1,600
	# Trees Removed		1,062	800	800	1,100
STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY14 Actual	FY15 Actual	FY16 Estimated	FY17 Proposed
TRASH AND RECYCLING REMOVAL						
The removal of trash and recycling within the park system shall support the need to keep all parks clean and trash free. The level of trash and recycling removal maintenance shall support the level of public use and accessibility assigned to each park type.						
Trash Removal: Empty all trash and recycling cans within park into trash or recycling packer and pick up ground litter within 10 feet of cans and as otherwise seen.	In Season					
	Regional / Recreational Parks	Daily	4-5 X per week	Daily	Daily	Daily
	Local Parks	4 X per week	3 X per week	3 X per week	3 X per week	3 X per week
	Parkways	Daily	3 X per week	3 X per week	3 X per week	3 X per week
	Off Season					
Regional / Recreational Parks	3 X per week	2 X per week	2 X per week	2 X per week	2 X per week	



Montgomery County Department of Parks

	Local Parks	2 X per week	1 X per week	1 X per week	1 X per week	1 X per week
	Parkways	2 X per week	1 X per week	1 X per week	1 X per week	1 X per week
FLEET MAINTENANCE To assure available, reliable, and safe equipment and vehicles for staff.						
On-Road Vehicle Uptime Repair vehicles in a timely manner to keep vehicles available to staff		94.7%	98.5%	98.0%	98.5%	98.5%
Vehicle Preventive Maintenance Performed annually or at 5,000 miles		75% Done on time	52.5%	53.0%	55.0%	55%
Service Requests: Completed projects costing under \$3,000 Avg. annual service work orders generated = 3,200.		85% of requests	78% of requests	80% of requests	80% of requests	80%
TRADES/CONSTRUCTION To help provide a comprehensive, cost efficient and effective maintenance, construction, and repair services for park buildings and facilities.						
Major Maintenance: Completed projects costing \$3,000 or more Average annual major maintenance work orders generated = 215.		90% of projects	70% of projects	70% of projects	80% of projects	70% of projects
Service Requests: Completed projects costing under \$3,000 Avg. annual service work orders generated = 3,200.		85% of requests	78% of requests	80% of requests	80% of requests	75% of requests
Preventive Maintenance: Periodic service of assets intended to increase service life and decrease emergency repairs Average number of requests generated annually = 7,400.		100% of requests	90% of requests	95% of requests	100% of requests	90% of requests



Montgomery County Department of Parks

DETAIL BUDGET SCHEDULE: CONTRACTUAL SERVICES

The total for contractual services department wide in FY17 is \$3,953,970. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY16 Adopted	FY17 Proposed
<u>Park Fund</u>				
Director of Parks	Director's Office	Various depositions and legal services	1,000	1,000
Facilities Management	Trades Units	Emergency design and architectural/engineering services	4,700	4,700
Facilities Management	Trades Units	Energy/Recycling management contract	75,600	79,120
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contract	284,078	284,078
Horticulture, Forestry and Environmental Education	Arboriculture	Emergency tree removal	6,000	6,000
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contract - Emerald Ash Borer impact	0	400,000
Horticulture, Forestry and Environmental Education	Nature Centers	Licensing agreements	450	450
Horticulture, Forestry and Environmental Education / Northern Parks/ Park Police	Nature Centers / Agricultural History Farm Park/ Park Police Stables	Veterinary services/Animal Care	78,400	78,400
Information Technology & Innovation	Technology	Telephone Support/Maintenance contracts	146,200	146,200
Information Technology & Innovation	Technology	WAN/LAN and CISCO Smartnet Emergencies	150,000	150,000
Information Technology & Innovation	Technology	On-Site Desktop Support	180,000	180,000
Information Technology & Innovation	Technology	Microsoft software licenses/support	81,695	164,774



Montgomery County Department of Parks

Division	Section	Description	FY16 Adopted	FY17 Proposed
Information Technology & Innovation	Technology	Help Desk Support	137,000	137,000
Management Services	Smart Parks	Enterprise Asset Management Maintenance and Webhosting	156,000	162,300
Northern Parks	Little Bennett	Bermuda Turf Field Maintenance	77,200	78,740
Northern Parks	Rock Creek	Mandated monitoring every 5 years	30,000	30,000
Northern Parks	Stormwater Management	Stormwater management	69,731	71,131
Northern Parks/Southern Parks	Various	Artificial Turf testing	7,000	7,000
Park Planning & Stewardship	Cultural Resources	Architectural services for historic properties	34,000	34,000
Park Planning & Stewardship	Cultural Resources	Interpretive program	60,000	60,000
Park Planning & Stewardship	Natural Resources Stewardship	Deer population control	82,350	82,350
Park Planning & Stewardship	Natural Resources Stewardship	Professional trapping service	30,000	30,000
Park Planning & Stewardship	Resource Analysis	Ground water/methane monitoring	45,000	45,000
Park Planning & Stewardship/Northern Parks	Natural Resources Stewardship/Various	Non-native plant control	171,300	177,027
Park Police	Admin	Maintenance Agreements	110,000	118,244
Park Police	Special Operations, Patrol, Administration	LOEBR/Hearing Boards	15,000	15,000
Public Affairs & Community Partnerships	Public Information and Marketing	Graphic design and web development services	10,000	90,000
Public Affairs & Community Partnerships	Public Information and Marketing	Media management software	4,200	7,700
Public Affairs & Community Partnerships	Public Information and Marketing	Customer Relationship Software	28,300	28,300



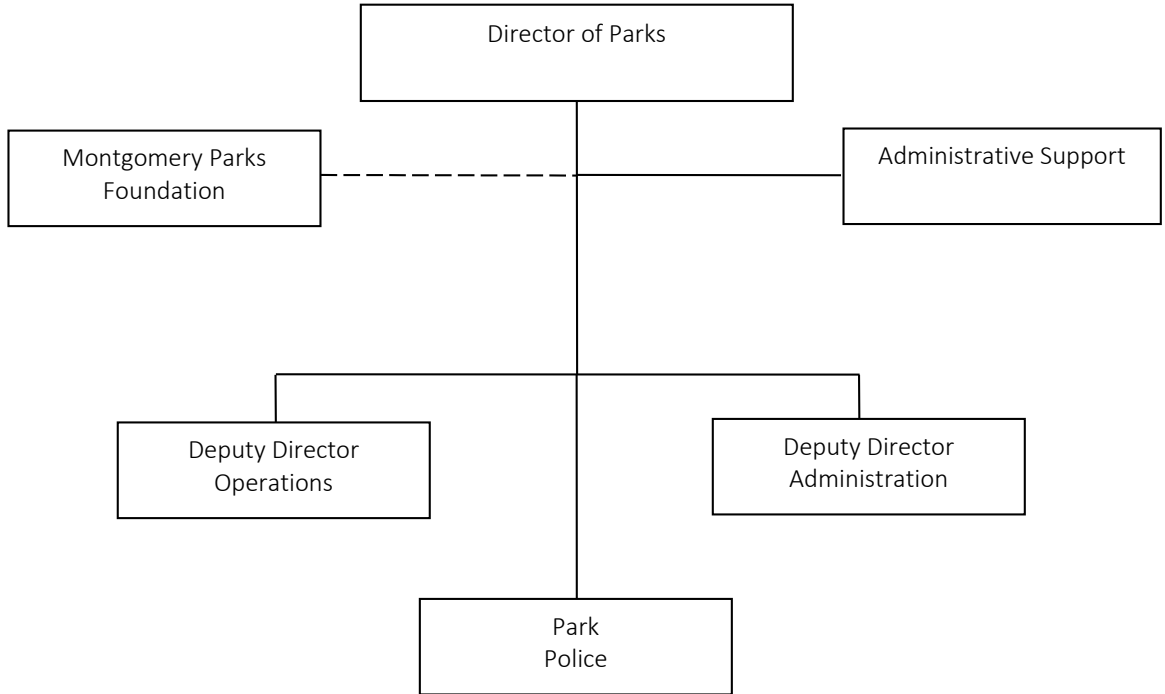
**Montgomery County
Department of Parks**

Division	Section	Description	FY16 Adopted	FY17 Proposed
Public Affairs & Community Partnerships	Volunteer Services	Continued development of the Web-based Training Initiative for Volunteers	9,600	9,600
Public Affairs & Community Partnerships	Volunteer Services	Data base for volunteer services	22,500	22,500
Southern Parks	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	3,000	3,800
Support Services	Support Services	Consolidated registration support	80,000	123,616
Support Services	Support Services	Sign Language Interpretation	10,000	10,000
Support Services	Support Services	Specialized professional services and training	76,000	76,000
Support Services	Support Services	Pesticide legislation - ballfield maintenance	0	19,400
Support Services	Support Services	Rental fees - portable toilets	77,127	213,540
		<u>Total - Park Fund</u>	<u>\$2,353,431</u>	<u>\$3,146,970</u>
<u>Property Management subfund</u>				
Facilities Management	Property Management	Legal Services	5,000	5,000
		<u>Total - Property Management subfund</u>	<u>\$5,000</u>	<u>\$5,000</u>
<u>Special Revenue Fund</u>				
Southern Region	Athletic Fields*	MCPS Ballfield maintenance for 172 Elementary and Middle Schools	771,000	802,000
		<u>Special Revenue Fund</u>	<u>\$771,000</u>	<u>\$802,000</u>
		<u>Total Contract Services - All Funds</u>	<u>\$3,129,431</u>	<u>\$3,953,970</u>
* This amount represents only the vendor cost. The total cost is \$811,500 (FY16) and \$843,200 (FY17).				



Montgomery County Department of Parks - Director of Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Director of Parks

OVERVIEW

Major responsibilities of this office include implementing the work program as approved by the Montgomery County Planning Board and the County Council; advising the Planning Board on matters of park policy; acting as a liaison between the public and local, state, and federal agencies and officials; overseeing and supporting the Montgomery Parks Foundation; developing and administering internal management policies, procedures, and practices; and overseeing the work program of the park employees.

MISSION

To establish clear accountability and standards to effectively manage the more than 37,000 acres and facilities within the Montgomery County Park system.

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Park Foundation Oversight and Support
- Grants Management

ACCOMPLISHMENTS

- Represented the Department on a Commission-wide Information Technology Council charged with overseeing IT governance for enterprise information technology systems and initiatives.
- Continued the successful reformation of the Montgomery Parks Foundation to serve as a fundraising and support organization to Montgomery Parks through donations and private contributions to the Friends of Montgomery Parks program, tribute benches, bricks and trees, philanthropic and commemorative naming rights and dedications, and restricted gifts for specific Park programs and facilities.
- Established an internal grant work group to create functional processes and criteria for prioritization of outside funding opportunities.
- Secured a grant in the amount of \$2,000,000 by the Foundation for North Branch Hiker-Biker Trail.
- The Foundation helped bring skilled volunteers from the Student Conservation Association to do construction and renovation of various Park's trails using \$30,000 in grant funds awarded from the State Highway Administration.
- The Foundation secured a bond bill in the amount of \$50,000 to install an underdrain system to combat the mud pits and standing water at Olney Manor Dog Park.
- With a donation from Pepco Holdings, Inc., the Foundation supported the Department in the development of a new pilot program and online Gallery through the "Get to Know" program. This program is a series of arts based events designed to engage youth with nature in the County parks and interpretive centers.



**Montgomery County
Department of Parks – Director of Parks**

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,337,666	\$1,522,820	13.8%
Staffing			
Funded Career Positions	6.00	8.00	33.3%
Funded Workyears	10.20	12.70	24.5%

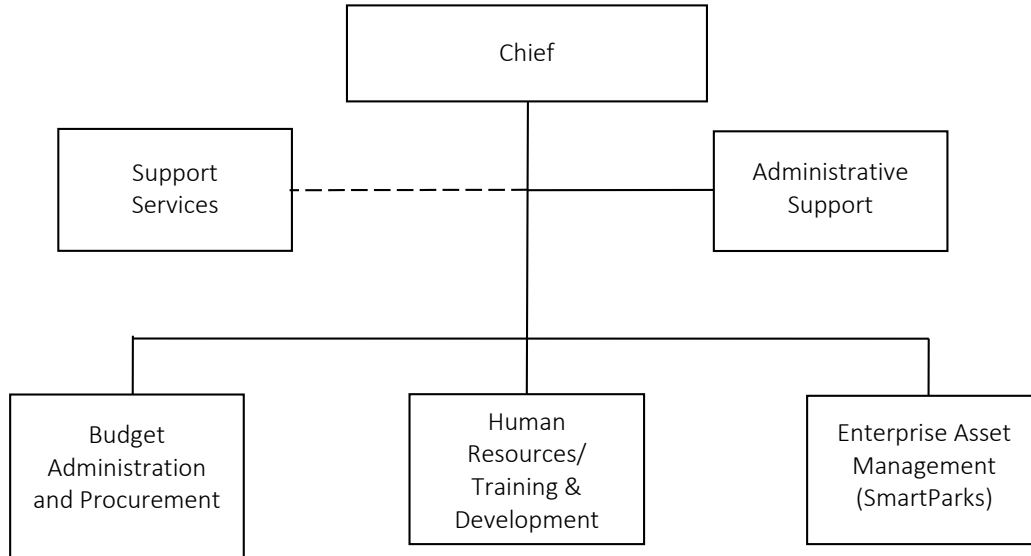
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Moves one (1) full time career position from Facilities Management Division (FM) to serve as the Athletic Fields Program Manager for the Department.
- Includes (1) full time career position and (1) WY for management of field maintenance, construction, and renovations of ballfields.



Montgomery County Department of Parks - Management Services

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Management Services

OVERVIEW

The Division's activities support a variety of financial, budgetary, procurement, personnel and enterprise asset management needs, while ensuring the Department's ability to attain its goals and objectives. The division leads the Department's organizational development program and diversity efforts, as well providing data analysis for tracking work efforts and decision making. Management Services provides a variety of services that directly support the Park divisions to allow them to achieve their mission and responsiveness to the public; and assists the Director's Office with implementing internal policies and procedures to support the administrative functions within the Department. The Management Services Division consists of the following sections:

Budget Administration and Procurement uses a coordinated financial management system that handles more than \$100 million in annual operating funds; prepares the Department's annual budget; guides the development and monitoring of performance measures; assists the Department with the Council review and approval process and monitors budget performance during the fiscal year; determines operating budget impacts of capital improvements and new programs; develops and monitors the Support Services program; provides management analysis of programs; and guides department-wide procurement activity.

Human Resources/Training and Development provides human resource services to the divisions in the areas of recruitment; performance management; employee/labor relation services; and coordination of intern programs. This section also provides Departmental training, workforce planning and organizational development programs and activities that increase the competencies of Department employees, to enable them to provide the highest quality and most cost-effective services to the users of Montgomery County parks. Training will result in improved accountability, performance, and improved expertise of managers and supervisors.

Enterprise Asset Management (SmartParks) is a computerized system which includes park administration and maintenance management to better manage work programs of the department. The system includes preventative maintenance routines, fixed and controlled asset management, capital assessment systems, facility condition assessments, park asset/amenity inventory, maintenance standards and best practices, life-cycle replacement standards, and incident tracking. The section performs system administration and management analysis of SmartParks systems and data to provide management decision support and ensure the most efficient and effective utilization of resources to manage all aspects of parks operations.

MISSION

To provide comprehensive support and oversight for financial management, procurement, personnel services, organizational development, and technology applications for the Department.

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Cost Recovery Analysis
- Budget Preparation
- Financial Management
- Department-Wide Procurements
- Position Control and Tracking
- Employee Services
- Recruitment
- Organizational Development
- Succession Planning
- Enterprise Asset Management



Montgomery County

Department of Parks – Management Services

ACCOMPLISHMENTS

- Provided continued support for the Commission-wide Enterprise Resource Planning (ERP) system to identify and resolve data and process issues to stabilize and improve the system.
- Implemented new functionality in the Enterprise Asset Management (EAM) system that was launched November 2014. Additional preventative and routine maintenance plans were created for bridge, parking lot and sidewalk inspections. The EAM has been configured to track pesticides usage based on mandatory pesticides tracking by the County. Other major configurations include tracking barrier removals per the Americans with Disabilities Act (ADA), a project request interface for staff to submit needs for the Capital Improvements and Major Maintenance Programs, and integrations with existing software applications. More than 20 such configurations have been identified to continue to grow the EAM into a major decision-making tool to be used by supervisors and senior management.
- Conducted training for 120 staff on the basic operation of EAM and how to generate and track service requests. These trainings included configuration and functionality on mobile devices such as phones and tablets, benefiting those that spend a majority of their work day in the field and helping to reduce paper work orders.
- Collected and analyzed performance measure and cost recovery data throughout the year to assess the progress toward achieving the department’s performance expectations and to improve the management and delivery of services.
- Increased the partnership with Project Search by hiring additional people with disabilities through the County program.
- Partnered with CAS to promote and coordinate a Language and Literacy program that supports employees by upgrading their communication skills using English as a second language training and literacy training.
- Re-engineered and reinvigorated the Quarterly Management Meetings to a more relevant and engaging format now called CLIMB (Connecting, Learning, Informing, Motivating, Building) sessions.
- Initiated a new partnership with Montgomery College to design and implement training in computer software, landscape technology, and supervisory skills.
- Designed and launched PAL (Parks Academy of Learning), a new training portal website designed to increase engagement with frontline employees, streamline training opportunities and integrate training records.
- Developed and implemented an employee engagement mechanism named “HR in the Parks” that is designed to engage current employees and proactively address HR related matters.
- Designed and implemented a recruitment and selection process reference manual to be used by prospective hiring managers at all levels of the department.



Montgomery County

Department of Parks – Management Services

GOALS AND PERFORMANCE MEASURES

Goal To provide a comprehensive training and individual development program to Park staff.				
Objective				
Increase staff competencies to more efficiently perform work program and to provide opportunities for upward mobility.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
# of staff attending Commission-sponsored trainings (multiple classes for some individuals)	4,000	3,489	N/A	N/A
# of leadership or supervisory trainings conducted	25	23	N/A	N/A
Note: Supervisory programs include Leadership Development; Supervisory Development and Park Maintenance Management; Supervisors' Safety Training and Performance Management for Supervisors. This Performance Measure is being replaced by a new metric effective FY16.				

Goal Implement processes in recruitment, employee development and employee relations to positively impact employee/turnover rates.				
Objective				
Increase staff competencies to more efficiently perform work program and to provide opportunities for upward mobility.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of hiring managers receiving Recruitment Manual and attending comprehensive interview training	80%	N/A	50%	75%
% of newly hired employees going through comprehensive orientation within first 90 days	90%	N/A	20%	75%
% of designated major work facilities engaged through "HR IN THE PARKS" annually	90%	N/A	50%	75%
Note: This is a new performance measure effective FY16.				

Goal All assets that require preventive maintenance (PM) have a plan defined in SmartParks.				
Objective				
Create plan once asset is identified for needed PM and revisit plan yearly based on metric.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of assets that require PMs have a plan	>90% of assets have a PM plan	N/A	75%	90%

Goal All managers/staff that need access to SmartParks have access and login regularly.				
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Montgomery County

Department of Parks – Management Services

Objective				
Create accounts for all staff and capture new/removed staff for account updates.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of staff that have SmartParks accounts within two weeks of their start date.	100%	N/A	95%	100%
% of supervisors that access SmartParks at least monthly.	100%	N/A	50%	75%

BUDGET AT A GLANCE

Summary of Division Budget

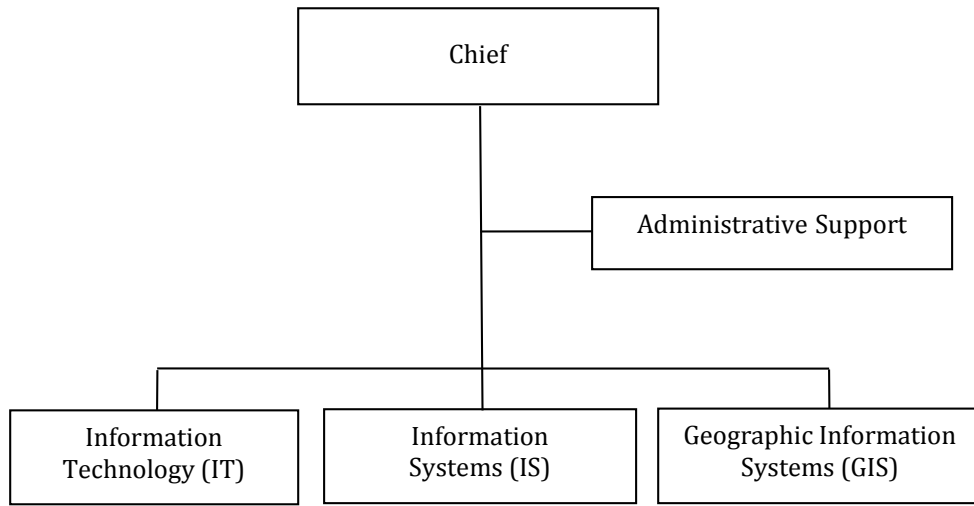
	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$1,577,278	\$1,721,362	9.1%
Staffing			
Funded Career Positions	12.00	13.00	8.3%
Funded Workyears	11.10	12.90	16.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes one (1) full time position and one (1) WY and personnel funding for a Chief Performance Officer to identify and achieve cost savings and to implement departmental efficiencies.
- Decreases salary lapse by 0.8 WY based on historical trend.
- Increases Other Services & Charges by \$16,105 for maintenance increases associated with the Enterprise Asset Management system and for other divisional needs.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Information Technology and Innovation

OVERVIEW

Unlike all other Divisions in the Department of Parks and Planning Department, the Information Technology & Innovation (ITI) Division is an inter-departmental division, serving both Parks and Planning. The ITI Division staff members are located within the Planning headquarters, the Parks headquarters, and numerous Parks facilities throughout the County. ITI is focused on leveraging the reengineered IT Unit serving both Montgomery County Departments to enable business outcomes and ensure customer needs are anticipated and met effectively through a collaborative management model. The ITI Division provides information technology infrastructure and services and IS/GIS systems and support.

The ITI Division consists of the following three units – IT, IS, and GIS:

Information Technology (IT): The IT unit provides a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices.

Information Systems (IS): The IS unit designs, implements, and maintains the information system architecture and all land-use applications for planning analysis in the Department of Parks and the Planning Department, including Hansen and ProjectDox (ePlans).

Geographic Information Systems (GIS): The GIS unit maintains the County's land use and geographic databases. The unit's GIS development efforts are part of a long-term interagency initiative to provide quality GIS data for decision making throughout all levels of County government.

MISSION

To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices.

PROGRAMS AND SERVICES PROVIDED

- WAN/LAN Support
- Voice Over IP (VOIP) and Cloud-based Email
- GIS Mapping Support
- Desktop Support
- Systems Administration

ACCOMPLISHMENTS

- Continued wireless network improvements in departments, providing increased bandwidth and reliability.
- Continued enhancement of VMWare environment to accommodate additional virtualized servers, improving reliability, streamlining administration, and achieving cost savings.
- Continued efforts to improve the wide area network with increased bandwidth and redundancy.



Montgomery County

Department of Parks - Information Technology and Innovation

- Extended Voice Over IP implementation to remaining remote sites.
- Met the IT replacement schedule determined by the Interagency Technology Policy and Coordinating Committee (ITPCC) - replacing obsolete desktops and laptops in both Departments.
- Implemented Office 2016 with OneDrive and Skype for Business.
- Launched Microsoft Project Online for improvement in project management.

GOALS AND PERFORMANCE MEASURES

Goal	To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.			
Objective				
	Maintain uninterrupted network services 24/7			
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of network uptime	99.9%	97.8%	98.2%	98.5%

Goal	To provide highest quality Help Desk support.			
Objective				
	To respond to IT help desk calls as quickly as possible to reduce end-user downtime			
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of trouble resolved on first call when a desk-side visit is not required	97.5%	97.8%	98.2%	98.5%

Goal	To provide adequate network security to prevent loss of data.			
Objective				
	Maintain uninterrupted access to enterprise email			
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of email uptime	99.6%	96.6%	99.6%	99.6%



**Montgomery County
Department of Parks - Information Technology and Innovation**

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,189,818	\$2,326,224	6.2%
Staffing			
Funded Career Positions	10.00	10.00	0.0%
Funded Workyears	8.10	8.70	7.4%

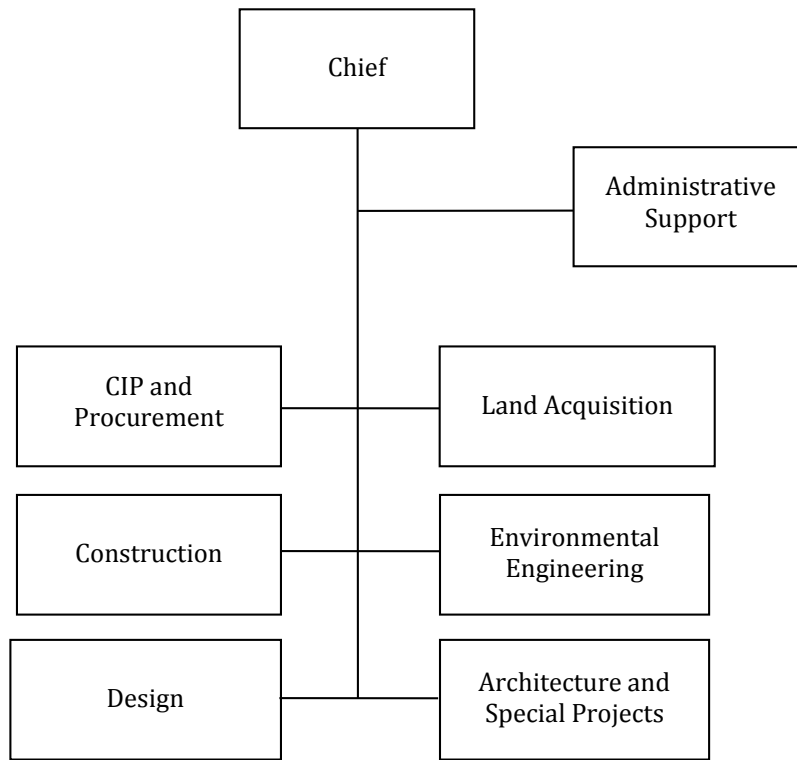
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increases salary lapse by 0.6 WY based on historical trend.
- Increases Other Services & Charges by \$85,600 for contractual increases and maintenance support.



Montgomery County Department of Parks - Park Development

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Development

OVERVIEW

The Park Development Division is responsible for the implementation of the six-year CIP which includes the following functions: acquiring parkland, preparing the CIP budget and procurement, preparing design and construction documents and managing construction for new park facilities as well as park renovation projects that enhance park visits for the residents and visitors of Montgomery County.

In addition, the Division manages, reviews, and inspects other development projects on parkland that may not necessarily appear in the CIP. Examples include developer-built parks, public-private partnerships, and projects implemented by other County agencies.

The Division consists of the following sections: Park Acquisition, Capital Improvement Program and Procurement, Design, Environmental Engineering, Construction, Architecture & Special Projects, and Administration.

MISSION

To acquire land, design, and construct parks and park facilities in an environmentally sustainable way to meet the needs of the citizens of Montgomery County.

PROGRAMS AND SERVICES PROVIDED

- Six Year CIP including design, construction, and renovation of park facilities and amenities
- ADA Compliance
- Water Quality Programs
- Engineering Services for Stream, Pond, and Lake Protection
- Park Permits for Construction on Park Property
- Environmental Management and Engineering
- Park Encroachment Program
- Parkland Acquisition
- Land Surveying

ACCOMPLISHMENTS

- Issued 40 park permits for private construction on park property.
- Acquired 285 acres of parkland.
- Completed 100% of the ADA Accessibility Self-Evaluation and the final transition plan in response to the 2011 Settlement Agreement which is to be submitted to the U. S. Department of Justice (DOJ) in August 2016.
- Updated the Montgomery County Commission on People with Disabilities (CPWD) regarding the Department's ADA program and efforts to date, outlined the Department's strategy on ADA implementation and improvements, and discussed ways and means for the disabled community to provide input on the ADA Transition Plan as well as future park projects.
- Completed and distributed an ADA Compliance Manual to all design personnel, operating divisions, Directors, Division Chiefs, the CPWD, and the Montgomery County ADA Compliance Office.



Montgomery County Department of Parks - Park Development

- Completed ADA improvements at 5 of the 19 park sites contained in the 2011 Settlement Agreement with DOJ making a total of 18 completed park sites by the end of FY16.
- Completed 15 ADA improvement projects in addition to the DOJ park site improvements outlined above. Finished projects include trails, parking lots, sidewalk, amenities, and other upgrades to comply with ADA requirements. The design of at least five additional ADA improvement projects will be completed in FY16.
- Completed construction for the renovation for ten playgrounds.
- Completed facility plans for Caroline Freeland Urban Park, Hillandale Local Park, Little Bennett Trail Connector, and Ovid Hazen Wells Carousel and Recreation Area.
- Completed a feasibility study for Rockwood Manor Special Park.
- Completed condition assessment and facility plan study for the Rock Creek Hiker-Biker Trail in Stream Valley Units 1-3.
- Obtained three-star certification for Evans Parkway Neighborhood Park in the national Sustainable Sites Initiative (SITES) program.
- Completed construction of Phase One of the Little Bennett Day Use Area.
- Completed the hard surface trail signage design manual and trail signage for 14 miles of the Rock Creek Hiker-Biker Trail.
- Completed design for the renovation of Kemp Mill Urban Park and Western Grove Park.
- Completed design and construction for the dog park at Ellsworth Urban Park.
- Completed reconstruction of the trail connector at Layhill Village Local Park and renovation of sections of the Rock Creek Hiker-Biker Trail.
- Completed over 20 projects to improve water resources within the park system including replacing/rehabilitating stream crossings (e.g., bridges, culverts), wetland enhancements, stream restorations and stormwater management.
- Completed approximately six additional in-stream projects as part of work with WSSC to reduce and eliminate sewer overflows and leaks in Montgomery County. Work is being done in Sligo Creek, Cabin John, Northwest Branch, Muddy Branch, Paint Branch, Little Falls, Seneca Creek, and Watts Branch stream valley parks.
- Completed a stream restoration project at Muncaster Challenge as part of the stream bank protection program.
- Completed construction of the Germantown Town Center Park and held a grand opening in October 2015.
- Completed construction of North Four Corners Local Park.
- Completed construction of Greenbriar Local Park.
- Completed construction of the Brookside Gardens' Visitor Center entrance and parking lot.



Montgomery County Department of Parks - Park Development

- Continued construction of Laytonia Recreational Park.
- Began construction of the Rock Creek Maintenance Yard.

GOALS AND PERFORMANCE MEASURES

Goal	To establish a comprehensive implementation and financial strategy to renovate/replace aging park infrastructure to adequately maintain the park system; support leisure and recreational services by providing new and/or enhanced park facilities; protect and preserve open space, and valuable historic, cultural, and natural resources.			
Objective	Develop new parks and facilities; renovate or replace existing park facilities; and protect or renovate park-owned natural, environmental, or historical resources by delivering park projects on time and on budget as per the adopted CIP			
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of approved CIP expenditure spent within fiscal year	85%	96%	85%	85%
Percentage of actual amount spent versus budgeted amount for capital improvement projects related to parkland acquisitions, construction of new or renovated park facilities and protection of parks natural and historical resources.				

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 Adopted	FY17 Proposed	% Change
Budget			
Expenditures	\$3,432,987	\$3,188,580	-7.1%
Staffing			
Funded Career Positions	46.00	46.00	0.0%
Funded Workyears	25.40	25.10	-1.2%

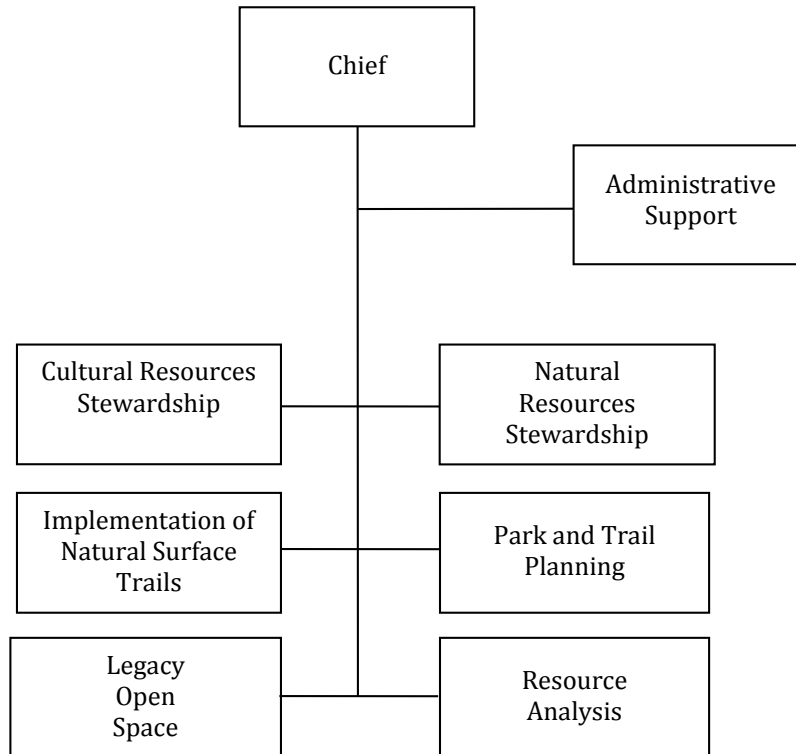
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increases salary lapse by 0.3 WYs based on historical trend.



Montgomery County Department of Parks - Park Planning and Stewardship

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Planning and Stewardship

OVERVIEW

The Division's activities support a variety of planning and stewardship functions on both the administrative and operational sides of the Department of Parks.

Park and Trail Planning coordinates and manages park and trail planning efforts for area master plans, park functional plans (e.g., Vision 2030 and PROS), park master plans, park concept plans, program of requirements for park facility plans (e.g. Josiah Henson Special Park) and the development review process. This unit coordinates planning for the Department's new Urban Parks initiative.

Natural Resource Management coordinates the stewardship of natural resources on M-NCPPC parkland. Major program emphases include natural resources inventory and mapping, white-tailed deer management, nuisance wildlife management, non-native invasive plant management, habitat restoration in environmentally sensitive areas, and the preparation of natural resources management plans for Best Natural Areas and Biodiversity Areas.

Cultural Resources Management coordinates the stewardship and interpretation of 117 historic structures and approximately 600 archaeological sites. Cultural Resources staff conducts research, develops educational programs, interprets historical and archaeological sites, coordinates restoration and/or rehabilitation projects for historic structures and landscapes, and prepares oral histories and a wide variety of reports.

Resource Analysis works to identify, avoid, minimize, or mitigate the negative effects of land-use change on natural resources on parkland. Major program emphases are on the inventory and monitoring of aquatic resources, the environmental review of various development projects affecting parkland, stewardship training for operations staff, development and implementation of pollution prevention programs, interagency watershed restoration and stormwater retrofit projects, and coordination of the Department's natural resources mapping/GIS programs. Resource Analysis staff also manages the Department's two NPDES stormwater programs.

Legacy Open Space works to protect the best remaining natural, cultural, urban, and agricultural open spaces in Montgomery County within the policy framework of the *Legacy Open Space Functional Master Plan* (M-NCPPC, 2001). Program efforts are accomplished by negotiating protections through the development review process, acquisition of land easements, fee simple acquisition of M-NCPPC parkland with Legacy Open Space CIP funding, and private donations. Legacy staff also assists with a variety of park planning efforts.

Natural Surface Trails designs, permits, constructs, and rehabilitates natural surface trails and related infrastructure including trail-head parking areas, kiosks, and signage. Program efforts are focused on providing "sustainable" trails for a variety of users.

MISSION

To achieve the right balance between stewardship and recreation through a comprehensive park and trail planning program that is closely aligned with management and protection of our county's best natural and cultural resources on M-NCPPC parkland.



Montgomery County

Department of Parks - Park Planning and Stewardship

PROGRAMS AND SERVICES PROVIDED

- Park and Trail Planning
- Urban Parks Initiative
- Wildlife Management
- Habitat Restoration
- Non-native Invasive Plant Management
- Archaeology
- Pollution Prevention and Stormwater Management
- Restoration/Rehabilitation of Historic Sites
- Volunteer Management
- Aquatic Resources Management
- Legacy Open Space
- Stewardship Training
- Interpretation of Cultural Resource Sites
- Mapping and GIS
- Construction/ Rehabilitation of Natural Surface Trails
- Environmental Review and Assessment

ACCOMPLISHMENTS

- Treated approximately 700 acres of parkland in FY16 to control non-native invasive (NNI) plants including 62 newly treated acres in park Best Natural and Biodiversity Areas. Given the limited resources available to address this tremendous threat to over-arching land stewardship objectives, affecting much of existing parkland, staff has begun a process of reallocation of NNI resources to the most important assets for mitigation.
- Completed biological monitoring (fish and benthic macroinvertebrates) of 28 sites in Montgomery County Parks.
- Created the new Bennett Creek Conservation Park of over 390 acres to serve the resource-based recreational needs of the increasing populations in Damascus and Clarksburg. This new park will include several miles of trails and other appropriate recreational amenities for residents of the northern-most portions of the County.
- Assessed park trail geospatial database by traversing every natural surface and hard surface trail and for the first time, as of December 2015, park trail GIS layers are complete and accurate.
- Staff was asked to speak at various National, Regional, state and local conferences including; National Parks and Recreation Association Conference, The Mid-Atlantic Stream Restoration Conference, and The Maryland Water Monitoring Council.



Montgomery County

Department of Parks - Park Planning and Stewardship

GOALS AND PERFORMANCE MEASURES

Goal To provide beautiful, diverse natural areas for the public to connect with nature, increase environmental awareness, and promote responsible stewardship through a variety of resource based recreational activities.				
Objective				
Develop and implement natural resource management programs focused on management of white-tailed deer and non-native invasive (NNI) plants in order to protect and enhance biodiversity and ecosystem functions in our most important natural areas.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of Best Natural Area (BNA) and Biodiversity Area (BDA) acreage with on-going natural resource management programs.				
On-going deer management	80%	63.7%	63.7%	69.5%
On-going NNI plant management	33%	5.3%	6.0%	12.0%
Total BNA/BDA acres		14,148	14,148	14,148
BNA/BDA Acres w/Deer Management		9,104	9,836	9,836
BNA/BDA Acres w/NNI Plant Management		750	850	1,700
<ul style="list-style-type: none"> Deer management is ongoing in many park areas that are not BNA/BDAs – these acres are not represented here. FY16 changes include the addition of 43 acres of biodiversity area in Paint Branch SVP. Once initiated in an area deer management will be continued in the future. Expansion of NNI management coverage to be accommodated through reallocation of existing resources to BNA/BDA parklands NNI management is ongoing in many park areas that are not BNA/BDAs – these acres are not represented here. In most cases, once management is initiated acres must be periodically re-treated over many years. 				

Goal To protect and rehabilitate historical buildings, promote archaeology, and provide educational and public programs that reveal the county's unique history.				
Objective				
Provide interesting, fact-based interpretive programs at M-NCPPC's most important historic sites.				
Historic Sites Interpretive Program				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Number of Cultural Resources Programs offered	195	105	130	195
Number of people served	9,000	3,654	6,000	9,000
% of participants that rate the program as good or excellent	98%	97%	98%	98%



Montgomery County

Department of Parks - Park Planning and Stewardship

Archaeology Public Programs				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Number of Cultural Resources Program offered	50	54	50	50
Number of people served	2,100	3,670	2,100	2,100
% of participants that rate the program as good or excellent	95%	100%	95%	95%
<ul style="list-style-type: none"> Types of programs include: group tours, regular scheduled openings to the public, archaeology camps, archaeology field schools, Parks' sponsored events and non-Parks sponsored events where Cultural Resources participates. There were extra programs and people served in the Archaeology Program for FY 15 because of a large program in August called "Brookeville: U.S. Capitol for a Day." 				

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$4,313,004	\$4,611,713	6.9%
Staffing			
Funded Career Positions	38.00	41.00	7.9%
Funded Workyears	38.30	42.70	11.5%

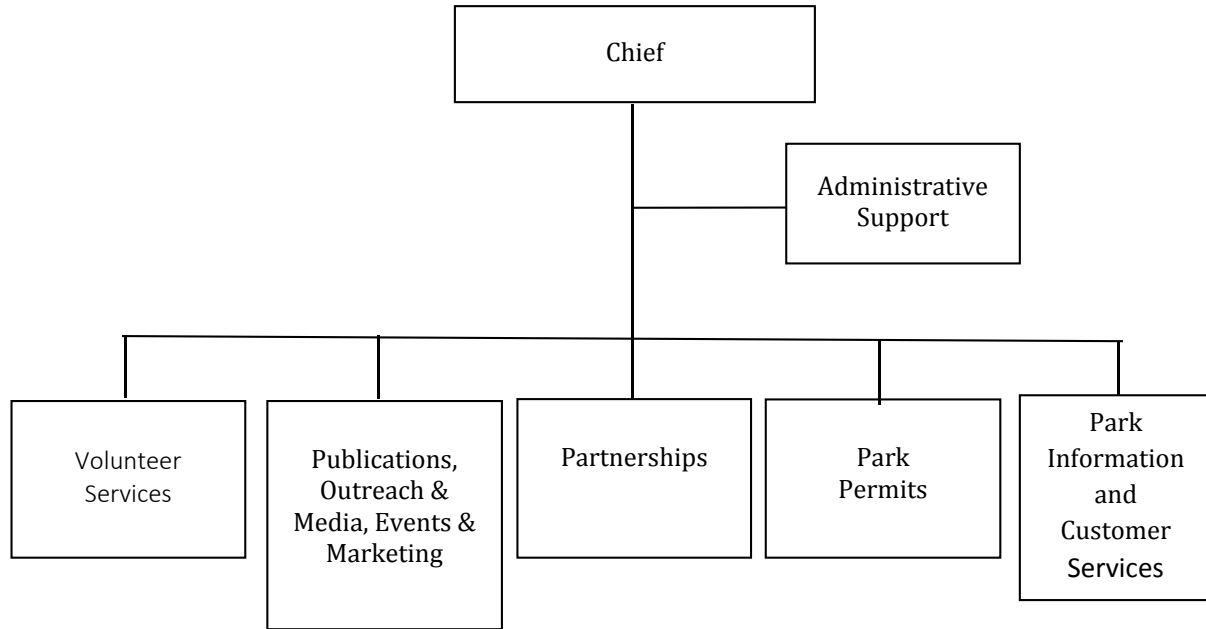
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes two (2) full time career, two (2) WYs and seasonal staffing of 2.0 WYs and personnel funding for OBI for a museum manager, a museum specialist, and seasonal support for the Department's historic and cultural preservation program.
- Includes one (1) full time career and one (1) WY moving from the Enterprise Division to support the Department's historic and cultural preservation program.
- Includes seasonal staffing of 0.1 WY for Program Access.
- Includes increased salary lapse of 0.6 WY based on historical trend.
- Increases Supplies & Materials by \$2,908 for OBI and to address ongoing divisional needs.
- Increases Other Services & Charges by \$3,827 for major known contractual commitments, \$9,600 for OBI, and \$4,000 for divisional needs.



**Montgomery County
Department of Parks - Public Affairs and Community Partnerships**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

OVERVIEW

The **Park Permits** section manages public access and usage of a portfolio of permitted spaces including athletic fields, park activity buildings, picnic shelters, etc. Functions include issuing reservations and permits; special permits for community gardens, geo-caching and other special uses; evaluating and coordinating third party event requests; coordinating calendars and managing conflicting use among Departmental divisions and activities; developing related fee schedules, processes and policies; and managing cost recovery and transfer of recovered fees to affected divisions.

The **Partnerships** section provides central coordination and management support of community partnerships that provide park related services through agreements with non-profit and for-profit organizations. These functions include developing and tracking of formal agreements; evaluating and overseeing partnership proposals and existing partnerships; and closely collaborating with the Montgomery Parks Foundation to develop and promote revenue-generating programs such as naming rights and sponsorships.

The **Publications, Outreach & Media, Events & Marketing (POEMS)** section provides central management and coordination of marketing, communications, and outreach functions. These functions include public outreach and response; marketing; event planning; program development and consultation; advertising; publication development; coordination for requesting banners and signage and exhibits; photography; media and public relations; website development and design; reports and presentations; and branding efforts.

The **Parks Information and Customer Service (PICS)** section provides central management and coordination of public response and customer feedback. Functions include managing response to all public inquiries via the general information phone lines, email addresses and MontgomeryParks.org website using the selected Customer Relationship Management tool, and responding to constituent campaigns and customer service training. The PICS section is also responsible for the development and coordination of the Department's user feedback and analysis program.

The **Volunteer Services** section provides central coordination and management of volunteer and community service programs. Functions include planning and consultation, recruitment, outreach, screening, training, recognition, data collection and management, and evaluation. Volunteer resources include students, corporate partners, stipended service members, community partners and traditional volunteers. Additionally, the Volunteer Services section is responsible for fulfilling the water quality public involvement and participation requirement under the Department's NPDES MS4 permit; and for ensuring that the Department meets the routine maintenance standards for natural surface trail inspection and maintenance.

MISSION

To increase awareness and use of Park Fund and Enterprise Fund programs, facilities and services through strategic marketing and communications efforts, customer-oriented public response and feedback systems and a friendly and efficient Park Permit Office; and support the Department's work program by generating alternative, non-tax supported resources.



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

PROGRAMS AND SERVICES PROVIDED

- Public-Private Partnership Development and Coordination
- Friends Group Development and Coordination
- Park Facility Rentals/Permits
- Advocacy Coordination
- Public Outreach
- Marketing
- Individual and Group Volunteer Development and Management
- Publications
- Customer Service & Response
- Public and Media Relations

ACCOMPLISHMENTS

- Finalized implementation of the Customer Relationship Management (CRM) software for Park Information and Customer Service (PICS) office. Over the past year PICS staff responded to over 7,000 inquiries and requests for service via our general contact portals, inputting requests into the Enterprise Asset Management (EAM) system and responding to inquiries, comments and complaints. We continue to develop ways to improve the customer experience by benchmarking service delivery standards, streamlining the customer service process and developing new feedback methods for customers.
- Provided consultation and management support of 26 existing partner organizations. Managed Public-Private Partnership proposals and pre-proposals for two potential partnerships in Northwest Branch Recreational Park. Staffed internal audit of Adopt-a-Field agreements and initiated amendments to all agreements. Negotiated renewals of four existing partnership agreements. Screened close to 60 inquiries or draft proposals last year for potential partnerships on park land. Coordinated a condition assessment and associated response for Potomac Horse Center.
- Reached a major milestone this year in the Volunteer Services Office as volunteer tracking hit one million volunteer hours. Volunteers removed over 76 tons (that's 152,411 pounds!) of trash, debris, recyclables and tires from parks and streams. Volunteers donated the equivalent of over \$1.5 million dollars in value added service assisting in programs, events and facilities all across the parks system.
- Secured media coverage in national, regional and local outlets; managed department wide print, radio and online advertising campaigns; conducted comprehensive outreach on hundreds of projects, meetings and issues; Spearheaded several successful park opening and dedication events from initial planning to day of event.



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

GOALS AND PERFORMANCE MEASURES

Goal Coordinate a mutually-beneficial relationship between community partners and the park system.				
Objective				
All partnerships are operating under current (not expired) agreements that clearly present division of responsibilities and compliance requirements.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Reduce the number of active partnerships that are operating under expired agreements.	<10%	N/A	N/A	<10%
<ul style="list-style-type: none"> Note: This is a new Performance Measure for FY17. 				

Goal Increase awareness and use of permitted Park Fund facilities by the public.				
Objective				
Increase rentals of facilities by the public.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% utilization of park activity buildings				
peak hours (Friday 5pm-Sunday 11pm)	40%	34%	40%	40%

Goal Create a positive experience for the customer using our rental facilities.				
Objective				
Gain feedback from the customer through a post-event online survey.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Gain information from 40% of customers, then provide quarterly reports to the park managers.	40%	N/A	N/A	40%
<ul style="list-style-type: none"> Note: This is a new Performance Measure for FY17. 				

Goal Generate alternative, non-tax supported resources to support the Department's work program				
Objective				
Increase volunteer support for Department facilities, programs and events				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% increase in the number of volunteer hours contributed	2% annual growth	-13%	>2%	>2%
FY14 hours contributed = 84,572				
% of sanctioned Friends Groups with formal agreements and/or annual work plans. *	100%	50%	N/A	N/A
*This measure is being eliminated in FY16.				



Montgomery County
Department of Parks - Public Affairs and Community Partnerships

BUDGET AT A GLANCE

Summary of Division Budget

	FY16	FY17	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$2,428,748	\$2,657,519	9.4%
Staffing			
Funded Career Positions	22.00	23.00	4.5%
Funded Workyears	20.40	22.90	12.3%

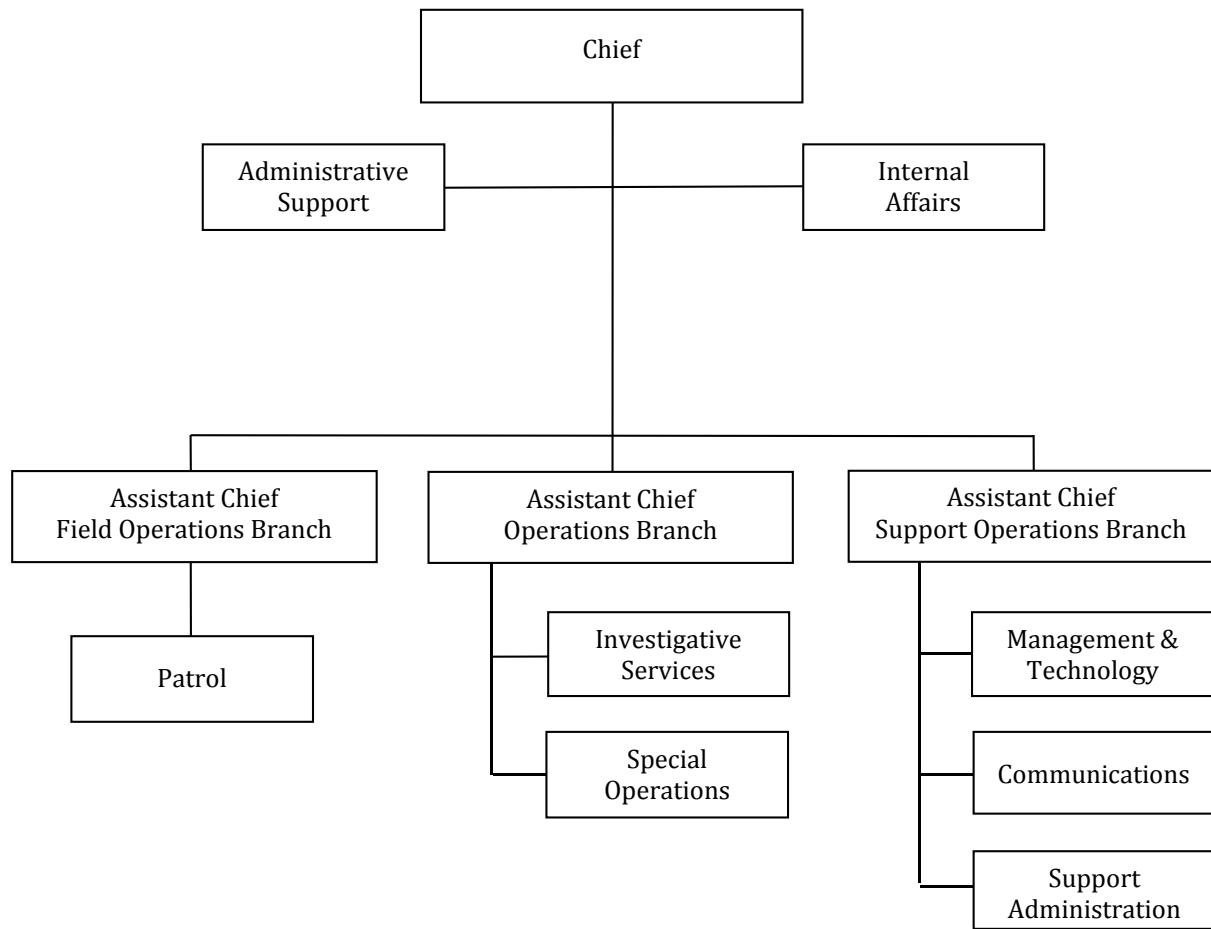
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes one (1) full time position and one (1) WY for marketing, outreach programs and public relations support.
- Includes one (1) full time position and one (1) WY moved from Horticulture, Forestry & Environmental Education.
- Moves one (1) full time position and one (1) WY to Facilities Management.
- Includes seasonal staff of 0.8 WYs for pesticides management based on legislative mandates associated with County Bill 52-14.
- Decreases salary lapse by 0.6 WY based on historical trend.
- Increases Other Services & Charges by \$200,000 for marketing, outreach programs and public relations support and by \$7,320 for contractually obligated increases and divisional needs.
- Decreases Chargebacks by \$10,000 and 0.1 WY based on transfer of exhibit shop to Facilities Management.



**Montgomery County
Department of Parks - Park Police**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Police

OVERVIEW

The division is committed to providing professional public safety services with a focus on crime prevention and detection through statistical analysis of citizen based calls for service and officer observations to ensure a safe park system.

The park land is diverse in its terrain. The use of bicycles, ATVs, marine, canine, motorcycle and horse-mounted officers demonstrate the unique resources the Park Police deploy to ensure that all areas of the park system are patrolled.

The Park Police division is divided into three operational branches and an Administrative Section. The operational components are the **Field Operations** branch comprised of Patrol Services; the **Support Operations** branch comprised of Community Services, Management and Technology, Communications and Support Administration; and the **Operations Branch** comprised of Investigative Services and Special Operations. The **Administrative Section** includes the Office of the Division Chief and Internal Affairs. The division's personnel compliment is augmented by approximately 41 volunteers.

MISSION

To provide public safety services to protect the properties, resources, citizens and visitors within the Montgomery County park system.

PROGRAMS AND SERVICES PROVIDED

- Proactive Patrols
- Undercover Investigations
- Crime Prevention Through Environmental Design
- Community Involvement
- Property and Evidence
- Radio System Management
- Media Relations
- Special Event Planning
- Background Investigations
- Crime Scene Management
- Public Safety Education
- Wildlife Management
- Fleet Management
- Mobile Data Network
- Computer Aided Dispatch
- Strategic Planning
- Recruitment
- Park Facility Assessments

ACCOMPLISHMENTS

- Patrol and Horse-mounted Officers assisted Baltimore City Police during the April 2015 riots. Officers were used at various locations throughout the city to restore and maintain peace.
- Special Operations Officers trained the Baltimore City Mobile Field Force Unit and Baltimore City Police Mounted Unit in crowd control and civil disturbance response methods.
- A Community Response Team (CRT) was created to become the operational arm of the Investigative Services Section. The CRT responds to citizen complaints within the park system, such as complaints of illegal narcotics activity.
- Several high profile Felony Lane Gang cases were closed by arrest, resulting in nearly 40 federal indictments.



Montgomery County

Department of Parks - Park Police

- The Division, was awarded the 2015 Traffic Symposium Award for Second Runner-Up in the Montgomery County Police Department’s Municipal “Click It or Ticket” Challenge.
- Provided active shooter training, “Run, Hide, Fight” to Commission employees.
- One Park Police Officer was honored by the Mid-Atlantic Association of Women in Law Enforcement with a 2015 Valor Award.
- One Park Police Officer was recognized by the Maryland Police and Correctional Training Commissions as Non-Academy Instructor of the Year.
- Park Police are currently testing and evaluating Body Worn Camera units in an initial pilot program.

GOALS AND PERFORMANCE MEASURES

Goal Provide proactive patrols to protect and preserve properties, resources and activities of the Maryland-National Capital Park and Planning Commission				
Objective				
Proactively patrol parks to keep parks safe.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Annual Park Checks *	73,000	73,277	58,500	73,000
Average per Day	200	201	160	200
Objective				
Investigate and solve crimes.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of closed investigations/cases (National Average is 22%)	22%	20%	22%	22%
Note: The estimate for FY16 is projected to be lower due to the number of vacant positions for the first part of the fiscal year.				



**Montgomery County
Department of Parks - Park Police**

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$14,057,738	\$13,973,206	-0.6%
Staffing			
Funded Career Positions	116.00	117.00	0.9%
Funded Workyears	111.90	111.60	-0.3%

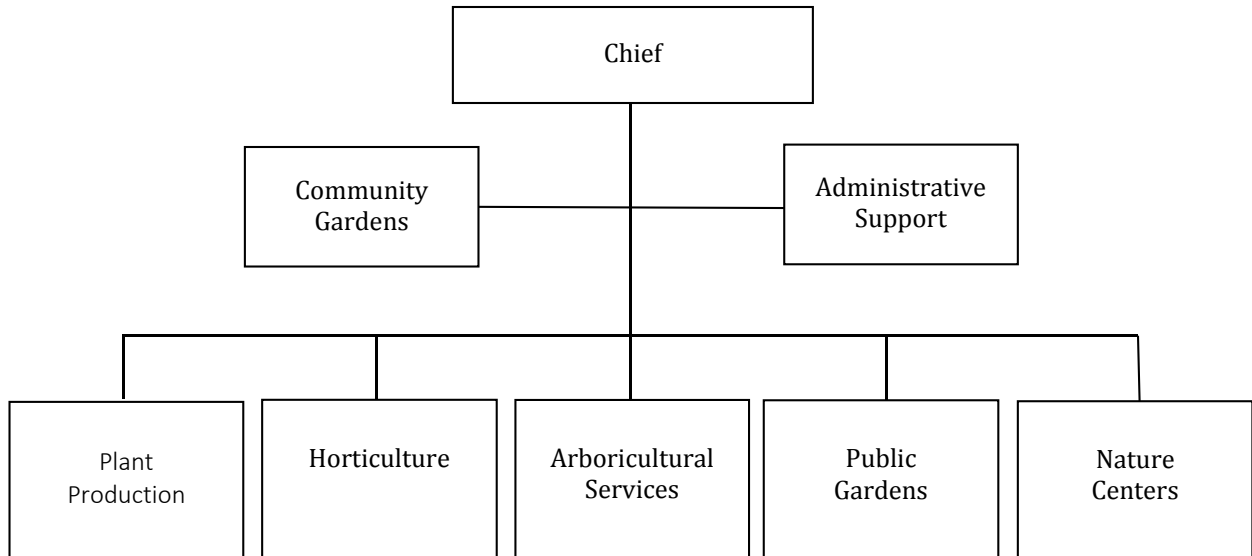
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes one (1) full time career and one (1) WY and funding for a system administrator to manage the division’s databases and disparate computer systems affecting law enforcement and security.
- Includes increase of salary lapse by 1.3 WYs based on historical trend.
- Increases Supplies & Materials by \$140,000 for body worn cameras for all sworn police officers and by \$9,973 for other divisional needs.
- Increases Other Services & Charges by \$8,244 for contractual increases.



**Montgomery County
Department of Parks - Horticulture, Forestry & Environmental
Education**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

OVERVIEW

The Horticulture, Forestry and Environmental Education Division preserves and maintains the natural resources of park land; ensures a safe environment for park patrons; and enhances the natural beauty of parks. Through programming, interpretation, training, and consultation, the Division educates park patrons and supports parks, programs and facilities in plant care and maintenance, stewardship and cultural history, horticulture, arboriculture, natural history, landscape management and design, plant production, and green waste recycling.

The Division is comprised of the following sections:

Community Gardens promotes the cultivation of local produce, encourages healthy living, and fosters social interaction within the community through the development and management of neighborhood gardening sites on park land, privately owned properties and Montgomery County Public School sites.

Plant Production provides comprehensive and cost effective production of plants in support of the development, maintenance, beautification and conservation of 37,000 acres of park land. This section includes growing facilities at Pope Farm and Brookside Gardens.

Horticulture provides consultation, design, tree planting, major horticulture installation and maintenance services supporting the development, renovation and care of county-wide park land. This unit also coordinates county-wide tree planting and aftercare programs for the department.

Arboriculture provides a comprehensive tree care program that supports the protection, management and long-term health of trees and forests on park land. This section also reviews design plans as part of the park development review process in order to preserve trees during construction for future park projects. It provides a safe environment for park patrons through the evaluation and removal of high risk trees and limbs. This section utilizes all green waste produced in the management of parkland to generate compost, soil conditioners and wood products.

Public Gardens are responsible for the maintenance, programming, interpretation and development of Brookside and McCrillis Gardens. Through beautifully designed gardens, diverse learning opportunities, and an engaging staff, the Gardens motivate visitors to take action in their own lives and landscapes to appreciate and care for the plants around them.

Nature Centers promote the preservation and improvement of the natural environment through education and interpretation of the Parks' natural resources and cultural history. The section is responsible for the maintenance, interpretation and development of Brookside, Locust Grove, and Meadowbrook Nature Centers and Black Hill Visitor Center.

MISSION

To support the acquisition, conservation, stewardship, development, maintenance and management of Montgomery County Parks and to educate and inspire park patrons about plants, nature and the environment.



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

PROGRAMS AND SERVICES PROVIDED

- Operation, Maintenance and Programming of Four Nature Centers
- Natural, Historic, Cultural and Garden Interpretation
- Children in Nature Initiative
- Brookside and McGrillis Gardens Management
- Tree Protection and Conservation Including Historic, Significant and Champion Tree Program
- Landscape, Design, Installation and Maintenance
- Sustainable Green Business Practices and Green Waste Recycling Program
- Special events and symposiums
- Adult and Children’s Horticultural and Conservation Education Programs and Camps
- Community Gardens Installation and Management
- Reforestation Program and Tree Inspection, Aftercare and Maintenance Programs
- 24-hour Tree Emergency
- Integrated Pest Management (IPM)
- Facility/Rentals and Gift Shop
- Comprehensive Nursery and Greenhouse Plant Propagation and Production Programs.

ACCOMPLISHMENTS

- Over 1,300 visitors (largest attendance ever for this event) attended Monarch Fiesta Day at Black Hill Visitor Center.
- 32,000 volunteer hours were logged with various programs and facilities in the HFEE Division.
- A memorandum of understanding was completed with the Friends of Black Hill Nature Programs.
- Black Hill naturalists partnered with the Boys and Girls Club in Germantown, MD to provide after school environmental education and outdoor experiences for 5th and 6th graders.
- A strategic plan was developed for Black Hill nature programs, and Black Hill Visitor Center will be managed by Black Hill naturalists. The Center will be used for an expanded environmental education program and for revenue generating rentals and events.
- Over 1700 children’s classes and programs were provided at nature centers and Brookside Gardens which supported the Children in Nature State of Maryland initiative.
- Awarded a grant for the second straight year from the Chesapeake Trust for interns at Meadowside Nature Center, Pope Farm and Brookside Gardens.
- Armstrong Cabin has been renovated at Locust Grove Nature Center and is being used for programs and special events.
- A Camp-in program has been initiated at Brookside Nature Center that provides groups with the opportunity to enjoy parks at night and have an interpretive experience with nocturnal animals.
- Brookside Nature Center hosted its first Annual Honey Harvest Festival.



**Montgomery County
Department of Parks – Horticulture, Forestry & Environmental
Education**

- Pope Farm implemented a bar code inventory system for trees using the new SmartParks system which allows tracking of each tree within the nursery and tracks the location when the tree is planted in a park.
- The Montgomery Parks Tree Symposium held in November was sold out with over 300 attendees.
- Over 275 staff has been trained in best management practices in managing plant pests and diseases in parks.
- A comprehensive plan to address the emerald ash borer in Montgomery Parks was developed.
- Completed construction of Phase I and II of the Brookside gardens master plan, the main entrance, parking gardens and four acres of new gardens.
- Brookside Gardens received a grant from the Stanley Smith Horticultural Trust for \$15,000 to hire a consultant to evaluate and recommend design and maintenance standards, and plant upgrades for the Gude Garden.
- The Wings of Fancy Butterfly Exhibit reopened at Brookside Gardens with visitation exceeding over 27,000, after being closed for a year due to construction.
- The Garden of Lights winter garden walk reopened after being closed for a year due to construction. Mild weather, renewed interest by the community and a larger parking lot contributed to record attendance.

GOALS AND PERFORMANCE MEASURES

Goal To preserve the natural tree canopy of the parks.				
Objective				
Maintain or increase existing tree canopy.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
# of trees planted	# of trees planted exceeds # of trees removed	851	1,300	1,600
# of trees removed		787	900	1,100
Goal To connect children to the natural environment and support the State’s Children In Nature initiative.				
Objective				
Increase children’s participation in outdoor activities.				



**Montgomery County
Department of Parks – Horticulture, Forestry & Environmental
Education**

Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of children’s programs with an outdoor component	100%	98%	98%	98%
	1,700	1,709	1,712	1,794

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$8,280,827	\$8,900,531	7.5%
Staffing			
Funded Career Positions	84.00	86.00	2.4%
Funded Workyears	88.70	91.40	3.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes one (1) full time career and one (1) WY and personnel funding for program coordination for Activating Urban Parks.
- Includes one (1) full time career and one (1) WY and personnel funding for management and expansion of the native plant program and waste water improvement projects and gardens. This program supports stream restoration, storm drain outfalls, slope erosion stabilization, drainage issues and impervious removals, and bio-retention areas and is funded 50% by the NPDES program. Also includes a decrease of 1.0 seasonal WY and associated funding to offset converting support from seasonal to a full time position.
- Converts one term contract and (1) WY to one (1) full time career and one (1) WY for green management coordination under the NPDES program to provide compliance support and training in safe pesticide use and integrated pest management strategies for the Department.
- Includes one (1) term contract position for management of the Emerald Ash Borer (EAB) tree pest program.
- Moves one (1) full time career and (1) WY from Horticulture, Forestry, and Environmental Education Division to Public Affairs and Community Partnerships Division.
- Converts one (1) part time career and 0.5 WY to one full time career and one (1) WY.
- Includes 0.1 seasonal WY for OBI and one 0.3 seasonal WY for Program Access support.



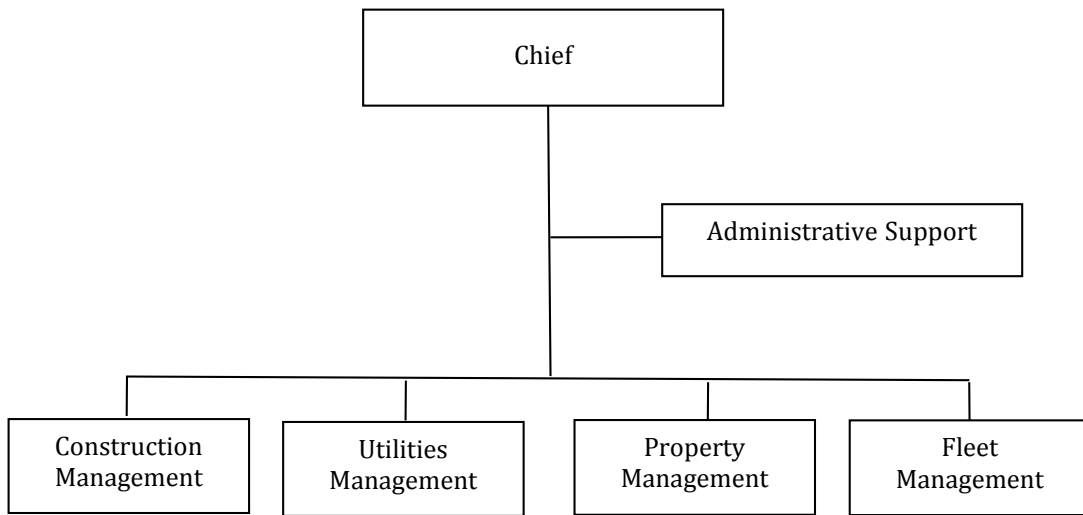
Montgomery County
Department of Parks – Horticulture, Forestry & Environmental
Education

- Increases Supplies & Materials by \$20,000 for Activate Urban Parks program, \$10,000 for the native plant program, \$9,450 for divisional needs, \$960 for OBI, and \$750 transferred from Other Services & Charges.
- Increases Other Services & Charges by \$400,000 for EAB pest control to fund contractual work to remove hazardous trees and limbs along heavily paved trails and by \$1,004 for OBI.
- Reduces chargeback to the CIP Fund by 1.0 WY as Horticulture staff is no longer conducting athletic field renovations as they are focusing on much needed horticulture related work on Park land including landscape maintenance, tree planting, tree digging and tree pruning.



**Montgomery County
Department of Parks – Facilities Management**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Facilities Management

OVERVIEW

The Facilities Management division provides for the care and maintenance of the Department's physical assets: facilities, pavement, fleet, playgrounds and major building systems. Facilities Management maintains critical Park infrastructure in coordination with other divisions to accomplish the Department's mission. The division is responsible for facility condition assessments, major and minor maintenance programs, and serves as primary support to the Department's CIP. The division provides routine and planned services in addition to a 24/7 emergency response after hours and weekends, and provides critical support during extreme weather events.

This division strives to achieve a balance between the upkeep of aging facilities and new construction by integrating a number of CIP and major maintenance projects into the daily work program each year. This is supported by a complex work request system, EAM. In addition to 22 CIP projects, the Division has received 172 major maintenance project requests for FY16. Facilities Management Staff will complete 6,040 planned Routine and Preventative Maintenance service requests and approximately 3,000 Reactive Service Requests. Approximately 2,800 work requests are awaiting completion in backlog. For FY17, Fleet Management is projected to complete over 4,300 work requests, of which 2,100 are preventative maintenance.

The Facilities Management division is comprised of five functional sections:

Administration provides leadership, customer service and administrative services for the division.

Construction Management provides centralized planning, development, maintenance, repair and remodeling services for Department facilities.

Utilities Management provides retrofitting, installation and servicing of the mechanical systems for the Department, including upgrades to increase energy conservation such as remote control thermostats.

Properties and Administration provides oversight of the Department's leased properties and the Property Management revenue budget and; oversight of the Facilities Management budget and purchasing activity. The leased properties are supported by the maintenance efforts of in-house staff which provide 24/7 response.

Fleet Management provides vehicle acquisition, centralized maintenance and repair for all motorized equipment and oversight of fueling stations across the Department.

MISSION

To build, maintain, and protect facilities (bricks and mortar), which provide the residents and visitors of Montgomery County with a safe Park experience.



Montgomery County

Department of Parks – Facilities Management

PROGRAMS AND SERVICES PROVIDED

- Service Center/Dispatch and Work Order Management
- Routine and Preventative Maintenance
- Fueling Stations
- Utilities, Security Systems
- Regulatory Compliance
- Inspection and Repairs
- Environmental Stewardship through Sustainability and Energy Management
- Develop, Renovate, Design, Construct
- CIP Implementation
- Planned Lifetime Asset Replacement (PLAR)
- Fleet Acquisition and Maintenance
- Adaptive Reuse of Obsolete Structures

ACCOMPLISHMENTS

- Completed restoration of the historic Darby Store in Bealesville, Md. This was a multi-year project led by Facilities Management and Park Planning and Stewardship, involving staff from several park divisions. The building was advertised for tenancy and a lease has been executed with Patriot Land and Wildlife.
- Working with staff from the Park Development Division, completed path renovations in 1.5 miles of Rock Creek Stream Valley Park, Willard Local Park, Adventure Nature Center Driveway, Aberdeen Local Park, and Capital View Homewood. These projects represent a new approach to the paving and paths PDF allocations. Previously Facilities Management worked exclusively on local parks while Park Development staff focused on non-local parks. Today these divisions work cooperatively to allocate work for the most favorable return on investment. FM staff also completed ADA accessibility improvements at Potomac Community Center.
- Completed three playground replacement projects including Waters Landing Local Park, John Haines Local Park, and Seneca Day Camp.
- Provided support to the Enterprise Division by completing renovations at Pauline Betz Addie Tennis reception area which included ADA improvements, supported annual maintenance projects at Pauline Betz Addie and Wheaton Tennis Centers; supported train and carousel operations with mechanical maintenance and repair.
- Completed two major roof replacements at Potomac Horse Center main barn and the Mooseum barn building.

GOALS AND PERFORMANCE MEASURES

Goal Provide clean, safe, and accessible places for leisure-time activities				
Objective				
Align the Division’s work programs to achieve a safe environment through the prioritization of job assignments in the areas of Major Maintenance, CIP and Park emergencies.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of emergency maintenance requests responded to and stabilized within 3 hours of emergency services call.	90%	83%	85%	90%



Montgomery County

Department of Parks – Facilities Management

% of comprehensive inspections of Park structures conducted annually. (Comprehensive inspections are done every 3 years and component inspections are done quarterly.)	33%	12%	15%	15%
% of vehicles available for use (Not down for repair or maintenance)	94.7%	95.9%	98.5%	98%

Notes:

- 1) FM is responsible for a timely response of 3 hours each time an emergency call is placed into the Service Center. The response time varies according to the type of call coming into the center and the magnitude of the event. During large events such as storms, floods, graffiti, and the like the response time for the team will extend beyond the 3 hour standard especially if the emergency involves multiple trades. Stabilized means maintenance hazards are mitigated
- 2) This new program calls for a comprehensive inspection of all buildings and structures every 3 years to be staggered among the 400 plus structures currently in the Parks inventory. These inspections are both structural and mechanical in nature and also identify any and all hazardous materials. These inspections do not replace the already existing Routine Preventative Maintenance inspections we currently perform on a quarterly basis in the areas of HVAC, Plumbing, and Electrical systems.

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$11,533,316	\$11,666,187	1.2%
Staffing			
Funded Career Positions	112.00	115.00	2.7%
Funded Workyears	95.90	98.30	2.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes one (1) full time career and one (1) WY to address the standardization of implementation, equipment distribution, liability, and privacy concerns for surveillance systems in Park facilities.
- Includes one (1) full time career and one (1) WY and personnel funding moving from Public Affairs and Community Partnerships for production of exhibits, displays, and interpretive signage.
- Moves one (1) full time career and one (1) WY from Facilities Management to Office of the Director to serve as the athletic field program manager for the Department.
- Includes two (2) full time career and (2) WYs and personnel funding for OBI.
- Increases Supplies & Materials by \$60,000 for new surveillance cameras and supplies.



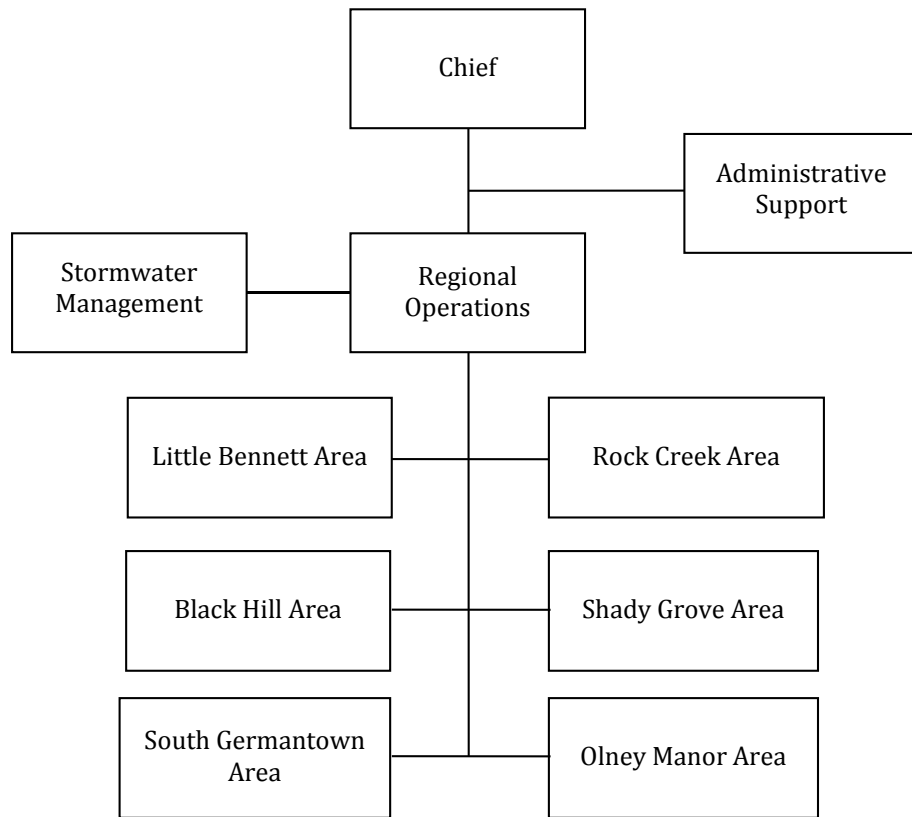
Montgomery County Department of Parks – Facilities Management

- Increases Other Services & Charges by \$53,820 for major known contractual commitments, OBI, and other divisional needs.
- Increases Chargebacks by \$12,200 which includes \$10,000 from the transfer of the exhibit shop to Facilities Management from the Public Affairs and Community Partnerships Division as well as an increase of \$2,200 for the chargeback for divisional support to the Enterprise Fund.



**Montgomery County
Department of Parks - Northern Parks**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Northern Parks

OVERVIEW

The Northern Parks Division encompasses the portion of Montgomery County north of Rockville and from the Potomac River to the Howard County line. The Division manages and maintains a large variety of parks, including regional and recreational parks, local parks, urban parks, conservation areas, stream valley and neighborhood parks. The Northern Parks Division also contains large lakes with boating operations, one historical farm park, four equestrian centers, one full-service campground, a splash playground, a miniature golf operation, a driving range, and two nature centers.

The Northern Parks management areas are based out of Little Bennett Regional Park, Black Hill Regional Park, Shady Grove, Rock Creek Regional Park, Olney Manor Recreational Park and South Germantown Recreational Park.

The Northern Parks Division meets both local and regional leisure needs by providing opportunities for outdoor recreation; and the conservation and preservation of stream valleys and natural areas. Passive and active recreational activities include picnicking, league sports, camping, hiking, biking, boating, fishing, playgrounds, basketball, and tennis.

One of the Division's focuses, beyond those listed above, is in the area of water quality protection. Staff resources have been devoted to ensuring compliance with all applicable storm water management regulations and NPDES requirements and are striving to expand those efforts to better protect our natural resources.

Additional services are provided by both public and private partners including the Miracle League, Maryland Soccer Foundation and the TennisPlex at South Germantown, Go Ape at Rock Creek Regional Park, the Montgomery County Recreation Department and the Montgomery County Public Schools to name a few. The Division also sponsors or supports a number of large events including, but not limited to, the Harvest Festival at the Agricultural History Farm Park and the Germantown Glory Fourth of July Celebration at South Germantown Recreational Park.

MISSION

Provide residents with safe, well-maintained, and well-managed active and passive parks and recreation facilities.

PROGRAMS AND SERVICES PROVIDED

- Athletic Field and Court Maintenance
- Playground Maintenance and Inspections
- Trash/Litter Removal and Recycling
- Storm Water Management and NPDES Compliance
- Regional Park Attractions and Enterprise Support
- Parkway and Roadway Maintenance
- Special Event Management
- Turf Management
- Snow Removal/Storm Response
- Hiking, Biking and Equestrian Trail Maintenance
- Natural Resource Management



Montgomery County

Department of Parks - Northern Parks

ACCOMPLISHMENTS

- Expanded the project involving planting and installing vegetated floating islands in stormwater management ponds to reduce nutrients and improve water quality.
- Effectively co-managed several large scale events including the Sizdeh Bedar at Black Hill Regional Park with 2,500 in attendance, Germantown Glory at South Germantown Recreational Park with 35,000 in attendance, and the MoCo Epic at South Germantown Recreational Park with over 1,000 cyclists.
- Held an Earth/Arbor Day event with 130 fourth grade students from Little Bennett Elementary School in coordination with staff from the Horticulture, Forestry and Environmental Education division.
- Supported *Close Encounters with Agriculture* program at the Agricultural History Farm Park for approximately 4,100 fourth grade students.
- Hosted third annual Great Outdoor Festival at Little Bennett Campground.
- Opened Germantown Town Center Urban Park and Little Bennett Day Use Area.
- Secured a grant for fitness equipment at South Germantown Recreational Park.

GOALS and PERFORMANCE MEASURES

Goal Maintain Montgomery County's award winning park system in a safe, aesthetic and functional manner.				
Objective				
Manage and complete work requests in the most effective and efficient way possible so as to maximize productivity.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Routine Work Requests: Total		5,532	8,000	8,000
Completed		3,957	4,800	6,000
% Routine Work Requests Completed	80%	72%	60%	75%
Non-Routine Work Requests: Total		2,167	1,600	1,600
Completed		1,678	1,200	1,200
% Non-Routine Work Requests Completed	100%	77%	75%	75%



Montgomery County

Department of Parks - Northern Parks

Notes:

- Routine work requests include such things as mowing, athletic field maintenance, playground inspection and maintenance etc. They typically have a work order associated with them that is generated on a recurring and automatic basis.
- Non-routine work requests are more typically of a more critical or emergency nature, such as weather related or other emergencies, removal of illegal dumping, removal of graffiti, support for special events, etc.
- All Routine Preventive Maintenance requests are not performed every cycle even though they are generated. (e.g., not all routine preventive maintenance requests for mowing are done during hot summers).

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 Adopted	FY17 Proposed	% Change
Budget			
Expenditures	\$9,671,007	\$10,102,693	4.5%
Staffing			
Funded Career Positions	110.00	114.00	3.6%
Funded Workyears	115.00	119.00	3.5%

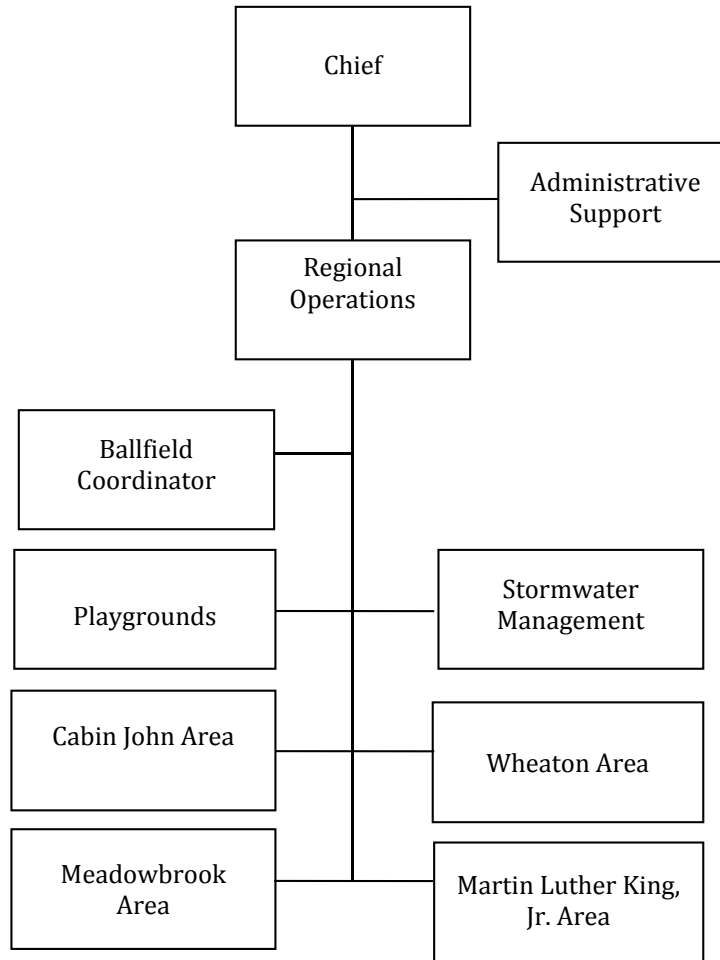
HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes three (3) full time career and three (3) WYs and seasonal staff of 0.6 WYs for OBI.
- Includes one (1) full time career and one (1) WY and seasonal staff of 1.2 WYs for pesticides management based on legislative mandates associated with County Bill 52-14.
- Increases Supplies & Materials by \$46,550, Other Services & Charges by \$8,900 and Capital Outlay by \$259,650 for OBI for new parks. Of these amounts, \$259,650 is a one-time expense.
- Shifts \$11,040 from Supplies & Materials to Other Services & Charges to meet divisional needs.
- Increases Supplies & Materials by \$34,928 for pesticides management based on legislative mandates associated with County Bill 52-14.
- Increases Other Services & Charges by \$26,040 for major known contractual and maintenance commitments, divisional needs and other contractual commitments.



Montgomery County Department of Parks - Southern Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Southern Parks

OVERVIEW

The Southern Parks Division is bounded by Rockville to the north, the District of Columbia to the south, Prince George's County to the east, and the Potomac River to the west. The Southern Parks Division's maintenance management facilities are located at Cabin John Regional Park, Wheaton Regional Park, Martin Luther King, Jr. Recreational Park, and Meadowbrook Maintenance Facility. Southern Region Headquarters is also located in the Meadowbrook Maintenance Facility.

The Southern Parks Division has a large mixture of developed parks and services. The Division is home to Shirley Povich Stadium, Meadowbrook and Wheaton Riding Stables, Josiah Henson Historical Property, Rockwood Manor, Brookside Gardens, Martin Luther King Jr. Heart Smart Trail, Capital Crescent Trail, Matthew Henson Trail, and Beach Drive and Sligo Creek Parkways.

The Southern Parks Division also contains conservation areas, green spaces, trails, parkways, storm water management structures, two miniature train operations, two ice rinks, one carousel, one sports pavilion, two skateboard parks, two indoor tennis facilities, two nature centers, two equestrian centers, one-hundred and eighty-two playgrounds, ninety-four basketball pads, ninety-three tennis pads, and three dog parks.

This Division meets both local and regional leisure needs by providing opportunities for a wide variety of outdoor recreational activities in the most densely populated areas of Montgomery County. In addition to preserving over 4,500 acres of stream valley parks, the Southern Parks Division staff manages and maintains three Regional/Recreational Parks, twenty-three Urban Parks, seventy-one Neighborhood Parks, and eighty-one Local Parks.

MISSION

To provide users with choices of active and passive recreation in parks and facilities that are safe and well-managed; and to apply best practices of stormwater management and stewardship for both undeveloped land, and our built resources located within the natural environment.

PROGRAMS AND SERVICES PROVIDED

- Athletic Field and Court Maintenance
- Playground Maintenance and Inspections
- Trash/Litter Removal and Recycling
- Storm Water Management/NPDES
- Regional Park Attractions and Enterprise Support
- Parkway and Roadway Maintenance
- Snow Removal
- School Athletic Field Renovation and Maintenance
- Community and 3rd Party Support (Special Events)
- Custodial Services
- Integrated Pest Management
- Tree Planting and Aftercare
- Grounds Maintenance
- Storm Response
- Land Management/Non-Native Invasives
- Trail Inspection and Maintenance
- Turf Management
- Ballfield Renovations (Regional and Local)
- Public Private Partnerships, Adopt-A-Field Agreements



Montgomery County

Department of Parks - Southern Parks

ACCOMPLISHMENTS

- Relocated the Southern Region Headquarters to Meadowbrook for greater involvement in operations, office expansion, central access to the region facilities, and shorter drive times to various administrative offices.
- Relocated the outdoor hockey rink due to MCPS occupation of the Rock Creek Hill Elementary School.
- Removed dated exercise equipment and added new and improved outdoor fitness equipment to: Rock Creek Trail along Beach Drive, Martin Luther King, Jr. Recreational Park, and Falls Road Local Park.
- Effective January 1, 2016, began beta-testing tracking all pesticide and herbicide applications electronically in SmartParks for efficient, reportable data management to comply with County pesticides legislation.
- Oversaw ArcGIS collection of over 300 park and school athletic fields.

GOALS AND PERFORMANCE MEASURES

Goal Maintain Montgomery County's award winning park system in a safe, aesthetic and functional manner.				
Objective				
Manage and complete work requests in the most effective and efficient way possible so as to maximize productivity.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
Routine Work Requests:				
Total		7,102	8,700	9,000
Completed		5,779	6,700	8,000
% Routine Work Requests Completed	90%	81%	77%	89%
Non-Routine Work Requests:				
Total		3,404	3,400	3,700
Completed		2,533	2,600	3,000
% Non-Routine Work Requests Completed	100%	74%	76%	81%
Notes:				
<ul style="list-style-type: none"> • Routine Work Orders include such things as mowing, custodial, athletic field maintenance, playground inspection and maintenance. These Work Orders are generated on a recurring schedule. • The number of Routine Work Orders are increasing as we become more in line with standards set by government agencies/manufacturers/ safety/industry/budget. • The completion percentage of Routine Work Orders has decreased due to significant number of staff vacancies. • Non-Routine Work Orders are more of an ad hoc nature and can include critical or emergency work related to severe weather events, removal of illegal dumping, removal of graffiti, and support for special events. • The total of Non-Routine Work Orders is expected to decrease in FY16 as staff has increased the number of inspections of their assets, included in Routine Work Orders, of assets. • The total of Non-Routine Work Orders is expected to increase in FY17 as more and more assets are added to our inventory, existing assets age, and inspections find repairs needed. 				



Montgomery County

Department of Parks - Southern Parks

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$13,077,629	\$12,940,893	-1.0%
Staffing			
Funded Career Positions	150.00	151.00	0.7%
Funded Workyears	156.40	158.70	1.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Includes one (1) full time career and one (1) WY and seasonal staff of 1.6 WYs for pesticides management based on legislative mandates associated with County Bill 52-14.
- Includes 0.4 seasonal WY for OBI.
- Increases salary lapse by 0.7 WY based on historical trend.
- Increases Supplies & Materials by \$6,000 for OBI and by \$20,016 to address on-going divisional needs and by \$5,000 transferred from Support Services to meet divisional needs.
- Increases Supplies & Materials by \$43,437 for pesticides management based on legislative mandates associated with County Bill 52-14.
- Increases Other Services & Charges by \$15,900 for major known contractual commitments and other contractual obligations.
- Shifts \$10,000 from Supplies & Materials to Other Services & Charges to meet divisional needs.



Montgomery County

Department of Parks - Support Services

OVERVIEW

The Support Services program contains department-wide expenses including utilities, gasoline, telephone, insurance, and workers compensation premiums.

The Personnel Services costs primarily relate to payments due to unemployment insurance costs and group long-term disability insurance premiums. Responsibility for monitoring this program is assigned to the Management Services Division.

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$10,262,238	\$10,951,898	6.7%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Workyears	2.60	2.60	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Decreases personnel budget by \$43,582 due to a reduction in group long-term disability costs.
- Increases Supplies & Materials by \$4,433 for Program Access support, \$80,000 for fuel, \$21,400 for propane, and \$36,372 for divisional needs.
- Increases Other Services & Charges by \$125,480 for telecommunications and utilities, by \$116,600 for OBI, and by \$187,738 for major known contractual commitments.
- Increases Other Services & Charges by \$19,400 for a ballfield pilot for pesticides management based on legislative mandates associated with County Bill 52-14.
- Reduces Risk Management charges by \$68,200.
- Increases internal service funds by \$105,300 for the repayment of financed capital equipment and for Commission-wide IT services.
- Increases chargebacks from CAS by \$69,263 and chargeback from the Enterprise Fund by \$28,546.



Montgomery County

Department of Parks – Property Management

OVERVIEW

The Property Management Fund is a self-sustaining program financed by the revenue derived from the rentals of park houses, commercial agreements, and other land leases.

The Property Management Unit provides the oversight of leased property, which often involves keeping pace with market activity such as an increased demand for rental housing, and land for parking. The Property Management Unit continues to seek rental revenue opportunities for five of the original eleven closed park activity buildings.

The Property Management program establishes rental rates, advertises vacancies, negotiates, drafts and administers legal agreements for use of Park property, and serves as the landlord representative to the public and tenants.

The Property Management portfolio continues to reflect a slight, but steady growth in revenue, which is attributed to the rental of park activity buildings, land for parking use, and annual rental increases pegged to a fixed rate standard.

MISSION

To provide lease administration and property management services for a diverse portfolio of rental property including buildings, residences, equestrian facilities, agriculture, telecommunications, and recreation; and to promote the use of properties as sources of revenue for public benefit and as a means of land stewardship.

PROGRAMS AND SERVICES PROVIDED

- Oversight of Leased Park Property
- Demolition of Candidate Structures
- Property Management Services

ACCOMPLISHMENTS

- Repurposed six of the original eleven closed Park Activity Buildings by leasing them to private entities, a result of a multi-year effort to find compatible uses.
- Tenanted the historic Darby General Store after long term vacancy and rehabilitation work performed by the Facilities Management Division.



Montgomery County Department of Parks – Property Management

GOALS AND PERFORMANCE MEASURES

Goal To provide management and maintenance oversight of Park rental houses.				
Objective				
Achieve a high occupancy rate for Commission Park rental houses offered for lease.				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% occupancy rate	100%	95%	95%	99%

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 Adopted	FY17 Proposed	% Change
Budget			
Expenditures	\$1,126,800	\$1,319,000	17.1%
Staffing			
Funded Career Positions	4.00	4.00	0.0%
Funded Workyears	7.00	7.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Moves management of the lease along with associated revenue and cost of the Agricultural Farm Activity Building from the Enterprise Division to the Property Management Fund.
- Increases revenue by \$192,200 due to the addition of the revenue from the Agricultural Farm Activity Building as well as progression of standardization and implementation of annual rental increases, additional tenants, and a higher percentage of tenants paying fair market rental rates for building and land rentals.
- Increases Personnel by \$45,156 for compensation increases.
- Increases Other Services & Charges by \$107,044 for additional contractual maintenance and property services associated with the increase in rental activity and costs associated with the addition of the Agricultural Farm Activity Building.



Montgomery County

Department of Parks – Non-Departmental, Other & Transfers

OVERVIEW

The Non-Departmental, Other/Transfers section accounts for other expenses including:

- Other Post-Employment Benefits (OPEB)
- Transfers to other funds
- Compensation increases
- Reserve accounts

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	%
Park Fund			<u>Change</u>
<u>Major Personnel Cost Changes</u>			
OPEB Paygo	\$ 3,588,095	\$ 3,567,771	-0.6%
OPEB Prefunding	1,366,441	1,406,319	2.9%
Compensation Adjustment	<i>(included in Division budgets)</i>	1,132,809	-
Transfer to CIP (PayGo)	350,000	350,000	0.0%
Transfer to Debt Service	5,059,085	5,371,969	6.2%
Operating Expenditure Reserve 3%	2,637,000	2,732,100	
Park Fund Total	\$ 13,000,621	\$ 14,560,968	12.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Adds compensation funding for wage adjustments for Park Fund of \$1,132,809 (subject to negotiations). This amount includes \$20,000 budgeted for seasonal employees.
- Decreases the OPEB PayGo by 0.6% or -\$20,324.
- Increases OPEB Prefunding by 2.9% or \$39,878.
- Increases the debt service transfer by 6.2%.



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Office of the Director				
Personnel Services	1,173,833	1,289,416	1,474,502	14.4%
Supplies and Materials	28,508	3,400	3,468	2.0%
Other Services and Charges	12,875	44,850	44,850	0.0%
Capital Outlay	7,129	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,222,345	1,337,666	1,522,820	13.8%
Public Affairs & Community Partnerships				
Personnel Services	2,013,809	2,105,478	2,163,893	2.8%
Supplies and Materials	115,449	101,800	54,836	-46.1%
Other Services and Charges	177,536	231,470	438,790	89.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(10,636)	(10,000)	-	-100.0%
Total	2,296,158	2,428,748	2,657,519	9.4%
Management Services				
Personnel Services	1,203,031	1,398,786	1,526,593	9.1%
Supplies and Materials	10,509	8,600	8,772	2.0%
Other Services and Charges	13,215	169,892	185,997	9.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,226,755	1,577,278	1,721,362	9.1%
Information Technology & Innovation				
Personnel Services	875,888	1,014,338	1,062,744	4.8%
Supplies and Materials	336,786	220,000	224,400	2.0%
Other Services and Charges	913,492	1,011,680	1,097,280	8.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(53,000)	(56,200)	(58,200)	3.6%
Total	2,073,166	2,189,818	2,326,224	6.2%
Park Planning & Stewardship				
Personnel Services	3,930,765	4,107,636	4,335,836	5.6%
Supplies and Materials	55,446	90,400	93,308	3.2%
Other Services and Charges	216,807	495,850	513,277	3.5%
Capital Outlay	37,646	55,000	55,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	(368,419)	(435,882)	(385,708)	-11.5%
Total	3,872,245	4,313,004	4,611,713	6.9%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Park Development				
Personnel Services	4,812,094	5,471,787	5,226,413	-4.5%
Supplies and Materials	53,426	42,100	42,942	2.0%
Other Services and Charges	87,926	99,700	99,825	0.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,329,658)	(2,180,600)	(2,180,600)	0.0%
Total	2,623,788	3,432,987	3,188,580	-7.1%
Park Police				
Personnel Services	12,620,023	13,211,318	12,968,569	-1.8%
Supplies and Materials	493,431	498,640	648,613	30.1%
Other Services and Charges	348,588	347,780	356,024	2.4%
Capital Outlay	1,960	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	13,464,002	14,057,738	13,973,206	-0.6%
Horticulture, Forestry & Environmental Education				
Personnel Services	7,586,204	7,638,061	7,757,151	1.6%
Supplies and Materials	498,171	472,538	513,698	8.7%
Other Services and Charges	579,996	452,828	853,082	88.4%
Capital Outlay	26,888	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(178,282)	(282,600)	(223,400)	-20.9%
Total	8,512,977	8,280,827	8,900,531	7.5%
Facilities Management				
Personnel Services	9,521,907	10,074,936	10,019,870	-0.5%
Supplies and Materials	1,913,180	1,600,825	1,747,142	9.1%
Other Services and Charges	852,143	834,900	888,720	6.4%
Capital Outlay	26,682	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(972,433)	(977,345)	(989,545)	1.2%
Total	11,341,479	11,533,316	11,666,187	1.2%
Northern Parks				
Personnel Services	7,704,240	8,394,887	8,448,299	0.6%
Supplies and Materials	698,490	717,329	802,113	11.8%
Other Services and Charges	273,548	429,391	464,331	8.1%
Capital Outlay	282,734	160,000	419,650	162.3%
Other Classifications	-	-	-	-
Chargebacks	(28,900)	(30,600)	(31,700)	3.6%
Total	8,930,112	9,671,007	10,102,693	4.5%
Southern Parks				
Personnel Services	11,273,751	11,577,498	11,352,209	-1.9%
Supplies and Materials	949,212	1,000,800	1,065,253	6.4%
Other Services and Charges	274,913	330,431	356,331	7.8%
Capital Outlay	441,520	240,000	240,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	(67,500)	(71,100)	(72,900)	2.5%
Total	12,871,896	13,077,629	12,940,893	-1.0%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Support Services				
Personnel Services	228,233	283,200	239,618	-15.4%
Supplies and Materials	1,796,108	1,467,000	1,609,205	9.7%
Other Services and Charges	8,621,244	7,732,260	8,225,488	6.4%
Capital Outlay	(19,956)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	674,690	779,778	877,587	12.5%
Total	11,300,319	10,262,238	10,951,898	6.7%
Non-Departmental				
Personnel Services	4,755,401	5,337,546	6,106,899	14.4%
Salary Adjustment Marker	12,401	383,010	1,132,809	195.8%
OPEB PreFunding	1,362,000	1,366,441	1,406,319	2.9%
OPEB Paygo	3,381,000	3,588,095	3,567,771	-0.6%
Supplies and Materials	(61,180)	-	-	-
Other Services and Charges	(184,395)	-	-	-
Capital Outlay	(16,234)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,493,592	5,337,546	6,106,899	14.4%
Grants				
Personnel Services	931	-	-	-
Supplies and Materials	10,979	-	-	-
Other Services and Charges	11,260	400,000	400,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	23,170	400,000	400,000	0.0%
Other Financing Uses/Transfers Out				
Capital Projects Funds	350,000	350,000	350,000	0.0%
Debt Service Fund	4,789,723	5,059,085	5,371,969	6.2%
Total	5,139,723	5,409,085	5,721,969	5.8%
Budgetary Reserve @ 3%	-	2,637,000	2,732,100	3.6%
Fund Total	89,391,726	95,945,887	99,524,594	3.7%
Total Park Fund				
Personnel Services	67,700,110	71,904,887	72,682,596	1.1%
Supplies and Materials	6,898,515	6,223,432	6,813,750	9.5%
Other Services and Charges	12,199,148	12,581,032	13,923,995	10.7%
Capital Outlay	788,369	455,000	714,650	57.1%
Other Classifications	-	-	-	-
Chargebacks	(3,334,138)	(3,264,549)	(3,064,466)	-6.1%
Subtotal Park Fund	84,252,004	87,899,802	91,070,525	3.6%
Transfers Out	5,139,723	5,409,085	5,721,969	5.8%
Budgetary Reserve	-	2,637,000	2,732,100	3.6%
Total Park Fund	89,391,726	95,945,887	99,524,594	3.7%



Montgomery County Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	5.00	5.00	6.00	6.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	6.00	6.00	8.00	8.00
Term Contract	2.00	1.80	4.00	3.80	4.00	3.80
Seasonal/Intermittent	-	1.00	-	1.00	-	1.00
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	(0.60)	-	(0.10)
Subtotal Director of Parks	7.00	7.80	10.00	10.20	12.00	12.70
<u>PUBLIC AFFAIRS & COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	21.00	21.00	21.00	21.00	22.00	22.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	22.00	21.50	22.00	21.50	23.00	22.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.70	-	1.50
Chargebacks	-	(0.40)	-	(0.10)	-	-
Less Lapse	-	(1.50)	-	(1.70)	-	(1.10)
Subtotal Public Affairs & Comm. Partner.	22.00	19.60	22.00	20.40	23.00	22.90
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	13.00	13.00	12.00	12.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	12.00	12.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(1.00)	-	(0.90)	-	(0.10)
Subtotal Management Services	13.00	12.00	12.00	11.10	13.00	12.90
<u>INFORMATION TECHNOLOGY & INNOVATION</u>						
Full-Time Career	9.00	9.00	9.00	9.00	9.00	9.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
Career Total	10.00	9.90	10.00	9.90	10.00	9.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(1.00)	-	(1.00)	-	(1.00)
Less Lapse	-	(0.80)	-	(0.80)	-	(0.20)
Subtotal Management Services	10.00	8.10	10.00	8.10	10.00	8.70
<u>PARK PLANNING AND STEWARDSHIP</u>						
Full-Time Career	31.00	31.00	36.00	36.00	39.00	39.00
Part-Time Career	2.00	1.60	2.00	1.60	2.00	1.60
Career Total	33.00	32.60	38.00	37.60	41.00	40.60
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent	-	1.00	-	4.90	-	7.00
Chargebacks	-	(3.60)	-	(3.60)	-	(3.70)
Less Lapse	-	(2.50)	-	(2.60)	-	(3.20)
Subtotal Planning and Stewardship	35.00	29.50	40.00	38.30	43.00	42.70



Montgomery County

Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PARK DEVELOPMENT</u>						
Full-Time Career	44.00	44.00	45.00	45.00	45.00	45.00
Part-Time Career	2.00	1.70	1.00	0.90	1.00	0.90
Career Total	46.00	45.70	46.00	45.90	46.00	45.90
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(17.40)	-	(18.00)	-	(18.00)
Less Lapse	-	(3.50)	-	(3.50)	-	(3.80)
Subtotal Park Development	47.00	25.80	47.00	25.40	47.00	25.10
<u>PARK POLICE</u>						
Full-Time Career	115.00	115.00	116.00	116.00	117.00	117.00
Part-Time Career	-	-	-	-	-	-
Career Total	115.00	115.00	116.00	116.00	117.00	117.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	4.00	-	4.00	-	4.00
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(7.70)	-	(8.10)	-	(9.40)
Subtotal Park Police	115.00	111.30	116.00	111.90	117.00	111.60
<u>HORTICULTURE, FORESTRY & ENVIRONMENTAL ED</u>						
Full-Time Career	79.00	79.00	80.00	80.00	83.00	83.00
Part-Time Career	4.00	2.30	4.00	2.30	3.00	1.80
Career Total	83.00	81.30	84.00	82.30	86.00	84.80
Term Contract	4.00	4.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	9.30	-	15.60	-	15.00
Chargebacks	-	(4.20)	-	(3.70)	-	(2.70)
Less Lapse	-	(6.40)	-	(6.50)	-	(6.70)
Subtotal Hort., Forestry & Enviro. Ed.	87.00	84.00	85.00	88.70	87.00	91.40
<u>FACILITIES MANAGEMENT</u>						
Full-Time Career	111.00	111.00	112.00	112.00	115.00	115.00
Part-Time Career	-	-	-	-	-	-
Career Total	111.00	111.00	112.00	112.00	115.00	115.00
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent	-	2.00	-	2.00	-	2.50
Chargebacks	-	(11.60)	-	(11.60)	-	(11.60)
Less Lapse	-	(8.20)	-	(8.50)	-	(9.60)
Subtotal Facilities Management	113.00	95.20	114.00	95.90	117.00	98.30
<u>NORTHERN PARKS</u>						
Full-Time Career	104.00	104.00	108.00	108.00	112.00	112.00
Part-Time Career	2.00	1.00	2.00	1.00	2.00	1.00
Career Total	106.00	105.00	110.00	109.00	114.00	113.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	10.90	-	14.40	-	16.20
Chargebacks	-	(0.40)	-	(0.40)	-	(0.40)
Less Lapse	-	(7.60)	-	(8.00)	-	(9.80)
Subtotal Northern Parks	106.00	107.90	110.00	115.00	114.00	119.00



Montgomery County

Department of Parks – Summary of Positions and Workyears

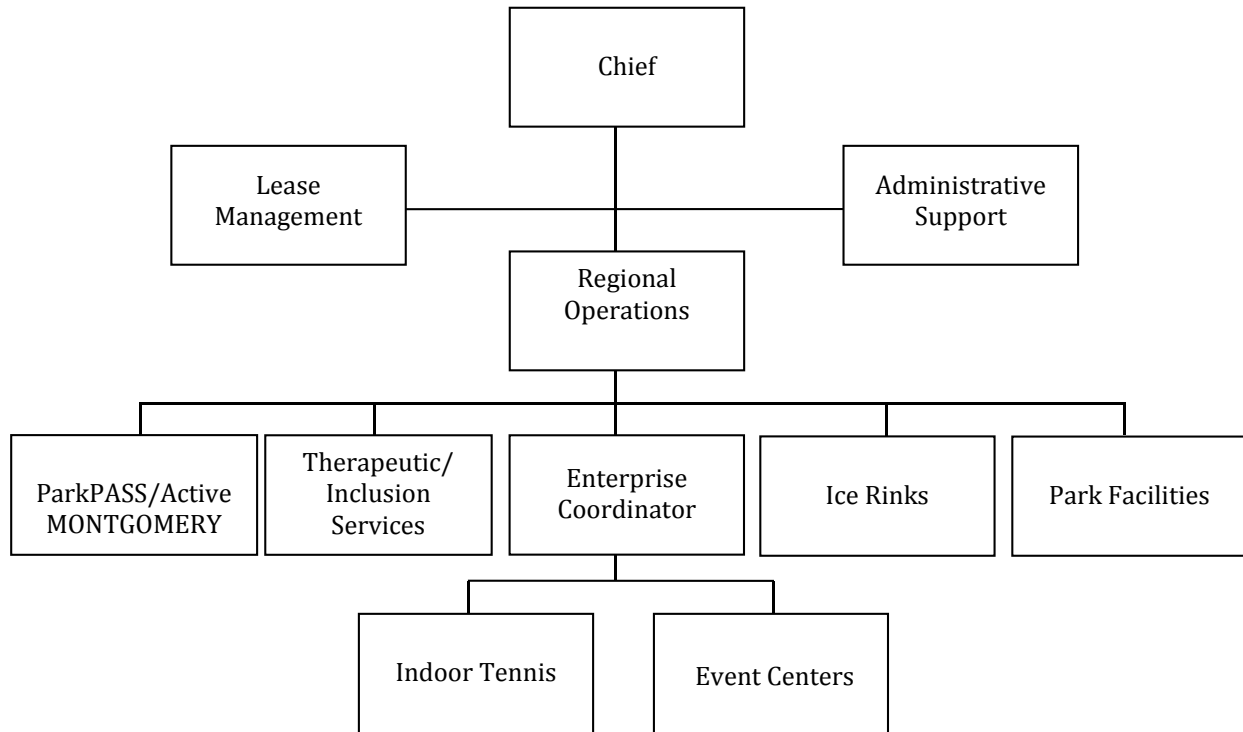
MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
SOUTHERN PARKS						
Full-Time Career	150.00	150.00	150.00	150.00	151.00	151.00
Part-Time Career	-	-	-	-	-	-
Career Total	150.00	150.00	150.00	150.00	151.00	151.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	16.10	-	18.40	-	20.40
Chargebacks	-	(0.70)	-	(0.70)	-	(0.70)
Less Lapse	-	(11.20)	-	(11.30)	-	(12.00)
Subtotal Southern Parks	150.00	154.20	150.00	156.40	151.00	158.70
SUPPORT SERVICES						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	2.60	-	2.60	-	2.60
Less Lapse	-	-	-	-	-	-
Subtotal Support Services	-	2.60	-	2.60	-	2.60
TOTAL PARK FUND POSITIONS/WORKYEARS						
Full-Time Career	682.00	682.00	695.00	695.00	714.00	714.00
Part-Time Career	12.00	8.00	11.00	7.20	10.00	6.70
Career Total	694.00	690.00	706.00	702.20	724.00	720.70
Term Contract	11.00	10.80	10.00	9.80	10.00	9.80
Seasonal/Intermittent	-	44.30	-	61.00	-	67.60
Chargebacks	-	(36.70)	-	(36.50)	-	(35.50)
Less Lapse	-	(50.40)	-	(52.50)	-	(56.00)
Grand Total Park Fund	705.00	658.00	716.00	684.00	734.00	706.60
PROPERTY MANAGEMENT FUND						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargeback	-	3.00	-	3.00	-	3.00
Less Lapse	-	-	-	-	-	-
Total Property Management Fund	4.00	7.00	4.00	7.00	4.00	7.00
TOTAL PARKS DEPARTMENT						
Full-Time Career	686.00	686.00	699.00	699.00	718.00	718.00
Part-Time Career	12.00	8.00	11.00	7.20	10.00	6.70
Career Total	698.00	694.00	710.00	706.20	728.00	724.70
Term Contract	11.00	10.80	10.00	9.80	10.00	9.80
Seasonal/Intermittent	-	44.30	-	61.00	-	67.60
Chargebacks	-	(33.70)	-	(33.50)	-	(32.50)
Less Lapse	-	(50.40)	-	(52.50)	-	(56.00)
GRAND TOTAL PARKS DEPT WORKYEARS	709.00	665.00	720.00	691.00	738.00	713.60



Montgomery County Department of Parks - Enterprise Operations Summary

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Enterprise Operations Summary

OVERVIEW

The Enterprise Division manages or oversees the operation of 20 distinct facilities that are entirely or primarily funded through user fees, rentals and other non-tax revenue sources.

The facilities include the ice rinks, indoor tennis facilities, event centers, a synthetic turf pavilion and a number of park facilities such as the miniature trains, boat facilities, campgrounds, splash playground, mini golf course, driving range, and a carousel, as well as oversight of a number of recreation facility leases.

In recognition that some of these recreational experiences are more exclusive than others, such as ice skating, indoor tennis, or splash playground, a fee is charged to provide these experiences. These exclusive use facilities are included in the Department's Enterprise Fund, which, by policy, is required to be self-sustaining. This includes operating costs, maintenance and renovation costs, capital improvements, administrative costs and debt service payments. The Division continues to balance financial obligations while meeting the recreation needs of the public. It continues to keep fees at a reasonable rate while making improvements and upgrades to the facilities.

MISSION

To provide a positive park experience, achieve an appropriate balance among fees and public service, develop new programs, expand existing programs, maintain, repurpose and/or enhance current facilities, and continue to operate Enterprise facilities in a fiscally responsible manner.

ACCOMPLISHMENTS

- Greeted approximately one million visitors or participants in hundreds of classes, programs and events at the Enterprise facilities in FY15. Gross revenues reached \$9,927,891.
- Hosted 80 summer camp programs with approximately 2,913 participants.
- Continued to focus on facility improvements and upgrades, as well as expanding program offerings while improving energy efficiencies.
- Continued to coordinate, scope, prioritize, and initiate ADA improvements to Enterprise facilities.
- Transitioned to the new registration and reservation database, ActiveMONTGOMERY, in August 2015 in conjunction with the Department of Recreation, Community Use of Public Facilities, and Department of Parks.



Montgomery County Department of Parks - Enterprise Operations Summary

GOALS AND PERFORMANCE MEASURES

Goal	Generate sufficient revenues in the Enterprise Fund to cover all operating costs including debt service and/or CIP.			
Objective				
	To manage programming, revenue and expenditures to meet cost recovery goals.			
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of operating revenues that cover expenditures	110%	118%	116%	121%

SUMMARY OF ENTERPRISE OPERATIONS BUDGETS

MONTGOMERY COUNTY ENTERPRISE FUNDS- SUMMARY BY PROGRAMS Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues and Transfers In:					
Golf Courses	\$ 21,060	\$ 24,000	\$ 24,000	\$ 24,000	0.0%
Ice Rinks	4,812,047	4,565,200	4,695,600	4,734,200	3.7%
Indoor Tennis	1,823,686	1,813,148	1,760,683	1,910,224	5.4%
Event Centers	776,146	730,900	758,000	785,000	7.4%
Park Facilities	2,493,573	3,182,793	3,177,853	3,227,758	1.4%
Administration	1,379	-	-	-	-
Total Revenues	9,927,891	10,316,041	10,416,136	10,681,182	3.5%
Expenses and Transfers Out:					
Golf Courses	296,620	-	-	-	-
Ice Rinks	4,688,365	4,071,177	4,027,982	3,807,826	-6.5%
Indoor Tennis	1,414,944	1,938,036	2,072,720	1,503,519	-22.4%
Event Centers	810,581	767,220	856,341	847,762	10.5%
Park Facilities	2,192,294	2,633,682	2,685,635	3,853,040	46.3%
Administration	-	21,147	-	-	-100.0%
Total Expenses	9,402,804	9,431,262	9,642,678	10,012,147	6.2%
Change in Net Position	\$ 525,087	\$ 884,779	\$ 773,458	\$ 669,035	-24.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

OVERVIEW

- The Enterprise Fund Balance Policy directs the Enterprise Fund balance to be 10% of the operating expenses plus one year's debt service. Through positive management changes, facility improvements, continued marketing efforts, and no debt service, the FY17 proposed fund balance will be above the reserve requirement of \$951,215.
- FY17 proposed Capital Improvement projects include \$300,000 for a new boathouse at Black Hill boats, \$600,000 towards enclosing the Wheaton Sports Pavilion field, \$250,000 for improvements and upgrades at Little Bennett Campground to include a nature themed playground and splash park/pool, as well as \$150,000 to construct a new entrance and reconfiguration of both main parking lots at Rockwood Manor. The golf course lease agreement includes the operation of Northwest, Needwood, Little Bennett, and Sligo Golf Courses by the Montgomery County Revenue Authority (MCRA).



Montgomery County

Department of Parks – Golf Courses

The Department of Parks has a long-term lease with the MCRA for the operation of three of our golf courses, Little Bennett, Needwood, and Northwest. MCRA manages Sligo Creek Golf Course through an Operational Agreement. In October of 2012, MCRA agreed to extend the Operating Agreement for an additional five years. This agreement will expire on October 2017.

According to the contract, the MCRA pays a percentage of revenue received in excess of \$5,100,000 for Little Bennett, Northwest and Needwood golf courses. These courses reached that minimum threshold for the third time in seven years and paid \$21,060 to the Enterprise Fund in FY15. There is no revenue payment stipulation in the lease agreement for Sligo Golf Course.

MISSION

To provide consistently high quality golf experiences for the golfing public with no tax payer money to subsidize the operation or the capital investment in the courses pursuant to the lease agreement between the MCRA and the M-NCPPC.

PROGRAMS AND SERVICES PROVIDED

- Golf
- Lessons
- Tournaments
- Special Events

ACCOMPLISHMENTS

- Received \$12,568 from MCRA in FY16, which was the percentage of net proceeds from Little Bennett, Northwest and Needwood golf courses that exceeded the \$5,100,000 revenue threshold.



**Montgomery County
Department of Parks – Golf Courses**

SUMMARY OF FY17 PROPOSED BUDGET

**MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	21,060	24,000	24,000	24,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	21,060	24,000	24,000	24,000	0.0%
Operating Expenses and Other Uses					
Personnel Services	-	-	-	-	-
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Depreciation & Amortization Expense	296,620	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	296,620	-	-	-	-
Gain (Loss)	\$ (275,560)	\$ 24,000	\$ 24,000	\$ 24,000	0.0%

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



**Montgomery County
Department of Parks – Golf Courses**

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
GOLF COURSES						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Golf Courses	-	-	-	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- FY17 revenues are projected to be \$24,000 in payments from MCRA for the percentage of net profits from Little Bennett, Northwest and Needwood golf courses that exceed the \$5,100,000 threshold.



Montgomery County

Department of Parks - Enterprise Operations – Ice Rinks

OVERVIEW

The Department operates two indoor ice rink facilities seven days a week, year round. At Cabin John, there is one NHL ice surface, one Olympic size ice surface, and one studio sheet. Wheaton Ice Arena has one NHL ice surface. Both facilities feature hockey and figure skating sessions and programs, group and private lessons, general and special public sessions, therapeutic skating, skate and facility rentals, snack bars, and pro shops.

MISSION

To provide a balance of public skating, instructional classes and rental opportunities for the ice skating community and general public.

PROGRAMS AND SERVICES PROVIDED

- Recreational Skating (Public Sessions)
- Camps (Winter, Spring, Summer)
- Special Events
- Snack Bar
- Dance Room
- Instructional Figure Skating and Hockey Classes
- Birthday Parties
- Leased Ice
- Skating Shows/Exhibitions
- Tournaments
- Pro shop
- Leagues
- Competitions

ACCOMPLISHMENTS

- Completed design plans and started construction on the driveway and parking lot reconfiguration to implement ADA improvements at the Cabin John Ice Rink.
- Continued upgrading the Wheaton Ice Arena by installing two more HVAC units inside the building and purchased new party room and snack bar chairs.
- Installed three new dehumidification units and energy recovery systems between both rinks.
- Installed a new storefront at the Cabin John Ice Rink to provide better accessibility for all customers.



Montgomery County
Department of Parks - Enterprise Operations - Ice Rinks

GOALS AND PERFORMANCE MEASURES

Goal To provide opportunities for individuals, groups, and families of all ages and abilities to participate and to learn ice skating, hockey, and other ice-based activities.				
Objective				
Generate sufficient revenues to cover facility operating costs including debt service and/or CIP				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of operating revenues that cover operating expenditures	105%	117%	119%	121%
Objective				
Develop new and expand existing programs to increase participation and increased rentals				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% increase of patrons participating in classes, camps, public sessions and/or rentals*	5%	30%	6%	1%
Note: Activity at ice rinks typically trends based on weather. The cold winter in FY15 contributed to increased class enrollment and participation at the ice rinks.				



Montgomery County
Department of Parks - Enterprise Operations – Ice Rinks

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	398,987	403,000	407,500	407,500	1.1%
Charges for Services	2,508,299	2,411,100	2,536,800	2,537,000	5.2%
Rentals and Concessions	1,904,761	1,749,100	1,751,300	1,789,700	2.3%
Miscellaneous	-	-	-	-	-
Interest	-	2,000	-	-	-100.0%
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	4,812,047	4,565,200	4,695,600	4,734,200	3.7%
Operating Expenses and Other Uses					
Personnel Services	1,582,822	1,448,777	1,325,550	1,439,907	-0.6%
Goods for Resale	236,237	209,200	192,300	195,100	-6.7%
Supplies and Materials	229,700	131,800	165,400	126,000	-4.4%
Other Services and Charges	1,271,646	1,209,500	1,305,200	1,256,500	3.9%
Depreciation & Amortization Expense	737,658	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	159,000	87,300	103,000	-35.2%
Other Classifications	-	-	-	-	-
Chargebacks	630,302	712,900	752,232	687,319	-3.6%
Transfers Out	-	200,000	200,000	-	-100.0%
Total Oper. Exp and Other Uses	4,688,365	4,071,177	4,027,982	3,807,826	-6.5%
Gain (Loss)	\$ 123,682	\$ 494,023	\$ 667,618	\$ 926,374	87.5%



Montgomery County
Department of Parks - Enterprise Operations - Ice Rinks

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>						
Full-Time Career	11.00	11.00	10.00	10.00	9.00	9.00
Part-Time Career	-	-	-	-	-	-
Career Total	11.00	11.00	10.00	10.00	9.00	9.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	28.60	-	26.30	-	25.20
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Ice Rinks	11.00	39.60	10.00	36.30	9.00	34.20

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increases FY17 proposed revenues by \$169,000 due to increasing fees on rentals and admissions to assist with the higher minimum wage cost and ActiveMONTGOMERY transaction fees.
- Transfers one (1) full time career and (1) WY and associated personnel funding to Administration.
- Increases Other Services & Charges by \$47,000 due to the ActiveMONTGOMERY transaction fees.
- Capital outlay includes funding for installation of new rubber flooring at the Wheaton Ice Arena inside the rink, party rooms, locker rooms, and workout room.



Montgomery County

Department of Parks - Enterprise Operations – Indoor Tennis

OVERVIEW

The Department operates two indoor tennis facilities, one in Wheaton Regional Park and the other in Cabin John Regional Park. Wheaton Tennis is a six-court, air conditioned facility covered by a fabric skin over a rigid frame structure. An attached service building contains restrooms, showers, lockers, and a waiting area. The Pauline Betz Addie Tennis Center (PBA) at Cabin John Regional Park is also air conditioned and includes six tennis courts, restrooms, showers, lockers, and a large customer lounge. The Parks' outdoor tennis lesson program is managed through these facilities. The average annual attendance at the tennis facilities is over 117,000 patrons.

Each tennis facility operates 7 days per week from as early as 6:00 am to midnight. Each facility offers seasonal court time, spot time play, summer leagues in partnership with the Montgomery County Tennis Association (MCTA), and summer clinics and camps.

The tennis facilities offer a wide variety of classes, camps and clinics for many levels and abilities. The 6 week class session is offered seven times per year. A sampling of classes offered include; USTA 10 and Under, Parent & Child, Parent & Pre-Teen, Beginner, Intermediate, Advanced, and Cardio. There are some classes offered in different languages, round robin doubles, match play and tournaments for various levels. Custom classes can be designed for groups, and private instruction is available as well.

In addition, the Indoor Tennis fund includes the concession operation of the Montgomery TennisPlex in South Germantown Recreational Park.

MISSION

To offer diverse programming opportunities to all levels and abilities and types of players including singles, doubles, match play, tournament play as well as group and private lessons, camp programs and outdoor classes.

PROGRAMS AND SERVICES PROVIDED

- Seasonal play
- Match play
- Classes
- Camps
- Racquet stringing
- Spot time play
- Clinics
- Lessons
- Tournaments

ACCOMPLISHMENTS

- Installed a new HVAC system at Pauline Betz Addie Tennis Center as well as reconfigured the office to better serve the patrons and provide more accessibility.
- Installed new flooring at Wheaton Tennis and Pauline Betz Addie Tennis Centers including new flooring in the offices and lobby.
- The new ancillary building that offers a party room and kitchenette at Wheaton Tennis was completed in time for summer camps.



Montgomery County

Department of Parks - Enterprise Operations – Indoor Tennis

- Solidified a complete season contract with Montgomery County Tennis Association (MCTA) for 2015-2016 at both tennis facilities.
- Updated court lighting at both tennis facilities.
- Revamped programming to increase customer participation.

GOALS AND PERFORMANCE MEASURES

Goal To provide opportunities for individuals, groups, and families of all ages and abilities to participate and to learn tennis.				
Objective				
Generate sufficient revenues to cover facility operating costs including CIP				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of operating revenues that cover operating expenditures	125%	136%	112%	126%
Objective				
Develop new and expand existing programs to increase participation and increased rentals				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% increase of patrons participating in classes, camps, public sessions and/or rentals	5%	-5%	1%	2%

* FY16 Estimated lower due to closures during new HVAC installed at Pauline Betz Addie Tennis facility.



Montgomery County

Department of Parks - Enterprise Operations - Indoor Tennis

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	4,909	6,300	4,800	4,800	-23.8%
Charges for Services	1,716,507	1,706,600	1,655,700	1,791,400	5.0%
Rentals and Concessions	72,934	86,948	86,883	89,024	2.4%
Miscellaneous	-	-	-	-	-
Interest	29,336	13,300	13,300	25,000	88.0%
Other	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	<u>1,823,686</u>	<u>1,813,148</u>	<u>1,760,683</u>	<u>1,910,224</u>	<u>5.4%</u>
Operating Expenses and Other Uses					
Personnel Services	444,549	540,236	682,120	794,319	47.0%
Goods for Resale	3,392	2,500	1,900	1,900	-24.0%
Supplies and Materials	80,314	46,000	62,900	39,800	-13.5%
Other Services and Charges	535,460	475,800	426,600	305,300	-35.8%
Depreciation & Amortization Expense	43,113	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Loss on Sale/Disposal Assets	2,047	-	-	-	-
Capital Assets	-	-	16,000	-	-
Other Classifications	-	-	-	-	-
Chargebacks	306,069	373,500	383,200	362,200	-3.0%
Transfers Out	-	500,000	500,000	-	-100.0%
Total Oper. Exp and Other Uses	<u>1,414,944</u>	<u>1,938,036</u>	<u>2,072,720</u>	<u>1,503,519</u>	<u>-22.4%</u>
Gain (Loss)	<u>\$ 408,742</u>	<u>\$ (124,888)</u>	<u>\$ (312,037)</u>	<u>\$ 406,705</u>	<u>-140.5%</u>

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County
Department of Parks - Enterprise Operations - Indoor Tennis

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>INDOOR TENNIS</u>						
Full-Time Career	3.00	3.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	7.80	-	8.40	-	16.20
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Indoor Tennis	3.00	10.80	4.00	12.40	4.00	20.20

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increases FY17 proposed revenues by \$97,076 due to an increase in fees to cover the transaction fees that will be charged in the new combined registration system, ActiveMONTGOMERY, as well as the additional bookings that will occur as a result of the new HVAC at Pauline Betz Addie Tennis facility.
- Increases personnel costs by \$254,083 due to the impact of the minimum wage increase, and the transition of the Tennis Instructors from contractors to employees which is offset by the decrease in Other Services and Charges.



Montgomery County

Department of Parks - Enterprise Operations – Event Centers

OVERVIEW

This program includes the operation of Rockwood Manor, the Lodge at Little Seneca Creek, and Woodlawn Manor.

MISSION

To provide versatile indoor and outdoor venues in a park setting for meetings, social events, educational offerings and other group, family or community activities.

PROGRAMS AND SERVICES PROVIDED

These facilities are used for social and business functions. Rockwood Manor offers overnight accommodations which are utilized for family, business or wedding retreats. Woodlawn Manor, in Sandy Spring, is a 17th century home on the path of the Underground Railroad and has a tent pad to host events. Seneca Lodge, a log cabin with cathedral ceilings and a towering wood-burning fireplace as well as a tent pad, continues to be a popular facility for social events.

- Meeting space
- Educational offerings
- Social events
- Community activities

ACCOMPLISHMENTS

- Continued improvements at Seneca Lodge by updating the upstairs restrooms for more accessibility, refinishing the floor, purchasing additional tables and chairs and adding more landscaping around the tent pad and ceremony site.
- Continued improvements to Rockwood Manor by replacing HVAC units throughout the house, upgrading furniture in offices, replacing carpet throughout the house, and installing wireless thermostats throughout the facility to monitor temperatures during events.
- Increased marketing efforts by purchasing membership in Wedding Wire and an increasing presence on all other social media for the facilities.
- Made improvements to Woodlawn Manor including upgrading interior rooms with new furniture, and purchasing new fans and tent walls.

GOALS AND PERFORMANCE MEASURES

Goal	To provide rentals of well-maintained gathering places in the parks where our clients can meet, learn, socialize or just relax			
Objective				
	Generate sufficient revenues to cover facility operating costs including CIP			
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of operating revenues that cover operating expenditures	85%	107%	100%	112%



Montgomery County

Department of Parks - Enterprise Operations - Event Centers

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	944	900	-	-	-100.0%
Rentals and Concessions	773,904	730,000	758,000	785,000	7.5%
Miscellaneous	-	-	-	-	-
Interest	1,298	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	776,146	730,900	758,000	785,000	7.4%
Operating Expenses and Other Uses					
Personnel Services	396,313	362,970	382,476	354,952	-2.2%
Goods for Resale	59,045	28,000	25,800	20,300	-27.5%
Supplies and Materials	96,757	52,200	79,815	65,000	24.5%
Other Services and Charges	103,499	103,950	131,150	125,150	20.4%
Depreciation & Amortization Expense	54,472	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	100,495	120,100	137,100	132,360	10.2%
Transfers Out	-	100,000	100,000	150,000	50.0%
Total Oper. Exp and Other Uses	810,581	767,220	856,341	847,762	10.5%
Gain (Loss)	\$ (34,435)	\$ (36,320)	\$ (98,341)	\$ (62,762)	72.8%

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
EVENT CENTERS						
Full-Time Career	4.00	4.00	3.00	3.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	3.00	3.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	7.70	-	7.40	-	6.90
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Event Centers	4.00	11.70	3.00	10.40	2.00	8.90



Montgomery County

Department of Parks - Enterprise Operations – Event Centers

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

Increase FY17 proposed revenues by \$54,100 due to increasing fees to cover the transaction fees that will be charged in the new combined registration and reservation system, ActiveMONTGOMERY.

- Increase Other Services & Charges by \$21,200 due to the transaction fees charged on rentals.
- Proposed capital improvements projects total \$150,000 and include construction of a new entrance and reconfiguration of both main parking lots at Rockwood Manor.



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

OVERVIEW

Enterprise park facilities that are located in the Northern Parks include Lake Needwood and Black Hill boating facilities, the Campgrounds at Little Bennett, the South Germantown Miniature Golf & Splash Playground and the South Germantown Driving Range. Plans are being developed to build a new boathouse at Black Hills as well as expand the amenities offered at Little Bennett Campground.

In FY17, the Agricultural History Farm Park which is primarily a lease agreement between the Parks Department and two County agencies is being transferred from the Enterprise Fund into the Property Management Fund to align more with oversight of leases.

In the Southern Parks, Enterprise park facilities include the Cabin John and Wheaton Miniature Trains, Ovid Hazen Wells Carousel at Wheaton Regional Park, and fee-based activities (tours, facility rentals, educational programs) at Brookside Gardens.

MISSION

To provide summer seasonal operations that enhance the park patrons' experience.

PROGRAMS AND SERVICES PROVIDED

Each of the park amenities provides a service such as camping, riding the train, riding the carousel or enjoying an afternoon at the splash park. In addition, many of the sites offer instruction in a skill such as the driving range or skate park. Also, there are party rental opportunities at the facilities for special occasions.

- Canoe, Kayak, Paddleboard Rentals
- Kids Fishing Day
- Golf Lessons/Clinics
- Train Rides
- Eye Spy & Haunted Train Rides in October
- Party Room Rentals
- Boat Tours
- Camp Programs
- Special Events
- Carousel Rides
- Tent Rentals Areas at Splash Playground
- Camper Ready Tent Rentals

ACCOMPLISHMENTS

- Installed heaters and golf net at the South Germantown Driving Range.
- Purchased and installed a new water feature at the South Germantown Splash Park.
- Installed new HVAC units at Brookside Gardens and continued the reconstruction of the parking lots.
- Purchased new kayaks and canoes at both boating facilities. Also, purchased paddleboards at Black Hill Boats and pedal boats at Lake Needwood.
- Implemented fishing and boating birthday party offerings at Lake Needwood boat facility.
- Purchased and installed a jumping pillow and a few Yurts at Little Bennett Campground as well as pedal carts for children and adults.
- Purchased new lacrosse and other field sport equipment for Wheaton Sports Pavilion.



**Montgomery County
Department of Parks - Enterprise Operations - Park Facilities**

GOALS AND PERFORMANCE MEASURES

Goal To offer unique and family oriented recreational activities at an affordable price and to provide a safe, clean, and quality recreational experience.				
Objective				
Generate sufficient revenues to cover most or all facility operating costs including CIP				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% of operating revenues that cover operating expenditures				
Boats	110%	154%	138%	140%
Camping	100%	128%	100%	110%
Driving Range	100%	108%	100%	116%
Splash Playground	100%	105%	122%	116%
Skate Park	100%	80%	N/A	N/A
Trains/Carousel	145%	180%	160%	158%
Objective				
Develop new and expand existing programs to increase participation and increased rentals				
Program Indicator	Target	FY15 Actuals	FY16 Estimated	FY17 Proposed
% increase in patron participation				
Boat Rentals	10%	13%	7%	7%
Camping Rentals	5%	16%	5%	5%
Driving Range Admissions	5%	-55%	5%	5%
Splash Playground Admissions	5%	9%	5%	5%
Skate Park Admissions	10%	-66%	N/A	N/A
Train/Carousel Admissions	5%	8%	5%	5%



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	163,571	175,000	174,000	209,000	19.4%
Charges for Services	1,123,137	2,138,893	2,221,353	2,310,858	8.0%
Rentals and Concessions	487,891	864,200	778,800	682,900	-21.0%
Miscellaneous	689,708	-	-	-	-
Interest	29,266	4,700	3,700	25,000	431.9%
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	2,493,573	3,182,793	3,177,853	3,227,758	1.4%
Operating Expenses and Other Uses					
Personnel Services	798,538	995,882	961,585	1,112,290	11.7%
Goods for Resale	77,011	87,600	81,200	98,700	12.7%
Supplies and Materials	205,673	218,200	241,100	218,600	0.2%
Other Services and Charges	348,720	471,800	480,450	492,650	4.4%
Depreciation & Amortization Expense	101,663	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	10,000	40,000	15,000	50.0%
Other Classifications	-	-	-	-	-
Chargebacks	660,689	850,200	881,300	765,800	-9.9%
Transfers Out	-	-	-	1,150,000	-
Total Oper. Exp and Other Uses	2,192,294	2,633,682	2,685,635	3,853,040	46.3%
Gain (Loss)	\$ 301,279	\$ 549,111	\$ 492,218	\$ (625,282)	-213.9%

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FACILITIES						
Full-Time Career	3.00	3.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	4.00	4.00	4.00	4.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	23.90	-	25.60	-	29.70
Chargebacks	-	0.50	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
Subtotal Park Facilities	4.00	28.40	5.00	31.10	5.00	35.20



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Transfer of the Agricultural History Farm Park lease agreement to the Property Management Fund to align more with oversight of leases.
- Increase in proposed revenues by \$44,965 due to the programs and facility rentals fully operational at Brookside Gardens after the completion of extensive renovation projects. Other factors are increased fees to cover the minimum wage increases and transaction charges that will be incurred through ActiveMONTGOMERY. The total increase is partially offset by the decrease in lease revenue from the transfer of the Agricultural History Farm Park lease agreement to the Property Management Fund.
- Increase in proposed personnel by \$116,408 due to Brookside Gardens being fully staffed to cover all the programs and special events as well as minimum wage increases.



Montgomery County

Department of Parks – Enterprise Operations - Administration

OVERVIEW

The Enterprise Division’s Administrative Office oversees and coordinates all the activities of the Enterprise Fund. The Enterprise Division budget includes: an administrative office budget; the system administration for the ParkPASS system which will be fully transitioned to the new ActiveMONTGOMERY system by FY17; recreation facility leases; insurance fund costs; and a number of chargebacks for the Northern and Southern Parks, Facilities Management trades personnel, Central Administrative Services, Information Technology costs, Pope Farm nursery services for landscaping materials around Enterprise facilities, and Management Services. These costs are allocated on a percentage basis to the various Enterprise facilities.

The ParkPASS system, which will be fully migrated into ActiveMONTGOMERY by FY17 includes a centralized package for automated registration, point of sale, and facility booking. This system is utilized at the ice rinks, indoor tennis facilities, event centers, Brookside Gardens, the seasonal park facilities, the nature centers, as well as the Cultural Resources programs and tours.

The Enterprise Administrative Office also includes the Program Access Office. This office provides support staff for participants registered in the various facilities programs as well as attending meetings, special events, and tours.

MISSION

To provide administrative support including personnel, budget, procurement, and ParkPASS/ActiveMONTGOMERY registration and reservation system for the Enterprise facilities.

PROGRAMS AND SERVICES PROVIDED

- Budget Preparation and Oversight
- ParkPASS/ActiveMONTGOMERY Administration
- Concession Lease Management
- Marketing and Promotion
- Program Access

ACCOMPLISHMENTS

- Achieved an appropriate balance among fees and public service.
- Operated all Enterprise facilities in a fiscally responsible manner resulting in a net profit.
- Completed one year of offering support staff to the facilities participants registered for camps and programs.



Montgomery County

Department of Parks – Enterprise Operations - Administration

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	1,379	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	1,379	-	-	-	-
Operating Expenses and Other Uses					
Personnel Services	1,151,914	1,704,714	1,697,121	1,645,570	-3.5%
Goods for Resale	-	-	-	-	-
Supplies and Materials	40,805	49,800	46,100	46,100	-7.4%
Other Services and Charges	173,159	104,233	218,745	78,666	-24.5%
Depreciation & Amortization Expense	8,077	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	323,600	191,000	163,766	177,343	-7.2%
Indirect Charges (Admin Chargeback)	(1,697,555)	(2,028,600)	(2,125,732)	(1,947,679)	-4.0%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	-	21,147	-	-	-100.0%
Gain (Loss)	\$ 1,379	\$ (21,147)	\$ -	\$ -	-100.0%

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION						
Full-Time Career	13.00	13.00	13.00	13.00	14.00	14.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	13.00	13.00	14.00	14.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	6.40	-	6.40	-	6.40
Chargebacks	-	0.40	-	0.40	-	0.40
Less Lapse	-	-	-	-	-	-
Subtotal Administration	13.00	19.80	13.00	19.80	14.00	20.80



HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Transfers one (1) full time career and one (1) WY from Enterprise Administration to the Park Fund to help meet the needs of the Cultural Resources programs.
- Transfers one (1) full time career and one (1) WY from the Ice Rinks for divisional support.



Montgomery County

Department of Parks - Capital Improvement Program

OVERVIEW

The Capital Improvement Program (CIP) implements the County's master plans, functional plans, park plans, Land Preservation, Parks and Recreation Plan, Vision 2030 Strategic Plan and other studies. The six-year CIP recommends planning, acquisition, construction and funding schedules for projects in Montgomery County parks. It is based on a careful analysis of public recreation, open space, conservation and management needs and a realistic assessment of resources available to meet those needs. The Commission balances needs and resources in the context of a participatory process involving the Montgomery County Recreation Department, Recreation Advisory Boards, Department of Parks divisions, Planning Department staff, other County agencies and the general public.

The Land Use Article of the Annotated Code of Maryland provides the authority for the Commission's CIP. The CIP, Operating Budget, and Capital Budget are also prepared in coordination with the fiscal and capital program requirements of the Montgomery County Charter. Montgomery County enjoys over 37,000 acres of parkland and 417 parks maintained by the Commission. The Proposed FY17-22 CIP includes \$39,970,000 for land acquisition and \$154,408,000 for development projects.

The priorities in the capital program are:

Infrastructure Maintenance/Renovation – Repair, renovation, and lifecycle replacement of existing park facilities and supporting infrastructure.

Land Acquisition – Continued commitment to preservation of parkland through Legacy Open Space and park acquisition programs.

Environmental Stewardship – Protection and enhancement of natural resources on parkland.

Historical and Cultural Stewardship – Protection and enhancement of historical and cultural resources on parkland.

New Parks and Park Facilities – Responding to unmet park and recreation needs.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 CAPITAL BUDGET

The major highlights of the FY17 Capital Budget include:

- Completion of design of South Germantown Cricket Field.
- Start construction of renovations at Wheaton-Claridge Local Park, Pinecrest Local Park, and Seneca-Poole Store.
- Start design of Hillendale Local Park.
- Begin constructing renovations at Woodside Urban Park.
- Continue design of Josiah Henson Historical Park.
- Complete design of North Branch Trail Connector.
- Dedication of Ellsworth Urban Park Dog Park.
- Completion of Pine Lake Trail.
- Continued construction at Kemp Mill Urban Park and Laytonia Recreational Park.
- Design for improvements at Battery Lane Urban Park and Elm Street Urban Park.
- Continued improvements to Brookside Gardens Visitor Center and Plan Propagation facilities.



Montgomery County

Department of Parks - Capital Improvement Program

- Roof replacement at the Wheaton Sports Pavilion.
- New boathouse at Black Hill Regional Park.
- Improvements at Little Bennett Regional Park Campground.
- Continue stabilization of Jessup Blair House.
- ADA Improvements countywide.
- Significant trail signage updates for safety and wayfinding.

OPERATING BUDGET IMPACTS (OBI's)

OBI's are the costs associated with the operating, maintaining and policing of new and expanded parks. M-NCPPC continually adds new facilities, open space, land and trails to its existing inventory. Much of the land is acquired and developed through the CIP, while some is obtained through partnerships and developers. New and expanded park facilities require additional operating, maintenance, and safety resources. The chart below details the added resources necessary to implement completed CIP and non-CIP work programs associated with new or expanded park infrastructure.

Project Name	FY17 OBI Expenditures	FY17 Career Work Years *	FY17 Seasonal Work Years
CIP PROJECTS			
Woodlawn Barn Visitors Center	\$210,000	2.0	2.3
Falls Road Parking Lot Expansion	\$1,300	0.0	0.0
Ellsworth Dog Park	\$12,900	0.0	0.1
Western Grove Urban Park	26,200	0.0	0.3
Northwest Branch Recreational Park	\$129,500	1.0	0.0
Laytonia Recreational Park	\$415,117	2.0	0.4
NON-CIP PROJECTS			
Multi-Agency Service Park	\$147,600	2.0	0.5
Silver Spring Transit Plaza Easement Area	\$42,000	0.0	0.0
TOTAL OBI	\$984,617	7.0	3.6

The following schedule shows the expected CIP expenditures by project by year. Since appropriations must be sufficient to award any contract planned for execution in the first year, even if the work will take more than one year to complete, the capital budget, although by definition the first year of the CIP, will often provide for an appropriation total greater than the first year of the expenditure schedule.



Montgomery County Department of Parks - Capital Improvement Program

M-NCPPC, Montgomery Department of Parks FY17-FY22 Capital Improvement Program - Expenditure Schedule												
	Total	Thru FY15	Est FY16	6 Year Total	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs	FY17 Approp.
Acquisition												
Legacy Open Space (P018710)	100,000	68,776	3,693	20,500	3,250	3,250	3,500	3,500	3,500	3,500	7,031	3,250
ALARF: M-NCPPC (P727007)	21,798	-	15,798	6,000	1,000	1,000	1,000	1,000	1,000	1,000	-	1,000
Acquisition: Local Parks (P767828)	7,347	-	1,137	6,210	1,035	1,035	1,035	1,035	1,035	1,035	-	1,035
Acquisition: Non-Local Parks (P998798)	8,677	-	1,417	7,260	1,210	1,210	1,210	1,210	1,210	1,210	-	1,210
Acquisition Total	137,822	68,776	22,045	39,970	6,495	6,495	6,745	6,745	6,745	6,745	7,031	6,495
Development												
ADA Compliance: Local Parks (P128701)	4,617	-	117	4,500	850	850	700	700	700	700	-	850
ADA Compliance: Non-Local Parks (P128702)	5,757	-	357	5,400	900	900	900	900	900	900	-	900
Ballfield Improvements (P008720)	6,553	-	403	6,150	1,200	1,200	900	950	950	950	-	1,200
Battery Lane Urban Park (P118701)	460	-	-	460	60	130	270	-	-	-	-	60
Brookside Gardens Master Plan Implementation (P078702)	10,211	3,928	4,529	1,754	1,454	300	-	-	-	-	-	650
Caroline Freeland Local Park (P871743)	3,808	-	-	3,808	-	-	160	400	2,000	1,248	-	-
Cost Sharing: Local Parks (P977748)	476	-	26	450	75	75	75	75	75	75	-	75
Cost Sharing: Non-Local Parks (P761682)	399	-	99	300	50	50	50	50	50	50	-	50
Elm Street Urban Park (P138701)	671	-	165	506	188	318	-	-	-	-	-	9
Energy/Conservation - Local Parks (P998710)	384	-	162	222	37	37	37	37	37	37	-	37
Energy/Conservation - Non-Local Parks (P998711)	270	-	30	240	40	40	40	40	40	40	-	40
Enterprise Facilities: Improvements (P998773)	16,987	-	1,037	15,950	1,300	1,050	800	6,000	6,000	800	-	1,300
Facility Planning: Local Parks (P957775)	2,329	-	529	1,800	300	300	300	300	300	300	-	300
Facility Planning: Non-Local Parks (P958776)	2,278	-	478	1,800	300	300	300	300	300	300	-	300
Falls Road Local Park (P098705)	2,438	1,503	935	-	-	-	-	-	-	-	-	-
Hillandale Local Park (P871742)	7,550	-	-	7,550	130	355	2,000	2,240	2,825	-	-	700
Josiah Henson Historic Park (P871552)	6,082	-	260	5,822	400	740	2,200	1,600	882	-	-	300
Kemp Mill Urban Park (P138702)	5,810	332	4,968	510	510	-	-	-	-	-	-	-
Layonia Recreational Park (P038703)	12,579	2,359	7,720	2,500	1,700	800	-	-	-	-	-	-
Little Bennett Regional Park Day Use Area (P138703)	14,567	-	-	5,514	-	-	256	317	2,583	2,358	9,053	-
Little Bennett Regional Park Trail Connector (P871744)	2,780	-	-	2,780	-	-	-	150	750	1,880	-	-
Magruder Branch Trail Extension (P098706)	2,629	-	-	-	-	-	-	-	-	-	2,629	-
Minor New Construction - Local Parks (P998799)	3,004	-	504	2,500	700	700	275	275	275	275	-	700
Minor New Construction - Non-Local Parks (P998763)	2,560	-	160	2,400	750	750	225	225	225	225	-	750
North Branch Trail (P871541)	4,390	-	-	4,390	200	1,800	1,177	1,213	-	-	-	4,390
Northwest Branch Recreational Park-Athletic Area (P118704)	4,600	2	348	250	-	-	-	-	100	150	4,000	-
Ovid Hazen Wells Recreational Park (P871745)	19,000	-	-	4,650	-	-	325	325	1,300	2,700	14,350	-
Planned Lifecycle Asset Replacement: Local Parks (P967754)	19,367	-	2,312	17,055	3,425	3,350	2,570	2,570	2,570	2,570	-	3,425
Planned Lifecycle Asset Replacement: NL Parks (P968755)	18,453	-	2,493	15,960	3,300	3,300	2,340	2,340	2,340	2,340	-	3,300
Pollution Prevention and Repairs to Ponds & Lakes (P078701)	7,409	-	2,459	4,950	1,050	1,000	725	725	725	725	-	1,050
Restoration Of Historic Structures (P808494)	2,733	-	238	2,495	745	350	350	350	350	350	-	745

Montgomery County Department of Parks - Capital Improvement Program

M-NCPPC, Montgomery Department of Parks FY17-FY22 Capital Improvement Program - Expenditure Schedule												
	Total	Thru FY15	Est FY16	6 Year Total	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs	FY17 Approp.
Acquisition												
Rock Creek Maintenance Facility (P118702)	9,655	1,019	8,636	-	-	-	-	-	-	-	-	-
Roof Replacement: Non-Local Pk (P838882)	2,055	-	255	1,800	300	300	300	300	300	300	-	300
S. Germantown Recreational Park: Cricket Field (P871746)	2,300	-	-	2,300	75	800	925	500	-	-	-	2,300
Seneca Crossing Local Park (P138704)	8,773	-	-	-	-	-	-	-	-	-	8,773	-
Small Grant/Donor-Assisted Capital Improvements (P058755)	2,076	-	276	1,800	300	300	300	300	300	300	-	300
Stream Protection: SVP (P818571)	4,466	-	316	4,150	875	875	600	600	600	600	-	875
Trails: Hard Surface Design & Construction (P768673)	2,808	-	708	2,100	450	450	300	300	300	300	-	450
Trails: Hard Surface Renovation (P888754)	3,791	-	591	3,200	1,000	1,000	300	300	300	300	-	1,000
Trails: Natural Surface & Resource-based Recreation (P858710)	2,563	-	463	2,100	350	350	350	350	350	350	-	350
Urban Park Elements (P871540)	1,750	-	250	1,500	250	250	250	250	250	250	-	250
Wall Local Park Improvements (P871741)	6,000	-	-	6,000	500	1,000	2,000	2,500	-	-	-	6,000
Warner Circle Special Park (P118703)	6,177	675	550	-	-	-	-	-	-	-	4,952	-
Western Grove Urban Park (P871548)	1,105	93	662	350	350	-	-	-	-	-	-	-
Woodside Urban Park (P138705)	6,992	198	352	6,442	1,595	1,756	2,416	675	-	-	-	6,442
Black Hill Trail Renovation and Extension (P058701)	* 4,036	4,036	-	-	-	-	-	-	-	-	-	-
Darnestown Square Heritage Park (P098704)	* 734	734	-	-	-	-	-	-	-	-	-	-
East Norbeck Local Park Expansion (P058703)	* 3,754	3,754	-	-	-	-	-	-	-	-	-	-
Evans Parkway Neighborhood Park (P098702)	* 3,651	3,651	-	-	-	-	-	-	-	-	-	-
Germantown Town Center Urban Park (P078704)	* 7,806	7,806	-	-	-	-	-	-	-	-	-	-
Greenbriar Local Park (P078705)	* 4,407	3,783	624	-	-	-	-	-	-	-	-	-
Lake Needwood Modifications (P098708)	* 3,290	3,290	-	-	-	-	-	-	-	-	-	-
Montrose Trail (P038707)	* 544	544	-	-	-	-	-	-	-	-	-	-
North Four Corners Local Park (P078706)	* 4,304	4,304	-	-	-	-	-	-	-	-	-	-
Resurfacing Parking Lots & Paths: Local Parks (P998714)	* 442	442	-	-	-	-	-	-	-	-	-	-
Resurfacing Parking Lots & Paths: Non-Local Parks (P998764)	* 429	429	-	-	-	-	-	-	-	-	-	-
Rock Creek Trail Pedestrian Bridge (P048703)	* 8,795	8,795	-	-	-	-	-	-	-	-	-	-
S. Germantown Recreational Park: Soccerplex Fac. (P998712)	* 10,965	10,965	-	-	-	-	-	-	-	-	-	-
Shady Grove Maintenance Facility Relocation (P098709)	* 250	200	50	-	-	-	-	-	-	-	-	-
Takoma-Piney Branch Local Park (P078707)	* 3,350	3,350	-	-	-	-	-	-	-	-	-	-
Woodlawn Barn Visitors Center (P098703)	* 3,250	2,750	500	-	-	-	-	-	-	-	-	-
Woodstock Equestrian Center (P018712)	* 1,491	1,491	-	-	-	-	-	-	-	-	-	-
Work Order Mgmt/Planned Lifecycle Asset Repl. Sys. (P028702)	* 920	920	-	-	-	-	-	-	-	-	-	-
Development	314,080	71,353	44,562	154,408	25,709	25,776	24,716	28,157	28,677	21,373	43,757	39,398
M-NCPPC	451,902	140,129	66,607	194,378	32,204	32,271	31,461	34,902	35,422	28,118	50,788	45,893

* = Closeout or Pending Closeout



Montgomery County

Department of Parks – Capital Projects Fund

OVERVIEW

The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities. This fund's budget consists of the first year of the six-year Capital Improvement Program (CIP).

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL PROJECTS FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	2,000,000	-
State (POS)	9,708,280	2,520,000	2,520,000	3,830,000	52.0%
State (Other)	(3,580,660)	300,000	300,000	225,000	-25.0%
County	13,103,648	9,316,000	9,316,000	25,754,000	176.4%
Interest	27,383	10,000	10,000	25,000	150.0%
Contributions	21,500	200,000	200,000	200,000	0.0%
Miscellaneous	1,122	-	-	-	-
Total Revenues	<u>19,281,273</u>	<u>12,346,000</u>	<u>12,346,000</u>	<u>32,034,000</u>	<u>159.5%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	23,445,223	17,785,000	17,785,000	44,893,000	152.4%
Park Acquisition	399,141	5,420,000	5,420,000	5,495,000	1.4%
Park Development	23,046,082	12,365,000	12,365,000	39,398,000	218.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>23,445,223</u>	<u>17,785,000</u>	<u>17,785,000</u>	<u>44,893,000</u>	<u>152.4%</u>
Excess of Revenues over Expenditures	<u>(4,163,950)</u>	<u>(5,439,000)</u>	<u>(5,439,000)</u>	<u>(12,859,000)</u>	<u>136.4%</u>
Other Financing Sources (Uses):					
Bond Proceeds	-	4,299,000	4,299,000	11,234,000	161.3%
Transfers In					
Transfer from Park Fund (Pay-Go)	350,000	350,000	350,000	350,000	0.0%
Transfer from Enterprise Fund	-	800,000	800,000	1,300,000	62.5%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	350,000	1,150,000	1,150,000	1,650,000	43.5%
Transfers Out					
Transfer to Park Fund	(27,383)	(10,000)	(10,000)	(25,000)	150.0%
Total Transfers Out	<u>(27,383)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(25,000)</u>	<u>150.0%</u>
Total Other Financing Sources (Uses)	<u>322,617</u>	<u>5,439,000</u>	<u>5,439,000</u>	<u>12,859,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(3,841,333)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	8,121,076	8,367,733	4,279,743	4,279,743	-48.9%
Fund Balance, Ending	<u>\$ 4,279,743</u>	<u>\$ 8,367,733</u>	<u>\$ 4,279,743</u>	<u>\$ 4,279,743</u>	<u>-48.9%</u>



Other Funds

OTHER FUNDS

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Montgomery County Special Revenue Funds

SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue funds are Development Review (Planning Department) and Interagency Agreements (Department of Parks). The FY17 proposed revenue budget is \$4,101,145 and is 14.6% higher compared to the FY16 adopted budget. FY17 expenditures are proposed at \$5,751,622, representing a 1.7% increase from the FY16 adopted budget.

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SUMMARY BY SPECIAL REVENUE PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues and Other Sources:					
Planning Department:					
Traffic Mitigation Program	\$ 7,258	\$ 24,100	\$ 20,000	\$ 20,200	-16.2%
Historic Preservation-County Non-Dept	2,035	5,100	-	6,000	17.6%
GIS Data Sales	1,555	2,100	1,400	1,800	-14.3%
Environmental/Forest Conserv. Penalties	31,561	25,000	25,000	25,300	1.2%
Development Review	3,066,353	1,829,000	1,829,000	2,336,000	27.7%
Forest Conservation	368,775	51,000	51,000	53,000	3.9%
Subtotal Planning:	<u>3,477,537</u>	<u>1,936,300</u>	<u>1,926,400</u>	<u>2,442,300</u>	<u>26.1%</u>
Parks Department:					
Historic Renovations- Property Mngmt.	12,045	23,698	23,742	12,000	-49.4%
Park Police- Drug Enforcement	188	200	200	-	-100.0%
Park Police- Federally Forfeited Prop.	190	200	200	-	-100.0%
Interagency Agreements	954,071	876,500	952,500	1,028,200	17.3%
Park Cultural Resources	58,995	55,000	47,100	66,000	20.0%
Special Events	113,688	75,000	80,000	85,000	13.3%
Nature Programs and Facilities	129,766	178,200	171,700	186,500	4.7%
Special Donations and Programs	53,492	433,200	73,145	281,145	-35.1%
Subtotal Parks:	<u>1,322,435</u>	<u>1,641,998</u>	<u>1,348,587</u>	<u>1,658,845</u>	<u>1.0%</u>
Total Revenues and Other Sources	<u>4,799,972</u>	<u>3,578,298</u>	<u>3,274,987</u>	<u>4,101,145</u>	<u>14.6%</u>
Expenditures and Other Uses:					
Planning Department:					
Traffic Mitigation Program	2,852	24,000	20,000	20,000	-16.7%
Historic Preservation-County Non-Dept	-	39,000	60,000	6,000	-84.6%
GIS Data Sales	10,609	120,000	-	130,000	8.3%
Environmental/Forest Conserv. Penalties	8,456	24,000	24,000	24,000	0.0%
Development Review	3,098,685	3,132,033	3,132,033	3,245,122	3.6%
Forest Conservation	136,385	483,000	480,000	483,000	0.0%
Subtotal Planning:	<u>3,256,987</u>	<u>3,822,033</u>	<u>3,716,033</u>	<u>3,908,122</u>	<u>2.3%</u>
Parks Department:					
Historic Renovations- Property Mngmt.	56,698	100,000	68,398	100,000	0.0%
Park Police- Drug Enforcement	-	20,000	20,000	20,000	0.0%
Park Police- Federally Forfeited Prop.	-	25,000	25,000	25,000	0.0%
Interagency Agreements	943,017	884,950	1,006,700	1,028,200	16.2%
Park Cultural Resources	29,036	57,900	45,450	82,500	42.5%
Special Events	101,934	94,400	94,400	122,000	29.2%
Nature Programs and Facilities	146,554	140,000	119,000	164,000	17.1%
Special Donations and Programs	79,641	512,544	120,087	301,800	-41.1%
Subtotal Parks:	<u>1,356,880</u>	<u>1,834,794</u>	<u>1,499,035</u>	<u>1,843,500</u>	<u>0.5%</u>
Total Expenditures and Other Uses	<u>4,613,867</u>	<u>5,656,827</u>	<u>5,215,068</u>	<u>5,751,622</u>	<u>1.7%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	186,105	(2,078,529)	(1,940,081)	(1,650,477)	-20.6%
Fund Balance - Beginning	5,194,306	3,326,323	5,380,411	3,440,330	3.4%
Fund Balance - Ending	<u>\$ 5,380,411</u>	<u>\$ 1,247,794</u>	<u>\$ 3,440,330</u>	<u>\$ 1,789,853</u>	<u>43.4%</u>



Montgomery County

Special Revenue Funds: Traffic Mitigation Program

OVERVIEW

The Traffic Mitigation Special Revenue Fund account supports the regulatory process to ensure compliance with traffic mitigation agreements from approved development. Revenues are received from developers on an annual basis. This account is designated to pay for the independent monitoring of development agreements and to ensure that each meets and maintains its trip reduction goal.

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
TRAFFIC MITIGATION PROGRAM
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	280	100	-	200	100.0%
Miscellaneous	6,978	24,000	20,000	20,000	-16.7%
Total Revenues	7,258	24,100	20,000	20,200	-16.2%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	2,852	24,000	20,000	20,000	-16.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	2,852	24,000	20,000	20,000	-16.7%
Excess of Revenues over Expenditures	4,406	100	-	200	100.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	4,406	100	-	200	100.0%
Fund Balance - Beginning	55,284	55,284	59,690	59,690	8.0%
Fund Balance - Ending	\$ 59,690	\$ 55,384	\$ 59,690	\$ 59,890	8.1%



Montgomery County

Special Revenue Funds: Historic Preservation – County Non-Departmental Account

OVERVIEW

The Historic Preservation Special Revenue Fund account was established to manage funds derived from the annual contract between Montgomery County and the Planning Department to partially fund staff support to the Montgomery County Historic Preservation Commission (HPC) and other activities. The historic preservation special revenue fund remains in place as a source of funding for grant projects and sale of publications. Staff also administers additional grants from the State of Maryland, in support of historic preservation functions.

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
HISTORIC PRESERVATION - COUNTY NON-DEPARTMENTAL ACCOUNT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,035	5,000	-	6,000	20.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	100	-	-	-100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,035</u>	<u>5,100</u>	<u>-</u>	<u>6,000</u>	<u>17.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	6,000	-
Other Services and Charges	-	39,000	60,000	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>39,000</u>	<u>60,000</u>	<u>6,000</u>	<u>-84.6%</u>
Excess of Revenues over Expenditures	<u>2,035</u>	<u>(33,900)</u>	<u>(60,000)</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-Administration Account					
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>2,035</u>	<u>(33,900)</u>	<u>(60,000)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	<u>66,685</u>	<u>39,185</u>	<u>68,720</u>	<u>8,720</u>	<u>-77.7%</u>
Fund Balance - Ending	<u>\$ 68,720</u>	<u>\$ 5,285</u>	<u>\$ 8,720</u>	<u>\$ 8,720</u>	<u>65.0%</u>



Montgomery County

Special Revenue Funds: GIS Data Sales

OVERVIEW

The Map Sales SRA was formerly known as the GIS Data Sales SRA. The GIS Data SRA was set up in order to recover the costs of maintaining key GIS data on a routine basis as dictated by the County GIS strategic plan. Revenue for this fund used to come from the sale of GIS data to the development community. In FY15, the sale of digital GIS data was ended at the request of the Montgomery County Council and by State law enacted for the purpose of providing open data to the public. Now map sales are the remaining revenue source for this fund.

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
GIS DATA SALES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,047	2,000	1,300	1,300	-35.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	508	100	100	500	400.0%
Miscellaneous	-	-	-	-	-
Total Revenues	1,555	2,100	1,400	1,800	-14.3%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	10,609	120,000	-	130,000	8.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	10,609	120,000	-	130,000	8.3%
Excess of Revenues over Expenditures	(9,054)	(117,900)	1,400	(128,200)	8.7%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(9,054)	(117,900)	1,400	(128,200)	8.7%
Fund Balance - Beginning	149,777	151,777	140,723	142,123	-6.4%
Fund Balance - Ending	\$ 140,723	\$ 33,877	\$ 142,123	\$ 13,923	-58.9%



Montgomery County

Special Revenue Funds: Environmental / Forest Conservation Penalties

OVERVIEW

The Forest Conservation Penalty Fund receives funds from property owners that have received administration citations and administrative civil penalties. By law, the money collected in this fund must be used to administer the program. Funds have been used to reimburse hearing examiners used in violation cases, obtain transcripts for appeals, planting of new trees and forests, contractual help to digitize easements for posting on the web site and obtaining equipment and training necessary for the forest conservation inspectors to perform their duties.

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	260	-	-	300	-
Miscellaneous	31,301	25,000	25,000	25,000	0.0%
Total Revenues	31,561	25,000	25,000	25,300	1.2%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	4,376	4,000	4,000	4,000	0.0%
Other Services and Charges	4,080	20,000	20,000	20,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	8,456	24,000	24,000	24,000	0.0%
Excess of Revenues over Expenditures	23,105	1,000	1,000	1,300	30.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	23,105	1,000	1,000	1,300	30.0%
Fund Balance - Beginning	62,206	20,005	85,311	86,311	331.4%
Fund Balance - Ending	\$ 85,311	\$ 21,005	\$ 86,311	\$ 87,611	317.1%



Montgomery County

Special Revenue Funds: Development Review

OVERVIEW

The Development Review Special Revenue Fund was created to collect fees generated from the submission of development applications. A certain portion of the costs associated with the review of plans may be recovered through fees. Treating this portion separately from the remainder of the Planning Department's budget served to reduce pressure on both the Administration Fund and the Spending Affordability Guidelines. Costs have been defined broadly to reflect not only the time spent by reviewers in the analysis of development applications, but also additional support costs associated with administrative and tech team staff, public information staff, legal staff, and a certain portion of other support services, such as technology support and GIS. Revenues are defined as the fees received for record plats, preliminary plans, sketch plans, project plans, and site plans.

It was originally anticipated that fees could be adjusted as necessary to recover the necessary costs. However, previous slowdowns in the economy led to a gap between costs incurred and fees received. Moreover, fees could not be raised to inordinately high levels to cover the gap. Therefore, transfers were made from the Administration Fund to cover the gap in years of low economic development. However, after a string of exceptional revenue years in FY12, FY13, and FY15, transfers were not needed from the Administrative Fund for FY14, FY15, and FY16.

The Planning Department is proposing to increase the chargebacks from the Administration Fund to the Development Review Special Revenue Account (DR-SRA) by \$104,000 from \$2,937,500 to \$3,041,500 (a 2.6% increase) to cover the FY16 compensation increases. The chargeback was not increased during the FY16 budget process due to the uncertainty of the requested compensation increases being approved.

The Department has traditionally requested a transfer from the Administration Fund into the Development Review (DR) Special Revenue Fund in recognition of the fact that revenues may not cover the costs of our review efforts. The fund performed well in FY12, FY13, and in FY15 primarily due to the fees collected for various large projects in CR zones. Property owners moved quickly to either take advantage of changes to the zoning ordinance or to submit new applications to grandfather existing zoning requirements. This performance built a significant fund balance. Due to this large balance and due to sufficient fees being collected in each of these fiscal years, the Council did not approve a transfer in FY14, FY15 and FY16. However, in the interest of being prudent and not overestimating revenue that may or may not come in during the remaining $\frac{3}{4}$ of FY16, we are requesting \$500,000 in FY17 to cover potential shortfalls.



Montgomery County Special Revenue Funds: Development Review

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW

Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	3,053,990	1,825,000	1,825,000	1,825,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	12,363	4,000	4,000	11,000	175.0%
Miscellaneous	-	-	-	-	-
Total Revenues	3,066,353	1,829,000	1,829,000	1,836,000	0.4%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	3,435	35,000	35,000	35,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,095,250	3,097,033	3,097,033	3,210,122	3.7%
Total Expenditures	3,098,685	3,132,033	3,132,033	3,245,122	3.6%
Excess of Revenues over Expenditures	(32,332)	(1,303,033)	(1,303,033)	(1,409,122)	8.1%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	500,000	-
Total Transfers In	-	-	-	500,000	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	500,000	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(32,332)	(1,303,033)	(1,303,033)	(909,122)	-30.2%
Fund Balance - Beginning	3,437,070	2,172,816	3,404,738	2,101,705	-3.3%
Fund Balance - Ending	\$ 3,404,738	\$ 869,783	\$ 2,101,705	\$ 1,192,583	37.1%



Montgomery County

Special Revenue Fund: Forest Conservation

OVERVIEW

The Forest Conservation Special Revenue Fund account collects fees paid by developers in lieu of planting forest. By law, this fund can only be used for forest planting, protection, and maintenance and for planting trees to create a canopy in urban areas. Examples of past expenditures include the planting and maintenance of riparian forests in the Reddy Branch Stream Valley Park; along Beach Drive in Meadowbrook Park; along Watts Branch near Lake Potomac Drive; at Rachel Carson Park; and at the Oak Ridge Conservation Park in the Little Bennett watershed. In FY17, we anticipate expanding the planting areas in all of these environmental sensitive areas. The Fund supports the Planning Department's "Leaves for Neighborhoods" project, which provides a coupon to Montgomery County residents for the purchase of native canopy trees, and for the "Shades of Green" program, which funds planting of new canopy trees on private lands in central business districts. The Fund finances work by University of Vermont researchers to detail the amount of forest and tree cover in Montgomery County. Funds in the account are also used as leverage to help secure grants from the Maryland Department of Natural Resources and other organizations to enable additional forest planting and habitat restoration

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
FOREST CONSERVATION					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2017					
	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,529	1,000	1,000	3,000	200.0%
Miscellaneous	365,246	50,000	50,000	50,000	0.0%
Total Revenues	368,775	51,000	51,000	53,000	3.9%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	3,006	3,000	3,000	3,000	0.0%
Other Services and Charges	133,379	480,000	477,000	480,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	136,385	483,000	480,000	483,000	0.0%
Excess of Revenues over Expenditures	232,390	(432,000)	(429,000)	(430,000)	-0.5%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	232,390	(432,000)	(429,000)	(430,000)	-0.5%
Fund Balance - Beginning	796,980	440,282	1,029,370	600,370	36.4%
Fund Balance - Ending	\$ 1,029,370	\$ 8,282	\$ 600,370	\$ 170,370	1957.1%



Montgomery County

Special Revenue Funds: Historic Renovations – Property Management

OVERVIEW

The Historic Renovations – Property Management account contains property management revenues and other fees for preservation of historic properties owned or managed by Montgomery County Parks. The funds are earmarked for historic park properties.

SUMMARY OF FY17 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	502	200	200	-	-100.0%
Miscellaneous	(12,000)	23,498	23,542	12,000	-48.9%
Total Revenues	(11,498)	23,698	23,742	12,000	-49.4%
Expenditures by Major Object:					
Personnel Services	56,698	-	68,398	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	100,000	-	100,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	56,698	100,000	68,398	100,000	0.0%
Excess of Revenues over Expenditures	(68,196)	(76,302)	(44,656)	(88,000)	15.3%
Other Financing Sources (Uses):					
Transfers In					
Property Management Fund	23,543	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	23,543	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	23,543	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(44,653)	(76,302)	(44,656)	(88,000)	15.3%
Fund Balance - Beginning	223,952	144,552	179,299	134,643	-6.9%
Fund Balance - Ending	\$ 179,299	\$ 68,250	\$ 134,643	\$ 46,643	-31.7%



Montgomery County

Special Revenue Funds: Park Police – Drug Enforcement Fund

OVERVIEW

The Park Police Drug Enforcement Fund account was established pursuant to Maryland law and provides the authority to seize property as a result of drug-related crime conviction. The funds may only be used specifically for the purchase of equipment and other resources to combat drug-related crimes in the parks.

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK POLICE - DRUG ENFORCEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	188	200	200	-	-100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>188</u>	<u>200</u>	<u>200</u>	<u>-</u>	<u>-100.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	20,000	20,000	20,000	0.0%
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>188</u>	<u>(19,800)</u>	<u>(19,800)</u>	<u>(20,000)</u>	<u>1.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>188</u>	<u>(19,800)</u>	<u>(19,800)</u>	<u>(20,000)</u>	<u>1.0%</u>
Fund Balance - Beginning	46,517	26,617	46,705	26,905	1.1%
Fund Balance - Ending	<u>\$ 46,705</u>	<u>\$ 6,817</u>	<u>\$ 26,905</u>	<u>\$ 6,905</u>	<u>1.3%</u>



Montgomery County

Special Revenue Funds: Park Police – Federally Forfeited Property

OVERVIEW

The Federal Forfeited Property account was established pursuant to Federal law. This fund allows for certain drug-crime related assets to be seized and forfeited to the agency. When forfeiture is approved by the court, the seized assets may then be used to purchase equipment and other resources to combat drug-related crimes in the park system.

SUMMARY OF FY17 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK POLICE - FEDERALLY FORFEITED PROPERTY
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	190	200	200	-	-100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>190</u>	<u>200</u>	<u>200</u>	<u>-</u>	<u>-100.0%</u>
Expenditures by Major Object:					
Personnel Services					-
Supplies and Materials	-	10,000	10,000	10,000	0.0%
Other Services and Charges	-	15,000	15,000	15,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>190</u>	<u>(24,800)</u>	<u>(24,800)</u>	<u>(25,000)</u>	<u>0.8%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>190</u>	<u>(24,800)</u>	<u>(24,800)</u>	<u>(25,000)</u>	<u>0.8%</u>
Fund Balance - Beginning	<u>58,488</u>	<u>28,588</u>	<u>58,678</u>	<u>33,878</u>	<u>18.5%</u>
Fund Balance - Ending	<u>\$ 58,678</u>	<u>\$ 3,788</u>	<u>\$ 33,878</u>	<u>\$ 8,878</u>	<u>134.4%</u>



Montgomery County

Special Revenue Funds: Interagency Agreements

OVERVIEW

The Special Revenue Fund account for Interagency Agreements includes revenues from other agencies and governments for work the Commission performs on a “reimbursement for service” basis. The Commission maintains agreements with Montgomery County to assist with snow removal, and with other agencies for seasonal policing and ballfield maintenance.

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ 938,657	\$ 866,500	\$ 948,000	\$ 988,200	14.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	15,414	10,000	4,500	40,000	300.0%
Total Revenues	<u>954,071</u>	<u>876,500</u>	<u>952,500</u>	<u>1,028,200</u>	<u>17.3%</u>
Expenditures by Major Object:					
Personnel Services	59,284	55,000	135,200	145,000	163.6%
Supplies and Materials	28,330	18,450	31,000	30,000	62.6%
Other Services and Charges	816,803	771,000	800,000	812,000	5.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	38,600	40,500	40,500	41,200	1.7%
Total Expenditures	<u>943,017</u>	<u>884,950</u>	<u>1,006,700</u>	<u>1,028,200</u>	<u>16.2%</u>
Excess of Revenues over Expenditures	<u>11,054</u>	<u>(8,450)</u>	<u>(54,200)</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>11,054</u>	<u>(8,450)</u>	<u>(54,200)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	<u>46,172</u>	<u>16,064</u>	<u>57,226</u>	<u>3,026</u>	<u>-81.2%</u>
Fund Balance - Ending	<u>\$ 57,226</u>	<u>\$ 7,614</u>	<u>\$ 3,026</u>	<u>\$ 3,026</u>	<u>-60.3%</u>



Montgomery County

Special Revenue Funds: Park Cultural Resources

OVERVIEW

This program provides supplemental funding for expanding and enhancing historic interpretation and archaeology-educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events at public historic sites, guided historical tours, and school programs. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and volunteer docent materials related to historic and archaeological programs.

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK CULTURAL RESOURCES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	849	1,000	1,000	5,000	400.0%
Charges for Services	45,000	54,000	45,100	60,000	11.1%
Rentals and Concessions	-	-	1,000	1,000	-
Interest	74	-	-	-	-
Miscellaneous	13,072	-	-	-	-
Total Revenues	58,995	55,000	47,100	66,000	20.0%
Expenditures by Major Object:					
Personnel Services	20,556	47,500	37,450	64,000	34.7%
Supplies and Materials	6,711	7,000	8,000	8,500	21.4%
Other Services and Charges	1,769	3,400	-	10,000	194.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	29,036	57,900	45,450	82,500	42.5%
Excess of Revenues over Expenditures	29,959	(2,900)	1,650	(16,500)	469.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	29,959	(2,900)	1,650	(16,500)	469.0%
Fund Balance - Beginning	(5,437)	2,964	24,522	26,172	783.0%
Fund Balance - Ending	\$ 24,522	\$ 64	\$ 26,172	\$ 9,672	15012.5%



Montgomery County

Special Revenue Funds: Special Events

OVERVIEW

This Special Revenue Fund account provides for work the Commission performs on a “reimbursement for service” basis for special events and tournaments in the parks. Examples include the Avon Breast Cancer Walk and the Half Marathon in the Parks.

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL EVENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	113,456	75,000	80,000	85,000	13.3%
Rentals and Concessions	-	-	-	-	-
Interest	232	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>113,688</u>	<u>75,000</u>	<u>80,000</u>	<u>85,000</u>	<u>13.3%</u>
Expenditures by Major Object:					
Personnel Services	97,188	75,000	75,000	100,000	33.3%
Supplies and Materials	2,242	7,400	7,400	10,000	35.1%
Other Services and Charges	2,504	12,000	12,000	12,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>101,934</u>	<u>94,400</u>	<u>94,400</u>	<u>122,000</u>	<u>29.2%</u>
Excess of Revenues over Expenditures	<u>11,754</u>	<u>(19,400)</u>	<u>(14,400)</u>	<u>(37,000)</u>	<u>90.7%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>11,754</u>	<u>(19,400)</u>	<u>(14,400)</u>	<u>(37,000)</u>	<u>90.7%</u>
Fund Balance - Beginning	47,400	19,502	59,154	44,754	129.5%
Fund Balance - Ending	<u>\$ 59,154</u>	<u>\$ 102</u>	<u>\$ 44,754</u>	<u>\$ 7,754</u>	<u>7502.0%</u>



Montgomery County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

This Special Revenue Fund account provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated through seasonal employee-led nature center camps and special event admissions. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and animal supplies/services related to the camps and special events. Revenues and expenses for camps or programs offered by career staff are accounted for in the Park Fund.

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
NATURE PROGRAMS AND FACILITIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	114,937	162,000	154,000	164,000	1.2%
Rentals and Concessions	11,875	16,000	17,500	22,500	40.6%
Interest	318	200	200	-	-100.0%
Miscellaneous	2,636	-	-	-	-
Total Revenues	<u>129,766</u>	<u>178,200</u>	<u>171,700</u>	<u>186,500</u>	<u>4.7%</u>
Expenditures by Major Object:					
Personnel Services	141,376	105,000	97,000	121,000	15.2%
Supplies and Materials	4,978	20,000	16,000	28,000	40.0%
Other Services and Charges	200	15,000	6,000	15,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>146,554</u>	<u>140,000</u>	<u>119,000</u>	<u>164,000</u>	<u>17.1%</u>
Excess of Revenues over Expenditures	<u>(16,788)</u>	<u>38,200</u>	<u>52,700</u>	<u>22,500</u>	<u>-41.1%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(16,788)</u>	<u>38,200</u>	<u>52,700</u>	<u>22,500</u>	<u>-41.1%</u>
Fund Balance - Beginning	61,014	98,114	44,226	96,926	-1.2%
Fund Balance - Ending	<u>\$ 44,226</u>	<u>\$ 136,314</u>	<u>\$ 96,926</u>	<u>\$ 119,426</u>	<u>-12.4%</u>



Montgomery County

Special Revenue Funds: Special Donations and Programs

OVERVIEW

The Special Donations and Programs account includes donations and contributions designated for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL DONATIONS AND PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	53,254	33,000	63,145	66,145	100.4%
Interest	238	200	-	-	-100.0%
Miscellaneous	-	400,000	10,000	215,000	-46.3%
Total Revenues	<u>53,492</u>	<u>433,200</u>	<u>73,145</u>	<u>281,145</u>	<u>-35.1%</u>
Expenditures by Major Object:					
Personnel Services	14,743	100,000	30,430	107,800	7.8%
Supplies and Materials	17,000	167,000	17,000	83,000	-50.3%
Other Services and Charges	-	199,544	29,544	77,000	-61.4%
Capital Outlay	47,898	46,000	43,113	34,000	-26.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>79,641</u>	<u>512,544</u>	<u>120,087</u>	<u>301,800</u>	<u>-41.1%</u>
Excess of Revenues over Expenditures	<u>(26,149)</u>	<u>(79,344)</u>	<u>(46,942)</u>	<u>(20,655)</u>	<u>-74.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(26,149)</u>	<u>(79,344)</u>	<u>(46,942)</u>	<u>(20,655)</u>	<u>-74.0%</u>
Fund Balance - Beginning	148,198	110,573	122,049	75,107	-32.1%
Fund Balance - Ending	<u>\$ 122,049</u>	<u>\$ 31,229</u>	<u>\$ 75,107</u>	<u>\$ 54,452</u>	<u>74.4%</u>



Montgomery County

Advance Land Acquisition Funds

EXECUTIVE OVERVIEW

The Land Use Article of the Annotated Code of Maryland empowers the Maryland National Capital Park and Planning Commission to include funding in its annual budget for the acquisition of lands needed for State highways, streets or roads as well as for school sites and other public uses in Montgomery County. The Commission established a continuing land acquisition revolving fund from which disbursements for such purchases may be made. The purchase must be shown in the Commission's general plan for the physical development of the regional district or in an adopted plan. The acquisition requires the approval of the District Council of Montgomery County. The acquisition of school sites also requires the prior approval of the Montgomery County Board of Education.

The Commission may transfer the land to the County or agency for which it was acquired upon repayment of funds disbursed for the land, plus interest. Any repayment is placed in the land acquisition revolving fund for future purchases. If an agency later determines that the land is not needed for public use, the Commission may use the land as part of its park system. Alternatively, it may sell, exchange, or otherwise dispose of it under its general authority covering the disposition of park and recreation properties.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The Advance Land Acquisition Revolving Fund (ALARF) is financed from the proceeds of bonds issued and sold by the Commission from time to time in amounts deemed necessary for the purpose stated above. The payment of principal and interest on these bonds is provided by a special tax levied by the Montgomery County Council against all property assessed for the purposes of County taxation. The Commission first issued bonds on September 1, 1971, in the amount of \$7,000,000 to establish the size of the revolving fund. Since 1970, bonds have been issued in 1990 and 1994, with some of the total refunded in FY96 and FY03 to lower the interest rate charged to the Commission. The Commission established a debt service fund to pay the principal and interest payments on outstanding bond issues using proceeds from the property tax levy. The proposed personal property tax rate of 0.25 cents and 0.1 cent real property rate will be sufficient to pay the debt service of \$161,885 in FY17. The contribution to the Advance Land Acquisition Revolving Fund is \$1,709,715.

The Land Use Article limits the annual rate of the Advance Land Acquisition tax to a maximum of 3.0 cents personal property tax and 1.2 cents real property tax on each \$100 of assessed valuation. There is no minimum noted under State law. Coupled with continuing annual increases in the assessable base, the tax rate has been sufficient to pay the debt service.

Since the Commission cannot fully anticipate the future needs and requests of other governmental agencies for specific acquisitions, the Commission proposes, in accordance with its authority as prescribed by Land Use Article, Sections 18-401 and 18-402 to expend the entire balance in the ALARF for Advance Land purchases. Since, by law, the District Council has final approval for all land acquisitions by the ALARF, the proposed expenditures from this fund should serve as an estimate only. If no request for land acquisition comes from other agencies and the Commission does not make subsequent purchases, the proposed expenditures will not be made, and therefore will not affect fund balance. Total appropriated funds in the ALA Revolving Fund for FY17 are \$10,563,315.



Montgomery County

Advance Land Acquisition Funds

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Revenues:					
Property Taxes	\$ 1,738,887	\$ 1,786,700	\$ 1,786,700	\$ 1,871,600	4.8%
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,738,887</u>	<u>1,786,700</u>	<u>1,786,700</u>	<u>1,871,600</u>	<u>4.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,467,000	1,620,540	1,629,706	1,709,715	5.5%
Debt Service -	281,460	166,160	166,160	161,885	-2.6%
Debt Service Principal	230,000	120,000	120,000	120,000	0.0%
Debt Service Interest	51,460	44,760	44,760	40,485	-9.6%
Debt Service Fees	-	1,400	1,400	1,400	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,748,460</u>	<u>1,786,700</u>	<u>1,795,866</u>	<u>1,871,600</u>	<u>4.8%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(9,573)</u>	<u>-</u>	<u>(9,166)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (9,573)</u>	<u>\$ -</u>	<u>\$ (9,166)</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	18,739	-	9,166	-	-
Fund Balance, Ending	<u>\$ 9,166</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Advance Land Acquisition Funds

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND
Summary of Revenues, Expenditures, and Changes in Net Position
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	31,943	20,000	20,000	20,000	0.0%
Miscellaneous (Contributions)	1,467,000	1,620,540	1,629,706	1,709,715	5.5%
Total Revenues	<u>1,498,943</u>	<u>1,640,540</u>	<u>1,649,706</u>	<u>1,729,715</u>	<u>5.4%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Capital Outlay	3,885,521	9,924,355	1,000,000	10,563,315	6.4%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>3,885,521</u>	<u>9,924,355</u>	<u>1,000,000</u>	<u>10,563,315</u>	<u>6.4%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(2,386,578)</u>	<u>(8,283,815)</u>	<u>649,706</u>	<u>(8,833,600)</u>	<u>6.6%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (2,386,578)</u>	<u>\$ (8,283,815)</u>	<u>\$ 649,706</u>	<u>\$ (8,833,600)</u>	<u>6.6%</u>
Total Net Position - Beginning	<u>10,570,472</u>	<u>8,283,815</u>	<u>8,183,894</u>	<u>8,833,600</u>	<u>6.6%</u>
Total Net Position - Ending	<u>\$ 8,183,894</u>	<u>\$ -</u>	<u>\$ 8,833,600</u>	<u>\$ -</u>	<u>-</u>



Montgomery County Park Debt Service Fund

EXECUTIVE OVERVIEW

The Park Debt Service Fund is used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs. Resources consist of the annual transfer from the Park Fund.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The FY17 proposed budget includes debt service on an expected \$8 million issue in the spring of 2016.

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	30,000	-	-	-	-
Debt Service -	4,759,723	5,059,085	5,059,085	5,371,969	6%
Debt Service Principal	3,295,000	2,745,000	2,745,000	3,415,000	24%
Debt Service Interest	1,464,526	2,189,085	2,189,085	1,806,969	-17%
Debt Service Fees	197	125,000	125,000	150,000	20%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	4,789,723	5,059,085	5,059,085	5,371,969	6%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	(4,789,723)	(5,059,085)	(5,059,085)	(5,371,969)	6%
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	4,789,723	5,059,085	5,059,085	5,371,969	6%
Total Transfers In	4,789,723	5,059,085	5,059,085	5,371,969	6%
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	4,789,723	5,059,085	5,059,085	5,371,969	6%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ -	\$ -	\$ -	\$ -	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



Montgomery County Debt Service Requirements for FY17

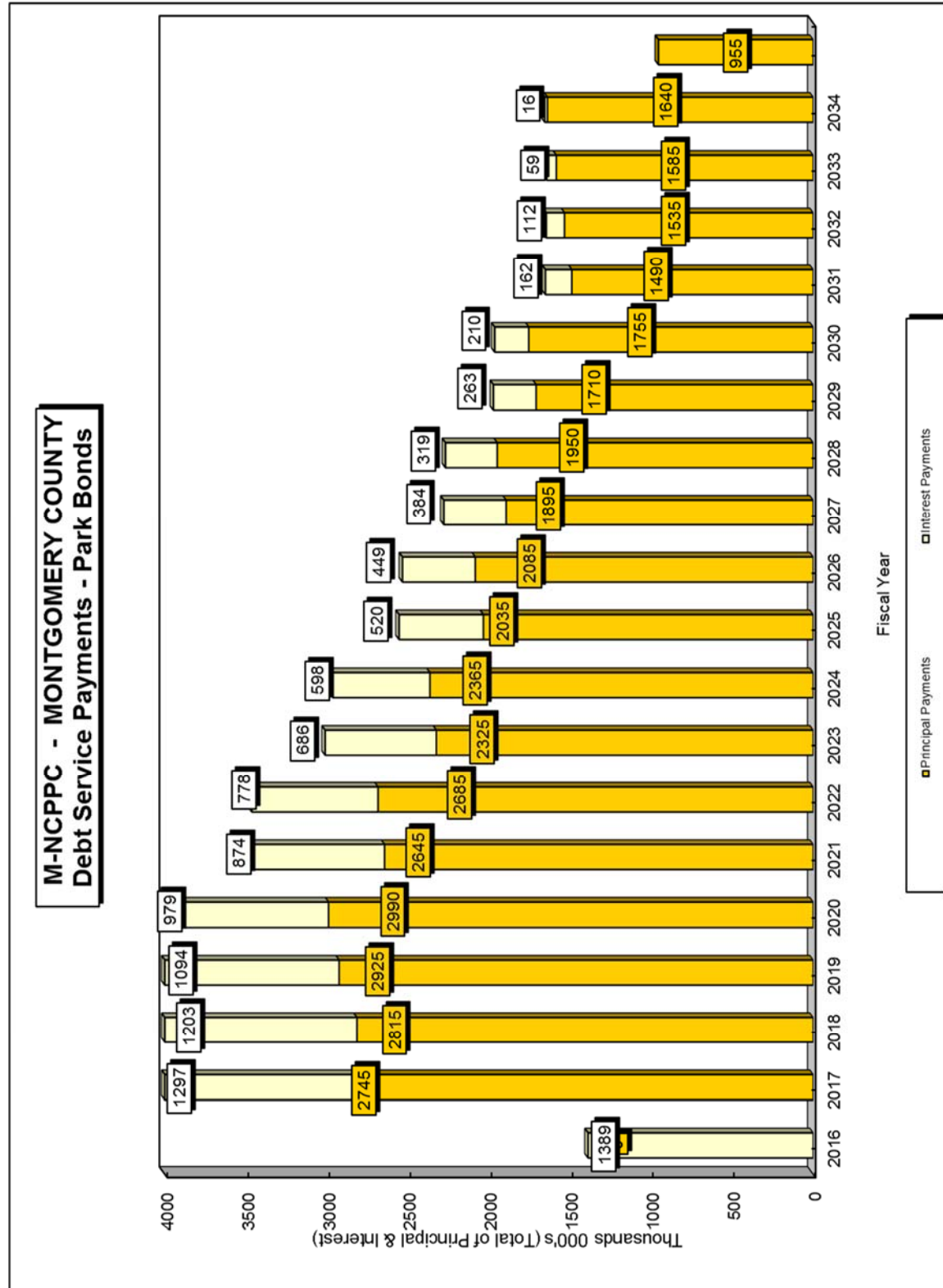
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MONTGOMERY COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2017

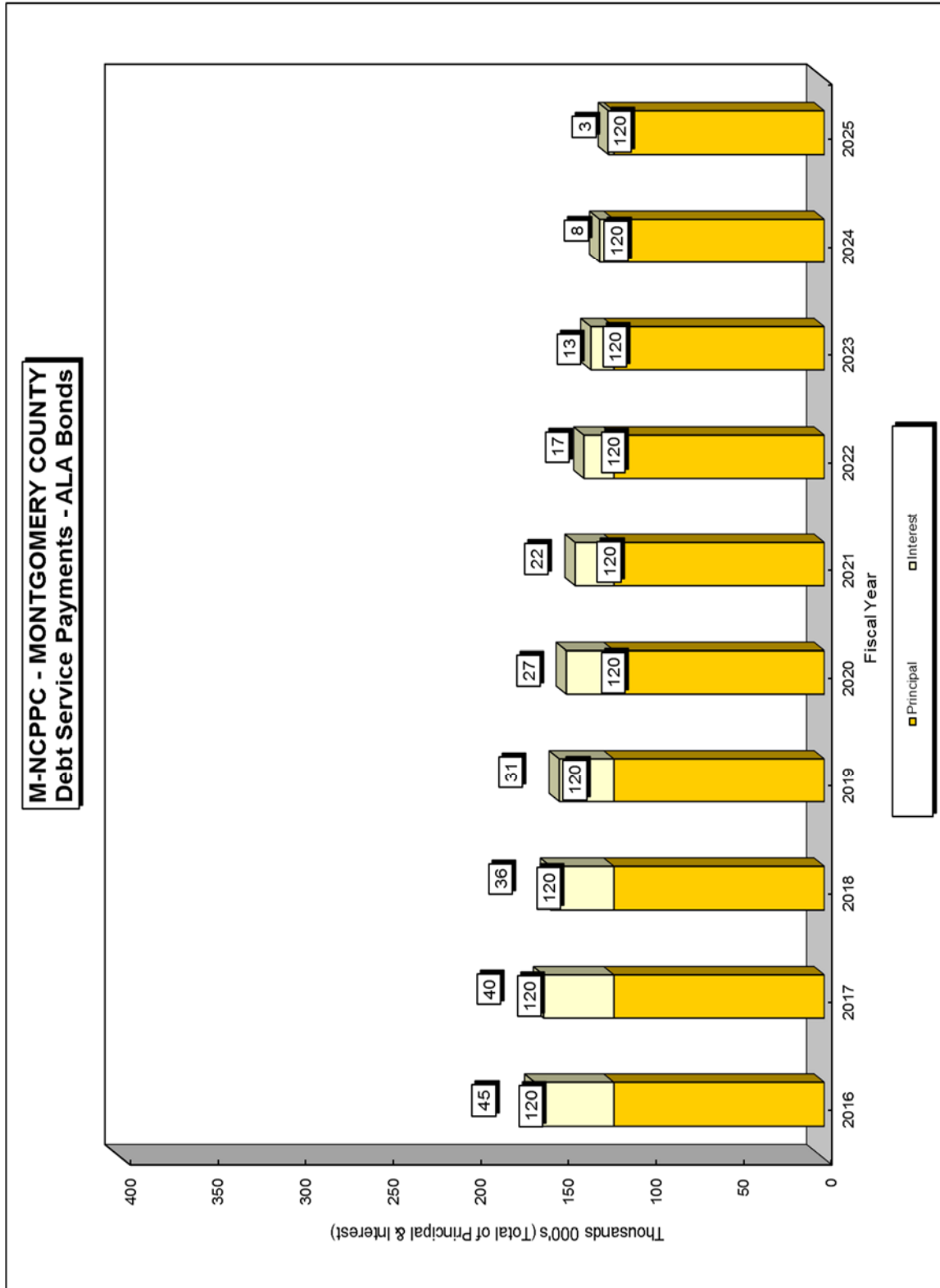
Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/16	FY 2017 Payments			
						Principal	Interest	Total	Balance
FF-2 Park Acquisition and Development	3.8457%	11/15/04	12/01/24	4,000,000	480,000	-	9,990	9,990	480,000
II-2 Park Acquisition and Development	3.9651%	03/15/07	04/01/27	4,700,000	3,035,000	185,000	119,262	304,262	2,850,000
LL-2 Park and Acquisition and Development	2.3300%	05/21/09	11/01/20	8,405,000	3,555,000	930,000	106,300	1,036,300	2,625,000
MM-2 Park Acquisition and Development	3.4300%	05/21/09	11/01/28	5,250,000	3,780,000	210,000	130,488	340,488	3,570,000
*MC 2012-A Park Acquisition and Development Refunding Bond	2.8695%	03/21/12	12/30/32	12,505,000	10,900,000	855,000	386,581	1,241,581	10,045,000
MC 2012- A Park Acquisition and Development	3.5622%	03/21/12	06/30/33	3,000,000	2,630,000	125,000	98,698	223,698	2,505,000
MC 2014- B Park Acquisition and Development	2.8633%	06/17/14	12/01/23	14,000,000	13,005,000	510,000	235,650	745,650	12,495,000
MC 2016- A Park Acquisition and Development				12,000,000	12,000,000	600,000	540,000	1,140,000	11,400,000
Proposed Park Bond				8,000,000	-	-	180,000	180,000	8,000,000
				<u>71,860,000</u>	<u>49,385,000</u>	<u>3,415,000</u>	<u>1,806,969</u>	<u>5,221,969</u>	<u>53,970,000</u>
Paying Agents Fees								<u>150,000</u>	<u>-</u>
Totals								<u>5,371,969</u>	<u>53,970,000</u>
Total Park Fund Debt Service									
**refunding of CC-2 and FF-2									
<u>Advance Land Acquisition</u>									
FF-2 ALA Gen. Obligation Refunding	3.8457%	11/15/04	12/01/24	2,000,000	1,100,000	120,000	40,485	160,485	980,000
				<u>2,000,000</u>	<u>1,100,000</u>	<u>120,000</u>	<u>40,485</u>	<u>160,485</u>	<u>980,000</u>
Paying Agents Fees								<u>1,400</u>	<u>-</u>
Total Advance Land Debt Service								<u>161,885</u>	<u>980,000</u>



Montgomery County Debt Service Payments - Park Bonds



Montgomery County Debt Service Payments - ALA Bonds



Montgomery County Risk Management Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Risk Management Self Insurance Fund was established on July 1, 1978. Through centralized management, the Risk Management program uses safety and loss control practices and self-insurance administration to reduce liability and mitigate losses to the Commission. The program's overall goals include: reducing the risk of personal injury to employees; protecting and securing Commission assets; avoiding or minimizing injury to users of Commission services and facilities; and managing costs and risk efficiently. The Department of Human Resources and Management (DHRM) is responsible for the program. The Fund is administered jointly with the Finance Department.

The program goals are met through risk assessments; implementation of loss control programs; management of commercial insurance and self-insured coverage's; subrogation of liability; establishment of vendor insurance requirements to protect the agency against losses; supervisory/employee training and compliance reviews for adherence with workplace safety regulations issued by Maryland Occupational Safety and Health (MOSH), federal Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and the Department of Transportation (DOT); accident and damage investigations; facility inspections; administration of safety programs such as the drug and alcohol education and testing program, drivers' license monitoring program and defensive driving program; risk assessments of new and existing agency programs; emergency response program; and case management of workplace injuries and liability claims.

For specialized services related to third party reviews of workers' compensation/liability claims and participation in group insurance, the Commission participates in a self-insurance program administered by the Montgomery County Government (MCSIP). This program is open to the Commission as a bi-county organization. Participation in MCSIP offers cost effective, independent claims adjudication services, and group discounts on commercial insurance policies for areas of general liability, real and personal property, police professional liability, automobile liability, and public official liability. Participation in MCSIP is reflected in the budget through external administration fees. Separate from MCSIP, the Commission also purchases insurance for various surety bonds, police horses, catastrophic losses, and blanket coverage for other specialized programs. The Commission handles its own litigation and representation on liability and workers' compensation claims to enable better control of the outcome from these efforts. The Legal Department charges the Fund for these legal services.

Staffing

For FY17, the Risk Management and Workplace Safety Office is staffed by three safety specialists, a workers' compensation specialist, a liability specialist, risk manager, and a shared administrative support position. A small amount of the Division Chief's time is directly charged to the Fund and some fiscal oversight by the Executive Director and Corporate Budget team is charged back to the Risk Management program. This fund presently includes 6 positions and 6.8 workyears.



Montgomery County

Risk Management Internal Service Fund

FY16 PROGRAM ACCOMPLISHMENTS

- Review and update risk management and safety policies to incorporate new and/or revised Federal and State regulatory standards such as Emergency Action Procedures, Hazard Communication Standards, and Respiratory Protection.
- Develop comprehensive database of safety training programs to enhance tracking of necessary instruction, covered positions, and participants who have completed required training.
- Design and implement supervisory training on accident investigations related to maintenance/trades/construction activities.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY17 PROPOSED BUDGET

Each year, the Risk Management budget is developed to establish necessary funding levels for projected future claims, insurance costs, personnel costs, and external administration fees. Claims expenses include paid claims, incurred but not reported claims estimates, and claim reserves. While the Commission subrogates its claims to offset losses and applies for reimbursements from the Federal Emergency Management Administration (FEMA), these recoveries are not budgeted as a revenue source to this Fund, but are returned directly to the affected departments after being received.

Total proposed FY17 agency-wide expenses are \$7,852,400. After the application of unrestricted fund balance and interest income the total funding needs are adjusted to \$6,442,500. The application of fund balance and interest income is detailed for each county (see funding by County).

The FY17 expenses of \$7,852,400 reflect a 6.1% decrease (or \$510,999) from the FY16 adopted budget levels of \$8,363,409. These expenses are comprised of three components (workers' compensation and liability claims, internal administrative expenses and external administrative fees). The largest component (65.6%) is related to costs for workers' compensation and liability claims. By nature, this expense can vary significantly year to year based on number, severity, and complexity of claims filed. As the Commission participates in the Montgomery County Government Self Insurance Program (MCSIP) for claim management services, we employ actuarial consultant AON to review historical losses and determine our projected costs. The FY17 reductions are primarily attributed to enhanced claims management and an adjusted actuarial approach that utilizes a longer historical average of claims data to project future costs. This approach, which is commonly referred to as smoothing, is used to minimize volatility in projected claims costs.

Proposed Expenses for Montgomery County: The FY17 proposed expense for Montgomery County funded operations is \$3,235,155 which reflects a 3% decrease in costs from FY16 level of \$3,335,045. After the application of \$500,000 in available fund balance and \$40,000 of interest income, the proposed funding (operating revenue) is adjusted down to \$2,695,200. The FY17 funding level represents a 3% decrease from the FY16 adopted budget due to savings in projected claims expenses and an increase in available fund balance to offset costs.

The proposed funding for Montgomery County is allocated as follows: 98% (or \$2,637,500), of the funding is attributed to the Park Fund; 2% is attributed to the Planning Department (\$52,400); and nominal amounts for Enterprise Fund (\$500) and CAS Operations (\$4,800).



Montgomery County Risk Management Internal Service Fund

FY17 PROGRAM PRIORITIES

- Comprehensive assessment of site-specific emergency action protocols for all agency facilities.
- Develop and conduct monthly position-specific safety trainings for maintenance and trades personnel.
- Design and implement accident reduction strategies for work units with high percentage of claims including maintenance/trades/construction activities.
- Continue comprehensive examination of workers' compensation and liability claims for accident reduction and enhanced return-to-work strategies.

BUDGET AT A GLANCE

	FY16 Adopted	FY17 Proposed	% Change	% Allocated*
<i>Montgomery County Budget</i>				
Expenditures	\$3,335,045	\$3,235,155	-3.0%	41.2%
<i>Prince George's County Budget</i>				
Expenditures	\$5,028,364	\$4,617,255	-8.2%	58.8%
<i>Combined Department Total Budget</i>				
Expenditures	\$8,363,409	\$7,852,410	-6.1%	100.0%

*Percent allocated if the amount of the Department's budget funded by each county.

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>RISK MANAGEMENT</u>						
Full-Time Career	3.00	3.15	3.00	3.15	3.00	3.40



Montgomery County Risk Management Internal Service Fund

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY15 Actual	FY16 Adopted	FY16 Estimate	FY17 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	3,144,000	2,681,100	2,681,100	2,637,500	-1.6%
Planning	38,600	46,400	46,400	52,400	12.9%
CAS	4,700	4,700	4,700	4,800	2.1%
Enterprise	113,900	38,000	38,000	500	-98.7%
Miscellaneous (Claim Recoveries, etc.)	332,162	-	-	-	-
Total Operating Revenues	<u>3,633,362</u>	<u>2,770,200</u>	<u>2,770,200</u>	<u>2,695,200</u>	<u>-2.7%</u>
Operating Expenses:					
Personnel Services	363,181	455,097	455,097	460,855	1.3%
Supplies and Materials	22,273	22,500	22,500	27,500	22.2%
Other Services and Charges:					
Insurance Claims:					
Parks	2,844,066	1,966,796	1,966,796	1,918,100	-2.5%
Planning	23,741	41,173	41,173	51,700	25.6%
CAS	2,384	4,904	4,904	8,000	63.1%
Enterprise	(19,909)	30,445	30,445	24,400	-19.9%
Misc., Professional services, etc.	128,345	557,851	557,851	518,500	-7.1%
Depreciation & Amortization Expense	4,200	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	248,003	256,279	256,279	226,100	-11.8%
Total Operating Expenses	<u>3,616,284</u>	<u>3,335,045</u>	<u>3,335,045</u>	<u>3,235,155</u>	<u>-3.0%</u>
Operating Income (Loss)	<u>17,078</u>	<u>(564,845)</u>	<u>(564,845)</u>	<u>(539,955)</u>	<u>-4.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	44,216	30,000	30,000	40,000	33.3%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>44,216</u>	<u>30,000</u>	<u>30,000</u>	<u>40,000</u>	<u>33.3%</u>
Income (Loss) Before Operating Transfers	<u>61,294</u>	<u>(534,845)</u>	<u>(534,845)</u>	<u>(499,955)</u>	<u>-6.5%</u>
Operating Transfers In (Out):					
Transfer In	730,856	-	-	-	-
Transfer (Out)	(730,856)	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	61,294	(534,845)	(534,845)	(499,955)	-6.5%
Total Net Position - Beginning	5,423,978	5,281,842	5,485,272	4,950,427	-6.3%
Total Net Position - Ending	<u>\$ 5,485,272</u>	<u>\$ 4,746,997</u>	<u>\$ 4,950,427</u>	<u>\$ 4,450,472</u>	<u>-6.2%</u>
Designated Position	2,721,399	2,886,793	2,953,548	3,493,097	21.0%
Unrestricted Position	2,763,873	1,860,203	1,996,879	957,375	-48.5%
Total Net Position, June 30	<u>\$ 5,485,272</u>	<u>\$ 4,746,997</u>	<u>\$ 4,950,427</u>	<u>\$ 4,450,472</u>	<u>-6.2%</u>

Note: Allocation of administrative expense paid to Montgomery County for insurance pool management

Parks	\$ 435,865	\$ 446,127	\$ 446,127	\$ 416,500	-6.6%
Planning	9,995	11,414	11,414	11,300	-1.0%
CAS	1,237	1,284	1,284	1,700	32.4%
Enterprise	11,370	16,740	16,740	5,300	-68.3%
Total	<u>\$ 458,467</u>	<u>\$ 475,565</u>	<u>\$ 475,565</u>	<u>\$ 434,800</u>	<u>-8.6%</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Capital Equipment Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The financing authority of the CEISF may be carried over from year to year. This means that if the total authorized amount of financing is not utilized during a particular fiscal year, any remaining funding may be carried over to succeeding fiscal years. Approval of the budget gives the Commission's Secretary-Treasurer and other officers authority to carry out financing for this fund at such time and on such terms as is believed to be advantageous to the Commission without additional action by the Commission or by a Planning Board.

For FY17, the Commission proposes the purchase and financing of \$2,650,000 in capital outlay expenses in the CEISF. In FY17, the CEISF will charge \$1,982,650 to Montgomery County departments and CAS for equipment, consisting primarily of wiring infrastructure upgrades and VOIP Unified Messaging Phone System upgrade. Total expenditures are estimated at \$3,827,125. This includes \$2,650,000 in capital outlay. This consists of \$2,400,000 for Parks for vehicles and equipment; and \$250,000 for Finance for SAN replacement and other IT needs.



Montgomery County Capital Equipment Internal Service Fund

SUMMARY OF FY17 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services (to Other Funds)	\$ 2,327,200	\$ 1,815,283	\$ 1,895,250	\$ 1,982,650	9.2%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>2,327,200</u>	<u>1,815,283</u>	<u>1,895,250</u>	<u>1,982,650</u>	<u>9.2%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	143,999	-	-	-	-
Other Services and Charges:	75,172	-	-	-	-
Debt Service:					
Debt Service Principal	-	769,000	769,000	903,200	17.5%
Debt Service Interest	-	219,300	219,300	233,250	6.4%
Depreciation & Amortization Expense	1,585,153	-	-	-	-
Capital Outlay	-	800,000	800,000	2,650,000	231.3%
Other Classifications	-	-	-	-	-
Chargebacks	29,000	31,501	31,501	40,675	29.1%
Total Operating Expenses	<u>1,833,324</u>	<u>1,819,801</u>	<u>1,819,801</u>	<u>3,827,125</u>	<u>110.3%</u>
Operating Income (Loss)	<u>493,876</u>	<u>(4,518)</u>	<u>75,449</u>	<u>(1,844,475)</u>	<u>40725.0%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	2,650,000	-
Interest Income	8,275	3,000	3,000	3,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	83,368	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>91,643</u>	<u>3,000</u>	<u>3,000</u>	<u>2,653,000</u>	<u>88333.3%</u>
Income (Loss) Before Operating Transfers	<u>585,519</u>	<u>(1,518)</u>	<u>78,449</u>	<u>808,525</u>	<u>-53362.5%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	(805,550)	(805,550)	-	-100.0%
Net Operating Transfer	<u>-</u>	<u>(805,550)</u>	<u>(805,550)</u>	<u>-</u>	<u>-100.0%</u>
Change in Net Position	585,519	(807,068)	(727,101)	808,525	-200.2%
Total Net Position - Beginning	<u>8,583,358</u>	<u>10,283,442</u>	<u>9,168,877</u>	<u>8,441,776</u>	<u>-17.9%</u>
Total Net Position - Ending	<u>\$ 9,168,877</u>	<u>\$ 9,476,374</u>	<u>\$ 8,441,776</u>	<u>\$ 9,250,301</u>	<u>-2.4%</u>

Note: Future Financing Plans

Capital equipment financed for Parks and Pla	\$	2,470,000	\$	2,470,000	\$	2,400,000
Capital equipment financed for Finance Dept.		100,000		100,000		250,000

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

MISSION

The Chief Information Officer (CIO) reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer. The Office of the CIO (OCIO) has its own office space in the Executive Office Building in the suite of the Office of the Executive Director.

Executive Overview

Working together with the Chief Technology Officers of each department and the Information Technology Council, the Commission-wide CIO & IT Initiatives Internal Service Fund's FY17 proposed budget continues to provide, among other services, IT governance, project oversight, and the development of an Enterprise PMO.

Fiscal year 2016 (FY16) has seen continued success in policy creation in the face of increase information technology security threats and breaches. Working with the Office of Internal Audit, the OCIO stepped up its review of the information technology environment and the policies that govern it. The focus is to ensure the confidentiality, integrity, and availability of Commission data. This work will continue as the threats continually change. Additionally, working with the Information Technology Council, the OCIO is evaluating how projects are prioritized and authorized with the expectation of improving efficiency.

Prior to this year, this budget was included in the Capital Equipment Internal Service Fund in each County based, on a prorated share of expenditures and subscribed use of enterprise-wide systems. Beginning this year, this budget is presented separately yet still split between the two Counties. The main change from FY16 is that some expenditures that had previously been accounted for directly in the departmental budgets (GIS map updates, Microsoft licenses) have been centralized in this budget.

Office of the CIO

The proposed FY17 commission-wide expenditure budget is \$772,522 representing a 31% (or \$186,318) increase from the FY16 adopted levels. Montgomery County's portion of this budget is \$318,434.

The major driver of this increase is the shift of prior projects and consulting expenses from Commission-wide IT Initiatives' costs to Office of the CIO operational expenses. These operational expenses include annual security awareness training, external enterprise-wide Information Technology audits, and miscellaneous consulting support.

Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with the Chief Technology Officers and was discussed and recommended by the Information Technology Council. The OCIO proposes to spend \$2,290,000 for the projects below. The first three projects listed below will be funded from departmental contributions and the fourth will be funded by debt issuance with the first payment to be budgeted in FY18. The planned projects are:

- Managing our **Microsoft Software** Licensing needs (\$870,000)
- Upgrading the **Graphical Information System** base maps (\$500,000)
- Upgrading the time system **Kronos** (\$60,000)
- Replacing the **Alliance** physical security system (\$860,000)



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

Note that a portion, approximately \$600,000, of the Microsoft Software licensing was previously funded by each department in their respective operating budgets. In FY17, the entire cost of Licensing is budgeted in this Internal Service Fund. Note that costs reflected are bi-county. Montgomery County's portion of the IT initiatives is \$870,500.

SUMMARY OF FY17 PROPOSED BUDGET

COMMISSION-WIDE CIO & IT INITIATIVES INTERNAL SERVICE FUND - MONTGOMERY COUNTY
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services (to Other Funds)	\$ 530,969	\$ 516,500	\$ 295,400	\$ 778,900	50.8%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	530,969	516,500	295,400	778,900	50.8%
Operating Expenses:					
Personnel Services	76,816	213,521	213,521	237,409	11.2%
Supplies and Materials	17,197	8,038	8,038	2,061	-74.4%
Other Services and Charges:	359,596	241,523	286,355	949,464	293.1%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	88,584	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	542,193	463,082	507,914	1,188,934	156.7%
Operating Income (Loss)	(11,224)	53,418	(212,514)	(410,034)	-867.6%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	344,000	-
Interest Income	5,768	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(15,138)	-	-	-	-
Total Nonoperating Revenue (Expenses):	(9,369)	-	-	344,000	-
Income (Loss) Before Operating Transfers	(20,593)	53,418	(212,514)	(66,034)	-223.6%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(20,593)	53,418	(212,514)	(66,034)	-223.6%
Total Net Position - Beginning	1,955,457	1,536,606	1,934,864	1,722,350	12.1%
Total Net Position - Ending	\$ 1,934,864	\$ 1,590,024	\$ 1,722,350	\$ 1,656,316	4.2%
Note: Future Financing Plans					
Capital equipment financed for IT Initiatives		\$ -	\$ -	\$ 344,000	

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for expenses related to housing Central Administrative Services (CAS) operations which include departments of Finance, Legal, Human Resources and Management; the Internal Audit Division; the Office of the Chief Information Officer; and the Merit System Board.

All CAS operations, with the exception of the Office of Internal Audit, are located primarily within the Executive Office Building (EOB) at 6611 Kenilworth Avenue in Riverdale, Maryland. The EOB, which was built in 1968, serves as the headquarters for bi-County support to the agency.

The EOB also houses the Employees' Retirement System, and the Prince George's County Parks and Recreation Department's Information Technology and Communications Division and the Park Planning and Development Engineering Section, all of which help offset the operations costs for EOB. The Office of Internal Audit is located at an offsite leased space due to space shortages within the EOB.

The EOB proposed budget supports two employees who are responsible for the daily maintenance, repair, and operation of the building and surrounding property. Staff also provides support to offsite Internal Audit Offices. Major maintenance projects include repair/replacement of failing mechanical systems, reconstruction/renovations due to routine use, maintenance of security systems, and, compliance with regulatory and workplace safety standards (e.g. fire, elevator, electrical, OSHA, MOSH, EPA, and the Americans with Disability Act), emergency preparedness, planned lifecycle asset replacement, and fleet vehicle oversight.

Staffing

This fund includes 2.0 positions and 2.0 workyears. No changes in positions or workyears are proposed.

FY17 ACCOMPLISHMENTS

- Continue implementing structural and operational repairs identified through facility condition assessment.
- Implement Phase I of the replacement of EOB deteriorating/damaged windows.
- Complete feasibility study to address more efficient and effective use of the EOB to improve service delivery, address inadequate workspace needs, and address concerns such as security.
- Continue phased in updates to HVAC systems to mitigate frequent repairs, address new EPA standards, ventilation concerns, and system inefficiencies.



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

For FY17, the EOB proposed budget request is \$1,194,440, maintaining the same funding level as FY16. Although the building's aging infrastructure requires increasingly more attention, we are able to maintain a flat budget through cost-containment measures resulting from competitive bidding of specialized maintenance service and decreased reliance on external service contracts. Revenue to the fund is provided annually through operational occupancy charges to the tenant departments/operations based on allocated space. Occupancy rates are based on anticipated operating expenses to enable a clean, safe, and secure worksite for occupants and visitors. The cost per square foot covers facility maintenance and repairs, mechanical systems, janitorial services, security and electronic access system, and grounds maintenance. No rental increases are proposed for FY17.

- **Revenue to the Fund:**
 - \$1,194,440 is projected from occupancy revenue. This revenue is based on the per square footage cost to operate the building. The proposed budget does not include any recommendations for use of fund balance.

- **Expenditures in the Fund:**
 - Personnel Services: The EOB is maintained by two staff. Overall personnel costs are projected to have a small increase of 1.2% (\$2,944) due to adjustment in Other Post-Employment Benefits (OPEB) and reduced allowance for emergency work.
 - Supplies and Materials: This category covers small supplies, technology equipment/software and security systems. Expenses in this category are projected to increase by 1.9% (or \$411) to address adjustments in supplier cost.
 - Other Services and Charges: This component includes expenses for construction, repairs, maintenance of major mechanical and operating services (elevator, HVAC, electrical, roofing), funding for capital improvements, and chargebacks. Expenses in this category decreased .6% (or -\$3,355) compared to FY16 levels.
 - Capital Outlay: This category includes capital expenses for structural improvements, machinery, and equipment (boilers, elevators, generators, etc.). This category remains at the FY16 adopted level.

FY17 Priorities and Major Known Commitments

FY17 Budget covers the ongoing maintenance, operation, utilities and regular repairs of CAS facility operations. Due to the aging infrastructure of the EOB, the proposed budget also includes phased in, critical structural improvements to facility as identified by a comprehensive facility study. Significant planned projects in FY17 are highlighted below.

- Curtain Window Replacement (\$275,000 Capital Outlay): The exterior walls of the EOB are constructed using a curtain wall design (single pane glass windows and metal mounts set in concrete masonry frames). The curtain wall is original to the building which was constructed in 1968. Over the years, the life of the windows has been extended through periodic repairs to broken/damaged glass and window seals. However, repairs have become less effective with the continued aging and deteriorating of the curtain wall. An independent facility assessment identified that the curtain wall has well exceeded its useful life of 35 years. Structural concerns include bowing of window frames, damaged mortar, and cracked windows/seals. The replacement of the window curtain will address these issues and provide enhanced energy efficiency.



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

- HVAC (\$45,000 Capital Outlay): The EOB building was designed to allow work spaces to be located primarily along perimeter walls. However, space shortages have required staff to repurpose other areas located in the core building space. This has resulted in notable heating/ventilation concerns including stagnant airflow, inconsistent heating/cooling, variable moisture levels, and inefficient use of energy.

The FY17 program will include continued phased-in replacement of aging perimeter window HVAC units. These units have exceeded their life cycle and require an increasing number of repairs. Furthermore, the units rely on Freon 22 as the cooling agent. The EPA has established a mandate to phase out the use of this type of Freon. All manufacturers of air conditioning and heating equipment are now required by law to only produce HVAC equipment that uses the new, environmentally friendly, R-410A Freon. In 2020, Freon R-22 will become completely obsolete and extinct. The phased-in replacement uses energy efficient units that will result in lower energy consumption, reduce staff time for repairs, and comply with new EPA regulations. The units will also allow staff to meet the mandates of the Commission's Sustainability Policy.

- Planned Building Improvements Other than HVAC (\$75,000 in Other Services and Charges and \$12,000 in Capital Outlay): Much of the electrical system is original to the building's construction. Electrical upgrades are needed to support current operations and enhance safety. Other required modifications include ensuring continued compliance with ADA and building/local codes, and mechanical upgrades of operating systems that have surpassed their life cycle and require an increasing number of repairs.



Montgomery County Commission-wide Executive Office Building Internal Service Fund

SUMMARY OF FY17 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	190,992	212,449	212,449	212,449	0.0%
Retirement System	75,673	96,015	96,015	96,015	0.0%
CAS Departments	796,491	885,976	885,976	885,976	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,063,156</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	212,657	247,351	247,351	250,295	1.2%
Supplies and Materials	73,969	21,089	21,089	21,500	1.9%
Other Services and Charges:	424,371	594,000	594,000	590,645	-0.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	153,517	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	332,000	332,000	332,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	-	-	-	-
Total Operating Expenses	<u>864,514</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>0.0%</u>
Operating Income (Loss)	<u>198,642</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	6,212	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>6,212</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>204,854</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	204,854	-	-	-	-
Total Net Position - Beginning	<u>3,165,127</u>	<u>3,092,081</u>	<u>3,369,981</u>	<u>3,369,981</u>	<u>9.0%</u>
Total Net Position - Ending	<u>\$ 3,369,981</u>	<u>\$ 3,092,081</u>	<u>\$ 3,369,981</u>	<u>\$ 3,369,981</u>	<u>9.0%</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.

	FY 15 Budget		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
Executive Office Building						
Full-Time Career	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>



Montgomery County

Commission-wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include employer, employee and retiree share of insurance premiums. Medicare Part D provides a subsidy. The Flexible Spending program is also a part of this fund.

As an internal service fund, the Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The premiums paid through the operating department insurance costs constitute most of the revenue, 80%. Revenue from employee and retiree share of the premiums makes up 18% of revenue, with the Medicare subsidy and interest income making up the balance. The fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Paygo costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 5 full-time positions plus a term contract position.

Highlights and Major Changes in FY17 Proposed Budget

The Proposed FY17 expenditure budget is \$57.23 million, which is a 0.2 % decrease from the FY16 Adopted Budget. The dollar decrease from FY16 Adopted Budget is \$101,491.

The FY17 Proposed Budget reflects the effect of previously negotiated changes in employee health insurance cost share and the increase in retiree health insurance cost share. These cost shares apply to all health insurance plans except for the lowest cost plan and the prescription plan. For FOP represented employees and retirees, the cost share increased to 20% effective January 1, 2013. The increased employee cost share is reflected in the employee share of revenue. The administrative expenses are factored into the health insurance rates, and are paid through the premiums paid by the employer and employee.

Requested Essential Need

For FY17, the Group Insurance Fund proposed budget includes \$100,000 to provide consulting services for Affordable Care Act (ACA) compliance.

The FY17 Proposed Budget contains a designated reserve of \$4.86 million, which is sufficient to meet the 8.5% of total operating expense reserve policy. A summary of the Proposed Budget is shown on the next page.



Montgomery County Commission-wide Group Insurance Internal Service Fund

SUMMARY OF FY17 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	317,000	700,000	700,000	-	-100.0%
EGWP Subsidy	-	1,805,000	1,805,000	1,200,000	-33.5%
Charges for Services:					
ISF Revenue, Other	22,360	18,600	18,600	15,900	-14.5%
ISF Revenue, Employee Share	7,090,856	9,884,689	9,884,689	10,137,524	2.6%
ISF Revenue, Employer Share	37,802,216	44,722,998	44,722,998	45,795,360	2.4%
Miscellaneous (Claim Recoveries, etc.)	2,564,872	-	-	-	-
Total Operating Revenues	47,797,304	57,131,287	57,131,287	57,148,784	0.0%
Operating Expenses:					
Personnel Services	615,029	726,962	726,962	739,799	1.8%
Supplies and Materials	5,025	35,000	35,000	50,000	42.9%
Other Services and Charges:					
Professional Services	232,411	395,000	395,000	595,000	50.6%
Insurance Claims and Fees	39,062,072	48,031,482	48,031,482	47,338,073	-1.4%
Insurance Premiums	4,821,516	7,866,031	7,866,031	8,195,394	4.2%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	300,000	283,800	283,800	318,518	12.2%
Total Operating Expenses	45,036,053	57,338,275	57,338,275	57,236,784	-0.2%
Operating Income (Loss)	2,761,251	(206,988)	(206,988)	(88,000)	-57.5%
Non-operating Revenue (Expenses):					
Interest Income	47,967	15,000	15,000	15,000	0.0%
Total Non-operating Revenue (Expenses)	47,967	15,000	15,000	15,000	0.0%
Income (Loss) Before Operating Transfers	2,809,218	(191,988)	(191,988)	(73,000)	-62.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	(700,000)	(700,000)	-	-100.0%
Net Operating Transfer	-	(700,000)	(700,000)	-	-100.0%
Change in Net Position	2,809,218	(891,988)	(891,988)	(73,000)	-91.8%
Total Net Position, Beginning	10,838,987	10,907,860	13,648,205	12,756,217	16.9%
Total Net Position, Ending	13,648,205	10,015,872	12,756,217	12,683,217	26.6%
Designated Position	3,377,704	4,300,371	4,300,371	4,865,127	13.1%
Unrestricted Position	10,270,501	5,715,501	8,455,846	7,818,090	36.8%
Total Net Position, June 30	\$ 13,648,205	\$ 10,015,872	\$ 12,756,217	\$ 12,683,217	26.6%

Policy requires a reserve equal to 8.5% of Total Operating Expense



Montgomery County Commission-wide Group Insurance Internal Service Fund

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COMMISSION-WIDE GROUP INSURANCE FUND</u>						
Full-Time Career	5.00	5.20	5.00	5.20	5.00	5.20
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.20	5.00	5.20	5.00	5.20
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		-		-		-
TOTAL GROUP INSURANCE FUND	6.00	6.20	6.00	6.20	6.00	6.20



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Appendices

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Accrual Basis of Accounting- The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax- Those funds approved to finance planning and administrative support activities.

Adopted Budget- The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)- The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation- Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base- The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions- The number of positions shown by the budget in the approved personnel complement.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

Capital Improvement Program (CIP)- A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by January 15th every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay- Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$5,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

Central Administrative Services (CAS)- The Commission's centralized core administrative departments (Human Resources and Management, Finance, Internal Audit, Legal, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

Chargebacks- Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

Commission-wide Chief Information Officer (CIO) & IT Initiatives Internal Service Fund- The Commission's unit responsible for technology systems, technology security, and strategic planning for enterprise-wide IT systems.

Collective Bargaining Agreement- A legally binding contract between the Commission as an



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employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

Cost of Living Adjustment (COLA)-Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service- The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

Depreciation- Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

Encumbrance- A commitment within an organization to use funds for a specific purpose; there is a legal obligation to spend in the future. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure. A purchase order is a typical encumbrance transaction.

Enterprise Funds- Those funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees. These activities are similar to businesses operated by private enterprise.

Fiscal Year (FY)- The Commission's fiscal year, extending from July 1 in one calendar year to June 30 in the next. Where only a two-digit number is shown, e.g., FY 17 the year ending June 30 of the number shown is intended. (June 30, 2017, in this case).

Fringe Benefits Costs- Funds authorized for the Commission's share of the cost of employees' social security, retirement, health and life insurance.

Fund- A set of accounts reserved for particular types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear compliance with the Land Use Article of the Annotated Code of Maryland, and with accounting standards and practices.

Fund Balance- Amounts left unexpended or unencumbered in a fund at the end of a fiscal year that can be used either to support budget amendments for unanticipated projects or offset revenue shortfalls in the current fiscal year, or to reduce the demand for tax revenue in the next fiscal year. Tax receipts or interest income in excess of budgeted amounts may also create fund balance.

GAAP- Generally Accepted Accounting Principles (GAAP) are the minimum standards governing financial reporting in both the public and private sector. Governments and the accounting industry recognize the GASB as the primary source of GAAP for state and local governments.

GASB- The Governmental Accounting Standards Board or GASB is an independent, private-sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments.

GASB 45- The GASB Statement 45 provides for more complete financial reporting of costs and financial obligations arising from post-employment benefits other than pensions (OPEB) as part of the compensation for services rendered by employees. Post-employment healthcare benefits, the most common form of OPEB, are a significant financial commitment for many governments. Implementation of Statement 45, requires reporting annual OPEB cost and their unfunded actuarial accrued liabilities for past service costs. Prior to Statement 45, it was typical to use a "pay-as-you-go" accounting approach to report the cost of benefits after employees retire.

General Fund- The fund used to account for all assets and liabilities of a non-profit entity except those particularly assigned for other purposes in another more specialized fund. Within the Commission's accounting, the General Fund is made up of the following five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's Administration Fund, Prince George's Park Fund, and Prince George's Recreation Fund.

Governmental Funds- All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.



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Internal Service Funds- Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, management of the Executive Office Building, information systems, and risk management.

Merit Increase- An upward increment in an employee's pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

Modified Accrual Method- The method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

Net Position- The residual of assets, deferred outflows of resources, liabilities, and deferred inflows of resources. This amount is broken out into three components: net investment in capital assets, restricted and unrestricted.

OPEB - Other Post-Employment Benefits. See **GASB 45** for details.

Operating Budget- A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year. It includes descriptions of departments by work programs with estimated expenditures and revenue sources. It also relates data and information on the fiscal management of the Commission.

Operating Budget Impact (OBI)- The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

Other Services and Charges- This category of expenditure reflects services, fees, repairs or maintenance on equipment, rents and leases, and insurance.

Outcome Measure- An assessment of program activity results as compared to its intended purpose. For example, if a program activity's

intent was to increase the number of volunteers, the outcome measure would be the increase in the number of volunteers.

Output Measure- The tabulation, calculation, or recording of activity or effort, expressed in a quantitative manner. An example would be the number of arrests made, or the number of employees enrolling in a new benefit. Output measures do not refer to resources required or reflect the effectiveness or efficiency of the work performed.

Park Concessions- Food and entertainment provided by contractual businesses rather than Park Fund employees.

Park Fund/Tax- Those funds approved to finance park operating expenses and debt service.

Pay-As-You-Go (PAYGO)- The concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus saving the Commission from having to pay interest charges on those bonds.

Performance Indicator- A particular value or characteristic used to measure output or outcome; specific information which either alone, or in combination with other data, permits the systematic assessment of how well services are being delivered. An example would be the percentage of reduction in job related accidents after safety training was conducted.

Performance Measurement- Performance measurement is a system that helps managers: (1) set standards and outcome objectives; (2) measure performance against goals, standards or benchmarks; and (3) communicate results. Performance measurement shifts thinking and focus, providing a practical technique for quantifying and establishing accountability. Performance measurement is fully integrated into the budgetary process and reflects specific strategies, goals, and objectives as determined by decision-makers.

Personal Property Tax- A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission's boundaries.

Personal Services- The cost for personnel salary, wages and fringe benefits is reflected in this category.



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Position- An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period. Employees who occupy a position are designated as career employees. A position may be full or part-time. A career employee may work full-time for a standard workweek, or may work less than a full-time workweek, but more than one-half a workweek, as a part-time employee. Career positions are defined in the Commission's Merit System Rules and Regulations.

Program Budget- Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

Program Open Space (POS)- A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

Property Management Fund- An entity created to account for income and expenditures associated with the rental of park properties.

Proprietary Funds- A fund having profit and loss aspects; therefore it uses the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

Real Property Tax- A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

Recreation Fund/Tax- Those funds approved to finance recreation programs (Prince George's County only).

Reserve- Also referred to as "surplus" in an expenditure budget, it is shown but it cannot be spent without the consent of the approving body. With approval it may be spent for emergencies or other unforeseen purposes. Generally, this amount is held for future year's expenditures. This reserve is proposed to be at least 3-5% of the operating expenditures in the General Fund. Other funds may have separate reserve policies. If the term "Reserve" is used in the revenue listings in the budget, this term refers to a funding source

that is carried over or created in a previous fiscal year.

Salary Lapse- The amount deducted from the budgets for employee salaries and wages to account for assumed savings resulting from turnover, i.e., periods when authorized positions are vacant because of retirements or resignations or when replacements are hired at lower salaries. Positions newly authorized in the budget may generate salary lapse because of delays in hiring. Lapse may also be generated from a deliberate decision to hold a position that could otherwise be filled vacant for a specified period of time in order to generate savings. Lapse will differ from year to year and from department to department.

Seasonal or Seasonal/Intermittent- An employment status for temporary, intermittent, seasonal or as-needed employees. Employees may work full or part-time, but not continuously on a yearly basis. Employees in this category are not in career status. Seasonal/intermittent employees do not occupy positions but do perform work effort measured in workyears.

Service Charge/User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "user fee".

Service Quality Measure- A type of performance indicator that measures the timeliness or effectiveness of a program's operation or a record of customers' assessments. Whereas an output measure might project the number of facilities subject to a safety inspection in a given year, and an outcome measure might project the percentage of facilities receiving the inspection, a service quality measure would record the percentage of facilities inspected on schedule, the percentage of facilities passing inspection, or the percentage of facilities making identified safety improvements within a specified time frame. Results of customer surveys or other assessments tools may be reflected as a service quality measure.

Special Revenue Funds- Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. For example, the Federal Forfeited Property Fund collects revenues from the sale of drug-crime related assets seized in operations involving the Commission's Park Police. As required by Federal



Montgomery County

Appendices - Glossary

statute, these funds are used to purchase equipment and other resources necessary to combat drug-related crimes in the park system.

Spending Affordability- A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee (SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit- This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

Support Services- Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent, shared

by more than one division within a department or by more than one department.

Tax Rate- The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable Base), applied to real and commercial personal

property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield $.03 \times \$10,000,000,000/100 = \$3,000,000$.

Term Contract- An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge."

Workyear- A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.



Montgomery County Appendices - Acronyms

ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC
Land Preservation, Parks, and Recreation	LPPR



Montgomery County Appendices - Acronyms

Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Leadership in Environmental Education Design	LEED
Local Area Network / Wide Area Network	LAN / WAN
Local Area Transportation Review	LATR
Locally Preferred Alignment	LPA
Maryland Department of Planning	MDP
Maryland Transit Administration	MTA
Memorandum Of Understanding	MOU
Metropolitan Washington Council Of Governments	MWCOG
Mid County Highway	M-83
Minority, Female and Disabled procurement program	MFD
Moderately Priced Dwelling Unit	MPDU
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department Of Housing And Community Affairs	MC DHCA
Montgomery County Department Of Permitting Services	MCDPS
Montgomery County Department Of Economic Development	MC DED
Montgomery County Department of Transportation	MCDOT
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Montgomery County Soil Conservation District	MCSCD
National Parks Service	NPS
Policy Area Mobility Review	PAMR
Park, Recreation, and Open Space	PROS
Prince George's Department of Public Works & Transportation	PG DPWT
Program Open Space	POS
Research & Technology Center	RTC
Right Of Way	ROW
Rural Density Transfer zone	RDT
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
State Department of Assessments & Taxation	SDAT
State Highway Administration	SHA
State Of Maryland Department Of Environment	MDE
State of Maryland Department Of Housing And Community Development	DHCD
State of Maryland Department Of Natural Resources	DNR
Total Maximum Daily Load	TMDL
Town Sector zone	T-S
Transferable Development Rights	TDR
Transit Oriented Development	TOD
Transportation Action Partnership	TAP



Montgomery County Appendices - Acronyms

Transportation Policy Area Review	TPAR
United States Fish & Wildlife Service	USF&WS
US Army Core Of Engineers	USACOE
US Environmental Protection Agency	EPA
Us Forest Service	USFS
US National Oceanic Atmospheric Administration	NOAA
Washington Area Bicycle Association	WABA
Washington Metropolitan Area Transit Authority	WMATA
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Montgomery County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratio of Net General Obligation Bonded Debt
To Assessed Value and Net General Obligation Bonded Debt Per Capita
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population	Park Acquisition and Development Bonds				Advance Land Acquisition Bonds			
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
2006	936,070	\$ 99,136,692	\$ 37,335	0.04	\$ 39.88	\$ 114,360,878	4,845	0.00	\$ 5.18
2007	941,491	112,335,704	38,740	0.03	41.15	129,659,726	4,290	0.00	4.56
2008	949,591	126,613,148	35,095	0.03	36.96	146,276,983	3,745	0.00	3.94
2009	957,760	140,254,264	36,813	0.03	38.44	162,053,662	3,210	0.00	3.35
2010	966,000	149,161,911	33,073	0.02	34.24	171,220,841	2,680	0.00	2.77
2011	979,551	149,284,865	28,951	0.02	29.56	171,646,984	2,145	0.00	2.19
2012	989,540	143,754,415	35,654	0.02	36.03	165,916,424	1,905	0.00	1.93
2013	999,247	140,577,467	32,462	0.02	32.49	161,877,310	1,665	0.00	1.67
2014	1,018,355	141,899,535	44,616	0.03	43.81	163,601,193	1,430	0.00	1.40
2015	1,020,000	142,418,524	41,464	0.03	40.65	163,656,758	1,200	0.00	1.18

PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds				Advance Land Acquisition Bonds			
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
2006	836,644	\$ 55,083,907	\$ 105,030	0.19	\$ 125.54	\$ 55,100,674	1,505	0.00	\$ 1.80
2007	832,699	59,177,385	105,400	0.18	126.58	63,544,195	1,190	0.00	1.43
2008	830,514	70,615,992	95,735	0.14	115.27	75,728,883	885	0.00	1.07
2009	834,560	82,671,572	85,501	0.10	102.45	88,636,874	585	0.00	0.70
2010	865,705	91,889,365	76,246	0.08	88.07	98,521,803	290	0.00	0.33
2011	874,045	84,718,780	65,925	0.08	75.43	90,863,504	-	0.00	n.a.
2012	881,138	79,043,657	56,363	0.07	63.97	84,542,585	-	0.00	n.a.
2013	890,081	73,123,809	47,086	0.06	52.90	78,518,921	-	0.00	n.a.
2014	904,430	70,551,044	67,280	0.10	74.39	75,744,055	-	0.00	n.a.
2015	n.a.	71,578,363	58,860	0.08	na	76,747,781	-	0.00	n.a.

Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums
(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments. Population estimates are from the U.S. Bureau of the Census. Population Estimates Branch except 2008 Montgomery County population estimated by the Montgomery County Office of Finance



Montgomery County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Advance Land Acquisition General Obligation Bonds(1)	Ratios		Outstanding Debt Per Capita
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable		Total Primary Government(1)	Percentage Of Personal Income	
2006	\$ 29,555	3,711	\$ 7,780	54	\$ 4,845	0.07	\$ 44.36	45,945
2007	32,025	5,259	6,715	27	4,290	0.07	47.25	48,316
2008	29,465	3,522	5,630	-	38,617	0.06	40.96	42,362
2009	32,290	2,301	4,523	-	39,114	0.06	40.79	42,324
2010	29,680	1,041	3,393	-	34,114	0.05	35.10	36,794
2011	26,710	368	2,241	-	29,319	0.04	29.90	31,464
2012	34,590	-	1,064	-	35,654	0.05	36.03	37,559
2013	32,240	-	222	-	32,462	0.04	32.49	34,127
2014	44,616	-	-	-	44,616	0.06	43.81	46,046
2015	41,464	-	-	-	41,464	0.05	40.65	42,664

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Advance Land Acquisition General Obligation Bonds(1)	Ratios		Outstanding Debt Per Capita (2)
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable		Total Primary Government(1)	Percentage Of Personal Income (2)	
2006	\$ 105,030	1,496	\$ -	-	\$ 1,505	0.35	\$ 127.33	108,031
2007	105,400	1,806	-	-	1,190	0.34	128.75	108,396
2008	95,735	1,438	-	-	885	0.29	117.00	98,058
2009	85,501	1,054	-	-	585	0.26	103.71	87,140
2010	76,246	653	-	-	290	0.22	88.83	77,189
2011	65,925	369	-	-	-	0.19	75.85	66,294
2012	56,363	120	-	-	-	0.15	64.10	56,483
2013	47,086	-	-	-	-	0.12	52.90	47,086
2014	67,280	-	-	-	-	na	74.39	67,280
2015	58,860	-	-	-	-	na	na	58,860

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Table 14 for personal income and population data. Data are not available for Prince George's County for FY 2014 and FY 2015.

Source: The Maryland-National Capital Park and Planning Commission, Montgomery and Prince George's County Governments



Montgomery County Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

Employer	2015			2006		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	28,800	1	6.32 %	39,000	1	8.50 %
Montgomery County Public Schools	25,703	2	5.64	20,132	2	4.39
U.S. Department of Defense	12,900	3	2.83	13,670	3	2.98
Montgomery County Government	11,112	4	2.44	8,536	4	1.86
U.S. Department of Commerce	5,400	5	1.19	6,678	6	1.46
Adventist Healthcare	4,800	6	1.05	6,951	5	1.52
Marriott International, Inc (Headquarters)	4,600	7	1.01	3,500	10	0.76
Holy Cross Hospital of Silver Spring	3,900	8	0.86	-	-	-
Montgomery College	3,656	9	0.80	-	-	-
Lockheed Martin	3,000	10	0.66	3,900	9	0.85
Giant Food Corporation	-	-	-	4,900	7	1.07
Chevy Chase Bank	-	-	-	4,700	8	1.02
Total	103,871		22.80 %	111,967		24.41 %

PRINCE GEORGE'S COUNTY

Employer	2014 (1)			2005 (1)		
	Private Sector Employees	Rank	Percentage of Total County Employment	Private Sector Employees	Rank	Percentage of Total County Employment
United Parcel Service	4,220	1	0.86 %	-	-	- %
Giant Food, Inc.	3,000	2	0.61	-	-	-
Verizon	2,738	3	0.56	-	-	-
Dimensions Health Corporation	2,500	4	0.53	-	-	-
Marriott International	2,303	5	0.47	-	-	-
Shoppers Food Warehouse	1,975	6	0.40	-	-	-
Safeway Stores, Inc	1,605	7	0.33	-	-	-
Verizon Maryland	1,400	8	0.29	-	-	-
Doctor's Community Hospital	1,300	9	0.26	-	-	-
Medstar Health (Southern MD Hospital Center)	1,242	10	0.25	-	-	-
Total	22,283		4.56 %	-	-	- %

Note:

(1) In 2015, Information is not yet available. Comparative data is not available for the number of employees in FY 2005.

Source: Montgomery County and Prince George's County Governments.



Montgomery County

Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Demographic Statistics
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population (1)	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
2006	926,492	\$ 62,144,979	\$ 67,076	510,593	2.9 %	139,387
2007	931,694	64,365,237	69,084	509,769	2.6	137,798
2008	942,748	67,279,968	71,366	515,987	3.2	137,745
2009	959,013	65,858,231	68,673	522,421	5.3	137,763
2010	976,006	67,890,159	69,559	532,549	5.6	140,500
2011	991,645	71,081,967	71,681	536,636	5.2	143,309
2012	1,004,476	73,467,234	73,140	540,444	5.2	146,497
2013	1,016,677	73,958,785	72,746	542,029	5.0	149,018
2014	1,018,000	75,940,000	74,597	540,128	4.4	151,289
2015	1,020,000	79,300,000	77,745	544,313	4.0	154,230

PRINCE GEORGE'S COUNTY

Year	Population (8)	Total Personal Income 000's omitted (2)	Per Capita Income (2) (4)	Labor Force (9)	Unemployment Rate (6)	Registered Pupils (10)
2006	836,644	\$ 30,306,871	\$ 35,567	446,366	4.1 %	133,325
2007	832,699	31,753,583	37,361	448,144	3.7	131,014
2008	830,514	33,026,742	38,847	454,201	4.5	129,752
2009	834,560	33,227,622	38,810	452,754	7.1	127,977
2010	865,705	34,302,938	39,647	462,138	7.7	127,039
2011	874,045	35,036,640	40,215	466,787	7.2	126,671
2012	881,138	38,481,250	43,672	469,150	6.8	123,833
2013	890,081	38,595,921	43,362	467,318	6.9	123,737
2014	904,430	n. a.	n. a.	469,359	6.2	125,136
2015	n. a.	n. a.	n. a.	491,077	5.5	n.a.

Notes: n.a.--not available

- (1) Source: Data for 2006-2009 from the U.S. Bureau of the Census, data for 2010-2015 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2014-2015 is not currently available)
- (3) Source: Data for 2010 - 2015 are estimates derived by the Montgomery County Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Office of Management and Budget, Montgomery County
- (8) Source: Data for 2015 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census.
data for 2015 estimates by the U.S. Bureau of the Census, Population Estimates Branch are not available.
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated July 2015
- (10) Source: www.mdreportcard.org, updated 4/23/2015



**Montgomery County
Appendices – Historical Data**

**MONTGOMERY COUNTY
TAX RATES BY FUND: FY03 THRU FY17**

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>PARK MAINTENANCE</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<u>FY03</u>	Real	0.0230	0.0550	0.0080	0.0010	0.0870
	Personal	0.0580	0.1380	0.0200	0.0030	0.2190
<u>FY04</u>	Real	0.0210	0.0510	0.0080	0.0010	0.0810
	Personal	0.0530	0.1280	0.0200	0.0030	0.2040
<u>FY05</u>	Real	0.0200	0.0510	0.0080	0.0010	0.0800
	Personal	0.0500	0.1280	0.0200	0.0030	0.2010
<u>FY06</u>	Real	0.0220	0.0530	0.0080	0.0010	0.0840
	Personal	0.0550	0.1330	0.0200	0.0030	0.2110
<u>FY07</u>	Real	0.0200	0.0490	0.0080	0.0010	0.0780
	Personal	0.0500	0.1230	0.0200	0.0030	0.1960
<u>FY08</u>	Real	0.0190	0.0500	0.0080	0.0010	0.0780
	Personal	0.0470	0.1250	0.0200	0.0030	0.1950
<u>FY09</u>	Real	0.0190	0.0500	0.0030	0.0010	0.0730
	Personal	0.0470	0.1120	0.0200	0.0030	0.1820
<u>FY10</u>	Real	0.0180	0.0420	0.0080	0.0010	0.0690
	Personal	0.0450	0.1050	0.0200	0.0030	0.1730
<u>FY11</u>	Real	0.0150	0.0370	0.0080	0.0010	0.0610
	Personal	0.0380	0.0920	0.0200	0.0030	0.1530
<u>FY12</u>	Real	0.0170	0.0400	0.0080	0.0010	0.0660
	Personal	0.0430	0.1000	0.0200	0.0030	0.1660
<u>FY13</u>	Real	0.0180	0.0460	0.0080	0.0010	0.0730
	Personal	0.0450	0.1150	0.0200	0.0030	0.1830
<u>FY14</u>	Real	0.0180	0.0450	0.0080	0.0010	0.0720
	Personal	0.0450	0.1125	0.0200	0.0025	0.1800
<u>FY15</u>	Real	0.0170	0.0480	0.0080	0.0010	0.0740
	Personal	0.0425	0.1200	0.0200	0.0025	0.1850
<u>FY16 ADOPTED</u>	Real	0.0180	0.0472	0.0080	0.0010	0.0742
	Personal	0.0450	0.1180	0.0200	0.0025	0.1855
<u>FY17 PROPOSED</u>	Real	0.0180	0.0472	0.0080	0.0010	0.0742
	Personal	0.0450	0.1180	0.0200	0.0025	0.1855

NOTE: Rates are per \$100 of assessed valuation



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY REVENUES BY FUND: FY03 THRU FY17

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>ADVANCE LAND</u>		<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
		<u>PARK*</u>	<u>ACQUISITION</u>			
FY03	\$20,247,365	\$54,008,536	\$982,199	\$12,784,175	\$741,296	\$88,763,571
FY04	\$20,343,303	\$54,256,471	\$1,011,143	\$14,145,519	\$548,387	\$90,304,823
FY05	\$20,721,271	\$59,003,107	\$1,123,389	\$14,635,221	\$964,441	\$96,447,429
FY06	\$24,350,923	\$65,339,993	\$1,267,531	\$14,083,721	\$1,517,675	\$106,559,843
FY07	\$25,473,046	\$73,632,630	\$1,524,673	\$9,808,885	\$4,166,028	\$114,605,262
FY08	\$26,263,298	\$80,659,951	\$1,595,405	\$8,567,556	\$3,459,638	\$120,545,848
FY09	\$28,997,876	\$80,275,750	\$1,700,802	\$9,217,043	\$4,445,680	\$124,637,151
FY10	\$28,445,527	\$80,565,040	\$1,804,764	\$9,266,362	\$3,956,150	\$124,037,843
FY11	\$23,481,987	\$72,484,600	\$1,785,987	\$9,569,906	\$5,375,861	\$112,698,341
FY12	\$26,437,160	\$75,737,385	\$1,723,507	\$10,366,006	\$6,812,980	\$121,077,038
FY13	\$26,945,597	\$82,984,943	\$1,680,687	\$9,840,577	\$6,728,370	\$128,180,174
FY14	\$27,056,857	\$83,226,578	\$1,704,476	\$10,096,922	\$3,501,277	\$125,586,110
FY15	\$26,223,319	\$89,840,349	\$1,738,887	\$9,867,991	\$4,776,429	\$132,446,975
FY16 ADOPTED	\$28,624,518	\$92,360,686	\$1,786,700	\$10,296,041	\$3,578,298	\$136,646,243
FY17 PROPOSED	\$30,085,800	\$97,154,156	\$1,871,600	\$10,631,182	\$3,601,145	\$143,343,883

* Park includes Property Management Fund



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY EXPENDITURES BY FUND: FY03 THRU FY17

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK *</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY03	\$19,959,619	\$52,642,878	\$981,083	\$14,529,192	\$739,837	\$88,852,609
FY04	\$20,157,351	\$55,456,679	\$1,011,143	\$14,530,307	\$623,724	\$91,779,204
FY05	\$21,803,691	\$59,872,711	\$1,145,154	\$14,733,658	\$835,198	\$98,390,412
FY06	\$24,170,157	\$65,096,916	\$1,272,155	\$15,153,342	\$1,151,012	\$106,843,582
FY07	\$24,190,637	\$70,054,359	\$1,522,688	\$9,653,051	\$3,412,819	\$108,833,554
FY08	\$26,983,794	\$77,198,235	\$1,593,030	\$9,428,990	\$3,939,515	\$119,143,564
FY09	\$28,014,385	\$83,429,359	\$1,678,914	\$9,383,977	\$3,971,293	\$126,477,928
FY10	\$27,911,142	\$82,419,460	\$1,824,924	\$9,296,669	\$4,342,711	\$125,794,906
FY11	\$25,077,878	\$72,987,813	\$1,787,718	\$9,076,362	\$4,881,491	\$113,811,262
FY12	\$24,987,214	\$74,057,368	\$1,724,076	\$9,706,336	\$4,285,899	\$114,760,893
FY13	\$24,787,963	\$81,579,090	\$1,677,529	\$9,251,742	\$4,897,488	\$122,193,812
FY14	\$25,750,754	\$85,190,538	\$1,700,704	\$9,508,592	\$4,529,732	\$126,680,320
FY15	\$27,972,803	\$90,478,486	\$1,748,460	\$9,402,804	\$4,613,867	\$134,216,420
FY16 ADOPTED**	\$31,624,297	\$97,072,687	\$1,786,700	\$9,431,262	\$5,656,827	\$145,571,773
FY17 PROPOSED**	\$31,378,602	\$100,843,594	\$1,871,600	\$10,012,147	\$5,751,622	\$149,857,565

* Park includes Property Management Fund

** Includes Reserves for Administration & Park Funds



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY WORKYEARS BY FUND: FY03 THRU FY17

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY03	231.91	681.50	226.35		1,139.76
FY04	224.02	639.30	229.30		1,092.62
FY05	222.29	644.50	215.40	4.30	1,086.49
FY06	221.40	667.80	204.70	4.30	1,098.20
FY07	205.20	657.20	111.00	36.60	1,010.00
FY08	214.58	683.24	110.30	36.60	1,044.72
FY09	212.19	691.71	104.60	30.23	1,038.73
FY10	216.88	692.00	113.10	27.12	1,049.10
FY11	176.95	606.40	110.90	27.55	921.80
FY12	177.85	622.80	117.20	28.55	946.40
FY13	175.30	630.60	118.90	28.55	953.35
FY14	174.53	641.10	116.00	27.17	958.80
FY15	179.60	665.00	110.30	24.85	979.75
FY16 ADOPTED	181.74	691.00	110.00	24.85	1,007.59
FY17 PROPOSED	183.85	713.60	119.30	29.55	1,046.30

* Park includes Property Management Fund



Montgomery County Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective September 13, 2015
1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A	\$25,408 \$12.2154	\$34,443 \$16.5591	\$43,479 \$20.9034
B	\$27,142 \$13.0490	\$36,792 \$17.6885	\$46,440 \$22.3269
C	\$28,376 \$13.6423	\$39,693 \$19.0832	\$51,008 \$24.5231
D	\$31,880 \$15.3269	\$43,216 \$20.7769	\$54,551 \$26.2264
E	\$35,273 \$16.9582	\$47,814 \$22.9875	\$60,357 \$29.0178
F	\$39,580 \$19.0288	\$53,654 \$25.7952	\$67,727 \$32.5611
G	\$44,825 \$21.5505	\$60,763 \$29.2130	\$76,700 \$36.8750
H	\$50,815 \$24.4303	\$68,883 \$33.1168	\$86,954 \$41.8048
I	\$57,549 \$27.6678	\$78,108 \$37.5519	\$98,667 \$47.4361
J	\$66,981 \$32.2024	\$91,858 \$44.1625	\$116,734 \$56.1221
K	\$80,213 \$38.5639	\$108,734 \$52.2760	\$137,257 \$65.9889
L	\$97,293 \$46.7755	\$131,890 \$63.4087	\$166,487 \$80.0418

**Approved by the Commission
June 17, 2015**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective September 13, 2015
1.75% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$25,345 \$12.1851	\$34,360 \$16.5192	\$43,374 \$20.8529	\$44,674 \$21.4779
L02	\$28,307 \$13.6091	\$39,595 \$19.0361	\$50,884 \$24.4635	\$52,410 \$25.1971
L03,L04	\$31,803 \$15.2899	\$43,112 \$20.7269	\$54,420 \$26.1635	\$56,053 \$26.9486
L05,L06	\$35,187 \$16.9168	\$47,699 \$22.9322	\$60,211 \$28.9476	\$62,017 \$29.8159
L07	\$39,483 \$18.9822	\$53,524 \$25.7327	\$67,564 \$32.4827	\$69,591 \$33.4572

Approved by the Commission
June 17, 2015



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective September 13, 2015
1.75% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$25,421 \$12.2216	\$34,461 \$16.5678	\$43,501 \$20.9139	\$44,807 \$21.5418
C02	\$27,155 \$13.0553	\$36,811 \$17.6976	\$46,466 \$22.3394	\$47,860 \$23.0096
C03	\$28,390 \$13.6490	\$39,712 \$19.0923	\$51,034 \$24.5356	\$52,566 \$25.2721
C04	\$31,896 \$15.3346	\$43,237 \$20.7870	\$54,578 \$26.2394	\$56,215 \$27.0264
C05	\$35,290 \$16.9663	\$47,839 \$22.9995	\$60,388 \$29.0327	\$62,199 \$29.9034
C06	\$39,600 \$19.0385	\$53,681 \$25.8082	\$67,763 \$32.5784	\$69,795 \$33.5553

Approved by the Commission
June 17, 2015



**Montgomery County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective September 13, 2015
1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$27,155 \$13.0553	\$36,811 \$17.6976	\$46,466 \$22.3394	\$47,860 \$23.0096
T02	\$31,896 \$15.3346	\$43,237 \$20.7870	\$54,578 \$26.2394	\$56,215 \$27.0264
T03	\$35,290 \$16.9663	\$47,839 \$22.9995	\$60,387 \$29.0322	\$62,199 \$29.9034
T04	\$39,600 \$19.0385	\$53,681 \$25.8082	\$67,763 \$32.5784	\$69,796 \$33.5558

**Approved by the Commission
June 17, 2015**



Montgomery County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 5, 2015 (1.75% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02 (annual) (hourly)	\$50,780 \$24.4135	\$52,563 \$25.2707	\$54,403 \$26.1553	\$56,305 \$27.0697	\$58,274 \$28.0163	\$60,316 \$28.9981	\$62,426 \$30.0125	\$64,610 \$31.0625	\$66,871 \$32.1495	\$69,216 \$33.2769	\$71,639 \$34.4418	\$74,141 \$35.6447	\$76,736 \$36.8923	\$79,424 \$38.1846		
P03 (annual) (hourly)	\$50,759 \$24.4034	\$53,321 \$25.6351	\$55,191 \$26.5341	\$57,129 \$27.4659	\$59,120 \$28.4231	\$61,184 \$29.4154	\$63,330 \$30.4471	\$65,546 \$31.5125	\$67,846 \$33.7582	\$70,217 \$34.9399	\$72,675 \$36.1644	\$75,222 \$37.4308	\$77,856 \$38.7375	\$80,574 \$40.0938		
P04 (annual) (hourly)	\$53,298 \$25.6240	\$55,985 \$26.9159	\$57,950 \$27.8606	\$59,978 \$28.8356	\$62,074 \$29.8433	\$64,249 \$30.8889	\$66,497 \$31.9697	\$68,822 \$33.0875	\$71,234 \$34.2471	\$73,723 \$35.4438	\$76,307 \$36.6861	\$78,979 \$37.9707	\$81,741 \$39.2986	\$84,604 \$40.6750	\$87,567 \$42.0995	
P05 (annual) (hourly)	\$58,759 \$28.2495	\$61,730 \$29.6779	\$63,889 \$30.7159	\$66,124 \$31.7904	\$68,436 \$32.9019	\$70,833 \$34.0543	\$73,312 \$35.2462	\$75,882 \$36.4817	\$78,538 \$37.7587	\$81,284 \$39.0788	\$84,132 \$40.4481	\$87,080 \$41.8654	\$90,120 \$43.3269	\$93,276 \$44.8442	\$96,537 \$46.4120	\$98,952 \$47.5731
Rank	ASI 1*	ASI 2**														
P02 (annual) (hourly)	\$81,409 \$39.1389	\$83,444 \$40.1173														
P03 (annual) (hourly)	\$85,480 \$41.0962	\$87,617 \$42.1236														
P04 (annual) (hourly)	\$89,757 \$43.1524	\$92,000 \$44.2308														
P05 (annual) (hourly)	\$101,425 \$48.7620	\$103,961 \$49.9813														

*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.
**ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

Contract Approved by Commission May 1, 2014
Pay Schedule Approved by the Commission May 21, 2014



**Montgomery County
 Appendices – Pay Schedules**

**Park Police Command Officers
 Effective July 5, 2015
 1.75% COLA**

Title		Minimum	Midpoint	Maximum
Lieutenant [P06]	(annual)	\$68,497	\$92,553	\$116,612
	(hourly)	\$32.9313	\$44.4966	\$56.0635
Captain [P07]	(annual)	\$79,247	\$107,076	\$134,904
	(hourly)	\$38.0995	\$51.4788	\$64.8577
Commander [P09]	(annual)	\$96,810	\$125,819	\$154,824
	(hourly)	\$46.5433	\$60.4899	\$74.4346

**Officer Candidate Pay Scale
 Effective July 5, 2015
 1.75% COLA**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$49,184
	(hourly)	\$23.6462

Approved by the Commission June 17, 2015



**Montgomery County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Special Salary Range Pay Schedule for Select Career IT Positions ONLY
Effective September 13, 2015
1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
GIT	\$47,065 \$22.6274	\$62,440 \$30.0192	\$80,537 \$38.7197
HIT	\$53,355 \$25.6514	\$70,782 \$34.0298	\$91,297 \$43.8928
IIT	\$60,425 \$29.0505	\$80,261 \$38.5870	\$103,600 \$49.8077
JIT	\$73,010 \$35.1010	\$97,974 \$47.1029	\$127,239 \$61.1726

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	GIT
GIS Specialist I	GIT
IT Telecommunications Spec I	GIT
Programmer/Analyst II	HIT
GIS Specialist II	HIT
Senior IT Support Specialist	IIT
Programmer/Analyst III	IIT
GIS Specialist III	IIT
IT Systems Manager/Leader	JIT

**Approved by the Commission
June 17, 2015**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2015
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$9.5500	\$10.2700	\$10.9800	950	I
PFA II - 921	N02	\$9.6000	\$10.5700	\$11.5300		
PFA III - 922	N03	\$9.6500	\$10.8800	\$12.1100		
PFMA I - 930	N04	\$9.7000	\$11.2100	\$12.7100	951	II
PFMA II - 931	N05	\$9.7500	\$11.5500	\$13.3500		
	N06	\$9.8000	\$11.9100	\$14.0200		
PFMA III - 932	N07	\$9.8500	\$12.3200	\$14.8000		
Help Desk Rep I - 933	N08	\$10.1194	\$12.9025	\$15.6854	952	III
	N09	\$10.7264	\$13.6763	\$16.6263		
	N10	\$11.3703	\$14.4971	\$17.6242		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$19.0335	953	IV
Help Desk Rep II - 934	N12	\$13.2626	\$16.9100	\$20.5574		
Intern II/Help Desk Rep III - 935	N13	\$15.2514	\$19.4455	\$23.6396	954	V
	N14	\$17.5395	\$22.3632	\$27.1869		
Camp Health Supv - 94'	N15	\$20.1711	\$25.7179	\$31.2647	955	VI

Approved by the Commission on September 16, 2015



**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2015
Minimum Wage and Schedule Adjustments**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A02	\$9.55	\$10.27	\$10.98
A03	\$10.40	\$11.26	\$12.08
A04	\$11.45	\$12.41	\$13.40
A05	\$12.68	\$13.71	\$14.82
A06	\$14.58	\$15.76	\$17.06
A07	\$16.77	\$18.13	\$19.61

Approved by Commission on September 16, 2015



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective October 21, 2015
New Pay Schedule

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$9.5500	\$15.2800	\$21.0000
Spec Svcs Instructor 2	SS2	\$12.0000	\$19.0000	\$26.0000
Spec Svcs Instructor 3	SS3	\$15.5000	\$24.7500	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

Approved by the Commission October 21, 2015



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Effective October 21, 2015
New Pay Schedule

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$9.5500	\$12.7800	\$16.0000
Tennis Instructor 2	TI2	\$14.0000	\$18.0000	\$22.0000
Tennis Instructor 3	TI3	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission October 21, 2015

